

SINGLE EQUALITY SCHEME ACTION PLAN

Aims

1. To ensure that College Policies and Practices meet legislative requirements, are inclusive and are regularly reviewed
2. To ensure that comprehensive data monitoring supports review and improvement in equality and diversity
3. To challenge all forms of discrimination and actively promote equality and diversity
4. To provide appropriate access and support for students and staff
5. To become a College that is strongly engaged with the needs and perceptions of its local community and takes appropriate action

Item No	Action	Impact	Lead Person(s) / Action by	By When	Priority	Monitoring & Progress Check
1. To ensure that College Policies and Practices meet legislative requirements, are inclusive and are regularly reviewed						
1.1	Governors to approve the College's Single Equality Scheme and Action Plan	College policies in relation to Race, Gender and Disability will be brought together in one place to ensure more systematic and effective monitoring. College fulfils its duties in relation to legislative requirements	Board & Equality & Diversity Forum (E&DF)	Dec 2009	High	SES Drafted. Scheduled to go to Board Feb 2010 To be published after Board approval (Feb 2010)
1.2	To monitor the impact and progress of the College's Single Equality Scheme (SES) Action Plan	The SES Action Plan is regularly reviewed and targets and outcomes are reported. The Equality & Diversity Forum can ensure that appropriate mechanisms are put in place by College Management Teams to tackle any areas of concern	E&DF / Principal	On termly basis at E&DF and Operational Diversity Group (ODG) meetings	High	This will be included as a standing agenda item on E&DF Group meetings

1.3	To carry out impact assessments of college policies and procedures	There is a systematic process in place to check whether each policy and procedure does have (or could potentially have) a differential impact on staff or students across any of the six strands. Ensures policies and procedures are inclusive, compliant and meet needs of all stakeholders.	Clerk to the Corporation / Impact Assessment working Group of ODG	All existing policies to be assessed by July 2010 & all new policies at time of drafting and thereafter at time of review	High	Clerk to Corporation to report on. Impact assessment by Jury system to be in place by Dec 2009
1.4	To keep staff and governors aware of key developments in equality and diversity through briefing sessions, training programmes and/or other appropriate sources	Staff and Governors are aware of the relevant policies and procedures and their own roles and responsibilities in relation to these.	E&D Co-ordinator / Quality & Development (Q&D) Senior Leadership Team (SLT) members	As legislation changes and policies drafted or reviewed	Medium	E&D Training and delivery under review to ensure an all staff training/update E&D staff resource pack in development
1.5	To ensure that during any tendering process The College will seek reassurance about the organisation's record in respect of equality legislation and include this as a factor in the tendering process	This information will help to assess the values of each organisation in the decision making process	Clerk to the Corporation / Director of Resources / E&D Co-ordinator	At point of tender	High	

1.6	To ensure that mechanisms are in place to encourage staff and students to comment on the development and implementation of College policies, procedures and plans by using staff and student focus groups for consultation and communication purposes	This will ensure that the SLT takes account of the views of relevant service users to identify potential barriers and improve access and support	Principal / SLT	Ongoing	High	Number of mechanisms in place and reviewed regularly, i.e. tell the principle, student councils, culture change groups, my bpc forums.
1.7	Develop appropriate guidance on individual aspects of equality and diversity, i.e. Faith, transgender	To support staff in being able to respond in a sympathetic and appropriate way to issues relating to specific equality and diversity issues	E&D co-ordinator / appropriate staff members i.e. College Chaplain	Ongoing / responding to E&D concerns	Low	Ramadan Guidance complete. Wider Faith Guidance being drafted as well as guidance on Transgender issues
1.8	To review terms and conditions of employment to ensure that they are compliant with equalities legislation, including gender issues. To promote flexible working arrangements to enable staff to balance family responsibilities	The college has a duty to promote unlawful discrimination between the sexes and promote equality of opportunity, this will ensure that managers are able to respond in a sympathetic and appropriate way to requests for flexible working	Exec Director of HR / E&D Co-ordinator	Ongoing	Medium	Flexible working guidance drafted and issued.
2. To ensure that comprehensive data monitoring supports review and improvement in equality and diversity						
2.1	To ensure that collected data on the enrolment, retention, achievement and progress of students by	The accurate collection and timely analysis of data enables Faculty Directors to measure, track and address concerns	Director of Data Management Services / E&O Co-ordinator /	November & July	High	November data currently being analysed and shared with FDs for use in

