



**SOUTH
LEICESTERSHIRE
COLLEGE**



**European Union
European Social Fund**
Investing in jobs and skills

Equality & Diversity Action Plan 2012/13

facebook.com/slcollege | @slcollege | info@slcollege.ac.uk | T: 0116 264 3535

slcollege.ac.uk

The Equality and Diversity Development Plan 2012/13

In April 2012 the College published its objectives in order that it could meet the requirements of the Equality Duty. These objectives are as follows:

- To work towards meeting all the aims of the Equality Duty
- To ensure all staff and students are aware of the protected characteristics and their role within promotion and fostering good relations
- To ensure all equalities development plans cover all functions and delivery, including employment functions, service delivery and contracted out functions
- Equality information will be regularly updated and reviewed
- Equality analysis will be carried out on all policy, procedure and changes across the college
- We will provide engagement activities with staff and students to promote all work which is taking place within EDI
- We will concentrate on the most pressing equalities gaps, particularly the achievement gap for different groups of students and identify ways that progress will be measured
- We will ensure that all previous EDI work and development is included in our work towards meeting the Equality Duty
- We will consider how to capture the voice of people whose opinions are rarely identified, e.g. those with mental health difficulties
- We will ensure there are links between equalities objectives and strategic / business objectives
- We will identify any areas for positive action to address disadvantages experienced by people who share a protected characteristic and address proportionately low participation

This development plan sets out a series of actions against each of the objectives that will contribute towards their achievement. It is unlikely that many of the objectives will be fully met in this academic year and at the end of the year there will be a review of progress which will lead to the development of a further plan.

The actions laid out in the plan have been identified as a result of a review of progress against the previous plan, EDI data from 2011/12 and issues that arose from the Investors in Diversity survey carried out in October 2012.

We will ensure that this plan reflects both the aspirations of staff and students to include both staff and students; sub- contracting and employer's actions include equality and diversity review of subcontractors, equality and diversity workshops for employers and work with them to promote good practice.

Equality and Diversity Our Definitions

Equality:

Where every person has equal rights and every person has a fair chance. It's an approach where there is recognition that different people have different starting points.

Diversity:

Diverse means different. We are all different so diversity includes us all. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences.

Inclusion:

Where every person feels respected, valued and that they fit in with organisational culture.

Equality and Diversity Action Plan 2012/13

Objective			EDIM's
<i>To ensure all staff and learners are aware of the protected characteristics and their role within promotion and fostering good relations.</i>			100% of staff are aware of the protected characteristics A resource bank is in place and accessed
Actions	Timescales	Responsibility	Update
1.1 Publish information in every staff room and around the college	21 st December	Tracey Forman, Head of Student Services	Information is now across the college
1.2 Equality and Diversity training	On going	Claire Nealon, Head of Employment Services	All staff are undertaking the on line programme
1.3 General curriculum audit	Term 1/2	Tracey Forman, Head of Student Services	Curriculum audit took place
1.4 Specific observations Staff training put in place where (where gaps are identified)	Term 1/2/3	Tracey Forman, Head of Student Services / Malcolm Ferguson, Head of Learning & Quality Standards	Curriculum training has begun
1.5 Promote good relations through diversity week for both	Term 2	Equality and	Diversity week took place 28

staff and students		Diversity Committee	Jan 2013
1.6 Establish a range of resources which staff can access	Initial launch end of March complete by end of term 3	Tracey Forman, Head of Student Services	Moodle site launched and resources now being generated

Objective			EDIM's
<i>To ensure all equalities development plans cover all functions and delivery, including employment functions, service delivery and contracted out functions</i>			100 % compliance All sales advisors are trained 3 sessions are run with employers 100% of service areas are audited Guidelines around procurement contain E and D criteria
Actions	Timescales	Responsibility	Update
2.1 Audit equality and diversity of sub- contractors	Jan- March 2013	Tracey Forman, Head of Student Services Jane Bromley, Partnerships Manager Quality Team	Initial meeting with JB to look at approach
2.2 Training for Sales advisors	January 2013	Tracey Forman, Head of Student Services	Completed
2.3 Training sessions for employers	Apprenticeship week	Tracey Forman, Head of Student	Sessions offered but limited take up revise

