

EQUALITY AND DIVERSITY FORUM

TERMS OF REFERENCE

1. Purpose

- 1.1 The Equality and Diversity Forum is a forum for communication, consultation and change for equality and diversity matters across the College. It will advise the Corporation on changes to policy and devise, implement, monitor and amend procedures and practice on equality and diversity matters within the College.
- 1.2 The Forum will meet to discuss the equality and diversity agenda and ways of promoting it within the College and will deal with and advise on equality and diversity issues for staff and students.
- 1.3 It will ensure that there is a robust process to impact College policies and procedures to ensure that they are not discriminatory and improve communication of equality and diversity issues across the College.
- 1.4 It will also seek to resolve issues raised by staff and students relating to equality and diversity matters.
- 1.5 It will review the range and quality of provision made for current learners and identify the College's capacity to extend provision for those currently excluded or under-represented. The Equality and Diversity Forum will seek to widen participation for students and to engage with under-represented groups in our local community. Where such groups are identified, the Forum will agree actions to engage with these groups.
- 1.6 Meetings will take place a minimum of three times a year, at least once during each term.

2. Reporting Structure

- 2.1 The Board of the Corporation is responsible for ensuring that the College meets its legal obligations and that policies and procedures are in place to ensure that no learner or employee suffers discrimination in any way.
- 2.2 The Corporation monitors activity through representation on the Forum, the Annual Report to the Corporation on Equality and Diversity and reports on staff and students to the Finance and General Purposes and Curriculum & Standards Committees respectively.
- 2.3 Day to day responsibility for implementation of equality & diversity policies and procedures lies with all staff, led by the Executive Director of Workforce

Development for staff and the Vice Principal Curriculum and Quality for students.

3. Membership

3.1 Membership of the Equality and Diversity Forum will consist of:

- i. The Principal (Chair)
- ii. Vice Principal Curriculum & Quality (Vice Chair)
- iii. Executive Director of Workforce Development (Vice Chair)
- iv. Director of Student Services Manager
- v. Head of Safeguarding and Wellbeing
- vi. Director of Faculty for Merrist Wood College
- vii. Director of Faculty for Farnham College and DoF representative (not all DoFs)
- viii. Director of Faculty for Vocational & Professional Studies
- ix. Director of Quality
 - x. A representative of the student body
 - xi. Link Governor for Equality & Diversity
 - xii. Director of Higher Education
 - xiii. Trade Union Representative

3.2 Quorum will be 40% of membership to include either the Chair or a Vice Chair.

3.3 Any member may nominate another appropriate person to attend meetings in their place.

3.4 Other staff and individuals may be co-opted as required.

4. Terms of Reference

4.1 To consider and make recommendations on all matters relating to the development, implementation and evaluation of all College policies and procedures in relation to equality and diversity

4.2 To review existing practices and implement new agreed practices in respect of issues related to equality and diversity.

4.3 To appoint and monitor task groups as required and to share good practice.

4.4 To ensure that the College is meeting its statutory requirements in relation to equality and diversity.

4.5 To monitor the implementation and progress of the Single Equality Scheme and Action Plan.

- 4.6 To produce the annual report to the Corporation on Equality and Diversity and additional reports to the Executive Team and College Management Team as required.
- 4.7 To discuss and develop appropriate awareness and training requirements.
- 4.8 To identify and maintain appropriate consultation and communication routes.
- 4.9 These terms of reference will be kept under review, with a minimum of annual review, and may be added to as the group develops.

Approved: October 2014

Review Date: October 2017