

## **The Place (Contemporary Dance Trust Ltd) Equity, Diversity, and Access Committee Terms of Reference, March 2025**

The Place Equity, Diversity, and Access Committee is a senior cross-organisation committee established in order to oversee the formulation of institutional action plans as well as organisation-wide policies and procedures relating to equity, diversity and access. The committee will define, develop and oversee relevant institutional action plans, monitor the use of, and ensure greater transparency and visibility of these action plans across our organisation. Minutes are shared with the Board of Governors.

In doing so the Committee is able to provide assurance to The Place Board of Governors:

- that The Place is in compliance with legal and regulatory requirements relating to EDA
- that risks related to EDA are being identified and managed
- that appropriate data monitoring and benchmarking is in place to monitor and support progress against The Place EDA action plan and Access and Participation Plan

The overall purpose of the EDA Committee is to monitor progress in embedding equity, diversity and access in the culture of The Place, promoting an inclusive and supportive environment for all individuals to reach their full potential. The EDA Committee is a key party of our periodic governance effectiveness review and ensures the EDA principles run throughout our governance and operations in their entirety.

### **Procedural Rules:**

#### **1. Appointment of Chair**

The EDA Committee will be chaired by a Governor or Governors.

#### **2. Membership**

The general structure of the Committee will be as follows:

- Up to 3 Governors
- the Artistic Director,
- the Head of HR,
- the Director of Communications,
- the Director of Student Lifecycle and Well-Being or a nominated LCDS Director.
- the Student Equity Diversity and Inclusion Rep or a deputy
- 1 x nominated staff representative as appropriate from each of the Public Programmes, Central Services and LCDS staff teams

Other members of The Place staff may be invited to attend relevant sections of meetings as appropriate

### **3. Co-options**

There is provision for co-opted members, sought based on their expertise in the area, who may include members external to The Place.

### **4. Meetings**

Meetings will take place a minimum of three times per year. There shall be a quorum at meetings of one-third of the membership.

### **5. Rules for voting**

There are no specified rules for voting.

### **6. Minutes**

Minutes of each of the committee's meetings are submitted to the next Board of Governors.

### **7. Terms of reference**

The EDA Committee's principal duties include:

#### **a. EDA action plan**

- Overseeing the formulation and implementation of institutional action plans including but not limited to the Equity, Diversity and Access Action Plan and the Access and Participation Plan (Office for Students).

#### **b. Monitoring**

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- Establishing project groups as required to investigate, report on, and implement work on specific aspects of equity, diversity, and access issues in line with institutional action plans.
- Receiving and reviewing institutional data in relation to institutional action plans.
- Monitor progress and performance against KPIs and other metrics such as ACE Investment Principles and Activity Plan and the Access and Participation Plan.
- Receiving reports from organisational forums, surveys and roundtables in relation to equity, diversity and access.

#### **c. Policies, complaints and consultation**

- Reviewing organisation-wide policies and procedures relating to equity, diversity, and access and recommending them to The Place's Board of Governors for approval.

- Maintaining a high-level oversight on issues, disclosures and complaints related to equity, diversity, and access whilst maintaining confidentiality and escalating where appropriate. Maintaining appropriate consultation and communication routes with all relevant groups and with external bodies in pursuance of the terms of reference of the committee.
- Benchmark approaches and strategies with both higher education and cultural sectors whilst striving for good practice
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**d. Reporting to the Board of Governors**

- The EDA committee will submit minutes of each of its meetings to The Place Board of Governors.
- The EDA committee will submit an annual review of workforce data (benchmarked against London and sector averages) The Place Board of governors via the Nominations Committee
- The EDA Committee will submit an annual report to The Place Board of Governors

**Laura Naldrett/Lise Smith**

March 2025