



Deeside College
Coleg Glannau Dyfrdwy

COLLEGE EQUALITY AND DIVERSITY GROUP TERMS OF REFERENCE

SCOPE: Students, potential students, staff, all visitors (actual and virtual) to the college and all users of college services.

PURPOSE: To ensure equality of opportunity and access for all college stakeholders. To promote and value diversity. To monitor compliance with equality and diversity legislation.

MEMBERSHIP:

- Principal (chair)
- Secretary
- 1 staff union member
- 1 student union member
- Vice Principal HR & Student Services
- ICT Services Manager
- Student Services Manager
- 1 Governor (not staff or student)
- Marketing Co-ordinator
- Programme Area Manager – Study Skills
- Partnerships Manager – External Affairs
- Head of Faculty – Quality & Support for Learning
- 1 Lecturer
- 1 non-managerial Business Support member
- 1 student

All permanent members of the group will hold a formal role with the college, i.e. a currently-enrolled student, a current employee or a current member of the college governing body. Individuals who do not occupy one or more of these roles may be co-opted for a finite period and/or for a specific purpose, with the majority agreement of the permanent group.

RESPONSIBILITIES OF MEMBERS: To offer professional expertise and personal experience that will inform the group's work. To research and investigate external sources of knowledge and bring new information to the group that may assist in improving the work of the group.

FREQUENCY AND DURATION OF MEETINGS: Once every term. Meetings to last no more than 2 hours.

COMMUNICATION PROCESSES: Notes of meetings will be recorded at SMT and published on Equality & Diversity internet pages and available in large print and audio version on request. Highlights will be published in Staff Update (and student equivalent). The group will publish an annual report to the Board of Governors.

REVIEW OF TERMS OF REFERENCE AND DIVERSE COMPOSITION OF GROUP:
Annually.