Easton&OtleyCollege

Single Equality Scheme 2015 to 2018

Equality Diversity Impact Measures and Action Plan

Updated: July 2015

Key Strategic Aims

1. To provide high quality teaching, learning and assessment which challenges stereo typical behaviour and provides an opportunity to discuss equality.

2. To promote, listen and respond to the voice of the student and staff.

3. To raise the aspirations of students and staff.

4. To provide a safe and secure environment for students and staff.

5. To promote and embed inclusivity, equality and diversity, tackle bullying and discrimination and close the achievement gap of students.

6. To link all curriculum areas proactively with employers.

7. To grow in line with Government targets and funding priorities.

8. To play a major external role in the community.

9. To be an inspiring place to work and study.

10. To deliver our aims within budget.

11. To demonstrate "outstanding" leadership at all levels.

In creating the Easton and Otley College Single Equality Scheme (SES) we have taken on board the views of internal and external stakeholders and identified issues which have informed our strategic direction.

The SES has informed the creation of the Equality and Diversity Impact Measures and Single Equality Action Plan approved by the Staff Consultation Group, the Corporation and the Senior Leadership Team.

Welcome from the Principal

The Single Equality Scheme is about our commitment to all our stakeholders to promoting equalities, eliminating discrimination and bullying and closing achievement gaps between students. It supports our key strategic aims and will ensure that we develop strategies, policies and practices across the college that recognise and respond to the needs of our students, employers, our communities and our staff.

We have already implemented a number of diversity initiatives.

- We are signed up to the Mindful Employer standard
- We are committed to the Disability ✓✓ standard which is annually monitored by the Department for Work and Pensions
- We involve staff and students throughout the College in a range of activities for them to discuss and develop Equality, Diversity and Inclusivity policies (EDI) and activities
- We monitor equality data relating to staff recruitment and progression, student achievements and success, staff and student complaints and disciplinary processes and report this to Corporation
- We continue to improve differentiation in our teaching and learning practices
- We monitor and regularly improve the services our students receive to ensure each student has fair and equal access to services and resources.
- We continue to widen our communities' participation and access to learning. We are developing the curriculum and work experience opportunities to enhance employability chances for our disadvantaged students
- We have signed up to Cylix, online training for Equality for staff and students.

Through the scheme we will continue to build on our successes, develop strategy, policies and practices, and access to services and resources to make a positive difference to our students, to employers we work with, to our communities and to our staff.

David Henley
Principal & Chief Executive

Single Equality Scheme

Introduction
The Single Equality Scheme (SES) is a public commitment of how Easton and Otley College plans to meet the duties placed upon it by equality legislation and through good practice.

The college recognises that in accordance with Equality Legislation (Equality Act 2010) there are general and specific duties which must be met within the time scale of this scheme.

This equality scheme will identify our priorities and areas for improvement in the wider context of equality and cover all nine protected characteristics (Race, Disability, Gender, Sexual Orientation, Age, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity/Paternity, Religion or Belief).

Our equality scheme will ensure compliance with the Public Sector Equality Duty:

The College will, in the exercise of its functions, have due regard to the need to—

(a) **Eliminate** discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act;

(b) **Advance** equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) **Foster** good relations between persons who share a relevant protected characteristic and persons who do not share it.

Within the scheme, having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it will involve having due regard, in particular, to the need to:

(a) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic or that are connected to that characteristic;

(b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

(c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

This scheme will ensure we take into account the needs of persons with a disability wherever these are different to those of persons who do not have a disability.

This scheme will ensure that in regards to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it we will have due regard to the need to:

(a) Tackle prejudice, and

(b) Promote understanding.

This scheme will monitor the Public Sector Equality Duties to ensure compliance is achieved. Currently this SES will ensure the following specific duties are met:

(a)   publish equality objectives every four years;
(b)   publish information annually to demonstrate our compliance with the general Equality Duty;
(c)   publish information relating to our employees and others affected by their policies and practices (such as service users).

All information will be published in a way that is accessible to the public.

Purpose

We will focus on our monitoring processes to identify issues impacting on all aspects of equality with the aim of:
- promoting equality of opportunity
- promoting equalities issues
- promoting good relations
- eliminating unlawful discrimination
- eliminating harassment and bullying

The aim of our equality scheme is to enable us to achieve:
- the continuing positive development of policies and practices
- an accessible inclusive learning environment
- satisfaction among our service users
- a representative workforce at all levels
- better partnership working and delivery with employers

Involvement

We have consulted widely in the creation of our SES. We have involved student representatives; the Staff Consultation Group; Governors and our partnering organisations.

