Terms of Reference

Equality, Diversity and Inclusion Committee

Authority delegated from Academic Board.

1. Role

The purpose of the Equality, Diversity and Inclusion Committee (EDI) is to make recommendations to the Schools Executive Board with regard to the strategic direction, priorities and objectives for EDI at the School; to support School-wide engagement with EDI; and to help enable the development and delivery of EDI initiatives, work and action plans.

Our Commitment to equality ensures that Northern School of Contemporary Dance's Equality, Diversity and Inclusion Committee should allow for a sufficiently broad range of experience and expertise so that the rational, aims, objectives and design of aspects of equality, diversity and inclusion activities which can be effectively reconciled with the dignity, rights, safety, and well-being of the people who are likely to take part.

2. Responsibilities

The terms of reference of the EDI are as follows and are to be understood within its current remit of activities to receive and act upon equality, and diversity and inclusion related matters for consideration from within the organisation, its networks and interest groups.

1. Make recommendations to NSCD's Executive board on the strategic direction, priorities and objectives for EDI at the School, recognising that EDI impacts upon everyone within the School and in connection with the wider communities it serves.
2. Support the delivery and implementation of EDI strategy, priorities and objectives, ensuring alignment with other relevant strategies.
3. Champion the School's commitment to EDI, working alongside where appropriate with the Access and Participation Committee, celebrating that commitment and addressing obstacles to its implementation.
4. Review and, where appropriate, challenge EDI-related practices within the School.
5. Develop and agree a programme of EDI work and an annual EDI actions to be added to the school action plan, monitoring and reporting on progress against the plan.
6. Commission and review data (qualitative and quantitative) and reports to monitor the School's performance against its EDI strategic objectives, KPIs and plans.
7. Make recommendations to School's Executive Board (through the leadership team) with regards to resources required to deliver the EDI objectives, priorities and action plans.

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8. Support and monitor the School's compliance with the Public Sector Equality Duty and the Equality Act (2010). Review the colleague EDI annual report and biannual equal pay audit and agree submissions to the Executive Board.
9. Respond to consultations on School strategies and policies as specified in the School's Strategy and Policy matrix and support the embedding of EDI in all school policies.
10. Review and shape a School's Equality Policy.
11. To provide staff development to encourage and support EDI initiatives coming from all parts of the School.
12. Facilitate formal and informal structures for School-wide engagement on EDI matters.
13. Support and monitor EDI communications and engagement.
14. Evaluate the effectiveness of the EDI Committee.
15. Engage actively with external organisations to horizon scan and create and share best practice related to EDI.
16. To advise and consult with other governance bodies, in keeping with its own governance responsibilities, on matters related to equality, diversity and inclusion

3. Composition

- A minimum of four members of the School with appropriate qualifications and experience. Representation will be sought from across all areas of the School with appropriate interest and connection to EDI
- Oversight of the committee will fall to the responsibility of the CEO & Principal and one member of the committee shall be designated as delegate Chair where appropriate and will be supported by one Deputy Chair.
- Committee members should be drawn from a varied and appropriate representation of society and be a mixture of staff and student representation
- The committee reserve the right to seek independent expert advice and guidance on individual applications for ethical approval where appropriate. These could include up to seven co-opted members, recommend by the Chair, approved by the Committee.

Ex-officio members

Chair (CEO & Principal)	Sharon Watson or delegate
Head of Undergraduate Studies (Deputy Chair)	Francesca McCarthy
HR Manager	Geraldine McDowall
Head of Academic Registry	Hannah Perry
Head of Learning and Participation	Tracy Witney
Head of Marketing and Communications	Tom McGinn
Student Union Manager	Zara Lee
Student Support & Wellbeing Manager	Ali Coleman
Board of Governors Representative	tbc

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External member (with relevant EDI expertise)	Heather Nelson
Staff EDI representative (elected)	Elected 2022/23 (to share responsibility): - Hannah Bateman - Ben Wright - Fabiano Culora
Student EDI representative (nominated by the Student Union)	*Nomination by the Student Union September 2022.*

4. Alternates

Committee members may have named alternates. An alternate will receive all committee papers, have the right to attend all committee meetings and have the right to vote on committee decisions.

5. Invitees

The Chair may invite other individuals to be in attendance for relevant agenda items, as required. The Leadership team and Heads of Faculty have has a standing invitation to all EDI Committee meetings.

From time to time it may be necessary to establish a task and finish group to investigate/identify areas and make recommendations to the committee as appropriate.

6. Operational Details

- Appointments by the Committee are reviewed and agreed annually.
- Reporting line - Direct to Academic Board
- Quorum for business items – 3 members minimum including either the Chair or Deputy Chair.
- Frequency of meetings - normally 2 times a year, additional meetings as appropriate
- Meetings may be held physically, remotely via and online tool (e.g. Zoom) or through a blended approach.
- The work of the Committee may be conducted at additional meetings called by the Chair, or outside of meetings by means of electronic communication (e.g. email) or officer action, subject to the approval of the Chairs.
- Decisions on business items can be taken by correspondence, virtual meetings and/or email provided at least 3 of the total actual membership are present in the communication trail.

7. Secretariat

Nominee of the HR Manager.

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