

## DE MONTFORT UNIVERSITY

### BOARD OF GOVERNORS – PEOPLE AND CULTURE COMMITTEE CONSTITUTION

#### **A Scope and purpose of the committee**

The committee is the *prime mechanism* through which the Board of Governors approves strategies relating to people\* matters and seeks assurance that DMU has in place the processes and people to deliver the people and culture-related objectives and KPIs, as set out in the Empowering University strategy , and its supporting strategies focused on issues of people and culture including the cross-cutting theme, Equality for All and the Empowering People strategy.

The committee ensures the development of employment policies and practices that increase employee engagement and commitment, provide development and support mechanisms that enable DMU to attract, and retain, the highest calibre of talent in the market.

The committee ensures that there are policies and procedures in place for dealing with staff performance, discipline, dismissal and grievance and other key people policies.

In conducting its business, the committee should inform other subcommittees (and the board) of matters appropriate to their remit. The committee is responsible for identifying matters of potential ethical concern or activity that may lead to material adverse reputational risk to the university, and escalating such matters to the Board of Governors, as appropriate, in line with the university's Scheme of Delegation.

The committee advises and makes appropriate recommendations to the Board of Governors on all aspects of related strategy.

Its principal aims are:

- To monitor progress regarding the delivery of strategy that impacts upon people and culture.
- To take strategic decisions on workforce matters on behalf of the Board of Governors or make recommendations to the board on key strategic organisational development, as appropriate.
- To provide assurance to the Board of Governors on organisational development and workforce governance, and risks associated with delivery of the university's strategy in regard to people and culture.

The committee has no executive powers other than those specifically delegated in these terms of reference.

\* *'People' refers to students and staff, including workers (defined as agency staff who work at DMU for more than 12 weeks and are entitled to certain defined rights as employed staff).*

## **B Terms of reference**

The committee will:

1. Endorse the university's strategy with regard to people and culture and to make recommendations to the Board of Governors thereon.
2. Monitor the university's ongoing implementation of strategy that impacts upon people and culture.
3. Monitor the university's performance against key performance targets for workforce and organisational development, equality diversity and inclusion (EDI) and student experience.
4. Monitor and review EDI matters impacting on staff and/or the student experience including the university's Access and Participation Plan and the Equality for All implementation plan and monitor, via an annual report, the university's compliance with statutory requirements including the Equality Act and the Public Sector Equality Duty.
5. Monitor and review all health, safety and wellbeing and duty of care arrangements within the university affecting staff, students and visitors and advise the Board of Governors as appropriate on statutory, and other, requirements relating to its responsibilities for health, safety and wellbeing.
6. Monitor the annual staff profile and trends within the university, higher education sector and more widely to ensure that the university's approaches reflect best practice, including reporting on an annual basis of the gender and race pay gaps.
7. Determine and keep under review on behalf of the Board of Governors, in the context of the university's mission statement and its overall financial position, the framework for the pay and conditions of service of staff, excluding senior posts which fall within the remit of the Remuneration Committee.
8. Review people-related risks on the university Risk Register, together with risk mitigation plans and sources of control.
9. Produce an annual report of the committee's business over the preceding academic year, for review at the first meeting of the new academic year.
10. Consider any other matters relating to the wellbeing of students or staff outside the remit of any other committee of the Board of Governors.
11. Deal with any other matters as requested by the Board of Governors.

Additional guidance on the interpretation of these terms of reference should be sought from the Registrar (Academic) / Secretary to the Board of Governors.

## **C Membership**

Members shall be drawn from the Board of Governors to serve on this committee. There shall be no fewer than four members. At least one member should have recent and relevant experience in HR. The committee Chair shall be an independent governor, appointed annually by the Board of Governors, and have a casting vote. The Vice-Chancellor shall be an ex-officio

member of the committee. The committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

**D Quorum**

A quorum is three committee members.

**E Servicing and support**

Servicing will be provided by the Governance Office.

The committee will have access to independent legal advice when required.

**F Attendance at meetings**

The Executive Director of People Services, the Registrar (Academic) / Secretary to the Board of Governors, the Chief Transformation Officer, the Deputy Vice-Chancellor and any other senior members of staff shall attend meetings where business relevant to them is to be discussed. The Vice-Chancellor may delegate attendance to a nominee should they be unable to attend a meeting.

The attendance of any other member of staff requires the approval of the Chair.

**G Meeting schedule**

There will be four meetings a year. Additional meetings can also be called at the request of the Chair of the People and Culture Committee, the Chair of the Board of Governors, or the Vice-Chancellor.

**H Reporting procedures**

The minutes of the People and Culture Committee will be presented to the Board of Governors on a regular basis, in addition to regular updates on business transacted by the committee being provided to the board by the committee chair. Any items requiring Board of Governors' approval in the terms of the Scheme of Delegation will be presented for its consideration.

**I Sub-committees**

None.

**J Approval and revision**

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

**K Revision record**

Section	Details of revision	Approved on

**Approved: 19 June 2023**

**Endorsed by parent committee: 6 July 2023**