



**B Terms of reference**

The committee will:

1. Endorse the university's strategy with regard to people and culture and to make

member of the committee. The committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

**D Quorum**

A quorum is three committee members.

**E Servicing and support**

Servicing will be provided by the Governance Office.

The committee will have access to independent legal advice when required.

**F Attendance at meetings**

The Executive Director of People Services, the Registrar (Academic) / Secretary to the Board of Governors and the Chief Transformation Officer and any other senior members of staff shall attend meetings where business relevant to them is to be discussed. The Vice-Chancellor may delegate attendance to a nominee should they be unable to attend a meeting.

The attendance of any other member of staff requires the approval of the Chair.

**G Meeting schedule**

There will be four meetings a year. Additional meetings can also be called at the request of the Chair of the People and Culture Committee, the Chair of the Board of Governors, or the Vice-Chancellor.

**H Reporting procedures**

The minutes of the People and Culture Committee will be presented to the Board of Governors on a regular basis, in addition to regular updates on business transacted by the committee being provided to the board by the committee chair. Any items requiring Board of Governors' approval in the terms of the Scheme of Delegation will be presented for its consideration.

**I Sub-committees**

None.

**J Approval and revision**

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

**K Revision record**

Section	Details of revision	Approved on

**Approved:** 21 June 2024

**Endorsed by parent committee:** 4 July 2024