

Equality Objectives and Action Plan

The Equality Objectives and accompanying Action Plan represent a broad outline of the tasks that will be addressed by Southampton City College in order to respond effectively to the requirements of the Race, Disability and Gender Equality Duties, and to implement the College Single Equality Scheme.

The Equality Objectives fall within the following broad areas: -

1. Improve reliability of disclosure data
2. Improve process for arranging adjustments for disabled people
3. Address current gaps in relation to staff recruitment and student recruitment and success
4. Improve marketing, induction, communication
5. Improve mechanisms for gathering and using equality and diversity information
6. Revise HR policies and practice
7. Improve accessibility of estates/Health and Safety
8. Implement equality and diversity training for staff and students
9. Revise terms of reference for the Equality and Diversity Panel
10. Carry out impact assessments on policy and practice

Note. The numbering of the Equality Objectives (EO) does not necessarily indicate the order in which the EO will be implemented or the priority in which the EO should be viewed. An accompanying Action Plan identifies the tasks that will be undertaken to achieve each EO. Some actions contribute to more than one EO, and for simplicity have been placed under one EO.

Abbreviations:

Do14-19PLSQ – Director of 16-19 Provision, Learning Support and Quality
DoOD – Director of Organisational Development
LSCord – Learning Support Coordinator

EDTLC – Executive Director Teaching Learning and Curriculum
EDCS – Executive Director of Corporate Services

HOF – Head of Faculty
ODM – Organisational Development Manager
CtC – Clark to Corporation
LTM – Learning Technologies Manager
HSS – Head of Student Support
LR – Learner Records Manager

The Action Plan demonstrates how we are meeting the requirements of the **general duties** to promote race, disability and gender equality, by **cross referencing each action against the duties**. The following code is used in the action plan:

The **race equality duty** is to:

- 1 eliminate unlawful racial discrimination
- 2 promote equality of opportunity
- 3 promote good relations between people of different racial groups.

The **disability equality duty** is to:

- 1 promote equality of opportunity between disabled people and others
- 2 eliminate unlawful discrimination
- 3 eliminate disability-related harassment
- 4 promote positive attitudes towards disabled people
5. encourage participation by disabled people in public life
6. take steps to take account of disabled people's disabilities even where that involves treating disabled people more favourably

The **gender equality duty** is to:

- 1 eliminate unlawful discrimination and harassment
- 2 promote equality of opportunity between men and women.

The College also has a duty to:

- 3 consider the need to have objectives that address the cause of any differences between the pay of men and women that are related to their sex.

Objective	Action	Lead Responsibility	Timescale	Specific Outcomes and Output	Review Status 31.07.2010
9	Revise terms of reference of E&D panel so that <ul style="list-style-type: none"> • Monitoring and evaluation of SES and action plan is a standing agenda item • Panel receives completed impact assessments and templates • A report on progress in implementing the SES and action plan is presented to Governors and Senior Management at least on an annual basis • Publish an annual report on equality and diversity activities, including outcomes of impact assessment, involvement of stakeholders and gathering information activities, on college website and intranet, and present this to the Governing body 	DoOD	Nov 07	New Equality and Diversity Panel in place, with revised terms of reference	New terms of reference agreed and published Mar 08 Initial report compiled April 09, subsequent reports presented to panel in March 2010 Annual report published in February 2010
8	Revise staff procedure for applying for internal staff training events to permit staff to request access requirements	ODM	Dec 07	Staff application for training event modified	Implemented September 09