	ethnicity, disability, learning difficulty, gender and age is analysed and appropriate actions to address issues where identified taken.	about potential discrimination and to review the curriculum offer and support structure to meet emerging needs or address worrying trends Improved success rates for minority groups where these fall below LSC benchmarks	Faculty Directors (FDs)			SERs
2.2	Review current MIS and Human Resources systems to ensure validity and accuracy of information and undertake appropriate positive action as required, including target setting for recruitment and representation	Information on recruitment, appointment, promotion and development can be used to ascertain E&D legislative compliance and will assist the College in recruiting a workforce that more accurately reflects the local community. Improved identification of staff with equality related needs will ensure more timely and appropriate support mechanisms are put in place	Exec Director of HR / E&D Co-ordinator	Ongoing	Medium	
2.3	To collect data on complaints, disciplinary actions and outcomes against staff and students to identify any patterns or issues	Supported by the Report It Campaign this will ensure that policies and procedures are fairly and consistently applied. It will also help identify any areas of potential discrimination/bullying where positive action and anti-discriminatory activities can be	Exec Director of HR / EO&D Co-ordinator / ODG Project Group / Q&D	Ongoing	Medium	Current processes and data collection being reviewed

		put in place				
2.4	To develop a robust reporting and monitoring system for adverse incidents, ensuring that staff and students know how to report incidents whilst ensuring adequate support in place for those reporting.	Actively challenge discrimination and bullying within College community and put in place positive action and anti-discriminatory activities to combat any emerging patterns. A strong Report It Campaign and support structure will encourage staff and students to feel confident in reporting adverse incidents	E&D Co-ordinator / ODG Project Group	Nov 2009	High	Report It Campaign to be launched in Anti-Bullying Week. Report It Ambassadors to be trained in handling reported incidents of hate crime
2.5	To undertake an annual analysis and comparison of CPD activity, promotion and retention of staff, and applications/recruitment of job applicants across the six strands of equality to identify areas for action and to contribute to annual monitoring reports	Trends or emerging issues will be identified which will enable the College to direct its positive action initiatives and anti-discriminatory activities where appropriate.	Exec Director of HR / EO&D Co-ordinator / Staff Development Manager	July 2010	Medium	
3. To challenge all forms of discrimination and actively promote equality and diversity						
3.1	To re-establish the Operational Diversity Group as a Project Group	Active involvement of members of this group will assist in embedding E&D into	E&D Co-ordinator	Dec 2009	High	Projects have been identified and volunteers currently

		all areas of the college				being recruited.
3.2	To explore the benefit of/develop equality staff networks	Provision of a safe environment for staff to share experiences; seek support and advice whilst breaking down isolation and other barriers. Greater ability for staff to contribute and influence policy development and practice from relevant equality perspective	E&D Co-ordinator	Ongoing	Low	Initial consultations have been held and suggestions provided. Appropriate actions to be carried forward
3.3	To promote equalities issues during student inductions and tutorials	Induction will highlight the College's position on equality and diversity as well as the measures that will be taken to address all forms of bullying and harassment	Vice Principal / Heads of Tutoring / Head of Student Services / E&D Co-ordinator	Ongoing	Medium	Diversity poster competition completed. Further planning required for E&D inclusion in induction and Tutorial programme for 2010/11
3.4	To Deliver a wide range of Cross College Diversity Activities during 09/10		E&D Co-ordinator / HoTs / ODG Project Groups / Faculty Directors	Ongoing	High	Diversity (On The Edge) Calendar finalised. Project groups established to deliver events
3.5	Continue to ensure that hardware and software resources are available to staff and students who require accessibility resources.	Staff and students with accessibility needs are provided with suitable IT facilities and resources to be fully included in their work or learning.	Exec Director of Resources (MITS) / Director of FSSFL (Learning Support	Ongoing	High	Further promotion of these facilities and resources are being planned. New technologies are continuously

	To continue to include the demonstration of devices and software available to all staff as part of the Equality & Diversity Training/Induction (within staffing constraints).	Staff are aware of the facilities and resources available so that timely support is put in place for students (and staff)	Services) / Director of Media & Support Services (MITS)			identified and researched
3.6	Review all marketing materials to ensure that it accurately reflects the student and local community demographic, as well meets all legislative requirements including positive promotion and accessibility.	Marketing and promotional activities and information are accessible and comply with best practice and legal obligations whilst containing appropriate and positive images reflective of the College community	Director of Marketing / E&D Co-ordinator	Ongoing	High	All marketing material to undergo impact assessment during Spring term 2010
3.7	To ensure that all teaching and training materials, including schemes of work and resources, are regularly reviewed to ensure they are consistent with good practice in promoting E&D issues.	This will ensure that all teaching materials are checked to remove bias or offensive material and will provide a platform for sharing good practice.	Vice Principal / E&D Co-ordinator / Q&D	Ongoing	High	Lesson observations and paperwork currently being reviewed and will include a greater emphasis on E&D
3.8	Review appraisal systems to include evidence of E&D activity by individuals as part of appraisal process	Will embed E&D into college culture by encouraging staff to participate in wider E&D activities and better fulfil their responsibilities in their everyday roles	Exec Director of HR / E&D Co-ordinator	April 2010	Medium	
3.9	To provide further	Increased disclosure rates and improved monitoring on	Exec Director of HR / E&D Co-	During Spring Term	Medium	

