



BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# University Committee Constitutions and Terms Of Reference

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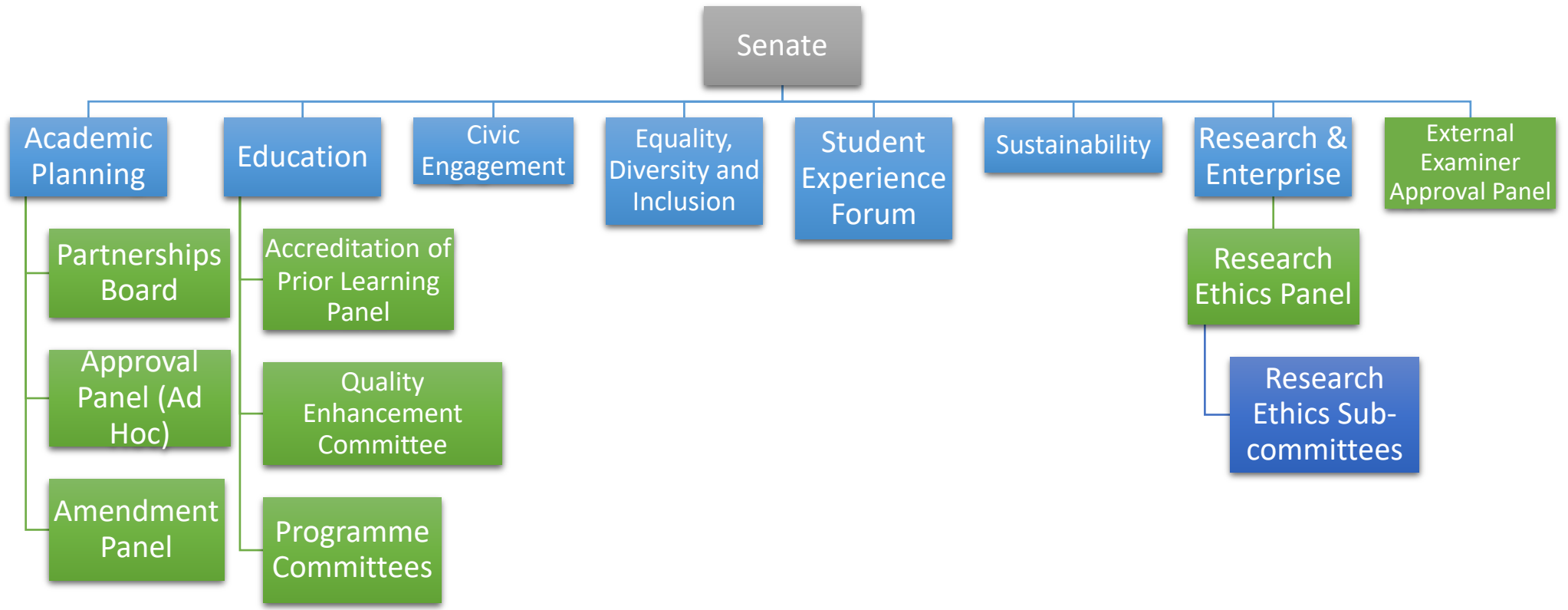
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This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the University Secretariat.

## Introduction

- 1 This document sets out the terms of reference for the University's Deliberative Committee structure.
- 2 The University is required by its *Instrument* and *Articles of Government* to have a Senate which is responsible for the quality and standards of the awards made in its name. Senate may establish such committees as it considers necessary in accordance with the process set out in the *Articles*. A structure diagram is available below (see Figure 1).
- 3 Where the University has a separate formal document relating to a specific process – e.g. Academic Appeals, External Examiners – the detail regarding constitutions and terms of reference is published within the relevant document and not republished here.
- 4 A schedule of all University Committees (including Council) is published annually by the University Secretariat.

**FIGURE 1: DELIBERATIVE COMMITTEE STRUCTURE**



## Senate

<b>Reports to</b>	Council
<b>Standing Committees</b>	<p>Academic Planning Committee</p> <p>Civic Engagement Committee</p> <p>Education Committee</p> <p>Equality, Diversity &amp; Inclusion Committee</p> <p>External Examiner Approval Panel – See <i>External Examiners’ Handbook</i> for Terms of Reference</p> <p>Honorary Awards Committee (also reports to Council and Terms of Reference included in <i>Council Committees: Constitutions and Terms of Reference</i>)</p> <p>Research and Enterprise Committee</p> <p>Sustainability Committee</p> <p>Student Experience Forum</p>
<b>Minutes</b>	Open minutes published on the University website
<b>Frequency of meetings</b>	Up to four per academic year
<b>Updated/reviewed</b>	September 2023

### Membership:

<b>Chair</b>	Vice-Chancellor
<b>Secretary</b>	Appointed by the University Secretariat
<b>Ex-officio Members</b>	<p>Provost and Deputy Vice-Chancellor</p> <p>Pro Vice-Chancellor(s)</p> <p>University Secretary and Clerk to Council</p> <p>Academic Registrar</p> <p>Director of Student Success</p> <p>Heads of School and Institutes</p> <p>Director of Enterprise and Research</p>

<b>Other Members</b>	<p>One member of the professoriate</p> <p>One academic representative from each School, elected by the School's academic employees under arrangements devised by Senate and approved by Council</p> <p>One representative from the non ex-officio members of the following committees, nominated by its Chair:</p> <p>Education Committee</p> <p>Research and Enterprise Committee</p> <p>Partnerships Board</p> <p><i>These members shall serve for a term of two years, renewable for a further two years.</i></p>
<b>Student Members</b>	<p>President of the Students' Union</p> <p>Students' Union Vice-Presidents (Education &amp; Welfare)</p> <p><i>Note: Student membership of Senate is established in the Council Procedures and is jointly agreed between the Students' Union and Council.</i></p>
<b>Co-opted Members</b>	<p>By invitation of the Chair</p>

**Terms of Reference:**

- a. To approve, as appropriate, academic awards and qualifications and their regulations.
- b. To establish a committee structure, together with Terms of Reference and Membership, for the academic work of the University and which is accountable to Senate for quality and standards.  
*Note: So far as is practicable, Senate will delegate its functions as permitted within the Scheme of Delegation.*
- c. To debate, decide on and communicate Senate's views about issues and reports deriving from the University and sources external to the University community.
- d. To have overall responsibility for the admission, assessment, progression and award of students, as well as student behaviour, conduct and exclusion under the regulations.
- e. To have overall responsibility for the standards of awards and quality of provision, including the formal appointment and termination of external examiners.
- f. To receive regular reports on all aspects of University provision, including student experience, courses, research and knowledge exchange, equality, diversity and inclusion issues, sustainability, and external activity, and take such action as is necessary to safeguard quality and standards.
- g. To report to Council the University's compliance with the Public Sector Equality Duty, including the publication of data (annually) and achievement against objectives.
- h. To recommend to Council the Access and Participation Plan and to monitor its implementation.

