Single Equality Scheme and Implementation Plan 2012-13

| **Area of Action** | **Aim of the Action** | **Next Actions** | **By who** | **By When** | **Evidence of Actions Achieved** |
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| **Leadership and Organisational Commitment** | 1. Clear equality priorities have been set and are owned and understood. | 1a Ensure all learner inductions cover the college’s values and promote E&D by reviewing and revising the college’s induction tutorial. | Corporate Head of Learner Services/E&D Co-ordinator | 1/9/12 | Teaching Notes on Code of Conduct update (see Intranet)  Online training – Actively Promoting E&D in lessons  Prep for Life SSA Induction |
| 1b Encourage staff to develop classroom agreements which include respect for all and the challenge of discriminatory behaviour. | E&D Co-ordinator/  CCLs | 1/9/12 | Behaviour Consistency Model introduced by Prep for Life SSA  Online training – Actively Promoting E&D in lessons |
| 1c Review staff inductions to ensure E&D policies and procedures are fully understood. | Head of HR/  E&D Co-ordinator | 31/3/13 | E&D Co-ordinator now makes 20 minutes presentation at all staff inductions.  See HR records and presentation. |
| 1d Ensure learners, staff and the wider community are informed about the College’s E&D objectives published in the E&D Annual Report and the E&D Action Plan 2012-13. | E&D Co-ordinator/  E&D Committee | 31/12/12 | E&D Annual Report 2011-12 on College Website and Intranet |
| 1e 2013-14 E&D objectives published | E&D Co-ordinator | 31/12/13 | Timing of Annual Report changed to enable most up to date learner data to be included. Objectives will now be published by the end of each calendar year. |
| 1f E&D Annual Report 2012-13 published | E&D Co-ordinator | 31/12/13 | Timing of Annual Report changed to enable most up to date learner data to be included. |
| 2. Equality objectives are monitored regularly by senior staff and are communicated to staff and learners. | 2a Complete consultation on E&D Action Plan 2012-13, update and communicate to learners, staff and the wider community | E&D Co-ordinator | 31/10/12 | Consultation with CCSU and JCC (Emails) |
| 2b Complete Single Action Plan 2012-13 with clear actions, ownership and timescales.  Regular review at the E&D Committee | E&D Co-ordinator | 14/12/12 | First review 31/1/13  Second review 16/5/13  Final Review 26/9/13 |
| 2c Review of targets/actions in QIPs and performance as reported in SARs | Quality Manager/  E&D Co-ordinator/  Curriculum Leads | 14/12/12 | Summary in SAR |
| 3. A mechanism for measuring the impact of policies and practices is in place and action plans are being developed | 3a Draw up and implement 3 year plan to review policies on a rolling basis | E&D Co-ordinator/  Key Managers | 31/7/13 | On Intranet under Impact Assessments |
| 4. Effective strategies are in place to communicate the response to local communities’ needs and the promotion of good relations amongst diverse groups | 4a Plan Annual Celebrating Diversity Festival with strong communications plan with increased emphasis on the showcasing of work identified in Schemes of Work. | Celebrating Diversity  Co-ordinator | 4/3/13 | See reports to E&D Committee 31/1/13 and 16/5/13 |
| 4b Schedule termly meetings with CCSU to promote E&D campaigns | E&D & CD  Co-ordinators/  CCSU | 31/12/12 | Steph Norman meeting with Joe Vinson 10/1/13 – see CDW report to E&D Committee 31/1/13 |
| 4c Regularly review Equality Webpage to ensure it is up to date. | E&D Co-ordinator and Head of Marketing | Ongoing | Updated 7/1/13  New website checked July 13 |
| 4d Publication of learner case studies which demonstrate good practice. | Director of CCB/  Head of Marketing/  CCLs | Ongoing | Cornwall College Business 7 E&D Case Studies  The photoshoot for student profiles, to be used to market the College, is scheduled for the Spring Term.  Photography will include profiles and hopefully generic social or lifestyle shots.  More case studies planned for new website. |
| 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 | 31/7/13 | Ongoing |
| 5b Contribute to the Cornwall Council Public Sector group procurement objective on shared standards. | Purchasing Manager/  E&D Co-ordinator | 31/3/13 | No action reported to date |
| 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 | Ongoing |
| 6b Liaise with the Safer Cornwall Partnership Hate Crime Sub-group. | Corporate Head of Learner Services/  E&D Co-ordinator | 31/3/13 | Dawn Pearce on W Cornwall Diversity Action Group – promoting the Safe Place Scheme. Meeting with Police to take forward Sept 13 |
| **Learner and Stakeholder Engagement** | 7. ‘Learner Voice’ is influential and improving learner outcomes. | 7a Improve feedback and response to Student Group Reviews, Student Portal and text service in relation to E&D issues. | Corporate Head of Learner Services/CCSU | Ongoing | Ongoing |
| 8. Learners and stakeholder are satisfied their views have been taken into account. | 8a Build on consultation with the voluntary and community sector on the SES 12-15 and through the Cornwall Council Public Sector Group to ensure engagement with a wide range of stakeholders. | Corporate Head of Learner Services/  E&D Co-ordinator | 31/3/13 | Dawn Pearce represents the College on the West Cornwall Diversity Action Group which has representation from the public sector and community groups |