	opportunities for staff to disclose a disability (as applicable), i.e. through initiatives such as a staff disability network and buddy system	employment practices for any adverse impact	ordinator	2010		
3.10	To deliver staff training on meeting a range of diverse needs during interviews and meetings	A more inclusive experience for those with specific needs and improved knowledge amongst staff regularly interviewing or hosting meetings	E&D Co-ordinator / Sensory Team	Roll out training in Jan 2010	High	Sensory team working on training materials. Dates for training to be set
3.11	To provide a multi-faith prayer room and faith resource centre on both main campuses	A quiet and safe environment that will encourage interfaith dialogue between students and staff. A resource centre will support the College's community cohesion strategy	E&D Co-ordinator / College Chaplain	Dec 2009	High	Room at Lans allocated and decorated. NR room to be confirmed. Opening/blessing arranged for Dec 2009 with local faith representatives
4. To provide appropriate access and support for students and staff						
4.1	To ensure that curriculum areas equitably utilise the services provided by learner support services	To ensure that timely and appropriate learning support is in place for any student identified with such needs	Faculty Director of FSSFL	Ongoing	High	Process under review
4.2	To ensure that all estates and health & safety plans support the College's commitment to equality and diversity	Staff and learners continue to be consulted on any new build plans and strategies are in place to ensure DDA compliance in building or refurbishment plans	Exec Director of Resources	Ongoing	High	Helpline established

4.3	Introduce an Overseas Student Association to further support students who may experience cultural and language barriers	Provision of a safe environment for all overseas students to share experiences; seek support and advice whilst breaking down isolation and other barriers. Greater ability for overseas students to contribute and influence policy development and practice from relevant equality perspective	E&D Co-ordinator	Dec 2009	High	Meeting dates set. First meeting consultative to decide the basis of the group – will be student-led
4.4	To ensure that staff who become disabled whilst in employment are fully supported and timely reasonable adjustments are implemented where appropriate	To ensure that valued staff have the opportunity and support to continue to work and the College continues to benefit from their experience and expertise	Exec Director of HR / E&D Co-ordinator	Ongoing	Medium	
4.5	To ensure that absence relating to disability is treated appropriately, i.e. develop a Disability Leave Scheme	This will make clear the difference between normal sickness absence and that relating to disability and enable managers to treat each condition appropriately	Exec Director of HR / E&D Co-ordinator	Ongoing	Medium	
4.6	To ensure that marketing materials and important personal documentation can be made available in a range of formats	Information is accessible to all staff and students	Exec Director of HR / Director of Marketing / E&D Co-ordinator	Ongoing	High	Process and materials to be reviewed during scheduled impact assessment

5. To become a College that is strongly engaged with the needs and perceptions of its local community and takes appropriate action						
5.1	Work to be continued with all key equality local organisations e.g. LSC, Public Sector bodies; Dorset Race Equality Council, Poole & Bournemouth Without Prejudice	To support improvements in policy and programme development through sharing best practice whilst keeping up to date with local community affairs	E&D Co-ordinator	Ongoing	High	Several partnerships developed and community representatives now sit on the E&DF
5.2	Identify appropriate community projects to become involved with	To ensure that the College plays an active part in local community cohesion and is seen as a place that takes its social responsibilities seriously	E&D co-ordinator	Ongoing	High	Working with the Big Issue on Homelessness; Community SOS project in planning
5.3	To ensure that marketing events are targeted and organised to engage with a diverse community	Marketing activities encourage participation from groups currently under-represented in some areas of study and employment	Director of Marketing / E&D Co-ordinator	Ongoing	Medium	How events are chosen and covered is to be reviewed
5.4	To identify appropriate funding opportunities to fulfil community engagement and diversity-led activities	Funding essential to fulfilling the College's community engagement and diversity-led activities whilst creating effective partnerships	E&D Co-ordinator	Ongoing	High	Small LSIS funding secured for an Interfaith Dialogue Citizenship project

Dates for Action Plan will be reviewed:

Operational Diversity Group: 28 September 2009 11 January 2010 26 April 2010
Equality and Diversity Forum: 10 November 2009 23 February 2009 18 May 2010