

TERMS OF REFERENCE OF THE ETHICS ADVISORY COMMITTEE

Preamble

The Ethics Advisory Committee exists to support the Board of Governors and the University Executive Board in ensuring that the aims and objectives of the Ethical Framework are fulfilled.

The Ethics Advisory Committee can be charged with responsibility for considering matters referred to it by the Board, Academic Board, the Vice-Chancellor and President, the University Executive Board or any of the Board's sub-committees.

The Ethics Advisory Committee acts in an advisory capacity to the Board of Governors and the University Executive Board and none of its decisions are binding on the University or any of its Committees.

Responsibilities

- Advising on ethical issues as they affect the University, providing briefing and identifying training needs to enhance integrity and ethical behaviour;
- Ensuring due ethical consideration is given to all major decisions made within the University and to contribute to the promulgation of good ethical practice;
- Developing and reviewing the effectiveness of and updating ethics and related policies;
- Monitoring mechanisms used to raise ethical concerns;
- To seek assurance that there are adequate monitoring, reporting and accountability processes to ensure that the objectives of the Ethical Framework are fulfilled;
- Assessing reports and overseeing subsequent actions following breaches of the ethics related policies or allegations of misconduct relating to matters covered by the Ethical Framework.
- Liaising with stakeholders over ethical issues.

Membership

- A nominated independent member of the Board who shall be Chair [the Chair shall not be the Chair or Deputy Chair of the Board or the Chair of any of its Committees];
- A member of the Board who shall not be the Chair or Deputy Chair of the Board;
- No less than one and up to three members of the University Executive Board;

- A member of the Audit and Risk Committee;
- An elected representative of the Students' Union;
- No less than one and up to three members of Academic Staff;
- A member of Professional Services Staff.

Quorum

The quorum shall be the Chair, one independent member of Board plus three other members. While there is the facility to have up to three members of University Executive Board and Academic Staff, the expectation is that just one will be asked to attend any meeting. If the Chair is unavailable to attend the meeting an independent member of the Board will be appointed to Chair in her/his absence.

The Committee shall have the power to co-opt up to two further members to deal with specific matters referred to the Committee and is able to invite other attendees on an ad hoc basis. This may include students and former students.

In exceptional circumstances, and with the permission of the Board, the Committee may co-opt one of these members from outside the University. The members of the Committee shall serve for a period of not more than three years [renewable once for a period of three years].

Officers in attendance

The University Secretary or his/her representative shall be Secretary of the Ethics Advisory Committee.

The Committee reserves the right to request the attendance of staff and any member of the University.

Meetings

The Ethics Advisory Committee shall meet at least once a year and will meet on an ad hoc basis to conduct ethical due diligence on any major decision or undertaking that might be referred to it.

Procedure

The Ethics Advisory Committee shall regulate its own procedures for the conduct of its meetings and will report to the Board of Governors and the University Executive Board on an annual basis.