Single Equality Scheme and Implementation Plan 2011-12

| **Area of Action** | **Aim of the Action** | **Next Actions** | **By who** | **By When** | **Evidence of Actions Achieved** |
| --- | --- | --- | --- | --- | --- |
| **Leadership and Organisational Commitment** | 1. Clear equality priorities have been set and are owned and understood. | 1a Ensure all staff and learner inductions cover the college’s values including respect for all. | Heads of Campus/  Head of HR | Ongoing | -Copy of Camborne induction in file  -Verbal confirmation from all other campus Heads  -Three point strategy for Embedding E&D - see Celebrating Diversity Report Nov 11  -Teaching Notes on Code of Conduct update (see Intranet)  ONGOING |
| 1b Ensure learners, staff and the wider community are aware of the College’s E&D objectives published in the E&D Annual Report. | E&D Co-ordinator/  E&D Committee | 31/12/11 | DONE E&D Annual Report to:  - CCSU  - Key external organisations (see SES Consultation Plan 2012)  - On website |
| 1c 2012-13 E&D objectives published | E&D Co-ordinator | 1/8/12 | DONE in E&D Annual Report 2011-12 on College Website and Intranet |
| 1d E&D Annual Report 2011-12 published | E&D Co-ordinator | 31/7/12 | DONE on College Website and Intranet |
| 2. Equality objectives are monitored regularly by senior staff and are communicated to staff and learners. | 2a Complete consultation on Single Equality Scheme (SES) 2012-15, update and communicate to learners, staff and the wider community | Head of HR/  E&D Co-ordinator | 31/1/12 | DONE  SES 2012-15 on website  SES Consultation Plan |
| 2b Complete Single Action Plan 2011-12 with clear actions, ownership and timescales.  Regular review at the E&D Committee | E&D Co-ordinator | 14/12/11 | DONE  Action Plan on website  E&D Committee Minutes 14/12/11 |
| 2c Review of targets/actions in QIPs and performance as reported in SARs ensuring that E&D is embedded in lesson plans | Quality Manager/  E&D Co-ordinator/  Curriculum Leads | 14/12/11 | DONE  Comments on E&D included in the SAR and targets set in QIPs |
| 3. A mechanism for measuring the impact of policies and practices is in place and action plans are being developed | 3a Ensure all policies, procedures and major decisions are impact assessed on a regular basis | E&D Co-ordinator/  Key Managers | 31/7/12 | All HE, HR and Estate policies have been impact assessed. Review of other policies to be undertaken.  ONGOING |
| 4. Effective strategies are in place to communicate the response to local communities’ needs and the promotion of good relations amongst diverse groups | 4a Apply for the Stonewall Workplace Index 2012 | E&D Co-ordinator/  E&D Working Group | 9/9/11 | DONE Application submitted. Placed 235 out of 363. |
| 4b Plan Annual Celebrating Diversity Festival with strong communications plan. | Cultural Diversity  Co-ordinator | 18/11/11 | DONE 14-18 November 2011  CDW Report  CCSU website used to publicise events and display photos. Press releases done. Use of Facebook and Twitter piloted. |
| 4c Work with CCSU to promote E&D campaigns | E&D Co-ordinator/  Cultural Diversity  Co-ordinator/  CCSU | 31/7/12 | Meeting with CCSU President 12/12/11  Youth Volunteer Programme  Gender and Sexual Orientation Discrimination are priorities  ONGOING |
| 4d Update Equality Webpage | E&D Co-ordinator and Head of Marketing | 31/7/12 | DONE December 2011 |
| 5. Contractors and commissioned services are regularly reviewed to ensure they continue to be appropriate and accessible. | 5a All subcontracting partners to have E&D policies and reviewed annually | Purchasing Manager/  Project Support Manager/ Partnerships Manager | 31/7/12 | Subcontract for delivery partners currently being reviewed.  ONGOING |
| 5b E&D information requested on tender document | Purchasing Manager | Ongoing | DONE |
| 6. Community relations, harassment and hate crimes are monitored and analysed regularly and appropriate plans to address issues arising are in place | 6a All E&D Incidents to be logged and followed up to ensure appropriate action taken. | E&D Co-ordinator | Ongoing | E&D Committee Minutes  ONGOING |
| 6b Consult with relevant community groups including Devon and Cornwall Police with regard to migrant workers | Corporate Head of Learning Services/  E&D Co-ordinator | 31/12/11 | DONE  Meeting with Migrant Workers PCSOs for East and West Cornwall Nov 11 who attended CDW at St Austell |
| **Learner and Stakeholder Engagement** | 7. ‘Learner Voice’ strategies are scrutinised and structures are in place to ensure they are appropriate and accessible. | 7a Undertake learner focus groups | Corporate Head of Learning Services/CCSU | 31/7/12 | Learner feedback given by the following:  Student Review Groups  Via the Student Portal  The ‘Just text Joe’ service  ONGOING |