		Services	approach after training with sales advisors
2.4 Identify E and D actions with all service areas where not previously identified	January/February 2013	Tracey Forman, Head of Student Services with Heads of Service	Specific work undertaken with Head of HR, Quality, Facilities, PIF
2.5 Audit the way that equality and diversity forms part of our procurement for goods and services	February 2013	Sarah Fell, Facilities Manager	Discussed with SF and AP. Still to meet with Procurement Officer at NWHC

Objective		EDIM's	
<i>Equality Information will be regularly updated and reviewed</i>		100% of information is accurate and up to date	
Actions	Timescales	Responsibility	Update
3.1 Twice yearly review of information on the web, literature and noticeboards	January 2013 August 2013	Mark Baker, Learning Support & Safeguarding Manager Marketing	January 2013 took down previous year plan from website. New plan to be published, noticeboards on each floor

Objective			EDIM's
<i>Equality Analysis will be carried out on all policy, procedure and changes across the college.</i>			100 % of policy changes have been impact assessed
Actions	Timescales	Responsibility	Update
4.1 Reports on impact analysis will be received by the E and D committee when it meets	On going	Senior staff responsible for developing policy	Policies have been analysed
4.2 Front sheet Template for reports to Executive and Governors which incorporates E and D considerations	February 2013	Tracey Forman, Head of Student Services Clerk	Governors have introduced a new template

Objective			EDIM's
<i>We will provide engagement activities with staff and learners to promote all work which is taking place within EDI.</i>			A full calendar of events is produced that reflects all the protected characteristics At least 15 tutorials take place
Actions	Timescales	Responsibility	Update
5.1 Black History Month	October 2012	Ann Mitchell, Health & Wellbeing Lead	Information provided to staff about Black History month, posters/ information displayed
5.2 Diwali	November 2012	Ann Mitchell, Health & Wellbeing Lead	Diwali celebrations took place within the college
5.3 Anti- Bullying events and tutorials	November 2012	Ann Mitchell, Health & Wellbeing Lead	Information displayed and tutorials run
5.4 Christmas	December 2012	Ann Mitchell, Health & Wellbeing Lead Learning Support Team	Carol concert held in Atrium
5.5 Staff Development Day	January 4 th	Claire Nealon, Head of	Staff continue to work through on line E and D

		Employment Services	materials
5.6 Diversity Week	January 28-1 st	All	Diversity week held
5.7 LGBT History month	February 2013	Claire Nealon, Head of Employment Services Tracey Forman, Head of Student Services David Bass, Lecturer	Held LGBT History exhibition, generated materials on moodle
5.8 Forced Marriage workshop	Feb/March	Learning Support Team	Not held yet, developing materials
5.9 International Women's Day	March 8/9th	Tracey Forman, Head of Student Services Ann Mitchell, Health & Wellbeing Lead	Held staff lunch and event attended by 50+ young women
5.10 Introduce E and D tutorials	February 2013	Equality and Diversity Committee	Four tutorials carried out to date

5.11 Annual Report produced by committee	June 2013	Equality and Diversity Committee	Review meeting 21 st June
5.12 Calendar of events is produced for 2013/14	On going	Mark Baker, Learning Support & Safeguarding Manager	Updated calendar appears on website monthly
5.13 Introduce a termly Equality and Diversity newsletter for students and staff	March 2013	Tracey Forman, Head of Student Services	Awaiting review of communications strategy to see if viable

