

The Place (Contemporary Dance Trust Limited)

Equality, Diversity, and Inclusion Committee Terms of Reference November 2023

1. Remit

The Equality, Diversity, and Inclusion Committee will define, monitor, and ensure greater transparency and visibility of the Action Plan, its development and implementation. In doing so the Committee will be able to hold the Board and Executive to account.

2. Procedural Rules

Appointment of Chair

The Chair of the Committee will be a Governor(s)

Membership

Up to 18 members drawn from across the organisation including a representative from the Senior Leadership Team, education and public programmes, casual staff, independent artists, and students.

The general structure of the Committee will be as follows:

- 2 co-chairs
- 4 members of the Place Directors team: Artistic Director, Head of HR, Director of Communications, Director of Registry and Student Well-Being
- 4 permanent staff representatives
- 4 student representatives
- 2 freelance representatives
- 2 casual staff representatives

Permanent staff, student, casual staff, and freelance representatives will not be fixed members, but will be taken from wider pool of people approved by at least one of the co-chairs to sit on the Committee on a rotating basis.

Co-options

There is provision for co-opted members, sought based on their expertise in the area, who may include members external to The Place.

Meetings

There shall be a quorum at meetings of one-third of the membership. Meetings will take place a minimum of three times per year.

Rules for voting

There are no specified rules for voting.

Minutes

Minutes are submitted to the Board of Governors.

3. Terms of reference

- Overseeing the **formulation of institutional action plans** including but not limited to the Equality and Diversity Action Plan and the Access and Participation Plan (Office for Students) to ensure that equality and diversity policies are effectively translated into programmes of action.
- **Monitoring implementation** of the Equality and Diversity Plan.
- **Formulating and recommending organisation-wide policies and** procedures relating to equality, diversity, and inclusion
- **Maintaining an oversight and advising on complaints** related to equality, diversity, and inclusion.
- **Advising the relevant teams and staff on strategic policy developments** relating to equality, diversity and inclusion, their integration into overall strategic plans and on their implementation.
- **Encouraging and assisting departments** in the effective integration and implementation of equality, diversity and inclusion policies and procedures.
- **Establishing project groups as required to** investigate, report on, and implement work on specific aspects of equality, diversity, and inclusion issues.
- Maintaining under **review and, where necessary, proposing revision** to policies, procedures and plans relating to equality, diversity, and inclusion.
- **Monitoring and evaluating** the implementation and effectiveness of the equality, diversity and inclusion policy, procedures, and plans.
- Ensuring equality, diversity and inclusion policies and procedures are **effectively disseminated and promoted**.
- **Maintaining appropriate consultation and communication routes** with all relevant groups and with external bodies in pursuance of the terms of reference of the committee.

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