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4	Revise Student Charter and Student Code of Conduct to include student disability, learning difficulty or medical condition	Do14-19PLSQ	Jan 08	At least 4 different leaflets newly available to students. Including mental health difficulties (MIND) leaflets	Leaflets produced and available on the college intranet and to students in Z block
7	Develop/revise new risk assessment and personal emergency evacuation plan (PEEP) procedures and documentation, and use as a pivot for staff training	DoOD	Jan 08	New risk assessment documentation in place. Disabled learners aware of and satisfied with PEEPs	Policy reviewed with additional question on return to work form asking if risk assessment is required as from Sept 08 Designated persons assigned to do risk assessment New PEEP procedures implemented September 09. Student PEEP feedback available January 10
7	Develop and implement a new medication procedure and associated forms	Do14-19PLSQ	Jan 08	New risk assessment documentation in place.	Policy changes implemented. Policy signposted on college intranet to all staff
7	Ensure new building work has an access audit carried out by an access registered consultant, to take account of disabled people's access requirement	EDCS	Jan 08	Access registered consultant engaged to carry out access audit	Access audit carried out taking into account disabled people's access requirements
10	Agree methodology of impact assessment and establish timescales for a rolling programme of impact assessments: revise Single Equality Scheme and Action Plan	DoOD	Jan 08	All college policies and practices mapped and priorities for impact assessment	Methodology agreed January 2010

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4	Display leaflets on different impairments, including mental health difficulties, in IAG	HSS	Feb 08	5 posters displayed around college promoting equality and diversity	Leaflets available in Z block and on college notice boards. Posters promoting equality and diversity implemented
4	Distribute summary leaflet to staff and student via, for example, induction and presentations at team meetings	DoOD/ Do14-19PLSQ	Feb 08	Staff and students including learners with learning difficulties, aware of SES	Staff version available May 08 Student version in college handbook from Sept 08
5	Ensure college learner involvement strategies have appropriate representation from disadvantaged groups	Do14-19PLSQ	Feb 08	Proportionate representation of learner views obtained from learners with disabilities, and from black and ethnic community backgrounds	Focus Group Framework implemented May 09 CityVox activities introduced in 09-10
7	Revise procedures for reporting and acting on estate faults, ensuring high priority is given to faults that have access repercussions	EDCS	Feb 08	New procedures in place to report and act on faults	Process in place although continuously reviewed due to the college rebuild
9	Ensure that Equality and Diversity Panel is made up of people from disadvantaged groups, including disabled people and black and ethnic minority people	DoOD	Feb 08	Equality and diversity panel comprises at least one person who is a disabled person and from a black and ethnic minority background	Implemented December 07
10	Develop a tool to support the impact assessment process and a template for recording outcomes of impact assessment	DoOD	Feb 08	At least 4 learner and 4 staff policies and practices impact assessed and templates completed by June 08	Impact Assessment Toolkit designed January 2010

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1	Develop new procedures for student disclosure	Do14-19PLSQ	March 08	New disclosure procedures, staff recruitment and selection learner admission process	New Disclosure process implemented September 09
1	Revise application and enrolment paperwork and processes	Do14-19PLSQ	March 08	New disclosure procedures, staff recruitment and selection learner admission process	Application form revised May 09 - available in 10-11 prospectus as from Sept 09 Further changes to enrolment paperwork introduced September 09
1	Develop new process and paperwork for tutor referral	HSS	March 08	Increased numbers of staff and learners on SIR/ILR who have disclosed a disability /learning difficulty/ medical condition	Process to be reviewed and implemented Sept 09
1	Develop new learner consent form to pass information to others	HSS	March 08	Increased numbers of staff and learners on SIR/ILR who have disclosed a disability /learning difficulty/ medical condition	Have decided not to implement consent form but to firm up the college's data protection statement on application form so students are in absolutely no doubt that information will be shared with anyone in College who needs to know
1	Improve mechanism for updating of ILR following disclosure that take place after enrolment	LRM	March 08	Improved reliability and validity of ILR data	Changes to application implemented 09-10 prospectus Registry to provide further input
1	Revise staff application and interview process	DoOD	March 08	Increased numbers of staff and learners on SIR/ILR who have disclosed a disability /learning difficulty/ medical condition	Recruitment process revised and implemented Jan 09

