Equality, Diversity, and Inclusivity Committee

Terms of Reference

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	EM	25/04/24
1.1	Additions to Membership Section	EM	10/09/2025

2. GUIDING PRINCIPLES OF THE EQUALITY, DIVERSITY, AND INCLUSIVITY MEETING (EDI COMMITTEE)

2.1. The purpose of this document is to outline the terms of reference for the PCI College Equality, Diversity, and Inclusivity committee meetings, its scope, process, and outputs as part of our overall college quality assurance standard.

3. SCOPE OF THE EQUALITY, DIVERSITY, AND INCLUSIVITY COMMITTEE

3.1. The purpose of the EDI committee is for PCI College staff lecturers and students to work together in a collaborative manner to make the college a more open and inclusive environment for all those who work and study within it. The main objectives of the EDI Committee are as follows:

- 3.1.1. To help foster a culture of understanding and respect among all college stakeholders, making recommendations on the development and implementation of an EDI action plan for staff and students.
- 3.1.2. To ensure all staff and student recruitment is inclusive in nature and carried out in a way that does not disadvantage anyone from an underrepresented background or exclude those with additional needs from recruitment/employment or admission to any of our courses of study.
- 3.1.3. To review and recommend revisions to PCI College courses and student resources to incorporate diverse learning resources so that students are exposed to a wide variety of resources from multiple backgrounds.
- 3.1.4. To recommend changes where required to ensure the learning and work environment for all PCI College staff/students is inclusive and accommodates all stakeholder's needs, where practically possible.
- 3.1.5. To ensure staff/students with additional needs are provided with the required level of support and assistance so that they are in no way disadvantaged within their work/learning environment with PCI College.
- 3.1.6. To advise the Academic Council and Strategic Management meetings of their obligations and best practices in matters related to EDI
- 3.1.7. To review and recommend updates to the college's EDI policies and procedures and advise on the implementation of these.
- 3.1.8. To review these terms of reference as per the review schedule with recommended changes to be brought before the Academic Council for approval.

4. MEMBERSHIP OF THE EDI COMMITTEE MEETINGS

4.1. The quorum of members required to run an EDI Committee meeting is 50% plus one. The membership of the EDI Committee (see figure 1 below) consists of:

- 4.1.1. **Mandatory:** Student Representative
- 4.1.2. **Mandatory:** Head of Operations
- 4.1.3. **Mandatory:** Academic Administrator
- 4.1.4. **Mandatory:** Marketing and Student Recruitment Manager
- 4.1.5. **Mandatory:** All BSc and MSc programme leaders
- 4.1.6. **Mandatory**: Head of Undergraduate Programmes
- 4.1.7. **Mandatory:** Head of Postgraduate Programmes
- 4.1.8. **Voluntary:** x2 Student Members
- 4.1.9. **Voluntary:** x2 Members of PCI College Lecturing and Administration teams

4.2. Internal or External stakeholders may be invited to attend EDI Committee meetings based on their ability to provide valuable insight or contributions that may assist with the work of the Committee.

4.3. Figure 1. Represents the membership structure of the meeting in graphical form

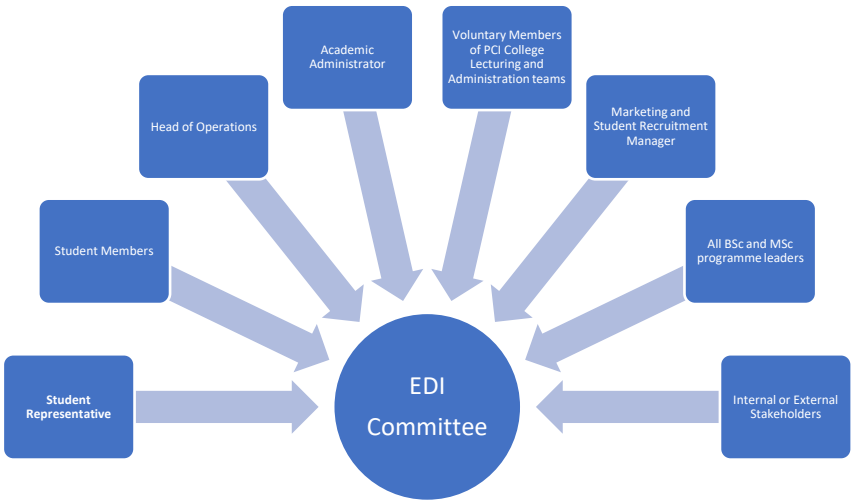


Figure 1: Meeting Membership

5. FREQUENCY OF MEETINGS

5.1. EDI Committee meetings are held on a triannual basis to ensure clear directives are fed both upwards and downwards throughout the organisation. Should the need arise, an additional meeting may be scheduled to discuss urgent matters pertaining to EDI development within PCI College.

