

**Meeting of** (Enter name of meeting) **- Agenda**

**Date and time: (**Enter date and time)

**Location:** (Enter location information)

**1. Apologies** (Record names)

**2. Conflicts of interest** [x min]

**3. Matters arising from the minutes:** [x min]

(Insert link to the minutes of the last meeting).

**4.** Enter topics for discussion and timings as appropriate. [x min]

**5.**  [x min]

**6.**  [x min]

**7.** [x min]

**8.**  [x min]

**9.** [x min]

**10.**  [x min]

**11. Consideration of diversity and equality issues** [x min]

**12. AOB** [x min]

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***Consideration of Diversity and Equality issues***

*New legislation requires full consideration of equality issues in any significant decision-making process. The Committee is asked to consider, at each meeting, whether any groups could be adversely affected by any decisions or recommendations made. If so, the Committee should seek to identify whether any mitigating measures can be put in place to reduce the impact. It should be borne in mind, however, that the relevant legislation speaks of ‘reasonable’ adjustments: the test of ‘reasonableness’ is one that must be considered by the relevant committee – possibly seeking guidance elsewhere within the institution as necessary. Possible disadvantaging of staff and students on the basis of: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity*.

***Conflicts of Interest***

*All members of staff are reminded of the requirement to declare conflicts of interest. If you believe any of the decisions or discussions in this committee meeting present a potential conflict of interest, it is your responsibility to declare this. All members of staff are also reminded that they must declare any new positions of influence, consultancy and non-university posts to the Head of Department.*