

NORWICH UNIVERSITY OF THE ARTS

PEOPLE COMMITTEE: TERMS OF REFERENCE

Constitution

The governing body has established a committee of Council known as the People Committee.

Purpose

The purpose of the People Committee is to support the University's strategy by providing a forum to review how the University develops its organisational culture; equality, diversity and inclusion; engagement and the health and wellbeing of both students and staff in line with the University's values.

Membership

The Committee and its Chair shall be appointed by Council, from amongst its own membership. The Chair of committee shall be an independent or co-opted member with appropriate experience and appointed annually by Council.

Membership shall consist of at least 3 independent or co-opted members plus the President of the Students' Union.

A quorum shall be at least three members.

The Chair of the Committee will not be a member of staff or a student of the University.

Attendance at Meetings

The Director of Human Resources and the Pro Vice-Chancellor (Student Experience) and Academic Registrar shall attend and any other members of staff where business relating to their areas of responsibility is to be discussed.

Frequency of Meetings

The Committee shall normally meet three times a year.

Authority

The Committee is authorised by Council to consider any matters within its terms of reference, and to request and receive information in line with its purpose and the University's legal obligations.

The Committee is authorised by Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the designated officer and/or Chair of Council. However, it may not incur direct expenditure in this respect in excess of £3,000, without the prior approval of Council.

Duties

The duties of the Committee shall be:

1. To consider and monitor the impact of the University's strategy on the staff and student experience, assess the management of related risks and issues in the context of wider benchmark information and relevant national data.
2. To review and monitor the University's people strategy
3. To ensure the promotion of a workplace culture that is underpinned by the University's values.
4. To monitor the engagement, wellbeing and general welfare of students and staff, and the impact on organisational culture and performance, through consideration of relevant data and reports.
5. To ensure that the University proactively strengthens equity and effectively promotes and champions equality, diversity and inclusion
6. To monitor staff, student and alumni success, including recruitment, completion and attainment of different student groups, using relevant data and reports
7. To provide a forum for discussion and consideration of best practice reports, guidance and initiatives relating to workforce, education, organisational development and culture.

Reporting Procedures

The minutes of meetings of the Committee will be circulated to all members of Council.

Clerking Arrangements

The clerk to the Committee will be the Clerk to Council (or other appropriate independent individual).