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- i. To approve processes for validation, re-validation, monitoring, review and reporting on academic matters (policies, practices, courses or other) to underwrite Senate's responsibilities as required by the *Instrument or Articles of Government*.
- j. To receive reports monitoring University research and scholarly activity.
- k. To recommend formal institutional submissions for approval and to agree formal University responses to external bodies as required.
- l. To report to the Council about academic affairs of the University as prescribed by the *Articles of Government*.
- m. To receive Minutes from Council.
- n. To exercise such other functions as are conferred upon it by the *Articles of Government*, Council members or by accredited status within the Senate's remit as arbiter of academic standards.  
*Note: This will include conferment of Honorary Awards, responsibility for which will be shared jointly with Council*

### Notes:

- 1 The University is required by Council to set up a Senate and approve its constitution, Terms of Reference and Rules of Procedure as specified in the *Articles of Government*, as approved by the Privy Council in January 2010.
- 2 The *Articles of Government* provide for a membership of no more than 40 members, comprising the Vice-Chancellor (who shall be Chair) and such other employees and students as may from time to time be approved by the Council. Taken together, the following categories will comprise at least half the membership: members of the University Executive Team and the University Management Group.
- 3 Voting shall be by show of hands unless a ballot is requested by at least five members.
- 4 Student members of Senate may be required to withdraw from any part of a meeting where a named student, past, present or prospective, is being discussed.
- 5 Proxies and alternates may **not** attend Senate in place of appointed Senate members in accordance with *Council Procedures*.
- 6 Others may attend and speak to items at the invitation of the Chair.

## Academic Planning Committee

<b>Reports to</b>	Senate
<b>Standing Committees</b>	Partnerships Board Approval Panel – See <i>Programme Approval and Amendment Policy</i> . This meets on an <i>ad hoc</i> basis as new programmes are developed. Amendment Panel – See <i>Programme Approval and Amendment Policy</i>
<b>Minutes</b>	Not published – Reserved minutes only
<b>Frequency of meetings</b>	Monthly (or as required)
<b>Updated/reviewed</b>	September 2022

### Membership:

<b>Chair</b>	Senior Pro Vice-Chancellor (Education and Digital)
<b>Secretary</b>	Appointed by the University Secretariat
<b>Ex-officio Members</b>	Academic Registrar (or nominee) Chief Finance Officer (or nominee) Director of Marketing and Student Recruitment (or nominee) Director of Strategic Planning and Change (or nominee) Director of Student Success (or nominee) Heads of Academic Schools and Institutes Students' Union Vice-President: Education and Welfare Head of Technical and Simulation Resources Head of Business Development, Apprenticeships Hub
<b>Co-opted Members</b>	Others may attend by invitation of the Chair



## Terms of Reference:

- a To ensure that the University's academic taught portfolio\* is continually developed and enhanced in response to changes in external markets and activities and remains in line with the University's Strategic Plan.
- b To approve on behalf of Senate and through a relevant Panel where necessary:
  - proposals for new undergraduate and taught postgraduate programmes ensuring that marketing, resourcing, estates, IT, financial and quality concerns have been fully considered and addressed and that an appropriate tuition fee band has been assigned
  - withdrawal of undergraduate and taught postgraduate programmes ensuring that the impact on students and other stakeholders have been fully considered and addressed
- c To receive regular overview reports as follows:
  - confirmation of new programmes approved by Senate following a formal approval event and that such programmes are being actively advertised
  - recruitment to new programmes approved at the 12-month and 24-month after an initial intake
  - overview reports on amendments to existing programmes approved through the course amendment process and to consider overarching issues arising
  - tuition fee banding assignments through the work of a formally assigned fee setting group as approved by Recruitment and Admissions Steering Group
- d To report annually to Senate on the development of the University's academic portfolio
- e To embed strategic priorities into courses taught at the University and to promote initiatives to reduce their environmental impact
- f To ensure that the University's policies on equality, diversity and inclusion are considered in the fulfilment of these terms of reference

## Notes:

- 1 Others may attend and speak to items at the invitation of the Chair.

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\* The 'academic taught portfolio' includes apprenticeship programmes, short or professional courses, and the taught elements of professional doctoral programmes (with cross-reference to the Research & Enterprise Committee as appropriate). It also includes all programmes delivered by partners under either a validated or franchise arrangement.

## Civic Engagement Committee

<b>Reports to</b>	Senate
<b>Standing Committees</b>	None
<b>Minutes</b>	Open minutes
<b>Frequency of meetings</b>	Four per academic year
<b>Updated/reviewed</b>	November 2023

### Membership:

<b>Chair</b>	Vice-Chancellor
<b>Secretary</b>	Appointed by the University Secretariat
<b>Ex-officio Members</b>	<p>Deputy Vice-Chancellor</p> <p>Commercial and Business Development Director</p> <p>Director of the Office of the Vice-Chancellor, Communications and Civic Engagement</p> <p>Head of Civic Engagement and Communications</p> <p>Director of Institute of Health and Social Care</p> <p>Director of Research &amp; Enterprise</p> <p>Director of Estates</p> <p>Head of Sustainability</p>
<b>Other Members</b>	<p>Head of Policy and Strategy</p> <p>Community Engagement Officer</p>
<b>Student Members</b>	Students' Union President
<b>Co-opted Members</b>	

*Responsibilities of each member attending reflect the priorities outlined in the civic engagement strategy and the eight mechanisms to achieve the goals within.*

**Terms of Reference:**

1. To develop, implement and annually review the University's civic engagement strategy to provide direction and purpose to civic engagement initiatives, including the creation of key performance indicators.
2. To consider the institution's position on civic issues.
3. To communicate, internally and externally, a clear and compelling civic mission which is focused on improving the lives of those individuals and communities alongside whom we live, learn and work.
4. To consider and provide input to strategies, reports and updates on matters relevant to the institution's civic mission.
5. To receive reports on civic initiatives and deliver reports and updates to the University Executive Team, Senate and Council as required.
6. To broaden the range of opportunities open to students through civic and community engagement.
7. To establish and oversee processes for capturing and evaluating civic engagement activity, identifying best practice to inform future activity.
8. To consider and review key external relationships in respect of civic engagement.
9. To establish sub-groups as may be required to deliver specific areas of the Committee's remit.

