

***Equality, Diversity
and Inclusion
Committee***



Collective Acting Studio - November 2022



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Terms of Reference

Committee Purpose

1. To monitor the implementation the Equality, Diversity and Inclusion Policy (“the EDI Policy”).
2. To propose amendments to the EDI policy and recommend new initiatives.
3. To propose activities and social events aimed at raising awareness of relevant EDI issues.
4. To review and propose EDI amendments to the Teaching and Learning Strategy.

Membership

5. The membership of the Committee shall be made up of members of the Executive, staff and student members.

Executive and Staff Members

6. The Executive and Staff members will include:
 - The member of the Board with EDI responsibility (Chair)
 - The member of SLT who is also the Disability Consultant
 - The SLT mentee

Student Members

7. In addition to the staff members there will be up to 4 student members who will be elected to the role by the student body.
8. SLT will determine the manner in which the election is conducted and the term of office each student will serve. These provisions will be clearly communicated to the student body.
9. The students who are eligible to stand for election to the Committee will be students with protected Characteristics as defined by the Equalities Act 2010.

Quorum

10. The quorum for meetings will be 5 members to include a minimum of 2 student members and 2 staff members.

Frequency of Meetings

11. The committee will meet a minimum of once a term.

Reporting

12. The committee will report directly into SLT through the SLT staff members and into the Board through the Board Member.

Duties

13. To promote equality of opportunity and respect for diversity in all aspects of the Studio's business. Specifically to aim to eliminate discrimination, advance equal opportunities and foster good relations by tackling prejudice and promoting understanding, thereby ensuring the Studio avoids the potential for discrimination on grounds of the protected equality characteristics.

14 To advise the SLT and the Board on the implementation of all aspects of the Studio's EDI policy.

Remit

15. To work appropriately within the remit of the committee to support delivery of the Mission Statement.

16. To monitor, review and determine the impact of changes in equality legislation for the Studio, amending practice and policy to ensure legislative compliance.

17. To prepare, update and/or instigate appropriate equality policies and guidance and monitor the implementation of such policies.

18. To request and/or receive reports relating to equality issues from across the organisation.



19. To provide advice across the school on the interpretation of the EDI Policy.

20. To identify areas that may require equality work and establish working groups to investigate and report as appropriate.

22 To recognise, communicate and promote examples of good 'equality of opportunity' practice from both internal and external sources.

23. To maintain and develop effective networking and liaison in equality and diversity issues. This applies internally, as well as externally, with working relationships with professional equality professionals and equality bodies.

24. To review and update at each meeting the individual risk register relating to **risks arising from a failure of equality, diversity and/or inclusion**. Risks within this register might include, but are not limited to:

- Identifying instances where staff or students might fail to embody Collective's core mission around diversity and inclusion.
- Identifying instances of potential unconscious bias.
- Issues with recruitment leading to a lack of diversity emerging amongst the staff team and/or student body.
- Collective values around diversity and inclusion not being reflected in aspects of the curriculum/learning resources/teaching delivery.
- Issues where an element of the Studio's practice might infringe Equality legislation.

Any changes to this individual risk register will be referred to the Senior Leadership Team within 5 working days alongside the minutes of this committee for inclusion within the Institutional Risk Register.