# PEOPLE, CULTURE AND INCLUSION committee

TERMS OF REFERENCE

September 2023

The people, culture and inclusion committee is a subcommittee of the board of trustees of NCVO.

These terms of reference are subject to the approval of the board and will be reviewed by the committee once a year and by the board every three years.

## Responsibilities

* Oversight of the delivery of the cultural change roadmap.
* Oversight of external work to support inclusion across the sector.
* Provide challenge and oversight through lived experience, expertise and knowledge in relation to practice, culture and approach to equality, diversity and inclusion (EDI).
* Oversight of approach to learning and development to ensure staff are developed appropriately.
* Oversight of approach to succession planning.
* Approval of the following relevant people policies.
  + Tour health and wellbeing, to include the current:
    - alcohol and drug misuse policy
    - domestic abuse policy.
  + Time away from work, to include the current:
    - annual leave policy
    - family leave policy
    - sickness policy
    - time off for compassionate leave policy
    - time off for dependents leave policy
    - time off in lieu policy.
  + Your performance, to include the current capability policy.
  + Your conduct, to include the current:
    - disciplinary policy
    - grievance policy.
  + Belonging, to include:
    - anti racism policy (new)
    - disability policy (new)
    - equality, diversity and inclusion policy (current).
  + Change at NCVO, to include the current managing change policy.
  + Contracts and pay, to include the current pay policy.
  + Acquiring talent, to include the current recruitment policy.
  + Volunteering leave.
* Review of pay and benefit structures and make recommendations to the board.
* Set pay for the leadership team.

## Membership

The committee is made up of:

* a chair who is a trustee.
* two other trustees
* three independent committee members.

The committee requires four people to be quorate of whom two people should be independent members.

All members of the committee are appointed by the board following recommendations from the governance and nominations committee.

## Term

Trustee membership shall finish in line with their term on the board or before if the board elects to change the members of the committee.

Independent members are appointed for terms of up to three years by the board and can be reappointed once.

## Attendance

Committee meetings can also be attended by the chief executive, the chief operating officer, the director of people, culture and inclusion, and the senior governance and planning officer.

The chair can also co-opt active observers for a set period of time following a discussion with the committee which identifies the skills required from the additional attendee.

The committee may have in camera sessions without any members of staff as required.

## Meetings

The committee is likely to meet four times a year unless the committee decides differently.

The committee will keep minutes of each business meeting including the names of members present at a meeting and all resolutions and proceedings of the committee.

The minutes of meeting will be circulated to the board.

The committee will decide on the appropriate format (virtual or face to face) for meetings though generally a hybrid option will always be available.