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3	Investigate strategies to recruit more females in engineering, construction, hospitality, maritime	Relevant HOF	March 08	Increased % of female students in curriculum areas that are traditionally male, and vice versa	Various strategies under consideration and to be implemented from Sept 09
3	Investigate strategies to recruit more males in hair and beauty, care and early years	Relevant HOF	March 08	Increased % of female students in curriculum areas that are traditionally male, and vice versa	Curriculum target set December 2009, to be reviewed Summer 2010
3	Investigate strategies to recruit more black and ethnic minority students in teacher training	Relevant HOF	March 08	Increase % staff from black and ethnic minority students in teaching education	Curriculum target set December 2009, to be reviewed Summer 2010
5	Develop customer satisfaction survey to permit analysis by E&D parameters	Do14-19PLSQ	March 08	Customer satisfaction survey piloted	New survey implemented
7	Investigate opportunities to improve signage	EDCS	March 08	New signage in place	Directional signage in place. Further signs planned
10	Carry out a mapping exercise of all policy and practices	DoOD	March 08	At least 4 learner and 4 staff policies and practices impact assessed and templates completed by June 08	Mapping exercise completed March 2010

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1	Establish a focus group of disabled staff to investigate strategies to encourage disabled staff to feel safe to disclose	DoOD	April 08	Strategies identified and implemented in updated action plan	Focus Group Framework implemented May 09
2	Develop formal procedures for arranging adjustments for disabled staff, including identification of a named person and a process for monitoring adjustments that have been made. Embed procedure in staff induction and publicise on intranet	DoOD	April 08	New procedure for arranging support for disabled staff	Designated person identified and named Application and recruitment policy changes made Process embed in staff induction and published on intranet September 08 HR Adviser to compile reports on 08-09 staff recruitment demographics with a view to implementing a recruitment plan as from September 09
3	Investigate possibility to widen advertisement of staff vacancies to include publications targeted at those read by black and ethnic minority communities	DoOD	April 08	Increase % staff from black and ethnic minority students in teaching education	
3	Implement a graduate trainee scheme targeted at ethnic minority students	DoOD	April 08		Post Deferred
3	Review Marketing processes to ensure free from bias and specifically welcome people from disadvantaged groups	LTM	April 08	Increase % staff and students who disclose a disability, learning difficulty or medical condition	Changes implemented to college prospectus and admission process from Sept 08 Further marketing strategies to be implemented from Sept 08 to encourage staff and student disclosure
4	Carry out focus groups of learners on pre-entry and entry level provision, and use outcomes to update Action Plan	Do14-19PLSQ	April 08	Views of learners with learning difficulties used to identify actions for improvements	Focus Group Framework implemented May 09

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4	Produce a short PowerPoint presentation and DVD clip of SES on website/intranet	DoOD	April 08		Copy available from April 08
4	Revise Staff recruitment literature to include prominent statement on college commitment to E&D and where SES can be obtained	DoOD	April 08		Staff Handbook introduced Mar 08, SES Staff briefing introduced June 08 and given to all new staff during Induction from June 08
6	Carry out an equal pay review	DoOD	April 08	Equal pay review undertaken	Carry out equal pay review audit Spring/Summer 2010
6	Policy for staff wishing to undergo gender reassignment	DoOD	April 08		Policy implemented March 09
6	Revise recruitment and selection procedures to ensure social model of disability is reflected in documentation and practice, all staff who participate in recruitment and selection undergo mandatory E&D training, and procedures are tracked for compliance against the 'Two Ticks' symbol	DoOD	April 08	Harassment policy and recruitment and selection procedures updated. Increased % of disabled staff	Dignity at Work policy reviewed implemented March 09 E&D training for recruitment and selection staff implemented Jan 09
8	Carry out governor training on the legal requirements of E&D legislation	CtC	April 08	80% of staff trained on E&D, Particularly disability equality	Training provided May 08
10	Carry put training on impact assessment with key staff	DoOD	Jan 08	All college policies and practices mapped and priorities for impact assessment	Training provided April 09
10	Involve outcomes of stakeholder events in prioritising policy and practice for impact assessment	DoOD	April 08		Opportunities ongoing Feb- July 2010

