

Terms of reference

Composition

People, Equalities & Inclusion Committee will consist of at least three Trustees and the Director of Human Resources for COLAT.

Purpose of the Committee

- To support COLAT in executing its Strategic Aims by taking account of people, equality, and inclusion.
- To report to the COLAT Board, as appropriate, on progress towards the fulfilment of the Trust's statutory obligations (Equality Act 2010) in respect of equality, diversity, and inclusion.
- To lead the development of the of people, equality, and inclusion strategy and framework.
- To monitor and review performance against the people, equality, and inclusion strategy and framework ensuring that objectives and associated action plans are implemented and effective.
- To consider reports from relevant committees, networks, and other advisory forums.
- To establish two-way communication with staff and student equality networks and other advisory forums to ensure that their views are sought and represented as appropriate.
- To receive and consider annual reports on equality monitoring statistics in respect of the staff and student community.
- To establish ad-hoc sub-groups in relation to specific areas of equality as appropriate.

Frequency of Meetings and Proceedings

The Committee will meet three times each year, ideally once per term, and at such other times as the Chair of the Committee shall deem to be appropriate. Unless otherwise agreed by all members of the Committee, notice of meetings and confirmation of the venue, time, and date together with an agenda and all relevant papers, should normally be circulated to each member at least five working days prior to the date of the meeting.

The quorum for meetings of the Committee shall be 3 committee members.

Reporting

The Clerk shall minute the proceedings and resolutions of the Committee. Minutes of Committee meetings shall be circulated promptly to all members of the Committee for approval.

Authority

The Committee has the authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

- a) Investigate any activity within its terms of reference;
- b) Seek any information that it requires from any employee and all employees are directed to cooperate with any requests made by the Committee;
- c) Obtain outside legal or independent professional advice and such advisors may attend meetings as necessary.