| 8. In line with public duties, learners are consulted to develop inclusive community engagement structures that take into account the needs of vulnerable or marginalised groups and balancing of diverse, but sometimes conflicting interests | 8a Mapping of current provision | E&D Co-ordinator/ Relevant CAMs | 31/12/11 | Mapping being undertaken with Community Education  ONGOING |
| 8b Consult with relevant community groups | Corporate Head of Learning Services/  E&D Co-ordinator | 31/12/11 | DONE Consultation on SES 12-15 undertaken January 2012 |
| 9. Appropriate actions identified as a result of learner views surveys are implemented and reviewed regularly. | 9a Analyse impact of student surveys | Corporate Head of Learning Services/  E&D Co-ordinator | 31/12/11 | DONE  Student Induction Survey 2010 Report Oct 2011  E&D to form part of CCSU Strategic Plan to CCSU Exe Feb 2012 |
| 9b Regular publishing of ‘you said, we did’ information | Heads of Campus | 31/7/12 | DONE |
| **Learner achievement, access and experience** | 10. Systems are in place to collect, analyse and measure how different groups of learners are able to access learning | 10a Review 10-11 student data, agree E&D actions required and monitor results | Principal/  E&D Co-ordinator/  Quality Data Manager  Relevant HOF/CCL | 31/12/11 | Duchy College review of WBL Jan 2012 (CCB E&D Committee minutes Jan 2012)  Review of Goldmine data on ethnicity (E&D Committee Minutes 18/4/12)  ONGOING |
| 10b Review marketing materials and website | Head of Marketing | 31/3/12 | DONE  Marketing Team Meeting with external consultant 4/7/12  Actions agreed see meeting notes |
| 11. Advice and guidance promotes equality of opportunity and initial learner assessment procedures identify the learner’s entry level | 11a Undertake review of Advice and Guidance service provided by the college | Corporate Head of Learning Services | 31/07/12 | DONE New work-based learning IAG form introduced Aug 12  DONE new college based common action plan form introduced Aug 12 |
| 11b Ensure HE students receive appropriate initial assessment | Head of HE | 31/12/11 | DONE New procedure E&D Committee Dec 11 |
| 12. Objectives are reviewed regularly to ensure the appropriate mechanisms are in place to improve achievements and success levels of different learner groups. | 12a 10-11 learner data to be analysed for groups which fall below course success rates | Principal/  E&D Co-ordinator/  Quality Data Manager | 31/12/11 | ALPs data reviewed with A Level Centre staff and report submitted to E&D Committee 14/12/11  ONGOING |
| 12b Any groups identified in 12a to be in need of further investigation to be subject to review by the relevant CCL | CCL | ~~31/3/12~~  Ongoing | Report to E&D Committee December 2011  ONGOING |
| 13. The needs of different groups of learners are taken into account when designing and providing services. | 13a Curriculum specific resources are available on Moodle for teachers to assist embedding equality and diversity in lessons | E&D Co-ordinator/  Cultural Diversity  Co-ordinator/CCLs | 31/7/12 | DONE  Access for staff improved January 2012. Migrated to Moodle 2 June 2012  Meetings with CCLs |
| 13b Review by Senior Tutors of our support services. | Corporate Head of Learning Services/  E&D Co-ordinator | 31/3/12 | Meeting of Senior Tutors 20/2/12 Discussions with CCL Prep for Life and DCEO  ONGOING |
| 13c Review feedback from learner surveys to assess effectiveness of learner support measures | Corporate Head of Learning Services | ~~31/12/11~~  31/7/12 | DONE  Student Induction Survey 2010 Report Oct 2011 |
| 13d Review feedback from learner surveys to assess effectiveness of ESOL measures | Skills for Life CCL | 31/12/11 | Meeting with Tim Woolcock, ESOL Course Manager, Camborne 6/10/11. Survey process agreed. Date to be agreed.  ONGOING |
| 13e Update access audits and review priorities | Estates Manager | ~~31/3/12~~  31/7/12 | DONE  For Annual Report 2011-12 |
| 13f Review IT hardware and software for accessibility | Head of IT | 31/12/11 | DONE IT Disability Equality Scheme obtained. Communications Plan on the Intranet  Read and Write Gold software renewed. |
| 13g Review needs of work based learners with disabilities | Head of Cornwall College Business/ Head of Duchy Training Agency | 31/12/11 | DONE Review of all WBL who had declared a disability and additional support put in place where identified – Jan 2012. (CCB E&D Committee Minutes Jan 2012) New annual procedure agreed. |
| 13h Gain British Dyslexia Association Quality Mark | Melinda Hudson | 31/7/12 | DONE Quality Mark achieved |
| 13i Confirm provision of quiet rooms on all campuses | Heads of St Austell, Falmouth, Duchy and Newquay | 31/12/11 | DONE All campuses have quiet rooms. Details on E&D website. Google search effective. |
