



MEETING TITLE: EQUALITY & DIVERSITY GROUP
DATE OF MEETING: FRIDAY 19TH JUNE 2009

(Meeting No 3 Academic Yr 08/09)

ATTENDEES:	Paul Hinchliffe (PAH)	✓	Karen Senior (KS)	✓
	Laura Collins (LC)	✓	Dan Spencer (DS)	✓
	Mark Brandish (MB)	Apols	Stephenson Sylvester (SS)	✓
	Andrew Johnson (AJ)	Apols	Paul Palmer (PP)	✓
	David Jones (Chair) (DBJ)	Apols	Marjorie Thomson (MT)	✓
	Di Martin (DM)	✓	Helen Wright (HW)	✓
	Carol Newsam (CN)	✓	Lee-ann Davies (Sec) (LD)	✓

AGENDA ITEM/ ISSUE DISCUSSED	ACTION		
	WHAT	WHO	WHEN
AGENDA ITEM 2	NOTES OF THE PREVIOUS MEETING – MATTERS ARISING		
GLBT Perspective Student Representative not available	1) Consider alternative speaker for future meetings.	HW/DM	Sept 09
Student Focus Group	1) Revise Focus Group format to ensure that demographic information was collected for review.	HW/KS	Sept 09
Disability Equality Duty Action Plan Update	1) 2008/09 Action Plan to be finalised by CT.	CT	31/8/09
	2) 2009/10 Action Plan to be incorporated into single Equality Scheme.	HW	1/9/09
2007/2008 Student Profile Report	1) Investigate options for the employment of a multi faith practitioner (students in the Wrexham area currently funded for 2.5 days per week).	KS	Sept 09
	2) Add Religious Belief to 2010/11 enrolment form.	DM	Oct 09
	3) Consider options for capturing staff data for all equality and diversity strands.	HW	Dec 09
Staff Stress Survey	1) Ensure that demographic information is captured from future surveys.	HW	
AGENDA ITEM 3	IMPACT ASSESSMENT UPDATE MAY 2009		
	1) Add Paul Palmer to the Impact Assessment Monitoring Group Membership.	DM	asap

	2) Revise procedures for updating documents on QMS.	DM	Sept 09
	3) Make Impact Assessment Spreadsheet available to all staff.	DM	asap
AGENDA ITEM 4	SINGLE EQUALITY SCHEME AND ACTION PLAN		
	1) Correct formatting on Page 11.	HW	31/7/09
	2) Page 12 Amend title Dir of Cur & Qual to VP.	HW	31/7/09
	3) Forward further comments to HW by 31/7/09.	E&DG	31/7/09
	4) Approve finalised document for implementation from 1/9/09.	E&DG	1/9/09
AGENDA ITEM 5	FEEDBACK FROM STUDENT INDUCTION SURVEY		
	1) Collect and analyse all demographic information from future surveys.	DM	Ongoing
	2) Present outcomes of student Exit and WBL Surveys at the next meeting.	DM	Oct 09
	3) Consider providing surveys in other languages ie for Welsh Speaking/ESOL students.	DM	Acad Yr 10/11
AGENDA ITEM 6	STAFF SURVEY – FOCUS GROUP FEEDBACK AND AGREED ACTIONS		
	No actions in relation to Equality & Diversity issues noted.		
AGENDA ITEM 7	ISSUES/SUGGESTIONS FOR THE NEXT MEETING		
	No actions noted.		

ACTION LOG

No	DECISION AND ACTION	RESP	BY
1	Student Profile Report - report separately on disabled students/students with special learning difficulty & include age profile	DM	Sep-09
2	Staff Survey - Contact QDP to discuss collection of disability data.	HW	Sep-09
3	Consider termly themed diversity days for 09/10.	HW/DM	Ongoing
4	Encourage the Student Association to become more actively involved in promoting Equality & Diversity within the College.	KS	Sep-09
5	Enhance Web-link to include details of events linked to Equality & Diversity ie Women's Only Groups, National Aids Day etc	HW/DM	Ongoing
6	Agree a list of external agencies to attend group meetings to provide an update on key issues.	DM/HW	Sept 09 & Ongoing
7	Consider representation from the Welsh College of Horticulture from September.	DBJ/HW	Sept

DATE OF NEXT MEETING: 23 OCTOBER 2009