

## **Equality, Diversity & Inclusion Committee**

**Approved and adopted by the committee 17.04.24**

### **Membership**

The Equality, Diversity & Inclusion Committee shall be made up of representation from across all users of National Centre for Circus Arts, including non-teaching staff, teaching staff, students, trustees and professional circus artists.

Members must be prepared to:

- Commit to attending all Committee meetings;
- Contribute to Committee meetings in a constructive and respectful manner;
- Contribute to realising the actions agreed by the Committee, by joining appropriate working groups and/or working with other Committee members outside the Committee meetings.

### **Terms of reference**

#### *Purpose*

The Equality, Diversity & Inclusion Committee oversees the formulation and the implementation of NCCA's Equality, Diversity and Inclusion action plan. The committee reports to the Board, and ensures goals they have set are met and that decisions they take are sufficiently informed in relation to equality, diversity & inclusion.

#### *Objectives*

- Oversee the formulation of NCCA's plan to ensure that equality and diversity policies are effectively translated into programmes of action.
- Engage with staff, students and other users to inform equality, diversity & inclusion priorities and gauge the impact of activity on staff and user experience.
- Establish working groups as required to investigate, report on and implement work on specific dimensions of equality and diversity issues. Working groups can include staff and others from outside the Committee.
- Encourage and assist departments in the effective integration and implementation of the action plan and equality and diversity policies and procedures.
- Maintain under review and, where necessary, propose revision to NCCA's policies, procedures and plans relating to Equality and Diversity.
- Advise SMT on external developments relating to equality and diversity and their integration into the NCCA's policies and strategic plans.
- Monitor and evaluate the implementation and effectiveness of the NCCA's equality and diversity policy, procedures and plans.
- Maintain appropriate consultation and communication routes with all relevant NCCA stakeholders and with external bodies in pursuance of the terms of reference of the committee.

#### *Practical matters*

- The Committee will usually meet three times a year (to a similar timetable to Board meetings).
- Committee proceedings, decisions and actions required from all meetings will be minuted and will include a record of the names of those present and in attendance.
- Minutes from the Committee and/or a report on latest Committee activity will be on the agenda at each Board meeting.