Objective		EDIM's	
<i>We will concentrate on the most pressing equalities gaps, particularly the achievement gap for different groups of learners and identify ways that progress will be measured.</i>		Improved results for IiD survey Learner forums take place and an action plan is developed, Achievements for 2012/13 are at least benchmark for those groups	
Actions	Timescales	Responsibility	Update
6.1 Marketing and recruitment plan activities to target gender stereotypes and track progress	January 2013 and Feb and Mar	Tracey Forman, Head of Student Services Fiona Baker, Head of Employer and Commercial Services Katie Phelan, Senior Marketing Executive Heads of Faculty	Specific work to attract women into construction and engineering and boys to health and social care has been undertaken

6.2 Review current literature and case studies	Jan/Feb	Marketing Team	Marketing collecting case studies
6.3 Dignity at work campaign	January 2013 launch	Claire Nealon, Head of Employment Services Policy Group	Agreed January by Policy Group Launched on International Womens' Day
6.4 Survey usage of the prayer room	Nov/Dec 2012	Zulqarnain Muhammad, Learning Coach Abdul Bathin, Business Development Team Leader	Usage surveyed, results to be analysed, requested change of room for September
6.5 Establish learner forums that represent the groups found to be underperforming	January 2013	Mark Baker, Learning Support & Safeguarding Manager Quality	Black learners forum established February, learners with disability forum established , women in engineering group did not become established will revisit in final term, looking to set up LAC support group and learners who are

			carers in September
6.6 Present a case for a learning support worker to work with work based learners	January 2013	Tracey Forman, Head of Student Services	In budget plans
6.7 Establish a number of clear action plans within the college to address underperforming groups	Jan/Feb 2013	Tracey Forman, Head of Student Service Mark Baker, Learning Support & Safeguarding Manager Heads of Faculty	An action plan to work with Looked after Children has been developed and submitted to Buttle. An action plan to enhance the achievements of black learners will be developed by the focus group and has started to be put into place. New at risk process put into place and improved attendance monitoring introduced

Objective			EDIM's
<i>We will ensure that all previous EDI work and development is included in our work towards meeting the Equality Duty.</i>			A folder is created
Actions	Timescales	Responsibility	Update
7.1 Create a folder of evidence and good practice, case studies and lessons learned.	June 2013	Mark Baker, Learning Support & Safeguarding Manager Tracey Forman, Head of Student Services	Created and being updated

Objective			Targets
<i>We will consider how to capture the voice of people whose opinions are rarely identified, e.g. those with mental health difficulties</i>			3 Forums have taken place
Actions	Timescales	Responsibility	Update
8.1 Identify those groups during diversity week	January 2013	Mark Baker, Learning Support & Safeguarding Manager Tracey Forman, Head of Student Services Ann Mitchell, Health & Wellbeing Lead	A number of groups have been identified
8.2 Establish some special forums to hear the voice of those not previously heard	February 2013	Quality Group	Forums are established, LGBT and Black students and students with disabilities are running
8.3 Work in the community to establish greater links with groups working in that area	Ongoing	All	TF has met with Leicestershire LGBT group, identified a number of community

			groups during Diversity week with which we will develop relationships this is on going
8.4 Learner Survey asks specific questions about E and D, including accessibility.	April/May 2013	Tracey Forman, Head of Student Services	Learner survey completed

Objective			EDIM's
<i>We will ensure there are links between equalities objectives and strategic/ business objectives.</i>			
Actions	Timescales	Responsibility	Update
9.1 Ensure targets for applications, enrolments contain E and D targets	On going	Executive	Targets are being developed for September 2013
9.2 Ensure that all business plans have E and D embedded into them	On going	Executive	Looking to develop templates which recognise E and D

Objective			EDIM's
<i>10, We will identify any areas for positive action to address disadvantages experienced by people who share a protected characteristic and address proportionately low participation.</i>			Award is achieved
Actions	Timescales	Responsibility	Update
10.1 Specific projects designated by the committee	To be decided at February meeting once report back	Tracey Forman, Head of Student Services to report back and committee to agree actions	Find your voice project has commenced
10.2 Achieve the Buttle Quality mark for Care Leavers	May 2013	Working Group	Action plan submitted to Buttle will receive award in September 2013