6. TERMS OF REFERENCE

6.1. The EDI Committee plays a pivotal role in developing and maintaining the College's commitment to providing a fully inclusive learning and working environment where staff and students feel supported and where difference and diversity are both acknowledged and celebrated.

7. ROLES AND RESPONSIBILITIES OF EDI COMMITTEE

7.1. The Chair of the EDI Committee is appointed to act as the representative of the committee at Academic Council meetings. The Chair will be elected at the first meeting of the EDI Committee each year with all members of the outgoing EDI Committee voting from candidates who put themselves forward for consideration. In the absence of the elected chair and the quorum is met, then a volunteer will become the Acting Chair for the EDI Committee meeting. The Chair will be responsible for setting the agenda in advance of each meeting and sending it to the academic administrator for distribution to all committee members.

7.2. The Meeting Organiser (Academic Administrator) will schedule all meetings of the committee at the start of each academic year. They will have the responsibility of ensuring that decisions made by the Committee are implemented. Individuals and/or sub-committees of the Committee may be directed from time to time to pursue projects or actions specified by the Committee. Such sub-committees are disbanded when their work is completed.

7.3. EDI Ordinary committee Members will bring forward, review, and discuss all proposals brought to the meeting. They will follow up with assigned actions and work collaboratively to deliver the objectives of the committee as outlined in the above Scope section (see section 3).

8. PROCEDURES FOR EDI COMMITTEE

8.1. The EDI committee members will meet on a triannual basis to review, comment, update and make recommendations concerning all EDI-related developments within PCI College.

8.2. In advance of each sitting of the EDI Committee, previous minutes, agenda, and supplementary documents are circulated to all participants.

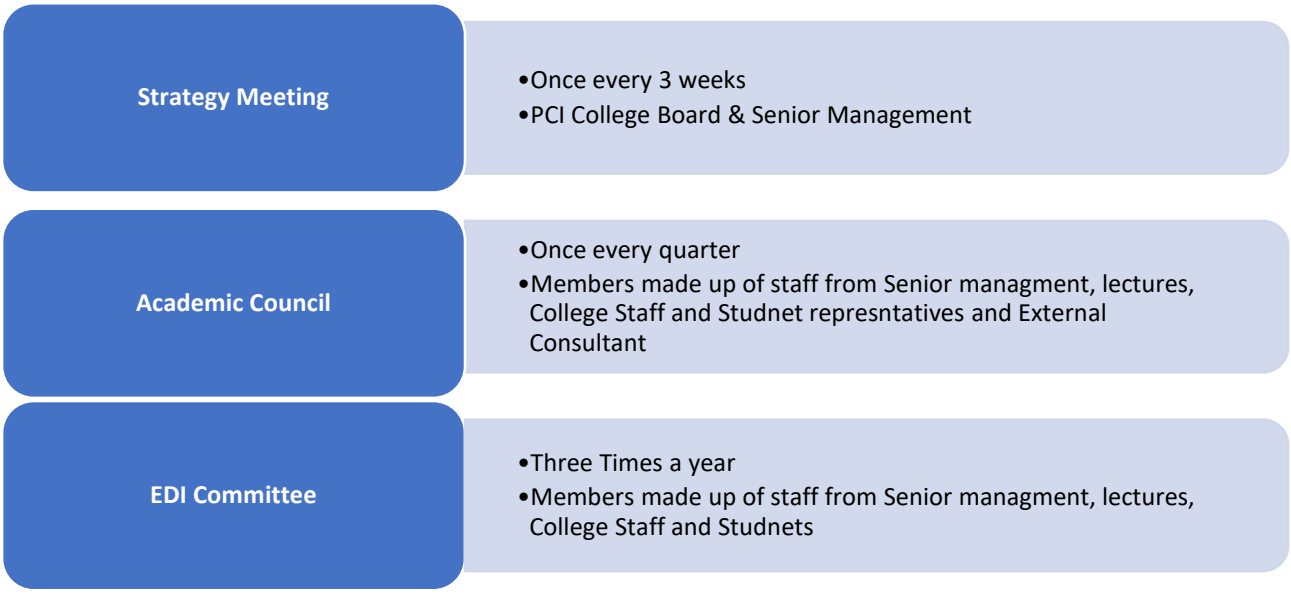
8.3. Meetings are scheduled for the academic year, in advance and confirmed.