**Notes:**

10. Others may attend and speak to items at the invitation of the Chair.

## University Partnerships Board

<b>Reports to</b>	Academic Planning Committee Education Committee
<b>Standing Committees</b>	None
<b>Non-standing Committees</b>	None
<b>Minutes</b>	Reserved
<b>Frequency of meetings</b>	7 meetings per academic year
<b>Updated/reviewed</b>	September 2022

### Membership

<b>Chair</b>	Commercial and Business Development Director
<b>Deputy Chair</b>	
<b>Secretary</b>	Principal Partnerships Officer, External Engagement
<b>Ex-officio Members</b>	Head of University Partnerships, External Engagement Dean/Head of School or Associate* Partnership Tutors* School Director of Education*  Representatives from: Academic Registry Marketing & Student Recruitment Finance Directorate Directorate of Student Success
<b>Co-opted Members</b>	As needed for particular meetings to include nominated Partnership Tutors and/or representatives per School.  To attend by invitation.

\*Partnership Tutors and School representatives to be identified by the Chair to ensure appropriate representation reflecting depth, breadth or complexity of current or planned provision.

### **Terms of Reference:**

1. To develop and be responsible to Senate for the University's Educational Partnership Strategy
2. To monitor the University's compliance with Office for Students regulations on reportable events
3. To develop and maintain the Academic Partnerships Framework Document
4. To hold responsibility for the establishment and maintenance of a Partnership Risk Register to monitor the viability, sustainability and resilience of partnerships from initial development to operation, devising and overseeing appropriate interventions and enhancement measures as deemed necessary.
5. To oversee the initial, full and ongoing Due Diligence procedures and to ensure they remain effective.
6. To oversee the development and use, and monitor the effectiveness of, formal legal agreements with educational partner institutions, to ensure they provide appropriate safeguards for the University and its students.
7. To approve the development and monitor the implementation of educational partnership plans with particular partners
8. To be responsible for the consideration for approval of Business Case proposals from Partners
9. To be responsible for a framework for the development, approval and delivery of educational partnership activity including the use and effectiveness of an appropriate suite of documentation, to enable agility in responding to market demand with appropriate regard for risk.
10. To report to Senate, via the appropriate University Committee or process, approval of New Partners and programmes to be delivered by a Partner
11. To consider all quality reports including periodic reviews, external quality reports, annual monitoring and escalate matters to other University Committees as appropriate
12. To consider where appropriate issues of academic quality to be referred to or having been referred by Education Committee.
13. To consider the minutes/notes of Strategic / Operations / Partnership Management Groups and take or recommend action as needed.
14. To oversee the effectiveness of the University's Partnership Tutor system, maintaining an appropriate role descriptor and monitoring activity
15. To monitor the effectiveness of standard University procedures e.g. admissions, induction, module evaluation, programme committees, as they are implemented with educational partner institutions
16. To oversee the process by which educational partnership Student Fees and Student Registration Fees are reapproved to ensure consistency and enable budgetary forecasting

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17. To oversee the implementation of Exit Strategies with continued review and monitoring
18. To undertake all the above responsibilities with appropriate regard for the needs of the University and its staff and students and in light of developments in the sector

## Education Committee

Reports to	Senate
Standing Committees	Accreditation of Prior Learning (APL) Panel – see <i>Accreditation of Prior Learning (APL) Policy and Procedure</i> Programme Committees Quality Enhancement Committee
Minutes	Open minutes published on the University website
Frequency of meetings	Four per academic year (including one to consider Annual Monitoring)
Updated/reviewed	October 2023

### Membership:

Chair	Pro Vice-Chancellor (Education)
Secretary	Appointed from the University Secretariat
Ex-officio Members	Academic Registrar (or nominee) Head of Students and Wellbeing, Directorate of Student Success (Student Support) Head of Learning and Teaching Excellence, Directorate of Student Success (Learning and Teaching) One representative of each School Leadership Team (with School-wide responsibility for the Education portfolio) Students' Union Vice-President (Education and Welfare) High Wycombe Students' Union Vice-President (Education and Welfare) Uxbridge/Aylesbury Director for Student Success Representative of the Institute of Health and Social Care
Other Members	One representative per School nominated by the Head of School

Student Members	<p>Representative of the Apprenticeship Hub</p> <p>Representative of the Directorate of Strategic Planning &amp; Change</p> <p>Representative of the Directorate of Marketing and Student Recruitment</p> <p><i>Nominated members shall serve for a term of two years, renewable for a further two years.</i></p>
	<p>A BAME student representative as nominated by the Students' Union</p> <p>A representative of the undergraduate student body as nominated by the Students' Union</p> <p>A representative of the postgraduate student body as nominated by the Students' Union</p>
	<p>By invitation of the Chair</p>
In attendance	<p>A representative of the Human Resources Directorate</p> <p>A representative of the Digital and Technical Services</p> <p>Head of Learning and Teaching Enhancement</p>

**Terms of Reference:**

- a. To develop and be responsible to Senate for the University's education strategy and associated strategies and policies relating to the student experience and the recruitment, retention, and employability of its students, including:
  - the enhancement of teaching excellence and pedagogy through staff development and other means
  - the enhancement of all aspects of learning, teaching and assessment, especially through the identification and promotion of good practice
  - the consideration of innovative methods of delivery of programmes, such as technology enhanced learning



- the promotion of student career enhancement and employability across the university
  - the review of the quality of provision in the areas of widening participation, learning resources, learning development and support for students with disabilities
  - the development of actions deriving from internal and external student feedback, including the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Graduate Outcomes Survey, and overviews of module evaluation and similar surveys
  - the monitoring of actions arising from student appeals and complaints
  - the consideration of regular reports from the Students' Union on education-related issues and feedback from Programme Committees.
- b. To develop and be responsible to Senate for a framework of academic quality assurance and standards for all taught programmes delivered both at the University and with its partners, including:
- responsibility for the development and maintenance of regulations, policies and procedures as they relate to the quality framework taking into account internal and external developments
  - responsibility for the effective implementation of approval, annual and periodic review processes University Committees
  - the auditing and review of the University's annual monitoring processes and identification of themes arising
  - the maintenance of oversight of the requirements of external quality bodies, such as the Office for Students, the Quality Assurance Agency, the Nursing and Midwifery Council and other Professional, Statutory and Regulatory Bodies (PSRBs).
- c. To advise on activities to enable the University to comply with education processes and enhancement in relation to the Teaching Excellence and Student Outcomes Framework (TEF).
- d. To oversee the drafting, development, monitoring and effective implementation of the University's Access and Participation Plan.
- e. To oversee the drafting and annual updating of the University's Degree Outcomes Statement for approval by Senate and Council.
- f. To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference.

