

Council Membership Diversity Policy

Version Control

Version Number	UEB Sponsor	Approval Body/Officer	Date of approval
1	Dr Paula Sanderson, Chief Operating Officer and University Secretary	Council	26 November 2024

Purpose and Scope

1. The purpose of this policy is to:
 - a. set out the Council's commitment to ensuring diversity within its membership and how this will be achieved; and, in doing so:
 - b. enable compliance with the requirements of the HEFCW Terms and Conditions of Funding.

2. The HEFCW Terms and Conditions of Funding state the following:

105. The following information must be included in the institution's audited financial statements and related reports:

c. A description of the governing body's policy on diversity and membership, including gender; any measurable objectives that it has set for implementing the policy; and progress on achieving the objectives.

Policy

3. A diverse and inclusive governing body comprising a heterogeneous range of people, perspectives, experiences and skills is imperative to providing effective challenge and oversight of the University's affairs.
4. The Council is committed to achieving diversity and inclusivity within its membership to enable it to effectively discharge its duties.
5. Diversity data will be gathered annually on all members of Council in line with the requirements of the annual HESA monitoring return and to inform the annual review of Council diversity.
6. Data will be collated and benchmarked against staff and student population diversity data, and against sector data on board diversity (published periodically by Advance HE).
7. The Governance Committee will undertake an annual review of Council membership diversity and make recommendations to Council on any actions required to improve membership diversity and any priorities for future recruitment exercises. Reporting to Governance Committee will be in line with Data Protection principles (i.e. all data will be anonymised and raw data with numbers fewer than 5 will not be provided).

Roles and Responsibilities

8. The University Secretary is the University Executive Board Sponsor of this policy and is responsible for approving the need to develop or substantively amend this policy, for presenting the final draft to the approving body and for ensuring that this policy complies with, and is monitored and reviewed in accordance with, the University policy framework.
9. The Corporate Governance Team is responsible for gathering, collating and reporting to Governance Committee and Council on membership diversity data, and reviewing the currency of and compliance with this policy annually.
10. The Governance Committee is responsible for keeping under review the composition of the membership of the Council, including its profile against the agreed skills matrix and how it ensures equality, diversity and inclusivity in membership.

Monitoring and Review

11. Compliance with this policy will be reviewed annually as part of the annual confirmation of compliance with the HEFCW Terms and Conditions of Funding undertaken by the Corporate Governance Team.
12. This policy will be reviewed annually.

Related Policies and Procedures

13. This policy is drafted in line with the University's Strategic Equality Plan (SEP). Any specific targets or objectives established as a result of the analysis of diversity data will be included within the SEP action plan.

Policy Version Control Information

Document Name	Council Membership Diversity Policy
UEB Policy Sponsor	Chief Operating Officer and University Secretary
Policy Owner	Head of Corporate Governance, University Secretary's Office
Policy Author(s)	Sian Marshall, Governance Advisor, University Secretary's Office
Version Number	1
Equality and Welsh Language Impact Assessment Date	2 September 2024
Privacy Impact Assessment Date	5 September 2024
Approval Date	26 November 2024
Approved By	Council
Date of Implementation	01 December 2024
Date for Next Review	November 2025

For updated policies, anything that has changed in the above must be updated and new information must be added as follows.

Date of Last Review	<i>Day/month/year</i>
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Change History Record

Version amended and date of review	Reviewer(s)	Description of Change	Version created