



# PEOPLE, EQUALITY, DIVERSITY AND INCLUSION COMMITTEE (PEDIC)

## TERMS OF REFERENCE

**PARENT BODY:** Council

**PURPOSE:** The Committee's primary role is to provide strategic oversight of all matters related to people (such as recruitment, retention, well-being, culture, engagement, training and development) and equality, diversity and inclusion. The work of the committee should be informed by sector best practice and the LSHTM's strategic plan. Reporting to Council, the role of the Committee is to oversee the delivery of an integrated and proactive approach to People and EDI, specifically in meeting LSHTM's employment related responsibilities, the public sector equality duties and in addressing EDI issues; drawing on external insight and expertise as necessary.

### Terms of Reference

1. To support Council in the discharge of its duties in respect of People and EDI at the LSHTM.
2. To provide oversight to Council and School stakeholders that LSHTM is proactive in embedding diversity and inclusion in all elements of its activities, in resourcing these activities appropriately and is meeting its statutory duties.
3. To oversee the setting of priorities and measures of success within the roll out of the People and EDI strategies and to monitor accordingly.
4. To monitor progress of EDI and People related aspects of the LSHTM Strategic plan and provide advice and recommendations where necessary.
5. To review the EDI and People related risks in the Strategic Risk Register.
6. To monitor key employment-related issues including recruitment, retention, progression, promotion, contracts, performance and annual appraisal of staff.
7. To monitor strategies and performance in respect of development and training for all staff and provide advice and recommendations where necessary.
8. To provide oversight that people, equality, diversity and inclusion procedures and



structures within the School are effective, and that they are delivering real and tangible outcomes.

## 9. **Committee evaluation**

To review the Committee's effectiveness and the suitability of its terms of reference annually and to engage with regular Council/Governance Effectiveness Reviews.

### **COMPOSITION:**

#### **Membership:**

- The Chair of the Committee shall be appointed by Council, from amongst the Council Independent members
- Chair of Council
- Deputy Chair of Council
- Two Other Independent Members of Council
- Two Elected Staff Members of Council\* (one member to be from the Units)
- Up to three Co-opted Members (if required) with specialisms in people/HR and EDI
- One Student Representative of Council\*

\* Staff and student members should not attend discussions relating to individuals.

The quorum is

- at least two independent members of Council; and
- a majority of independent members in attendance

The Chair will ensure the committee membership reflects the skills and abilities required and that appropriate training is provided.

### **MODE OF OPERATION:**

Meetings shall be held three times per academic year.

Members of the Executive Team such as the Director, HR Director, EDI Director and Secretary to Council normally attend meetings of the Committee.

The Committee reports to Council through submission of the minutes of each of its meetings with a coversheet highlighting the key decisions and discussions, and through an oral report by the Chair.

The Committee may from time-to-time form task and finish groups to explore specific areas of interest/risk/strategic relevance.



The Committee may invite colleagues with relevant interests and expertise to attend for specific items and topics and to participate in the task and finish groups.

The People, Equality, Diversity and Inclusion Committee Terms of Reference were approved by Council on 26 March 2024.