



PROMOTING EQUALITY FOR ALL

Equality and Diversity Focus Group Terms of Reference

1. Constitution

The College hereby has agreed to establish a sub-committee to the Equality and Diversity Committee known as the 'Equality and Diversity Focus Group.'

2. Membership

Jo Maher	-	Chair
Matthew Gower	-	Assistant Principal – Quality
Jackie Schillinger	-	Clerk to the Corporation
Louise Woodman	-	Head of HR
Mark Birkitt	-	Student Services
Anne McKay	-	Curriculum Representative
Karen Myatt	-	Learning Resources
Jackie Townsend	-	Learning Support
SA President	-	Student Association Equality & Diversity Representative
Glyn Ferriday	-	Marketing Representative
Tim Reeves	-	Curriculum representative

The Group will be deemed to be a quorate when four members are in attendance.

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

The Focus Group may at the direction of the Equality and Diversity Committee set up smaller project groups and invite experts and community representatives to assist with bespoke initiatives.

3. Frequency of Focus Group Meetings

The Equality and Diversity Focus Group will meet each term and always in advance of the Equality and Diversity Committee Meetings, so that the Committee may be updated on the progress of the Focus Groups key topics of work and any matters arising.

The Chair of the Focus Group may request an additional meeting if one is considered appropriate.

A timetable for meetings will be arranged at the 1st meeting of each academic year. At this meeting, the Equality and Diversity Focus Group will review and update for the Equality and Diversity Committee's consideration an annual Equality and Diversity Action plan which will take account of developments to equality legislation and will identify the proposed key performance indicators for the forthcoming year.

The Chair will be responsible for preparing and distributing the Equality and Diversity Focus Group Agenda and action points a minimum of one week before the date of each meeting.

4. Communication

A record of the minutes of the Equality and Diversity Focus Group will be presented and discussed at each meeting of the Equality and Diversity Committee Meeting with the matters arising being shared with the Staff Partnership Forum, 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 Focus Group will be reviewed together with the Terms of Reference annually at the final meeting of the Equality and Diversity Committee Meeting within an Academic year.

6. Key objectives

The Equality and Diversity Focus Group will support the Equality and Diversity Committees specific terms of reference and will be measured upon the attainment of its own key objectives, namely to:

- Develop and maintain an awareness of up to date knowledge of current equality legislation and best practice and assist the Equality and Diversity Committee in the implementation of equality and diversity legislation relating to all aspects of the College activity
- Review progress against the individual Equality and Diversity Focus Group's own Action Plan and appraise performance against the College Equality and Diversity Action Plan and College Equality and Diversity Objectives, producing a report to the Equality and Diversity Committee termly
- Assist in 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
- Promote and develop a close working relationship with the Equality and Diversity Committee, Staff Partnership Forum, Student Services and the College Community
- Act as Equality and Diversity Champions to influence, enhance and advance equality and diversity across the College and the wider community through dissemination of information about such activities through sharing best practice, thereby developing an environment which encourages the elimination of unlawful discrimination, harassment and victimisation and which fosters good relations across the College community
- Assist the College Equality and Diversity Committee through regular review of all Equality Analysis Forms to ensure the provision of an inclusive, supportive, healthy and equitable working and learning environment
- 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.
- 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