

People Committee

Constitution and Terms of Reference 2023-24

The Board of Governors and its committees will conduct their business in a way that is consistent with, and reflects and promotes, the University's Equality, Diversity and Human Rights Policy.

1. Purpose

The core purpose of the Committee is to ensure the University has:

- a diverse and culturally rich community;
- a community that promotes health and wellbeing; and,
- a community that supports personal and professional development.

Operating of the Committee

The Committee's role recognises the central importance of students, staff and alumni as communities served by our mission and whose successes in turn determine the success of the University. Inevitably, there will be common areas of interest between People Committee and other Committees. People Committee has a strong focus on the link between people and the University's performance. In relation to wellbeing, for example, this differs from the role of Health, Safety and Wellbeing Committee where the focus of the Committee is on discharging responsibilities for the management of health, safety and wellbeing risks.

2. Constitution and membership

		Expiration of office (number of years on expiration)
Three (3) Governors, one of whom shall be Chair	Alison Davies (Chair)	31/07/2025 (3)
	Mohammed Ali OBE	31/07/2026 (9)
	Brian Chiyesu	31/07/2025 (3)
Vice Chancellor	Professor Karen Bryan OBE	Ex officio
Chair of the Board of Governors	Julia Unwin DBE	31/07/2026 (6)
Staff Governor	Dr Ernestine Gheyoh Ndzi	31/07/2025 (3)
Students' Union President	Matt Blackstock	Ex officio
Up to two co-opted members with relevant experience	Laura Craig-Braddock	31/07/2026 (3)
	Jane Johnston	31/07/2025 (3)

<i>In attendance:</i>	
University Secretary and Registrar	Kathryn Kendon
Pro Vice Chancellor: Education	Professor Richard Bourne
Pro Vice Chancellor: Research & International	Professor Rob Mortimer
Chief Operating Officer	Rob Hickey
Director of Human Resources	Sally Marlow
Director of Student Success and Learning Services	Laura Hallett
Head of Governance and Compliance	Mia Bryden
Other attendees as appropriate	Other individuals may be invited to attend meetings at the discretion of the Chair (for example, Equality, Diversity and Inclusion Lead; additional student representatives).
Minuting Secretary	Catherine Barber

3. **Terms of Reference**

3.1 **To consider and advise Board of Governors (and Academic Board as appropriate) on:**

- a. Strategic planning and policy development for the benefit and success of students, staff and alumni;
- b. A strategy for student fees and scholarships (including, but not limited to, tuition fees);
- c. Significant changes to the terms and conditions of staff;
- d. Procedures for handling internal grievances.

3.2 **To be responsible, on behalf of the Board of Governors, for:**

- e. Oversight of the development of the University's People and Culture Strategy in the context of the University's Strategic Plan, wider benchmark information (e.g., on comparator institutions) and relevant national data
- f. Monitoring implementation of the People and Culture Strategy through consideration of relevant performance indicators (including data on the outcomes of Staff Surveys; recruitment and turnover; pay etc)
- g. Monitoring the wellbeing and general welfare of students and staff through consideration of relevant data and reports
- h. Monitoring of staff, student and alumni success, through consideration of relevant data and reports (e.g., reports on staff development support and engagement; student support; Graduate Outcomes Survey)

- i. Considering and monitoring the impact of significant strategic developments (e.g., organisational change programmes) on students and staff
- j. Monitoring of student engagement and satisfaction through consideration of relevant performance indicators (including the outcomes of the NSS, PRES and PTES).
- k. Monitoring of student recruitment, progression and retention against agreed performance indicators
- l. Approving annual accommodation rent changes.
- m. Monitoring the effective implementation of the University's communications strategy
- n. Maintaining oversight of the University's Student Protection Plan and Refund and Compensation Policy and any actions flowing from them
- o. Actively promoting equality and diversity in its work, including by, but not limited to, reviewing the University's annual Equality, Diversity and Inclusion Report, and both championing and challenging the University's record on inclusion

3.3 **To refer to**

- The Finance and Capital Development Committee any relevant matters relating to capital investments to support students, staff and alumni
- Academic Board, any matters within its remit relating to the management of quality and standards
- The Health, Safety and Wellbeing Committee, any relevant matters within its remit.

3.4 **Delegated responsibilities**

The Committee does not routinely delegate any categories of business.

4 **Procedural rules**

4.1 **Quorum**

Five (5) members, at least three (3) of whom must be independent and two (2) of whom must be independent Governors.

4.2 **Meetings**

The Committee shall meet three (3) times a year unless otherwise agreed by the Committee Chair.

4.3 **Agenda**

The agenda shall be the responsibility of the Committee Chair, and the Committee shall be serviced by the Secretary or nominee who shall normally provide the agenda and supporting papers seven (7) days prior to the meeting.

5 **Reporting**

The unreserved minutes (or a report) of meetings of the Committee will be circulated to all members of the Board of Governors. A report of each meeting of the Committee will be shared with Academic Board.