8.4. At the start of each meeting, the Chair summarises the work on that session's agenda. Any other business is requested from participants. Absent members are read into the record of the meeting.
8.5. Minutes of the prior meeting are formally reviewed and approved, or issues addressed and revisions written into the minutes of the current session.
8.6. Agenda items are worked through with resulting decisions, and actions or rolled over to the next meeting.
8.7. The meeting adjourns following the conclusion of the order of business for the session.
8.8. The date of the next meeting is available.
8.9. **Meetings Structure:** The EDI Committee meeting occurs triannual for 90 minutes with oversight of all College matters pertaining to EDI.
8.10. Voluntary Members of PCI College Lecturing and Administration teams recruitment
  8.10.1. Each academic year a survey will be sent by the chair seeking interest from staff and lecturers who may wish to become members of the EDI Committee.
  8.10.2. All those who register an interest will be sent the EDI Committee terms of reference and be asked that they have fully read and understood them before moving towards nomination.
  8.10.3. All voluntary staff members who confirm they have read and understood the terms of reference will be asked to provide a short statement on why they believe they would be a good candidate for the EDI Committee. These potential members will then be put forward for approval to the EDI Committee. Where there are many voluntary member applications the Mandatory EDI Committee members shall make the final decision on who is admitted to the committee with the decision based on grounds of being as representative and fair as possible.
8.11. Voluntary student committee member recruitment.
  8.11.1. Each academic year a survey will be sent by the chair seeking interest from PCI College BSc and MSc students who may wish to become members of the EDI Committee.
  8.11.2. All those interested in joining the EDI Committee will be asked to submit a written expression of interest and that they have fully read and understood the terms of reference before moving towards nomination. They will also be asked to provide a short statement on why they believe they would be a good candidate for the EDI Committee.
  8.11.3. Where there are many voluntary member applications the Mandatory EDI Committee members shall make the final decision on who is admitted to the committee with the decision based on grounds of being as representative and fair as possible.

9. CONTEXT OF MEETINGS

9.1. The work of the EDI Committee meetings feeds into the work of the Academic Council meetings where the decisions of the EDI committee are formally ratified and adopted. These meetings will provide input at Senior Management Meetings and vice versa. See Figure 2.
9.2. Where EDI Committee recommendations relate to strategic decisions that will impact the College they will be referred directly to the college monthly business review strategy meeting where they will be reviewed by the senior management team.
  9.2.1. The senior management teams decision will be fed back to the EDI Committee with a rational for their decision to help ensure a concise feedback process.

Figure 2: Meetings Structure



10. CODE OF CONDUCT FOR THE EDI COMMITTEE MEMBERS

10.1. Each member of the EDI Committee will be expected to familiarise themselves with all relevant documentation in advance of each committee meeting.

10.2. All members should expect to be assigned follow-up actions that will require consultation with other EDI Committee members between meetings and to complete required actions in a timeline agreed at the Committee meetings.

10.3. Actively and constructively participate in discussions and decisions of the Committee.

10.4. Respect for diverse opinions, diverse experiences, and backgrounds.

10.5. Respect for diverse perspectives and active listening to understand each other.

10.6. Equity – all voices are heard equally and given the same opportunities within the EDI committee, especially around decision-making.

10.7. Empathy and compassion for members during meetings and decision-making

10.8. All discussions, documentation, and meeting proceedings of the EDI Committee are strictly private and confidential, they should not be disclosed to anyone outside of the committee without the express permission of the board of PCI College.