Responsibilities

The Principal is responsible for Equality, Diversity and Inclusion at Easton and Otley College.

The Equality, Diversity and Inclusion (EDI) committee and the focus groups of this committee will co-ordinate the ongoing EDI work and will keep the above aims in mind when identifying issues through the monitoring and evaluation process. The EDI committee will monitor the data provided, identify issues and make recommendations to the Senior Leadership Team (SLT) which will feed through at a strategic level to the Corporation.

The Senior Leadership Team is responsible for ensuring appropriate equality action plans are in place, that action is carried out and followed up and that Equality, Diversity and Inclusion issues are promoted.

The Directorate are responsible for ensuring improvements and action plans are implemented and met, and that they operate fair and consistent management practices in both curriculum management and staff management. SLT and the Directorate are also responsible for ensuring Equality Diversity Improvement Measures (EDIMs) and action plans are implemented and met, and that they operate fair and consistent management practices in both curriculum management and staff management.

The HR Director is responsible for ensuring training takes place for all staff at a level suitable for the job roles and will ensure all contractors and suppliers are aware of the Equality, Diversity and Inclusion standards applied and expected by the College.

All staff is responsible for the advancement of Equality, Diversity and Inclusion.

The Corporation will be regularly updated, informed of our practices and included in the monitoring process.

This implementation plan will be updated annually.

Equality Analysis

Why?

Easton and Otley College must comply with the requirement to conduct an equality analysis of policies and procedures

The Equality Act extended previous duties (relating to race, disability and gender) to all protected characteristics, i.e. age, disability, gender, gender reassignment, maternity & pregnancy, marriage & civil partnership, race, religion & belief, and sexual orientation.

What?

To introduce an updated simple system of carrying out Equality Analysis, ensuring that our policies, processes, practices and procedures stand up to rigorous scrutiny and that anything new is properly screened in advance of introduction.

Impact Screening and Assessment are an essential part of effective strategic and operational planning.

Equality Objectives

The College has the following Equality Objectives:

1. Advance the Equality and Diversity agenda through online training; regular staff updates including staff development sessions and induction; Equality and Diversity events across the academic year.
2. Identify any student achievement gaps associated with a specific protected characteristic and reduce the gap by 5% year on year.
3. Recruit and maintain a staff and student population which is reflective of the local and wider community.
4. Promote the Single Equality Scheme and link this document to College Self-Assessment Reports and Quality Improvement Plans.
5. Seek the views of all those who use the services of the College and respond to their needs.

The annual Equality, Diversity and Inclusion report provides further information in relation to the Equality Objectives.

Action Plan

This action plan maps all the statutory requirements against Easton and Otley College's strategic aims and updates previous EDI action plans.

1. Promotion of Equality, Diversity and Inclusion through

- Curriculum development
- Tutorials
- Open events / launches / promotional days
- Staff training and development (Personal development plans)
- Recruitment of Governors, staff and students.

2. Tackling discrimination and bullying of

- Staff
- Students
- External visitors

How are incidents recorded, monitored and what actions taken.

3. Monitoring the achievements

- Identifying all data available to show if any gaps exist
- Where required, analyse data and report on any gaps
- Action planning to close any gaps where identified and significant
- Informing curriculum development

4. Policies and procedures to support 1 – 3 above

All of the above will be included in the Single Equality Scheme Action Plan, set out below for adoption by the Corporation following consultation with internal and external stakeholders.

Easton and Otley College Single Equality Scheme Equality Diversity Impact Measures & Action Plan