**Notes:**

1. Others may attend and speak to items at the invitation of the Chair. Those in attendance do not have voting rights and will not be required for meeting quorum

## Programme Committees

There should be a Programme Committee for each cluster of courses offered by the University. The Programme Committee is responsible for matters relating to the operation, delivery and standards of programmes offered within the subject area.

*A fundamental review of Programme Committee organisation and management will be undertaken in consultation with Students' Union representatives during 2017-2018.*

Reports to	Education Committee
Standing Committees	None
Minutes	Action Notes only – circulated internally
Frequency of meetings	Two per year
Updated/reviewed	June 2018

### Membership:

Chair	Head of School (or nominee) / Student Representative Joint Chair
Secretary	Appointed by the Academic Registry
Ex-officio Members	Head of School Associate Head of School
Other Members	Module / Year tutors (including Associate Lecturers where practical) Students representing all levels of the programme / course and each mode of delivery (to be appointed in accordance with procedures managed by Bucks Students' Union) Technician representation where appropriate Placements co-ordinator representative where appropriate Students' Union representative
Co-opted Members	None

### **Terms of Reference:**

- a. To provide a forum for staff and students to discuss the management of courses in the programme and the content, delivery and assessment of modules, in order to identify appropriate actions to address the issues raised
- b. To provide an opportunity for formal student feedback on the programme to be recorded in order to support the University's Annual Monitoring process
- c. To share good practice in relation to the maintenance and enhancement of student learning opportunities
- d. To provide a forum where University policies and procedures can be discussed and clarifications provided
- e. To consider opportunities for and plan future developments of the programme delivery and content
- f. To identify potential cross-University themes and issues arising to be reported to the University's Education Committee

### **Notes**

Programme Committees can operate actually or virtually, or use a combination of both methods, depending on the mode of delivery and/or the study pattern of the programme concerned. Virtual meetings may be structured in any way that meets the needs of the particular student body.

The agenda and subsequent discussion should be structured around the following areas of the student learning experience (these are based on the NSS questions):

- **Teaching on the Course**, including how good staff are at explaining things, whether they have made the subject interesting, whether the course is intellectually stimulating, and if it has challenged students to achieve their best work
- **Learning Opportunities**, including whether the course is providing opportunities to explore ideas in depth, whether there are opportunities to bring information and ideas together from different topics, and whether the course is providing opportunities to apply what has been learned
- **Assessment and Feedback**, including criteria for marking, the fairness of the marking and assessment process, whether feedback has been timely (i.e. within the three-week turnaround), and whether comments on work were helpful
- **Academic Support**, including how easy it was to contact staff when necessary, whether sufficient advice and guidance on the course has been provided, and whether good advice was available when needed to inform study choices
- **Organisation and Management**, including whether the course is well-organised and running smoothly, any timetabling issues, and whether changes in the course or teaching have been communicated effectively

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- **Learning Resources**, including the extent to which both library resources and IT resources and facilities have supported learning, and whether course-specific resources have been accessible when needed
- **Learning Community**, including how students have been made to feel part of a community of staff and students, and the opportunities they have had to work with other students
- **Student Voice**, including whether the opportunities to provide feedback are right, how staff value students' views, and how feedback has been acted on

Ahead of the meeting, student representatives are expected to gather input from their fellow cohort(s) of students on issues to be raised, including both good practice examples as well as issues of concern. If student representatives are unable to attend the meeting, they should attempt to nominate a replacement.

Short Action Notes (rather than minutes) will be used to document the meeting and capture issues under the headings above. These will be circulated to members and will record the detail of the action required (including a brief context where necessary), the timescale for completion, as well as the member of the committee responsible for pursuing the action. An update on actions should be provided prior to the next meeting to close the feedback loop. Action notes should also include details of issues that were resolved during the meeting so that these can be referred back to if necessary.

## Quality Enhancement Committee

Reports to	Education Committee
Standing Committees	None: task and finish groups will be commissioned to report to the committee
Non-Standing Committees	None
Minutes	Meeting notes only. Not published.
Executive summary required	No
Frequency of meetings	Quarterly or as required
Updated/reviewed	September 2023

### Membership:

Chair	Pro Vice-Chancellor (Education)
Secretary	Appointed from the Directorate of Strategic Planning and Change
Ex-officio Members	Director of Student Success (or nominee) Head of Quality and Standards (or nominee) Head of Policy and Strategy Student's Union Vice-President: Education & Welfare (or nominee) School Director of Education (1 per School)
Other Members	Senior Insight Analyst
Co-opted Members	None

### Terms of Reference:

1. Active monitoring of student outcomes and other data and proactive identification of aspects of provision requiring further investigation, institutional research, and quality improvement (for example, differential outcomes; continuation; progression; individual modules and awards; highly-skilled employment rates; NSS trends and student voice concerns about academic quality).

2. Commissioning and review of institutional research into these aspects.
3. Initiation and oversight of institutional or significant School-level quality enhancement programmes and initiatives:
  - a. assurance of clear theory of change and evaluation plans;
  - b. receiving and disseminating evaluation reports;
  - c. reviewing the learning from evaluation and ensuring this informs developments or refinements; and
  - d. support for evolving SERs process and School action plans.
4. Identifying programmes which demonstrate internally and externally defined concepts of 'impact' and forming evidence repository of best practice and case studies for internal and external audiences; and compliance and quality assurance purposes.
5. Responsibility for coordinating the planning, drafting and periodic review of the University Access and Participation Plan measures, targets, and annual monitoring. This includes evaluation of financial support which is aligned with impact on outcomes and addressing actions needed to meet formal targets such as the closing of attainment gaps.
6. Responsibility for coordination, supporting analysis and the drafting of TEF submissions.

**Notes:**

- Others may attend and speak to items at the invitation of the Chair

## Equality, Diversity and Inclusion Committee

The purpose of the EDI Committee is to provide strategic direction and oversight of the University's development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.

Reports to	Senate and Council
Standing Committees	None
Non-Standing Committees	EDI Working Group Other Task & Finish Groups as required
Minutes	Published externally
Executive summary required	No
Frequency of meetings	4 per year
Updated/reviewed	September 2023

### Membership:

Close attention will be paid to gender balance and representation across protected characteristics. One named deputy will be permitted from each area.

