



**EXECUTIVE SUB-COMMITTEE**

**EQUALITY AND HUMAN RIGHTS COMMITTEE**

**TERMS OF REFERENCE**

**Approved by Executive Committee  
15 January 2020**

## **Equality and Human Rights (EHR) Committee**

### **1. Terms of Reference**

- 1.1 The EHR Committee will oversee the implementation of the University's EHR Strategy, being cognisant of the EHR risk register, through the development of an action plan and key process indicators.

### **2. The Remit**

- 2.1 Guide, support and monitor the implementation of the University's EHR strategy.
- 2.2 Ensure the effective engagement of Departments, Schools, Faculties, Business Units, Student Life and other units in the institution in implementing the University's EHR Strategy.
- 2.3 Develop and support initiatives to engage further with the student body and staff to enrich their EHR experience.
- 2.4 Engage with the Irish Human Rights and Equality Commission (IHREC) to ensure that UL is fulfilling its legal remit with regards to the IHREC Act, 2014.
- 2.5 Publish UL's annual Equality and Human Rights report.
- 2.6 Report each 6 months to Governing Authority sub-committees: Finance, Human Resources & Asset Management; Access, Equality & Student Affairs.
- 2.7 Report each 6 months to Executive Committee.

### **3. Governance**

- 3.1 The Committee will act with authority, as delegated by Executive Committee, in order to take strategic and high level policy decisions in the area of Equality and Human Rights.
- 3.2 In taking forward its remit, the Committee will support equality, diversity and inclusion and will strive for gender balance. It will seek consistency and common approaches, where these are in the best interests of students and staff.
- 3.3 The Committee will liaise closely with Committees of the Executive Committee and other University Committees as appropriate.
- 3.4 The Committee shall identify and agree the ways in which it will interact and exchange information with relevant academic units and professional support services in matters relating to EHR.

### **4. Operations**

- 4.1 The Committee will meet at least six times per annum.
- 4.2 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.

- 4.1 Sub-Committees and limited-life Working Groups will take forward as relevant the detailed examination of, and consultation on, the strategic issues which make up the majority of the Committee's work.
- 4.2 Sub-Committees and Working Groups will be given a clear brief and will consult as appropriate during their work in order to ensure the confidence of the Committee, the Executive Committee, and the wider University Community in the resulting conclusions and recommendations.
- 4.3 Sub-Committees and Working Group activities will be made available electronically to ensure that members of the University Community are kept informed and can contribute to specific developments.
- 4.6 At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent themselves from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 4.7 The Committee will liaise closely with the Executive Committee and other University Committees as appropriate.
- 4.8 The Committee will provide its minutes to the Executive Committee as soon as possible for noting, discussion and/or approval as necessary.
- 4.9 Questions arising at any Committee meeting shall be decided by consensus. Where reaching a consensus is not possible, then the matter will be decided by a majority of the votes of the members present, either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Where decisions are unanimous, they shall be recorded as such in the minutes. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person(s) or negative voter(s).
- 4.10 The EHR Committee will agree its Programme of Work on an annual and/or longer-term basis.
- 4.11 The Committee will review its terms of reference on an annual basis and recommend any proposed changes to the Executive Committee for consideration.
- 4.12 The Committee will undertake a self-evaluation process at least every three years and report on the outcome of this assessment to the Executive Committee.

### **Composition of Equality and Human Rights Committee:**

- Special Advisor to UL President on Equality, Diversity and Inclusion (Chair);
- 1 Representative from each of Buildings, HR, Trade Union, Student Life and Postgraduate Student Union, as stated in EHR strategy agreed by GA;
- 1 Representative from each faculty, nominated by Deans. This would preferably be AD-EDI / chair of EDI committee/ chair of AS committee;
- 1 Representative from VPR;
- 1 Representative from DPCOOReg;
- 3 Representatives from VPAASE;
- 2 nominees by Special Advisor to UL President on Equality, Diversity and Inclusion.