

Equality and Diversity Committee – Terms of Reference

1. Membership:

Chair & Co-ordinator:	<p>Matt Gower Mark Birkitt Jo Brammer Ben Craig Glyn Ferriday Sarah Houghton Emily Jewell/Sue Poole Sean Johnson-Hargreaves Jo Maher Nicola McCleave</p> <p>Anne McKay Cath Pilsbury Tim Reeves Jackie Townsend Louise Woodman</p>	<ul style="list-style-type: none"> - Assistant Principal - Quality & LS - Student Services Manager - Reaseheath Training Manager - eLearning Coordinator - Head of Marketing & Communications - Animal Management Curriculum Area Manager - Be Ready Leads - HE Academic Service & Student Support Manager - Assistant Principal – Curriculum - Wellbeing Co-ordinator - E&D Student Representative - Lead Teaching and Learning Coach - Staff Partnership Forum Representative - Project Manager/Teaching Staff Representative - Learning Support Manager - Head of HR
In attendance:	<p>Meredydd David Jackie Schillinger Hannah Holwell Daniel Lee</p>	<ul style="list-style-type: none"> - Principal - Clerk to the Board - Student Association Vice President (Academic) - Student Association President

The quorum for meetings will be 5 members, to include the Chair or their nominated deputy.

Members of the wider college community, service users, community groups, and voluntary and other partner organisations may be invited to the Equality and Diversity Committee meetings as appropriate.

The Equality and Diversity Committee may request the Equality and Diversity Focus Group to lead small project groups and invite experts and community representatives to assist with bespoke equality and diversity initiatives.

2. Purpose and Aim

To progress equality and diversity related issues and promote best practice throughout the College for staff, learners and other users of the College services.

3. Frequency of the Equality and Diversity Committee Meetings

The Equality and Diversity Committee will meet termly.

4. Communication

Minutes of the Equality and Diversity Focus Group will be presented and discussed at each meeting of the Equality and Diversity Committee Meeting.

Matters arising from the Equality and Diversity Committee will be shared with the Staff Partnership Forum, minutes published on Sharepoint and the highlights published in the College Espresso. Upon request, a copy of the minutes will also be made available to members of the general public.

Separately copies will be available in alternative formats upon request.

5. Review of Terms of Reference and Composition of the Group

Membership of the Equality and Diversity Committee will be reviewed together with the Terms of Reference annually at the first meeting of the academic year.

6. Equality and Diversity Committee Terms of Reference

The specific terms of reference of the Equality and Diversity Committee will be measured by the attainment of the College Equality and Diversity Objectives, compliance with the specific and general duties of the Equality Act 2010.

The Equality and Diversity Committee objectives are to:

- To advise the Principal on the implications of national legislation, guidelines and codes of practice designed to eliminate discrimination and to promote equality of opportunity for all regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, and transgender status for the College's policies, plans and practices in relation to staff, learners and the wider community.
- Formulate and provide advice and action on policies and procedures for the promotion of equality and diversity across the College
- Identify, share and promote equality and diversity best practice thereby developing an environment which encourages the elimination of unlawful discrimination, harassment and victimisation and which fosters good relations
- Identify and engage with external stakeholders and voluntary/community groups as appropriate to ensure that the College remains informed of all current diversity issues and the College amenities and services are reflective of user needs
- Oversee the development, implementation, monitoring and review of Equality and Diversity policies, strategies and action plans, listening and responding to views and information received in respect of equality and diversity issues
- Develop and monitor the implementation of the Equality and Diversity Action Plan and College Equality and Diversity Objectives and receive termly reports on progress made on their delivery.
- Review annually the College's effectiveness and progress in the promotion of equal opportunities issues including the use of relevant key performance indicators and/or benchmarking.
- Promote and develop a close working relationship with the Equality and Diversity Committee, Staff Partnership Forum, Student Services and the College Community
- To ensure that the appropriate equality and diversity training and development is provided and accessible to all staff, students and others associated with the College.