Equality, Diversity and Inclusion (EDI) Committee
Terms of Reference

1. Membership

Chair & Co-ordinator: **Director of People and Culture**
Diversity & Inclusion Manager (Deputy)
EDI Link College Governor
Staff Voice representative
Staff representatives
Student representatives

Optional attendance: **Vice Principal, Finance & Resources**
Vice Principal, Curriculum & Quality
Assistant Principal, Performance and Progress

The quorum for meetings will be 5 members, to include the Chair or their nominated deputy.

Members of the wider college community, service users, community groups, and voluntary and other partner organisations may be invited to the EDI Committee meetings as appropriate.

2. Purpose and Aim

To develop, progress and embed an inclusive culture and promote best practice throughout the College for staff, learners and other users of College services; and to provide strategic oversight and direction, review and monitoring of the College's approach to equality, diversity and inclusion related issues.

3. Frequency of the EDI Committee Meetings

The EDI Committee will meet each term.

An EDI Working Group will meet more frequently to drive progress against objectives. Progress will be reported back via the EDI Committee.

4. Communication

Matters arising from the EDI Committee will be shared with Executive and Staff Voice and the minutes will be published on SharePoint. Upon request, a copy of the minutes will also be made available to members of the general public.

Separate copies will be available in alternative formats upon request.

5. **Review of Terms of Reference and Composition of the Group**

    Membership of the EDI Committee will be reviewed together with the Terms of Reference annually at the first meeting of the academic year.

6. **EDI Committee Responsibilities**

    The EDI Committee is responsible for:

    - leading the development, review and implementation of the College's strategy and approach to EDI and its associated action plan

    - identifying and recommending best practice in relation to EDI

    - ensuring that the College remains legally compliant in relation to current UK EDI legislation

    - regularly reporting on progress against the EDI strategy, objectives and action plan

    - providing guidance and advice in relation to the promotion, implementation and monitoring of policies and practices in relation to EDI

    - identifying and promoting opportunities to widen participation and promote education and social inclusion

    - identifying and engaging with external stakeholders, community groups, sector groups and EDI experts to ensure the College remains informed of current EDI issues, shares best practice and builds an effective advisory and support network

    - developing, reviewing and reporting on annual EDI KPIs aligned to the College's EDI strategy and action plan

    - developing, updating and providing tailored EDI training and development opportunities and resources

    - developing approaches to improve access and improve student outcomes

    - developing, implementing and measuring the success of plans to close identified EDI gaps

7. **EDI Working Group**

    The EDI Working Group will:

    - drive progress against EDI strategy and objectives

    - deliver identified workstreams from the action plan

    - broaden involvement and representation across the College

    - actively promote and engage with EDI initiatives