

## Terms of Reference

# The Diversity Group

### Functions

- a) Inform Governors and the Leadership team of the college's duties under the Equalities Act 2010 and any future legislation, statutory instruments or European Directives.
- b) Develop whole college policies and practice to ensure compliance.
- c) Raise awareness and provide training on their responsibility for all levels and categories of staff.
- d) Collect and publish Equality and Diversity data annually as laid down in the Specific Duties of the Act.
- e) Identify need and develop a college equality action plan.
- f) Review action plan objectives and report to Governors annually, and Leadership team termly.
- g) Review all impact assessments as developed by managers and policy managers.
- h) Review the Terms of Reference of the Equality and Diversity Committee in July 2014.
- i) Ensure all Marketing production includes a diverse mix.

### Membership

- Fiona Phillip, Director of Customer Services (Chair)
- Bradley Billington, Head of Teaching, Learning & Assessment
- Sarah Crudge, Library and Learning Resources Manager
- Caroline Kelly, Governor Representation
- Erica Knight, Executive Assistant (Minute-Taker)
- Lydia Lingley, SEND Lead
- Carol Meadows, Head of MIS & Exams
- Danielle Moyers, HR Business Partner
- Cheryl Needham, Delivery Manager for Evolve
- Sarah Nolan, Head of School for Health, Care, Early Years, Access, Science & Business
- Arend Phillips, TSU Representation
- Sue Titmuss, Head of Marketing and Social Media

### Frequency of Meetings

Once Every Half Term

### Minutes of Meetings

The minutes of the Committee shall be sent to the members within ten working days of the meeting and these will be approved at the next meeting.