Chair	Vice-Chancellor or nominee
Deputy Chair	Inclusion, Diversity and Disability Manager (DfSS)
Secretary	Equality, Diversity and Inclusion Business Partner
Minutes Secretary / Administrative Support	Appointed by the University Secretariat
Ex-officio Members	Director of Human Resources Students' Union Vice-President: Student Involvement Students' Union HR & Development Manager Head of Communications (or nominee) Senior Pro Vice Chancellor (Education & Digital)



<p>Other Members (appointments will generally last up to two years and may be renewed)</p>	<p>Pro Vice-Chancellor (Student Experience) / Dean of Students</p> <hr/> <p>1 independent member of Council</p> <p>Up to 2 Academic Representatives</p> <p>Up to 2 representatives from Professional Service Employees (e.g. IT, Estates, Finance)</p> <p>Representatives from each Trade’s Union recognised by the University (UNISON/UCU)</p> <p>1 member of the Race Equality Staff Network</p>
<p>Co-opted Members</p>	<p>None</p>
<p>Other Attendees</p>	<p>Students’ Union Executive Officers for under-represented groups (currently LGBT+ Officer; Women’s Officer; BME Officer; mature students' officer and Disabilities Officer) will attend depending on the theme of the specific meeting.</p> <p>Director of Education will attend depending on theme of specific meeting.</p>

**Terms of Reference:**

1. To promote the mainstreaming of EDI across University structures, systems, policies and processes at all levels.
2. To lead the development, review and implementation of the University’s EDI strategy and equalities outcomes aligned with the University’s Impact 2022 organisational strategy and DRIVE and brand values.
3. To prioritise plans to enhance EDI against clear objectives and review progress on targets and outcomes.
4. To create a holistic approach to EDI across the University through appropriate representation and consultation – ensuring appropriate alignment with the Staff and Student Experience Networks/Fora.
5. To promote the sharing of evidence-based practice in EDI across the University and externally.
6. To oversee the generation of key governance reports and research to inform priority setting and action planning.
7. To evaluate the University’s progress and performance on EDI for staff and students, including the meeting of its legal obligations under the Equality Act 2010 and public sector legislative duties.
8. To oversee the development of any applications for ‘charter’ status, as appropriate, and any associated action plans for the different protected characteristics through establishing working groups (including, if appropriate, the self-assessment teams)

**Notes / Governance and operation:**

- The Committee will act with authority, as delegated by the University Council and Senate, in fulfilment of its purpose and remit.
- The Committee shall meet as required to fulfil its remit and will meet at least four times each academic year. The Committee may consider some business outside of this structure through correspondence.
- The Committee has working groups as appropriate, including the EDI Working Group and will set up task and finish groups as required
- The Committee will report to the University Council and Senate via University Executive Team as necessary, and at least twice a year.
- The Committee will aim to promote transparency and engagement in its working via BEN articles and making minutes/brief record available within the University, with the exception of closed business.
- Others may attend and speak to items at the invitation of the Chair.

## Research and Enterprise Committee

Reports to	Senate
Standing Committees	University Research Ethics Panel
Minutes	Open minutes published on the University website
Frequency of meetings	Four per year
Updated/reviewed	September 2022

### Membership:

Chair	Vice-Chancellor or nominee
Secretary	Appointed from the University Secretariat Office
Ex-officio Members	<p>Director of Research and Enterprise</p> <p>Head of Graduate School</p> <p>Innovation and Knowledge Exchange Manager</p> <p>Knowledge Transfer Partnership Manager</p> <p>Chair of University Research Ethics Panel</p> <p>Impact Centre Leads</p> <p>Research Governance and Excellence Manager</p>
Other Members	<p>One representative per School nominated by the Head of School:</p> <p>Art, Design and Performance</p> <p>Aviation and Security</p> <p>Business and Law</p> <p>Creative and Digital Industries</p> <p>Health and Social Care Professions</p> <p>Human and Social Sciences</p>

	<p>Nursing and Midwifery</p> <p>One member from and nominated by each of the University's validating partners for research degrees <i>(to attend for items relating to research degree programmes only)</i>.</p> <p>Staffordshire University</p> <p>Coventry University</p> <p><i>Nominated members shall serve for a term of two years, renewable for a further two years.</i></p>
Student Members	One representative from and appointed by the PGR students to serve for a period of one year.
Co-opted Members	By invitation of the Chair

**Terms of Reference:**

Setting policy and strategy agreeing plans and priorities

1. To recommend to the Senate strategies relating to:

- a) research and the research environment;
- b) the delivery of the impact of Research, Knowledge Exchange and Enterprise;
- c) research degrees.

2. To approve policies relating to:

- a) research and the research environment;
- b) the delivery of the impact of Research, Knowledge Exchange, and Enterprise.

3. To approve regulations relating to:

- a) research and the research environment;
- b) the delivery of impact from Research, Knowledge Exchange and Enterprise;
- c) research degrees.

4. To promote innovation in research and to disseminate good practice.

*Evaluating and monitoring institutional performance and action*

5. To assess the impact of related plans, rules, and regulations:

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- a) research;
- b) the delivery of the impact of Research, Knowledge Exchange and Enterprise;
- c) research degrees.

### 6. To monitor:

- a) processes for enhancing the quality of research and enterprise within the University;
- b) standards set for research and enterprise activities within the context of external research and enterprise integrity requirements and quality monitoring.

*Making governance arrangements e.g. appointing to other committees*

### 7. To appoint:

- a) the Chair and Deputy Chair of the Research Degrees Committee;
- b) the Chair and Deputy Chair of the Research Ethics Committee.

## **Procedures**

1. The Senate's standing rules will be followed by this Committee.
2. To carry out its mandate, a committee might be required to follow specific processes related to its activity. The Committee will have to give its approval for these.
3. If necessary, the Chair will have the authority to form temporary working groups.

## **Notes:**

- 1 Others may attend and speak to items at the invitation of the Chair. This will include members of the RED Unit and central service directorates to attend for items as appropriate
- 2 Student members will be required to withdraw from any part of a meeting where a named student, past, present or prospective, is being discussed.