| 14. Mechanisms are in place to monitor and review the instances of bullying and harassment and appropriate measures are in place to ensure that the structures are effective. | 14a Monitor complaints and grievances and regularly report to E&D Committee. Put training in place where need identified | Corporate Head of Learning Services/  Quality Data Manager | 31/12/11 | E&D Committee minutes  E&D Incident Log  College Complaints Logs  Training undertaken or planned  ONGOING |
| 15. A Safeguarding Strategy is in place. Professional development is in place for officers, and is refreshed annually. Robust risk assessment and monitoring is undertaken regularly. | 15a Ongoing safeguarding training | Head of HR | 31/7/12 | DONE  All staff to do online training by 31/12/11  Done and audited. |
| A modern and diverse workforce | 16. The workforce strategy identifies key equality considerations and objectives including the local labour market | 16a Draft a workforce strategy | Head of HR | 31/7/12 | DONE  E&D HR Review Group Action Points 25/2/12  Key HR strategy papers |
| 17 Workforce data is regularly reviewed to identify adverse trends and plans and strategies have been developed to address gaps and barriers | 17a Expand Staff E&D data in E&D Annual Report 2011-12 | Head of HR/  E&D Co-ordinator | 31/7/12 | DONE  E&D HR Review Group Action Points 25/2/12  More narrative on progress in next report. |
| 17b Include E&D questions in next staff survey | Head of HR/  E&D Co-ordinator | 31/3/12 | DONE  Staff Survey being reviewed for E&D issues. Staff Consultation on revised Single Equality Scheme January 2012 |
| 18. Appropriate action is being taken to mitigate adverse impact and to advance equality outcomes for all groups of staff | 18a Support the formation of an LGB staff network | Marketing Manager/  Deputy CEO (LGB Champion) | 31/12/11 | Initial launch of idea and exchange of emails between interested parties to agree best means.  Site Champions network proposed  ONGOING |
| 19. Due regard is given to the cause of gender pay difference and the effects of this cause in the workplace | 19a Continue rolling programme of pay comparisons across categories and report to E&D Committee | Head of HR | 31/7/12 | DONE  E&D HR Review Group Action Points 25/2/12  Good progress being made. |
| 20. Training has been delivered or facilitated to enable staff to deliver equality outcomes | 20a Evaluate online general E&D training and include training on how to challenge discriminatory behaviour | Head of HR /  HR Operations Manager/  E&D Co-ordinator | 31/12/11 | DONE  Online Package written in house.  Testing Spring 2012. Uptake will be monitored.300+ reported E&D Committee Minutes April 2012  Training on challenging discriminatory behaviour piloted June 2012 at Saltash. Rolling out 2012-13. |
| 20b Commission management level training reflecting new Equality Act | E&D Co-ordinator | 1/1/12 | DONE  Training piloted at Saltash November 2011. Rolling out 2012-13. |
| 20c Evaluate 10-11 training for teaching staff on embedding E&D and consider further training | E&D Co-ordinator | 31/12/11 | DONE  Evaluation very positive. More training Oct 2011 and July 2012. |
| 21. Bullying and harassment incidents are monitored and appropriate action is taken | 21a Monitor complaints and grievances and regularly report to E&D Committee. Put training in place where need identified | Head of HR /  E&D Co-ordinator | Ongoing | All incidences have received follow up and training.  ONGOING |
| 21b Get feedback from LGB Staff | E&D Co-ordinator/  Deputy CEO (LGB Champion) | 31/3/12 | DONE  Feedback requested on Single Equality Scheme 2012-15 January 2012. All feedback positive |
| 22. All staff understand their individual responsibility to deliver equality outcomes and this is reflected in appraisal systems | 22a Consider adding specific E&D section to staff appraisals | Head of HR | 31/7/12 | ONGOING |
| 22b Thematic lesson observations in chosen SSAs look at E&D | Head of School of Education and Training | 31/7/12 | Agreed in principle. Implementation under discussion.  ONGOING |
| **Community awareness and equality mapping** | 23 Plans are in place to gather evidence on the local community profile, the extent of inequality and disadvantage and to use this data when reviewing services and setting equality objectives | 23a Analyse local census data and use to review current service provision | E&D Co-ordinator/  Curriculum Leads | 31/7/12 | 2011 census data not yet available.  ONGOING |
| 23b Participate in the Cornwall Strategic Partnership initiative. | E&D Co-ordinator | 31/12/11 | DONE  Cornwall Council Public Sector Group Equality Objectives published May 2012. Response provided in letter to Jane Williams 29/6/12 |
| 24 Provide equality and diversity materials to partner organisations and work based learning employers | 24a Ensure all employers of work based learners receive the guidance on equality and diversity | Head of Cornwall College Business/ Head of Duchy Training Agency | 31/12/11 | DONE  E&D Booklet for Employers being reprinted for distribution with new WBL September 11.  ACAS guidance added to booklet. |