| 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 Learner Services/  E&D Co-ordinator | 31/12/12 | See report to E&D 31/1/13 |
| 9b Regular review of issues raised by CCSU and feedback of actions including publishing of ‘you said, we did’ information. | Heads of Campus | 31/7/13 | Ongoing |
| **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 11-12 student data, agree E&D actions required and monitor results | Principal/  E&D Co-ordinator/  Information Systems  Relevant HOF/CCL | 31/12/12 | See reports to E&D Committee 31/1/13, 16/5/13 and 26/9/13 |
| 10b Review marketing materials and website for images of people with disabilities and the visibility of provision for people with disabilities/learning difficulties in publications and on the website. | Head of Marketing | 31/7/13 | E&D Co-ordinator working with Marketing - see 4d above |
| 10c Collect data on faith and sexual orientation on enrolment to act as benchmark on access and recruitment. | Head of Student Records | 1/8/13 | Added to 13-14 enrolment form |
| 10d Consider capturing E&D data on application. | CMT | 31/7/13 | Application procedure being reviewed by new Corporate Head of Student Services. |
| 11. Advice and guidance promotes equality of opportunity and initial learner assessment procedures identify the learner’s entry level | 11a Introduce enhanced Advice and Guidance and corporate IAG form. | Corporate Head of Learner Services | 1/8/12 | New form introduced Sep 12 |
| 11b Review initial assessment (IA) procedure for FE and WBL. Ensure that free writing for Dyslexia screening is done at interview and IA is done prior to enrolment. | Corporate Head of Learner Services/  Director of CCB | 31/12/12 | FE – Agreed by Camborne/St Austell CCLs that learners will not start on programme prior to the completion of IA and free writing. The next step is to ensure this best practice happens and is spread to all campuses.  WBL – Hospitality does not put learners on course before completion of IA and free writing. The next step is to ensure this best practice is spread to all SSAs. |
| 11c Introduce improved training for staff responsible for initial learner interviews | Corporate Head of Learner Services/  Director of CCB | 31/12/12 | Revised guidance to interviewers drafted. Application procedure being reviewed by new Corporate Head of Student Services |
| 12. Ensure the appropriate mechanisms are in place to improve achievements and success levels of different learner groups. | 12a 11-12 learner data to be analysed for groups which fall below course success rates. | Principal/  E&D Co-ordinator/  Information Systems | 31/12/12 | See reports to E&D Committee 31/1/13, 16/5/13 and 26/9/13 |
| 12b Any groups identified in 12a in need of further investigation to be subject to review by the relevant CCL and action taken if required. | CCL | Ongoing | See reports to E&D Committee 31/1/1, 16/5/13 and 26/9/13 |
| 13. The needs of different groups of learners are taken into account when designing and providing services. | 13a Existing curriculum specific resources are migrated to Moodle 2 for teachers to assist embedding equality and diversity in lessons. Use of materials is promoted throughout the year and their use evaluated. | E&D Co-ordinator/  Celebrating Diversity  Co-ordinator/CCLs | 31/7/13 | Moodle site and materials promoted in new online training – Actively Promoting E&D in Lessons |
| 13b Consider a resource for the co-ordination of support for learners with disabilities. | Corporate Head of Learner Services/  CCL Skills for Life/  E&D Co-ordinator | 31/12/12 | Disability Officers identified and working with support co-ordinators and Careers South West to improve process. |
| 13c Review feedback from learner surveys to assess effectiveness of learner support measures | Corporate Head of Learning Services | Ongoing | 12-13 Data for learners receiving support to be reviewed by 31/12/13 |
| 13d Review feedback from learner surveys to assess effectiveness of ESOL measures | Skills for Life CCL | 31/7/13 | 12-13 Data for ESOL learners to be reviewed by 31/12/13 |
| 13e Update access audits and review priorities | Estates Manager | 31/3/13 | Business plan for improved access to Penhaligon, Camborne  Post-occupancy audit required for Carlyon, Camborne  Consultation with Disability Cornwall on developments at Falmouth Marine School  Full report for the E&D Annual Report July 13 |
| 13f Review availability of hearing loops | Head of IT/  Estates Manager | 31/12/12 | See report on hearing loops to E&D Committee 16/5/13 and 26/9/13 |
| 13g Review needs of work based learners with disabilities | Head of Cornwall College Business | 31/12/12 | Report to CCB E&D Committee 18/1/13 |
| 13h Sign Language training for staff who support hearing impaired learners | Skills for Life CCL | 30/9/12 | Training done Summer 2012 |
| 13i Dyslexia awareness training for teaching staff | Melinda Hudson | 31/7/13 | Training undertaken. Update awaited. |
| 13j Monitor use of quiet rooms on all campuses | Heads of College/  E&D Co-ordinator | 31/7/13 | E&D Co-ordinator Report |
| 13k Review increased use of ILT at home and the problems this may cause if there is no IT available | Head of School of Education and Training/ E&D Co-ordinator | 31/7/13 | Further review required with CCSU |