## University Research Ethics Panel

Reports to	Research and Enterprise Committee
Standing Committees	Research Ethics Sub-committees
Minutes	Not published
Frequency of meetings	10 times per year
Updated/reviewed	April 2023

### Membership:

Chair	Appointed by the Chair of the Research and Enterprise Committee
Secretary	Appointed by the Research Governance and Excellence Manager
Ex-officio Members	None
Other Members	<p>One representative from the Research &amp; Enterprise Development (RED) Unit</p> <p>Pool of Panel members</p> <p><i>Up to 21 employees nominated by the Schools or Directorates representing different academic disciplines / methodologies. A minimum of four members to attend each meeting for quorum</i></p> <p>Up to two lay members from the local community with no affiliation to the University</p> <p><i>Nominated members shall serve for a term of two years, renewable for a further two years.</i></p>
Co-opted Members	By invitation of the Chair

### Terms of Reference:

- a. To monitor and review the University's Ethics Framework in light of the external ethics environment and legal considerations and propose changes as required to the Research and Enterprise Committee.

## University Committees

- b. To contribute to the promulgation of good, ethical research practice, or to projects being undertaken within the University, with regard to the approved research ethics framework and policies.
- c. To consider research investigations undertaken by employees and students of the University and to allow, refer back or disallow such proposals, specifying where necessary any conditions subject to which such proposals may be allowed.
- d. To consider other research investigations as appropriate which may be undertaken under the auspices of the University or require the University to act as a gatekeeper to involve its staff or students as participants and to allow, refer back or disallow such proposals.
- e. To receive end of study reports from projects approved by the Panel and ensure action is taken on any recommendations arising from them.
- f. To set up sub-groups for specific areas as required to consider applications and report decisions and issues to the Panel.
- g. To set up working groups to investigate areas identified by the Panel in the ethics environment as requiring clarification, led by members of the Panel, and reporting back to the Panel.
- h. To provide executive summaries to the Research and Enterprise Committee.
- i. To provide an annual report on research integrity to the Research and Enterprise Committee providing assurance to the relevant sector body on annual accountability returns.
- j. To ensure that the University's policies on equality, diversity and inclusion are taken into account in the fulfilment of these terms of reference

### **Notes:**

1. Observers are encouraged to attend the Panel.
2. Panel members are expected to attend a minimum of 4 out of the 10 meetings each year.
3. Panel members must attend training sessions to comply with external and internal requirements.

## Research Ethics Sub-committees

Every Academic School requires at least one Research Ethics Sub-committee.

Reports to	University Research Ethics Panel
Standing Committees	None
Minutes	Not published
Frequency of meetings	Schools are responsible for convening meetings as required
Updated/reviewed	April 2023

### Membership:

Chair	Appointed by the Head of School from among the membership
Secretary	None
Ex-officio Members	None
Other Members	A minimum of three academic staff within the School with relevant experience  At least one academic staff member should be external to the supervisory team / course module for the submissions under review
Co-opted Members	None

### Terms of Reference:

- a. To review all research investigations, proposed by students within the School which involve human participants, tissue, or data. To ensure that all documents used for participant recruitment are reviewed by the sub-committee.
- b. To allow, refer back or disallow such proposals, specifying where necessary any conditions subject to which such proposals may be allowed and be reconsidered within a given timeframe.
- c. To ensure that research projects meet the key ethical principles, codes, frameworks, or guidelines of appropriate professional and statutory bodies. To ensure that research projects are consistent with the *University Ethics Policy* and *Code of Good Research Practice*.



## University Committees

- d. To refer to the Research Ethics Panel any proposals which the sub-committee assesses as warranting a more detailed analysis of ethical implications prior to giving consent.
- e. To collate and store electronic copies of all students' ethics documents for audit by the University Ethics Panel, e.g. using a Turnitin submission point.
- f. To provide annual summaries of activity to the University Ethics Panel.

## Sustainability Committee

<b>Reports to</b>	Senate
<b>Standing Committees</b>	None
<b>Minutes</b>	Open minutes only
<b>Frequency of meetings</b>	Three times per academic year
<b>Updated/reviewed</b>	February 2023

### Membership:

<b>Chair</b>	Vice-Chancellor
<b>Secretary</b>	Appointed from the University Secretariat
<b>Ex-officio Members</b>	<p>Commercial and Business Development Director</p> <p>Head of Sustainability</p> <p>Director Enterprise &amp; Research</p> <p>Director of Estates and Facilities</p> <p>Chief Finance Officer</p> <p>Equality, Diversity and Inclusion Representative</p> <p>Social Sustainability Representative</p> <p>Students' Union Sabbatical Officer Representative</p>
<b>Other Members</b>	<p>Two Academic representatives</p> <p>Two PSE staff representatives</p> <p>Two SU Green Ambassadors</p> <p>Council representative</p> <p>One Head of School nominated by the Chair</p> <p>One Directorate Head nominated by the Chair</p> <p>These representatives shall serve for a term of 2 years renewable for a further 2 years</p>

**Co-opted Members**

Others may attend by invitation of the Chair

**Terms of Reference:**

- a. To oversee and monitor the delivery of the University's Sustainability Strategic Plan and report progress towards its objectives and implementation to Council.
- b. To enhance BNU's leadership in responding to sustainability challenges.
- c. Report to Council on sustainability risks and opportunities
- d. To promote wider sustainability practices aligned to the Thrive 2028 strategy and Sustainability Strategy Plan. This includes action across the themes of environmental sustainability, financial sustainability & wellbeing through Estates & Facilities.
- e. To drive progress and improvement on embedding the UN Sustainable Development Goals within University practice, achieving Carbon Net-Zero by 2030.
- f. To encourage & support embedding sustainability into Education & Research, Engagement & Leadership and Investment & Partnerships.
- g. To embed environmental sustainability across the activities and governance structures of the University.
- h. To approve sustainability policies and processes, including the University's Environmental Sustainability and Energy policies.
- i. To engage, communicate, and consult widely across BNU to harness and channel the experience and ideas of the University community to advance the sustainability agenda.
- j. To report on the resources and mechanisms needed to deliver required actions effectively, achieve scopes 1 and 2 carbon net zero by 2030, and develop plans to reduce scope 3 emissions as far as feasible. These requirements will be reported to the Capital Projects Group and Senate.
- k. To consider and recommend to Senate annual reviews of:
  - BNU's environmental and energy performance, the extent to which objectives and targets have been met (and agree any necessary actions arising if they have not), and a forecast of energy performance for the following year.
  - The University's progress against the UN Sustainability Development Goals
  - The Estates Management Report performance and the need for changes, including to environmental and energy objectives, targets and performance indicators.
  - Changing circumstances, including developments in stakeholder and legal compliance requirements related to its environmental aspects, and changes to allocation of resources
  - Trends in stakeholder communications, including complaints
  - Results and trends of internal audits of the Estates Management Report and Environmental Management System, and evaluations of compliance with legal and other requirements, as well as the status of corrective and preventive actions arising from audits.
  - Long-term sustainability planning

## University Committees

### **Notes:**

Quoracy will be 50% of the members excluding the Secretary.