No	Strength/issue	Action required (including staff development)	Person Implement (I) Monitor (M)	SMART Success indicators	Milestones achieved Progress shown below
1.	Curriculum Development	EDI; address stereotyping; develop and embed cross-college enrichment programmes to reflect positive role models which challenge stereotyping linked to a personal characteristic; ensure appropriate support / resources are made available to support students; Ensure high quality IAG is given to prospective students and parents. From lesson observations and walk throughs gather examples of best practice in relation to embedding EDI. On CPD days include sessions on 'How to embed EDI in teaching sessions'. Target stereotyping (linked to a personal characteristic) in courses.	I – Directors Curriculum Managers M – Vice Principal, Curriculum	Every directorate captures EDI activities within their areas. All students participate in Equality and Diversity Week activities. Curriculum staff can demonstrate how the teaching, learning and assessment process promotes EDI through lesson observation / walk throughs' summary analysis. Use role models to host CPD sessions in relation to embedding EDI into lessons – sessions take place throughout the year. Curriculum staff from all areas attends. Aim to increase the recruitment / achievement and retention level of female students on Technology based courses and male students on equine courses.	Lesson Observation feedback shows evidence of EDI. E&D Week across both campuses (Spring term 2016). July 2016 At CPD days – challenging stereotypes via have a go sessions.
2.	Open events, Information Days, external events, launches and promotion days; marketing.	Calendar of events; ensure all recruitment and marketing materials (leaflets, posters, DVD's, videos, photographs and prospectus) reflect EDI commitment.	I – Marketing Department M – Director, Enterprise & Marketing	Staff and students can access calendar to encourage them to attend events but also be aware of EDI events taking place at the college. Staff will attend an E&D update at least once every three years – shown on the Single Central Record / training records.	Calendar on intranet and VLE – Sept 2015 SCR is in place – such captures dates for EDI training. Training records for individuals are maintained.
3.	Feedback	Questions on EDI to be embedded into staff and student surveys; report and	I – Student Services	Annual staff and student surveys to have EDI questions	Achieved and is on-going

		evaluate retention and achievement of under-represented groups; monitor and report on incidents / complaints.	Managers / Director of HR M – Director of Student Services, Vice Principals	embedded in to provide evidence of awareness raising. Level of complaints indicates staff and students feel able to raise concerns, but the level of concerns is not out of proportion to the College size.	
4.	Training	EDI materials online for students and staff to access. Induction and refresher courses to be run for staff. Ensure all interview panels have participated in relevant training. Maintain all policies in line with legislation and train staff accordingly. Provide EDI training to staff. Prevent Training will be provided, monitored and revised to reflect needs.	I – HR Manager / Quality Manager M – Director of HR	Materials available on the VLE for staff and students to access in relation to EDI. Review of induction briefings, CPD sessions and general training to include updates on EDI.	Cylix training replaces Disabled Go training with effect from 1st September 2015 Annual updates to Governors, 2014 and 2015.
5.	Equality Analysis	Complete all Equality Assessments where appropriate across the college	I – Directors M – Vice Principal Curriculum	A simple process in place. All policies and procedures to be analysed and as appropriate Equality Assessments are conducted for practices and processes, both staff and student related. These to be completed through line managers and reviewed by Line Managers as required.	EDI policies reviewed July 2015. EIA training for Administration team Spring 2015 - completed.
6.	Recruitment of diverse groups	Continue to monitor and review recruitment of staff, students and governors. Targeting a range of different diverse groups, specifically aim to increase numbers of under-represented groups. Aim to ensure staff and students reflect the local community.	I –Student Services Managers / HR Director M – Vice Principals	Reports to continue through the EDI committee to Corporation on: student data; employee statistics; and consideration of governor profile. Any actions to be determined through this committee should any trends occur.	No trends currently identified. Regular reporting quarterly for staff, annually for students – ongoing

		Improve response rates to monitoring of personal characteristics.		Promote the reasoning for monitoring at enrolment / induction; refer to the Stonewall "What's it got to do with you" publication; aim for less than 600 undeclared ethnicities from students.	Introduced in September 2013 - ongoing Very positive MNCS inspection March 2014
7.	Procurement	External suppliers aware of the college's commitment to EDI and the requirement for them to have an EDI policy.	I – HR Director M – Vice Principal, Finance and Resources	Evidence of commitment to be demonstrated in contracts which are signed – for procurement and for commissioning.	Review contracts received / issued to ensure a commitment to E&D is evidenced. May 2016
8.	Annual report and review of the College's Single Equality Scheme and Action Plan	To be presented to Corporation annually in July. To agree draft action plan for the next year.	I – Vice Principal M - Corporation	Ensure that the College continues to remain compliant and that formal updates are received by the Corporation. Priorities, as identified by the EDI groups, are agreed by Corporation.	Target July 2014, Summary provided to Governors October 2014. Target July 2015
9.	Community update	A summary of all of the community work that the college undertakes to be pulled together into a publication shared widely annually; review partnerships within the community.	I –Marketing Manager M – Director, Enterprise &Marketing	Keep the wider community up to date with the college's work with diverse groups and show how this will impact on the wider community.	Achieved October 2013 and then annually in 2014 and targeting October 2015