| 14. Mechanisms are in place to monitor and review the instances of bullying and harassment and student grievances. Appropriate measures are in place to ensure that these 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/  Data Protection Manager | Ongoing | Reports to E&D Committee 31/1/13 and 16/5/13 |
| 14b Review student grievance procedure to ensure appropriate support is given to learners by senior tutors. | Corporate Head of Learning Services | 31/12/12 | Recommendation to new Head of Student Services – to be reviewed 13-14 |
| A modern and diverse workforce | 15. The equality aspects of the workforce strategy are implemented and monitored | 15a Compare staff data with census date when available and report to E&D Committee. | Head of HR | 31/7/13 | First release of Census data Oct 12. Report to E&D Committee Sep 13 |
| 16 Workforce data is regularly reviewed to identify adverse trends and plans and strategies have been developed to address gaps and barriers | 16a Start to collate staff data on faith and sexual orientation in order to establish benchmark. | Head of HR/  E&D Co-ordinator | 31/7/13 | 11-12 Staff Data Report |
| 16b Undertake a staff focus group | Head of HR/  E&D Co-ordinator | 31/7/13 | 2 pilot focus groups undertaken. Report on next steps to E&D Committee Jan 14 |
| 17. Appropriate action is being taken to mitigate adverse impact and to advance equality outcomes for all groups of staff | 17a Support identified LGBT Staff Champions for each college site. | Marketing Manager/  Deputy CEO (LGB Champion) | 31/7/13 | LGBT Mentors identified for West and East Cornwall, trying to get a mentor for each campus. To be launched Sept 13. Page on the Intranet planned for 13-14 |
| 18. Due regard is given to the cause of gender pay difference and the effects of this cause in the workplace | 18a Pay for all new starters and requests for increments are reviewed against benchmarks | Head of HR | Ongoing | DONE  See HR records  College staff joined the Women’s Leadership Network (Nov 12) and attended WLN Conference (May 13)  4 cohorts of Experienced Leaders programme with 17 women attending.  6 cohorts of Management Development Programme with 41 women attending. |
| 19. Training has been delivered or facilitated to enable staff to deliver equality outcomes | 19a Ensure all staff have refreshed their E&D training every three years | Head of HR /  HR Operations Manager/  E&D Co-ordinator | 31/3/13 | New online training on promoting E&D launched for CD Week. New L&D Co-ordinator in place Mar 13. Reminders routinely sent to staff. |
| 19b Review E&D training for manual support staff and consider flexible delivery to reflect work patterns | Head of HR /  HR Operations Manager/  E&D Co-ordinator | 31/12/12 | Early morning and late afternoon training provided for cleaning staff at St Austell and Camborne. Duchy College cleaning staff taking online training. |
| 19c Consider mandatory Employment Law training for all line managers. | Head of HR /  HR Operations Manager/  E&D Co-ordinator | 31/7/13 | Reviewed and training encouraged. |
| 19d Evaluate 11-12 training for teaching staff on embedding E&D and consider further training | E&D Co-ordinator | 31/3/13 | Positive verbal feedback. Evaluation to be included in Celebrating Diversity Week Report March14 |
| 19e Roll out training on challenging discriminatory behaviour | Head of HR/  E&D Co-ordinator | 31/7/13 | New PPD training pilot to Construction Staff Aug 13.  E&D Co-ordinator to review with new Head of Student Services |
| 20 Bullying and harassment incidents are monitored and appropriate action is taken | 20a 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 | Reports to E&D Committee 31/1/13 and 16/5/13 |
| 21 All staff understand their individual responsibility to deliver equality outcomes and this is reflected in appraisal systems | 21a Consider adding specific E&D section to staff appraisals | Head of HR | 31/7/13 | Reviewed and new wording proposed. |
| 21b Active promotion of E&D required in SSA lesson observation reports. Monitor reports. | Head of School of Education and Training/  E&D Co-ordinator | 31/1/13 | Report from Round 1 observations to CMT 26/11/12  Evaluation report being written for E&D Committee Jan 14 |
| **Community awareness and equality mapping** | 22 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 | 22a Analyse local census data and use to review current service provision | E&D Co-ordinator/  Curriculum Leads | 31/7/13 | First release of Census data Oct 12. Report to E&D Committee Jan 14 on final 12-13 data. |
| 22b Participate in the Cornwall Council Public Sector Group Equality Objectives initiative. | E&D Co-ordinator | 31/3/13 | Letter sent to express interest – no follow up to date |
| 23 Provide equality and diversity materials to partner organisations and work based learning employers | 23a Ensure all employers of work based learners receive the guidance on equality and diversity. | Head of Cornwall College Business/ Head of Duchy Training Agency | Ongoing | ACAS Guide included in CCB and Duchy College employers guides  Updated E&D Policy with all employer packs 13-14. |
| 23b Provide additional training to staff who work with employers. | Head of Cornwall College Business/ Head of Duchy Training Agency/ Director of Operations Concorde/  E&D Co-ordinator | 1/8/12 | Done Summer 12 |
| 23c Make the E&D online training available to other partner organisations | E&D Co-ordinator | 31/12/12 | On Moodle |