Specific actions will be reported to Senate and/or Estates as required.

## Student Experience Forum

<b>Reports to</b>	Senate
<b>Standing Committees</b>	None
<b>Minutes</b>	Not currently published
<b>Frequency of meetings</b>	Three /Four per year
<b>Updated/reviewed</b>	May 2023

### Membership:

<b>Chair</b>	Pro Vice-Chancellor (Student Experience)
<b>Secretary</b>	Appointed from the University Secretariat
<b>Ex-officio Members</b>	<p>Dean of Students</p> <p>SU President (or nominee)</p> <p>SU Deputy CEO</p> <p>2 x Undergraduate Students</p> <p>2 x Apprentice students</p> <p>2 x Postgraduate Students</p> <p>Director of Student Success (or nominee)</p> <p>Academic Registrar (or nominee)</p> <p>Director of Digital and Technical Services (or nominee)</p> <p>Director of Vice-Chancellor’s Office, Communications and Civic Engagement</p> <p>Director of Estates and Facilities</p> <p>1 x Head of School</p>
<b>Other Members</b>	Other members can be invited as required at the discretion of the Chair
<b>Co-opted Members</b>	
<b>In attendance</b>	

## **Terms of Reference:**

### General

- a) To provide a student-experience focus to the work of the University in order to deliver overall improvements in student engagement, satisfaction and experience, and report on this to Senate.
- b) To ensure coordination across the University in delivering to all students admitted to the University an outstanding student experience from application to graduation and effective support to succeed in higher education and progress from higher education.
- c) To ensure coordination of the University's non-academic provision so that it anticipates and meets the diversity of needs for all students, and specific student groups (including students with disabilities, part-time students, students of colour, mature students, students with parenting / caring responsibilities, care-experienced students, GTRSB students).
- d) To develop a spirit of partnership amongst staff, students and stakeholders in order that key issues relating to student experience are explored and resolved in a timely fashion to provide an outstanding student experience from application to graduation.
- e) To receive reports on the co-ordination, delivery and development of activities which contribute to all aspects of the student experience across all sites.
- f) To ensure that there are effective feedback mechanisms operating across the University in which the voices of students from all backgrounds and experiences at all sites are heard, acknowledged and receive a response.
- g) To oversee the operational delivery of key performance indicators and targets relating to the student experience and report on this as required.
- h) To initiate University-wide projects and initiatives from a student experience perspective, considering the impact upon different cohorts and University sites.
- i) To deliver and be responsible to Senate for the University's strategies and policies relating to the student experience, including
  - The Student Voice Framework
  - The Student Futures Manifesto
  - Annual plans for student welcome and inductions
  - The development of actions deriving from internal and external student feedback, including the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES) and overviews of module evaluation and similar surveys.
  - The implementation of reasonable adjustments
  - The monitoring of actions arising and sharing of learning from student appeals and complaints.

## University Committees

- The consideration of regular reports from the Students' Union on student experience-related issues and feedback from Programme Committees, with particular focus on the timeliness and effectiveness of the University's response to these.
- j) To send to and receive from other committees of the University, including Education Committee, as appropriate, reports to ensure the student experience is considered for all relevant matters.

## Appendix: Equality Impact Assessment

### 1. What is changing and why?

Most BNU Committee Constitutions and Terms of Reference remain substantially unchanged from 2022-2023. However, the Civic Engagement Committee was established in 2023-2024 and its constitution and terms of reference have been added.

### 2. What do you know?

As good practice, all committee constitutions and terms of reference were reviewed at the first meeting of each committee in 2023-2024 which led to some further minor changes to membership / terms of reference, including amongst others

- Civic Engagement Committee and Student Experience Forum to report to Senate
- Addition of the Civic Engagement Committee (new for 2023-24)
- Minor amendments to the membership of Education and Sustainability Committees
- Changes to the Chair of the University Partnership Board and Quality Enhancement Committees

All changes to their constitutions/terms of reference were approved by the committees.

University committees' constitutions and terms of reference align with Senate's responsibility to the University's governing body, Council, for general issues relating to the research, scholarship and teaching of BNU's courses; taking appropriate action to safeguard the standards and quality of BNU awards; considering the development of BNU's academic activities and for general advice on other matters that Council or the Vice-Chancellor may refer to it. They also enable Senate to monitor that BNU is compliant against the Office for Student's (OfS) ongoing conditions of registration, particularly those relating to academic quality and standards. This ensures Senate fulfils its responsibility as the senior academic board of the University.

Committee members are drawn from across the University community, including academic and professional services employees and students, and are appointed either by the nature of their role, by senior managers or through an election process. Memberships are designed to ensure that every committee has the required knowledge, expertise, (professional) experience and diversity to function effectively, fulfil its remit and add value to the University. Memberships reflect the diversity of the BNU community. There is an aspiration to further diversify committee memberships.

Terms of reference are designed to ensure Senate and its committees are aware of and monitor the variety of activity within BNU and can effectively identify areas where improvements can be made, good practice shared and that the University's daily operations meet all sector / compliance requirements, including those of the OfS and Ofsted.



Annual monitoring of the effectiveness of the University’s committees has not occurred for several years due to resource challenges. With the establishment of the University Secretariat, it is proposed to reintroduce regular monitoring of these committees’ effectiveness, identifying areas for improvement and good practice to be shared across committees.

It should be noted that the Honorary Awards Committee, whose constitution and terms of reference are included in the *Council Committees: Constitutions and Terms of Reference* document, also reports into Senate as well as Council and enables BNU to celebrate those who have taken outstanding action to eliminate discrimination and promote equality and inclusion.

