Terms of Reference for the Equality and Diversity Committee

Remit

- Ensure that the College discharges its legal responsibilities and achieves its Equality and Diversity strategic goals by taking ownership of objectives, maintaining oversight of progress through detailed scrutiny of equality reviews and audits to clear timescales, and working with colleagues across the institution to ensure remedial actions are taken when necessary.
- Support, champion and demonstrate leadership of good governance in Equality and Diversity issues on behalf of the Governors and the College, supporting College Committees, Schools and central professional services in progressing, mainstreaming and embedding Equality and Diversity good practice.
- Monitor the Equality and Diversity implications of strategic and policy developments.
- Receive annual updates detailing progress on Equality and Diversity issues from the principal College committees and other work areas.
- Undertake annual monitoring of College performance against external benchmarks (e.g. London and sector-wide), and agreed Equality and Diversity objectives, to inform proposals for specific targets and monitoring of performance against those targets, where appropriate.
- Set strategic priorities for College participation in external benchmarking/chartermark initiatives, monitoring progress of the SATs and developing College submissions to those initiatives; embedding these activities as part of a College-wide Equalities and Diversity strategy and integrating the contents of each submission in a coherent manner.
- Oversee the production of the College’s Equality and Diversity Annual Report for the Governors of the College by the statutorily required deadlines.
- Undertake a commissioning role in the establishment of Equality and Diversity project work, requesting further investigation where necessary.
- Establish formal Sub-Committees or Working Groups as appropriate.

Membership

- College Equalities Champion as Chair and expert advocate.
- A senior academic officer as Vice-Chair; this would normally be the Vice-Master.
- Assistant Deans for Equality and Diversity from each of the Schools.
- A senior lead representing Professional and Support Departments.
- The Academic Registrar or his/her nominee.
- An Independent Governor.
- The Human Resources Director or his/her nominee.
- Student representation.
- A representative of the College’s Trade Unions.
- Co-opted members as agreed.

In attendance:

- College Equality and Diversity Leads within the HR Strategy and Policy team.
Working Groups

Working groups will be established by the Committee to deliver specific projects and actions related to the management of Equality and Diversity activities. This will include any Self-Assessment Teams set up to progress equality chartermarks.

Reporting lines

The Committee will be a Governors’ Committee reporting to the Finance and General Purposes Committee, and with routine sharing and referral of business with other College committees including HRSPC, Academic Board, TQEC and the College Strategic Planning Committee.

Timelines

The Committee is to meet once per term or more frequently by agreement.

Clerking

Secretarial support will be provided by Human Resources.

HR Department
October 2017