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2	Improve marketing leaflets on ALS	LS Cord	June 08	Increased learner awareness of additional support	Revised student entitlement and leaflets implemented Sept 08
2	Continue to revise processes and documentation for <ul style="list-style-type: none"> Identify ALS requirements Passing on agreed support plans to tutors and other relevant staff tutors and LSA roles in providing ALS Tracking ALS and monitoring and evaluating impact of ALS 	LS Cord	June 08	Systematic process in place to identify, implement and track agreed support plans with disabled learners. Robust procedures in place to evaluate impact ALS	Process changed Sept 08 - LS Tutor team to assess learners Tutors access learners information on M-Drive Additional info available on E-Tracker. LS working jointly with Registry - LSA complete electronic registers from Sept 08 Developing case studies which can be tracked throughout 08-09 from Sept 08 –awaiting feedback Dec 09
3	Review: Staff recruitment and selection processes to ensure free from bias and specifically welcome people from disadvantaged groups	DoOD	June 08	Increase % staff and students who disclose a disability, learning difficulty or medical condition	Changes to recruitment policy, application form, interview process including invite letter implemented from May-June 08
3	Review: Student admissions to ensure free from bias and specifically welcome people from disadvantaged groups	Do14-19PLSQ	June 08	Increase % staff and students who disclose a disability, learning difficulty or medical condition	Information in 09-10 prospectus more pro-active, visible and clearly signposted 09-10 prospectus available in other formats from Sept 08 All students complete disability/medical form irrespective of disclosure
5	Identify lead responsibility for evaluating learner experiences of discrimination and harassment during work experience/ placements	EDTLC	June 08	Work experience evaluated to determine discrimination and harassment	Questionnaire available Sept 08 Focus Group Framework implemented May 09

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5	Develop new guidelines for HOS in using E*D data in self assessment processes	EDTLC	June 08	Proportionate representation of learner views obtained from learners with disabilities, and from black and ethnic community backgrounds	Proachieve software training given to HOF from June 08. CTL's and Registry receive training from Sept 08
5	Build E&D into self assessment validation process	EDTLC	June 08	Judgements on equality and diversity more explicitly evaluated in SAR at HOS level	Teams to look at own interactive CPR data to highlight issues in student success. Any issues will be addressed in area's Quality Improvement Plan Possibly in 2010 will look at these plans across college and decide actions in relation to E&D Actions will be monitored every TLQ (Teaching and Learning Quality) day (updated every 6 weeks)
8	Identify priorities for staff training for next two years, including training staff on how to support learners with mental health difficulties	ODM	June 08	Staff training plan in place for E&D/mental health awareness	Postponed to April 10
4	Explore raising awareness of E&D through poster displays	Do14-19PLSQ	July 08	5 posters displayed around college promoting equality and diversity	Introduced across college as from May 09

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4	Revised equality and diversity section of student guide to raise profile of ALS, expand FAQ section, make more explicit the college position on harassment	Do14-19PLSQ	Sept 08	Students more aware of: ALS, college position on equality and diversity, and consequences of harassment	Equality and Diversity (and Disability Awareness) section in FT Student Handbook and Adult Student Handbook Tutorial - sign language, disability awareness included 2008/09 - more equality and diversity resources sought FAQ included in Manual for Teachers
4	Revise tutor induction guidelines to ensure equality and diversity section of guide is discussed verbally with all students and given a high profile	Do14-19PLSQ	Sept 08	Students more aware of: ALS, college position on equality and diversity, and consequences of harassment	Induction checklist created for 2009/10 that includes equality & diversity and disability awareness raising by tutors E&D Co-ord attended Freshers' Fair September 2009 "Harassment" included as part of Speak Up!! anti-bullying campaign during 2008/09 - to be reviewed 2009/10
4	Ensure prospectus and course leaflets advertise availability of alternative formats and ensure these are available on request	LTM	Sept 08	Staff and student focus groups specifically identify better accessibility of college website and intranet as a feature of improvement	Information available in prospectus Sept 08.
4	Improve accessibility of college website and intranet	LTM	Sept 08	Staff and student focus groups specifically identify better accessibility of college website and intranet as a feature of improvement	Updating college website and intranet – to be completed Sumer 2010
4	Publish SES on website and intranet	LTM	Sept 08		SES on website and intranet May 08. SES Action Plan update December 08
5	Produce formal report on outcomes of student gathering information activities, that include all activities stated in the SES, for Equality and Diversity Panel	Do14-19PLSQ	Sept 08	Student equality gaps and targets identified and actions implemented	Report presented to Panel March 2010

