

# **FINAL DRAFT: School One University Committee Terms of Reference**

## **First principles: why are we here, and what is our purpose?**

1. To ensure that the School contributes to the University's One University aims and ambitions to:
  - a. foster a collaborative culture where staff and students are all active participants in the success of the University;
  - b. build a diverse community of staff and students that recognises and values the abilities, backgrounds, beliefs and ways of living for everyone, where all members of the University community feel they belong and are treated with respect;
  - c. create a positive environment that supports and encourages the wellbeing of our staff and students, whilst empowering individuals to be responsible for their own wellbeing;
  - d. be one of the most sustainable research-intensive universities in the country, ensuring sustainability runs through everything we do: the education we provide for students; our world-class research and innovation; and our campus operations and local environment;
  - e. increase and diversify philanthropic income and help create a sense of belonging and participation amongst our staff, students and alumni.
2. To align the development of the school three year plan One University objectives with those of the Faculty and University, and oversee delivery of the One University actions prioritised in school annual action plans.
3. To ensure that the School complies with relevant legislation.

## **The compliance responsibilities of the Committee**

Ensuring that the School's activities are delivered in a way which is compliant with relevant University policies and legislation, including:

- Meeting legal duties under the Equality Act 2010 and Freedom of Speech
- The equality and diversity obligations under the Committee of University Chairs (CUC) Higher Education Code of Governance (2020)
- University policies relating to equality, diversity and inclusion, harassment and bullying, sexual misconduct and freedom of speech
- Adherence to relevant sustainability guidance, policies and practice

## **Terms of Reference**

1. Ensure the School's activities are aligned to the University's One University Strategy Delivery Plan and contribute to its successful achievement.
2. Champion the One University pillar of our vision and its five priorities (Collaborative and Supportive Culture, Diversity and Inclusion, Wellbeing, Sustainability and Philanthropy) within the School to ensure these are well understood within the School community.
3. Support the school executive team in progressing their one university priorities by having oversight of and directing delivery of the One University objectives in the school three year plan and the actions prioritised in school annual action plans.

4. Support the delivery of the University's EDI Strategies by ensuring that the School has its own aligned objectives and actions, informed by School level data analysis.
5. Identify local issues which impact on workloads, working with the rest of the School Executive to develop actions to address them.
6. Support the University's wellbeing agenda by ensuring that available support for wellbeing is well understood and used and that the School has its own objectives and actions, informed by School level data.
7. Ensure the School supports the University's sustainability agenda; harnessing and promoting research from within the school, ensuring engagement in the Education for Sustainable Development (SDG) agenda and ensuring that the School has its own objectives and actions that will contribute to the delivery of University sustainability targets.
8. Identify productive engagement opportunities for alumni and friends of the University in order to add value to the student experience and the School more generally.
9. Identify the need for, establish the terms of reference and membership, receive reports from and consider the findings of relevant sub-committees (e.g. a School EDI Committee / School Sustainability Committee), and Task and Finish groups as required to progress School level action under its annual action plans.
10. Function as a collaborative and supportive space for colleagues to bring ideas, share best practice and address challenges in delivering the One University plans.
11. Promote and protect freedom of speech and academic freedom in relation to matters under the University's One University pillar in line with the University's Code of Practice.
12. Establish linkages and effective collaboration between One University and the other pillars of Education, Research and Innovation (and relevant School level committees).

### **Core Membership**

School Director of One University (Chair)

School Manager

School leads, where they exist, on EDI and Sustainability

### **Other Members**

Other relevant staff at the discretion of the Head of School.

Core members should not send deputies/alternates.

Consideration should be given to including student representation where appropriate for specific items for discussion which directly impact on the student community and experience.

Administrative support to be provided by the School Executive PA team

### **What are the expectations of members?**

- An understanding of the University of Sheffield's One University pillar of the Vision and its relevance to enhancing staff and student experience.
- An awareness of, and willingness to engage with, the relevant legislative framework relating to the One University pillar.
- An understanding of the Faculty and School 3-year plan and current OU priorities.
- Actively promote and role model the core values of the University and its Code of Conduct, in particular in relation to collegiate and collaborative working, equality, diversity and inclusion, wellbeing and sustainability.
- Engage constructively with members of the School community and colleagues at Faculty and University level to promote and embed actions and delivery of the University's One University aims.

**The capacity in which members are appointed and their individual purpose and responsibility on the Committee**

Accountability for School performance rests with the Head of School and School Executive Team.

Membership of this Committee is for the purposes of enacting local changes and initiatives under the One University umbrella which contribute (either directly or indirectly) to the School's performance and delivery of University aims in relation to the One University pillar. Members should act in the University's best interest and be focused on solutions and implementation of positive changes in line with the aims of the pillar.

**The reporting lines required of the Committee and to whom assurance should be provided**

The School One University Committee reports to the School Executive Board and Faculty One University Committee (via the School Director of One University).

**What communications cascade is the Committee responsible for, and to whom?**

- The Committee is responsible for agreeing actions with the School Executive Board, and delivering the communication of decisions to the School.
- Where there are interdependencies with other School Director's portfolios, communication to relevant committees and/or working groups also rests with the Committee Chair and/or Secretary.

**What is the annual cycle of business, schedule of meetings, and standing agenda items?**

- Meetings may be in person or online, to be determined at the discretion of the School Executive Team / Chair.
- The Committee will meet with sufficient regularity and length of meeting to ensure delivery of the One University actions in the School annual action plan and to discharge its responsibilities as outlined in the terms of reference above.

- Standing agenda will include an update on delivery against the One University actions.
- The standing agenda will also include items on each of the 5 OU priorities;
  - Collaborative and supportive culture
  - Diversity and inclusion
  - Wellbeing
  - Sustainability
  - Philanthropy
- The standing agenda item on EDI will include a report on progress with Athena Swan applications where relevant
- At the discretion of the Chair, the remainder of the agenda may include presentations/discussion items on any aspect or aspects of the One University priorities and may include attendance from relevant colleagues outside the School as required.

### **Sub-committees**

Any other sub-committees should have a clear purpose, terms of reference and remit and operate under the direction of the parent committee and be approved and have terms of reference and membership agreed by the School Executive, with input and steer from the Faculty.

### **Review of Terms of Reference**

The Terms of Reference will be reviewed in the first meeting of the academic year.

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