

People, Culture, Quality and Standards Committee

Terms of Reference

Purpose

The Committee considers how well the University supports the experience and wellbeing of its people and how well it engages with them. The Committee is responsible to the Board for ensuring that the University is an equal, diverse and inclusive environment. On behalf of the Board, the Committee oversees the University's academic quality and standards.

1. Duties

People and culture

1. Monitor indicators of the wellbeing and welfare of students and staff and seek assurance that adequate provision has been made for these
2. Monitor indicators of the student and staff experience and developments or projects designed to benefit the student experience
3. Seek assurance that the University's values are practised through the University and that prevalent behaviours are consistent with the University's values
4. Monitor indicators of organisational culture and their fit with values and strategy

5. Seek assurance that there is regular, effective two-way communication with students and staff
6. Seek assurance that there are policies, procedures and regulations in place for the conduct of students, the suspension and dismissal of students and for students to raise matters of concern
7. Seek assurance that there are policies, procedures and regulations in place for the conduct of staff and for staff discipline, dismissal, suspension and grievances
8. Seek assurance that appropriate employment policies and procedures are in place
9. Seek assurance that the University manages industrial relations effectively
10. Receive reports on occupational health from the University Management Team
11. Support the Board in its duty to have due regard to the need to prevent people being drawn into terrorism. Monitor and approve as necessary reports on the Prevent Duty
12. Support the Board in its duty to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within the University. Monitor compliance with relevant legislation on freedom of speech including the Education (No.2) Act 1986, s.43 and the Higher Education (Freedom of Speech) Act 2023
13. Support the Board in its duty to demonstrate a visible and ongoing commitment to preventing and responding to harassment and sexual misconduct. Seek assurance that the approach to harassment and sexual misconduct is adequate and effective

Equality, diversity and inclusion

14. Support the Board in its duty to ensure that the University fulfils and upholds the Public Sector Equality Duty
15. Seek assurance that there are arrangements are in place to:
 - eliminate unlawful discrimination, harassment and victimization
 - advance equality of opportunity between people who share and those who do not share a protected characteristic
 - foster good relations between people who share and those who do not share a protected characteristic
 - promote an inclusive culture
16. Monitor, support and challenge the University's approach to and work on equality, diversity and inclusion and progress towards its goals

Academic quality and standards

17. On behalf of the Board, receive and test assurance that academic governance is adequate and effective. Advise the Board on the level of assurance about academic standards and the integrity of academic qualifications
18. On behalf of the Board, oversee and manage the Board's relationship with the Senate. Approve and monitor protocols with the Senate. Review the minutes of Senate meetings
19. Monitor academic partnerships including risk and reward and the quality of education
20. On behalf of the Board, work with Senate to approve jointly the criteria and procedures for granting honorary awards, and the award of honorary awards
21. With the Audit and Risk Committee receive assurance that specific academic risks (for example partnerships and collaboration, recruitment and retention,

data provision, quality assurance, research integrity, risks to students' continuation of study) are being effectively managed

22. Approve the Access and Participation Plan, changes to the Plan, and any returns which require the Board's approval. Monitor performance against the Plan
23. Monitor indicators of research quality and developments or projects to enhance research quality. Approve as necessary the Concordat on Research Integrity
24. Review compliance with the Office for Students' Conditions of Registration Sections A, B and C

Other duties

25. Give advice and feedback to the executive on strategic level proposals, initiatives, developments and projects on all matters in the Committee's remit
26. Monitor KPIs on any matters in Committee's remit
27. Monitor strategic risks relevant to the work of the Committee
28. Ensure appropriate policies are in place for items in the Committee's remit
29. Carry out a bi-annual assessment of its own performance

2. Authorities and Approvals

1. Approve the Access and Participation Plan, changes to it and returns against it as necessary
2. With Senate, approve the award of Honorary Awards
3. Approve as necessary the Concordat on Research Integrity
4. With Senate, approve the protocols between the Board and Senate
5. Approve as necessary the submission of Prevent Duty reports

3. Escalation

The Committee escalates the following for further consideration by the Board

1. Significant risks to performance and/or sustainability in the areas in its remit
2. Any items in its remit on which the Committee has not received adequate assurance
3. Other items on which it advises the Board under these terms of reference

4. Reporting

The Committee produces a RAG rated report of its business and any items for escalation to the next available Board meeting

Minutes are available to all governors

5. Membership

- The Committee's membership is made up of:
 - Three to four members of the Board of Governors, including at least one independent governor and at least one student governor
 - Up to two external members with expertise in areas in the Committee's remit
- Committee members serve a two-year term of office, which is renewable up to twice for a total of six years
- Committee members are appointed and reappointed by the Nominations and Governance Committee

6. Quorum

At least half of the current number of members. At least one of those making up the quorum must be an independent governor of the University.

7. Chair

- The Committee's Chair is appointed and reappointed by the Nominations and Governance Committee following consultation with the committee
- The Committee may choose to have a Deputy Chair, appointed and reappointed in the same way as the Chair
- The Chair and Deputy are appointed from amongst the members who are independent governors of the University
- The Chair serves a two-year term of office, which is renewable up to twice, for a total of six years

Attendees

The following are in attendance at the invitation of the Committee:

- Deputy Vice-Chancellor, Chief Operating Officer, Director of Human Resources, Academic Registrar
- Other University staff as appropriate to report to the Committee on their activities

Other observers at the invitation of the Chair

Clerking

The Clerk to the Committee is the Clerk to the Board of Governors

Frequency of meetings

As determined by the Committee to allow it to discharge its responsibilities. There are at least three meetings per academic year.

11. Version control

Version	Date	Comments
1.0	30 September 2022	Approved by the Board of Governors

1.1	30 November 2022	Changes approved by the Board
1.2	19 July 2023	Amendments to item 12 re new legislation, item 24 re section C + minor administrative amendments