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5	Produce formal report on outcomes of staff gathering information activities, that include all activities stated in the gathering information section of the SES, for Equality and Diversity Panel	DoOD	Sept 08	Judgements on equality gaps and diversity more explicitly evaluated in SAR at HOf level	Report presented to Panel March 2010
6	Revise Dignity at Work policy to expand and make explicit definition and consequences of harassment	DoOD	Sept 08		Policy implemented March 09
6	Revise staff induction to include a fourth module on E&D and the college SES	DoOD	Sept 08	Increase staff awareness of college procedures for requesting support for disabilities, learning difficulties, medical condition. All new staff aware of SES	Implemented February 09
8	Produce an E&D module for the student tutorial, to include a DVD on impact of harassment	Do14-19PLSQ	Sept 08	80% of students on full time courses undertake E&D module	DVD available on Hate Crime - impact of Harassment introduced September 09
8	Carry out all staff training for next two years on E*D, particularly focusing on disability equality, supporting disabled learners and on harassment	ODM	Sept 08	80% of staff trained on E&D, Particularly disability equality	Training provided to 80% of all staff (March 2009- July 2010) On-going training provided for new staff

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3	Ensure that HOF self assessment reports include evaluation of any underperformance of students from black and ethnic minority groups, compared to the whole cohort, and actions to address issues are included within development plans	EDTLC	Oct 08	Actions to improve performance for gender and ethnicity are included in development plans	Action plan compiled, implemented Dec 09 with milestones set and reviewed at TLQ (Teaching, Learning Quality Day). Final evaluations of any actions to be part of the ongoing SAR process
9	<p>E & D Panel to check that annual reports for staff and students summarises outcomes of gathering information activities, and these reports</p> <ul style="list-style-type: none"> • Meet the requirements of the SES • Use internal and where possible external benchmarks to assess performance • Identify actions to address equality gaps • Identify equality targets against which progress can be measured • Are presented to Governors 	DoOD	Oct 08	Group to be also be comprised of comparable numbers of men and women, and include people of different sexual orientation and religious belief	Reports presented to panel March 2010
4	Produce easy read version of SES and summary leaflet	DoOD	Dec 08	Staff and Students, including Learners with learning difficulties, aware of SES	Implemented April 09

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6	Carry out an equal pay review	DoOD	April 09	Equal pay review undertaken	Carry out equal pay review audit Spring/Summer 2010
4	Revise college prospectus to include prominent statement on college commitment to E&D/ where SES can be obtained	LTM	Sept 09		Statement included in 2010-11 prospectus as from Sept 2009
4	Revise student guide to include prominent statement on college commitment to E&D/ where SES can be obtained	Do14-19PLSQ	Sept 09		Statement included in 2010 -11 prospectus as from Sept 2009
5	Involve key stakeholders in investigating how information gathering activities should be revised to include sexual orientation, age, transgender and religion or belief	DoOD	Oct 09	Information gathering activities revised to include other E&D parameters	Postponed to June 2010

The college is mindful that further improvements are still required and this will be reflected in the 2010-13 Single Equality Scheme Action Plan