**3. Assessing the impact**

	<b>Could benefit</b>	<b>May adversely impact</b>	<b>What does this mean?</b> <i>Impacts identified from what you know (actual and potential)</i>	<b>What can you do?</b> <i>Actions (or why no action is possible) to advance equality of opportunity, eliminate discrimination, and foster good relations</i>
a) How could this affect different ethnicities? <i>Including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Senate and its committees’ diverse remit and membership ensures that the learner experience for different ethnicities at BNU is effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed.</p> <p>Education and Quality Enhancement Committees have a particular responsibility for monitoring the academic outcomes for minority groups of learners, and taking action to reduce awarding gaps.</p> <p>Ethnic minority staff are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of different ethnic identities. Students’ Union Sabbatical Officers sit on</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for different ethnicities, and amplify the voices of different ethnic groups.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>

University Committees

			<p>Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of learners from different ethnicities through gathering learner feedback that they report back to BNU’s committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University’s development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p> <p>The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, students from different ethnicities</p>	
<p>b) How could this affect cisgender and transgender men and women (including maternity/pregnancy impact), as well as non-binary people?</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Senate and its committees’ diverse remit and membership ensures that the learner experience for cisgender, transgender and non-binary learners at BNU is effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed.</p> <p>Cisgender, transgender and non-binary staff are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for different gender groups, and amplify the voices of these groups.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>

University Committees

			<p>different gender identities. Students' Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of learners with different gender identities through gathering learner feedback that they report back to BNU's committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University's development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p> <p>The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, cisgender and transgender students</p>	
<p>c) How could this affect disabled people or carers? <i>Including neurodiversity, invisible disabilities and mental health conditions.</i></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Senate and its committees' diverse remit and membership ensures that the learner experience for disabled people and / or carers at BNU is effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed. Education and Quality Enhancement Committees have a particular responsibility for monitoring the academic outcomes for</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for disabled people and carers.</p> <p>The re-introduction of annual monitoring of the University's committees will also ensure that the University's committees are effective at</p>

University Committees

		<p>disabled learners and taking action to reduce awarding gaps.</p> <p>Disabled and / or staff with caring responsibilities are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of their experience. Students' Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of disabled / carer learners through gathering learner feedback that they report back to BNU's committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University's development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p> <p>The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, disabled students and students with caring responsibilities</p>	<p>advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>
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University Committees

<p>d) How could this affect people from different faith groups?</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Senate and its committees’ diverse remit and membership ensures that the learner experience for people from different faith groups can be effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed.</p> <p>Staff from different faith groups are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of their experience. Students’ Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of different learner groups through gathering learner feedback that they report back to BNU’s committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University’s development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people. Senate also approves BNU’s definitions of discrimination against different religious groups, including anti-semitism and Islamophobia.</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for people from different faith groups.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>
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University Committees

			The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, students from different faith groups	
e) How could this affect people with different sexual orientations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Senate and its committees’ diverse remit and membership ensures that the learner experience for people with different sexual orientations can be effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed.</p> <p>Staff of all sexual orientations are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of their experience. Students’ Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of different learner groups through gathering learner feedback that they report back to BNU’s committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University’s development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for people with different sexual orientations.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>

University Committees

			The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, students with different sexual orientations	
f) How could this affect different age groups or generations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Senate and its committees’ diverse remit and membership ensures that the learner experience for people from different age groups or generations can be effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed. Education and Quality Enhancement Committees have a particular responsibility for monitoring the academic outcomes for Mature and Young learners, and taking action to reduce awarding gaps.</p> <p>Staff from all age groups and generations are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of their experience. Students’ Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of different learner groups through gathering learner feedback that they report back to BNU’s committees.</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for people from different age groups / generations.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>

University Committees

			<p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University’s development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p> <p>The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, students from different age groups and generations</p>	
g) How could this affect those who are married or in a civil partnership?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Both married people and those in civil partnerships are encouraged and able to join Senate and its committees and ensure their voices are heard.	<p>BNU can continue to encourage more diversity in the membership of Council and its committees to advance equality of opportunity.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>
h) How could this affect people from different backgrounds such as: socio-economic disadvantage, homeless, alcohol and/or substance misuse, people experiencing domestic and/or sexual violence, ex-armed forces, looked after children and care leavers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate and its committees’ diverse remit and membership ensures that the learner experience for people from different backgrounds can be effectively monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed. Education and Quality Enhancement Committees have a particular responsibility for monitoring the academic outcomes for	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff / student experience for people from different backgrounds.</p> <p>The re-introduction of annual monitoring of the University’s committees will also ensure that the University’s committees are effective at</p>



University Committees

			<p>different learner groups, and taking action to reduce awarding gaps for some groups.</p> <p>Staff from all backgrounds are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of their experience. Students' Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of different learner groups through gathering learner feedback that they report back to BNU's committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University's development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p> <p>The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, students from different backgrounds</p>	<p>advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>
<p>i) How could this affect people with multiple intersectional experiences?</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Senate and its committees' diverse remit and membership ensures that the learner experience for people with multiple intersectional experiences can be effectively</p>	<p>BNU can continue to encourage more diversity in committee memberships to advance equality of opportunity through membership recruitment processes and maintain focus on the staff /</p>

University Committees

		<p>monitored, enabling the identification of improvements that can be made to the learner experience and that challenges are identified and addressed</p> <p>Staff with multiple intersectional experiences are encouraged and able to join Senate and its committees to ensure their voice is heard and help Senate and its committees to consider and understand issues through the prism of their experience. Students' Union Sabbatical Officers sit on Senate and Academic Planning, Education and Sustainability Committees and further amplify the voice of different learner groups through gathering learner feedback that they report back to BNU's committees.</p> <p>The Equality, Diversity and Inclusion Committee focuses on strategic direction and oversight of the University's development and performance in creating a culture of genuine inclusion for staff and students, one that celebrates diversity and proactively develops good relations between people.</p> <p>The establishment of the Student Experience Forum in summer 2023 created a new space to resolve any operational issues that may impact, and enhance the experience of, students with multiple intersectional experiences</p>	<p>student experience for people with multiple intersectional experiences</p> <p>The re-introduction of annual monitoring of the University's committees will also ensure that the University's committees are effective at advancing equality of opportunity, eliminating discrimination and fostering good relations.</p>
<p><b>4. Overall outcome</b></p>			
<p>No major change needed <input checked="" type="checkbox"/></p>	<p>Adjust approach <input type="checkbox"/></p>	<p>Adverse impact but continue <input type="checkbox"/></p>	<p>Stop and remove <input type="checkbox"/></p>

## University Committees

<b>5. Details of further actions needed</b>				
Re-establishment of annual monitoring of committee effectiveness. Continued diversification of committee memberships				
<b>6. Arrangements for delivery and future monitoring</b>				
<ul style="list-style-type: none"> <li>• Annual effectiveness review of Senate and its standing committees (facilitated by the University Secretariat).</li> <li>• Annual reviews of constitutions and terms of reference at committee meetings (facilitated by secretaries).</li> </ul>				
<b>7. Completed by:</b>	Emma Tomsett	University Secretariat Manager	<b>Date</b>	21/11/2023
<b>8. Signed off by:</b>	Ellie Smith	University Secretary and Clerk to Council	<b>Date</b>	23/11/2023



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