

# Arts Council of Wales

## Terms of Reference

# Strategic Equality Committee

September 2020

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Council's work is initiated, managed and monitored by Council itself and a series of Committees to which Council delegates certain powers. Committees are subordinate to Council within the Governance structure. Other than those areas where Council has delegated defined tasks and/or authority to act, Committees have an advisory role. They report to Council on the performance of those activities that fall within the remit of each Committee. Committees will also bring to Council's attention any issues of concern, or areas for improvement.

There are seven Committees with delegated powers. They are: Audit & Risk Assurance Committee, HR and Remuneration Committee, Capital Committee, Strategic Equality Committee, Welsh Language Committee, Future Generations Committee and Health and Safety Committee. One Advisory Committee also report to Council: Wales at Venice Advisory Committee.

The specific remit of this Committee is set out below.

The terms of reference for the Equalities Monitoring Group were established at its initial meeting on 15 July 2008 and revised in April 2012 and March 2015. Following the approval of the Equalities Monitoring Group terms by Council in May 2020, this updated version reflecting the Group's revised Committee status was approved by Council in September 2020.

## Role of the Committee

1. To review, monitor and drive the development of policies and procedures that enable Council to pursue a progressive agenda for advancing equality across all of the 'protected characteristics' covered by the Equality Act 2010 (age, disability, gender reassignment, marriage/civil partnerships, pregnancy and maternity, ethnicity, religion or belief, sex and sexual orientation).
2. To advise Council and its officers in ensuring that its activities in this area are consistent with the ambitions of the Welsh Government's Well-being of Future Generations Act.
3. To advise Council and its officers in embedding equalities as a routine aspect of Arts Council of Wales' investment, processes and programmes of work.
4. To monitor Arts Council of Wales' compliance with all relevant statutory and regulatory requirements, including any associated general and specific duties, including monitoring the implementation of the Strategic Equality Action Plan and production of Equality Annual Reports.

5. To advise on the development, implementation and monitoring of specific policy and developmental projects.
6. The Committee will ensure that these functions are adhered to through the adoption of the following:
  - a. Active oversight of the effectiveness of the Arts Council of Wales' activities in demonstrating a commitment to equalities as a fundamental governing principle
  - b. Monitoring implementation of the requirements of the relevant legislation (including the Strategic Equality Action Plan and the review of Combined Impact Assessments)
  - c. Provide specific support to the Arts Council of Wales' Agent for Change
  - d. Advising on initiatives that assist in the training and professional development of Arts Council of Wales staff
  - e. Providing advice and guidance on equalities matters for the benefits of artists and arts organisations
  - f. Making recommendations to SLT and Council on any of the above

**Chair** Andrew Miller, Council Member

**Membership** Members will include Council Members and up to 4 independent members. Staff representative of all teams across the organisation, including a member of the Senior Leadership Team will also attend.

**Quorum** Any 3 Members. Any Council Member may act as Chair in the absence of appointed Chair.

**Accountability** Ultimate responsibility for policy and procedure in this area remains with Council. The Committee has no delegated powers other than specified above and is expected to liaise with Council and its Senior Leadership Team.

The conduct of the Committee members – individually and collectively – is bound by the Council's ethical code as outlined in the Code of Best Practice.

<b>Meetings</b>	The Committee will meet three times a year, with additional meetings scheduled as and when necessary. Meetings will be scheduled to allow subsequent timely reporting to the next Council meeting.
<b>Papers</b>	To be circulated to the Committee a minimum of 5 days in advance of the meetings, via email and stored electronically within the Council's electronic data and records management system.
<b>Reporting</b>	Minutes of the Committee will be presented to senior management and Council. The Committee will also produce an Annual report for approval by Council that details: <ul style="list-style-type: none"><li>• The work of the Committee during the year</li><li>• Arts Council of Wales' performance against the objectives and targets set out in that year's Action Plan</li></ul>
<b>Minutes &amp; Records</b>	All documentation relating to the Committee will be filed electronically within Council's electronic data and records management system under Council and Committee Meetings/ Strategic Equality Committee.
<b>Updated:</b>	This document is reviewed for accuracy on an annual basis and this version was approved by Council in September 2020.