# People, Culture & Equality Committee

# Terms of Reference

3rd November 2026

Version 1.1

Ollscoil Teicneolaíochta an Oirdheiscirt

South East Technological University

| Details | |
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| 1.0 | Approved by Governing Body 16 May 2026 | 1.0 |
| 1.0 | Minor amendments post review by EDI Chairperson, VP People Culture & EDI and VP EDI<br>1. Meeting cadence is for a minimum of 3 meetings per year | 1.0 |
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## 1. Introduction

South East Technological University (SETU) Governing Body has established a People, Culture & Equality Committee of the Governing Body from which it derives its authority and to which it regularly reports. The purpose of the Committee is to assist the Governing Body in the performance of its functions by providing governance, advice and oversight in all matters related to People, Culture and Equality. This will be achieved by reviewing reports and assurances from the SETU Executive Management particularly the VP People, Culture and EDI and where appropriate from the President.

## 2. Membership

The members of the People, Culture & Equality Committee are:

1. Two members of Governing Body at least one of whom shall be an external member as Chairperson of the Committee;
2. Up to two independent external members with relevant expertise nominated by the President;
3. Two Heads of Faculty nominated by the President;
4. Chief Operations Officer *ex officio*;

In attendance

5. Vice President People, Culture and EDI who shall be Secretary to the Committee;
6. Vice President Equality, Diversity and Inclusion.

In making the appointments, the Governing Body shall have regard to relevant skills, qualifications and experience and gender balance provisions (being, the objective that at least 40 per cent of members of the Committee shall be female and at least 40 per cent shall be male).

## 3. Duration of Appointments

The duration of appointments in categories 1,2, and 3 in Section 2 above shall be three years, renewable for a further two years.

A Governing Body member will cease to be a member of the Committee if this member ceases to be a member of the Governing Body.

## 4. Secretary

There will be the Secretary to the Committee shall be the Vice President People, Culture & EDI. The Secretary will be responsible for the preparation and distribution of the agenda, papers, minutes and reports following consultation with the Chairperson of the Committee and as appropriate the President of the University.

## 5. Meetings

5.1 The Committee will meet as many times as is required, but at least three times a year.

5.2 All members are expected to attend each meeting. A member who is absent from all meetings of the Committee for a period of six consecutive months, unless such absence was due to illness or was approved by the Governing Body, shall be disqualified at the expiry of such period from continuing to be a member of the Committee for the remainder of that person's term of office.

5.3 The Committee may hold or continue a meeting by the use of any means of communication by which all members can hear and be heard at the same time (referred to as an electronic meeting). A member of the Committee who participates in an electronic meeting is taken for all purposes to have been present at the meeting.

5.4 The Committee may require other persons e.g. HR department staff to attend specific meetings.

5.5 The Committee may ask other employees of the University to attend to assist it with its discussions on any particular matter.

5.6 The Committee may ask any or all of those who normally attend but who are not members to withdraw from specific meeting or agenda items to facilitate open and frank discussion of particular matters.

5.7 The Governing Body may ask the Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.

## 6. Minutes of Meetings

The Secretary shall minute the proceedings and decisions of all Committee meetings, including recording the names of those present and in attendance. Draft minutes shall be circulated to all members of the Committee and to the Governing Body. When approved they shall be posted on the Governing Body section of the SETU website.

## 7. Conflict of Interest

At each meeting, members must disclose if they have an actual, perceived or potential conflict of interest and, where necessary, agree any interventions that may be required to manage that conflict.

## 8. Quorum

A minimum of 4 members of the 4 Committee, to consist of at least one external member of the Governing Body and at least one independent external member, will be present for the meeting to be deemed quorate.

## 9. Responsibilities

The committee responsibilities are:

### 9.1 Effectiveness of Strategy

- To recommend to the Governing Body any strategy or strategic development within the remit of the Committee i.e. related to People, Culture and Equality, ensuring that such strategies are fully aligned with the University Strategy and meet legislative requirements.
- To oversee the implementation of plans to deliver strategy, strategic developments and objectives related to People, Culture and Equality.
- To review the effectiveness of any strategic plan for People, Culture and Equality.

### 9.2 Culture Climate

- Monitor the University's culture and as required provide related advice and guidance to the VP People, Culture & EDI and as appropriate to the University President in matters related to culture.
- Report any significant matters related to culture to the Governing Body including guidance on ways to fulfil any governance obligations in this regard.

### 9.3 Legislation and Policy

- Review policies and provide guidance and oversight in relation to ensuring the effectiveness of policies related to People, Culture and Equality.
- Recommend policies related to People, Culture and Equality to the Governing Body for approval, as appropriate via the Policy Committee of Governing Body.
- Be fully informed, via updates from Committee Secretary and appropriate training, with regard to legislative and policy requirements relevant to the remit of the Committee, ensuring statutory and regulatory obligations are reflected in related strategy and policy.

### 9.4 Oversight and Reporting

- In carrying out its functions the Committee relies on the Executive for the provision of accurate and timely information which the Committee reviews and analyses according to its terms of reference.
- The Committee will develop a workplan to inform the reporting required from Executive to ensure it can meet the obligations within the Terms of Reference of the Committee.
- The Committee shall provide support and oversight to sub-committees of the Committee itself particularly related to following:

    - The Equality, Diversity and Inclusion Committee that shall be a sub-committee of the People Culture and Equality Committee, with a Terms of Reference approved by the Governing Body and published on the SETU website. An external member of the People, Culture and Equality Committee shall be the Chairperson of the Equality, Diversity and Inclusion Committee and

- The Talent and Learning Committee that shall be a sub-committee of the People Culture and Equality Committee, with a Terms of Reference approved by the Governing Body and published on the SETU website. An external member of the People, Culture and Equality Committee shall be the Chairperson of the Talent and Learning Committee.

- The workplan of the Committee will also make provision to ensure appropriate and regular updates are received from sub-committees of the Committee.
- The Committee shall report at least annually to the Governing Body.

**10. Rights**

The Committee may:

- Co-opt additional members to provide specialist skills, knowledge and experience, subject to Governing Body approval;
- Procure specialist ad-hoc advice at the reasonable expense of the University, subject to budgets agreed by the Governing Body;
- Consider any matter within its terms of reference, be provided with the resources it needs to do so and have full access to all information.

**11. Access**

The Chairperson of the Committee may meet with the President to discuss any relevant matters that are under the remit of the Committee.

**12. Review of terms of reference**

These terms of reference will initially be reviewed annually.