

## SINGLE EQUALITY SCHEME – ACTION PLAN January 2010

No	Race	Disa- bility	Gen- der	Action	Lead Person	Timescale	Output	Update
<b>1</b>	<b>Corporate Management</b>							
<b>1.1</b>				Ensure all staff, delivery partners and contractors are aware of SES and its implications	AI/CD	Sept 09	Staff briefing, team meetings, summary document	Staff briefing held and available on VLE, new staff induction, staff E&D training
<b>1.2</b>				Agree priorities for impact assessment and publish timetable for achievement	AI	Oct 09	SLMT minutes	All new and reviewed policies are impact assessed prior to ratification
<b>1.3</b>				Carry out annual review of SES	AI/CD	Jun 10	Updated SES and action plan	Annual update completed
<b>1.4</b>	✓	✓	✓	SAR for both curriculum and support areas make reference to SES activities	AI/BB	Dec 09	College SAR reflect SES activities	E&D evidenced within curriculum and support SARs
<b>1.5</b>				New staff to the college receive training on SES	JW/CD	Dec 09	Induction schedule and course notes	New staff induction programme includes module
<b>1.6</b>				Annual staff development and governor training in Equality and Diversity	BB/CD	Dec 09	Annual staff dev plan	All staff attended training on 4 January 2010
<b>1.7</b>	✓	✓	✓	Profile of governors to include those from under-represented areas	CD	Jun 10	Profile of governor recruitment	Discussed at Search Committee and will be considered when next vacancy occurs
<b>1.8</b>	✓	✓	✓	Review of strategic plan includes challenging EDIMs mirrored within SES	AI	Sep 10	SMART targets for SES	Priority 4 project 2
<b>1.9</b>	✓	✓	✓	SES action plan reviewed within Risk Management schedule	AI/AR	Sep 10	Minutes of meeting	Monthly risk management meeting includes E&D
<b>1.10</b>	✓	✓	✓	Establish links between SES and the Healthy FE Programme	AI/CW	Dec 10	Programme links evidenced	

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<b>2</b>	<b>Teaching and Learning</b>							
2.1	✓	✓	✓	Curriculum teams entered into college and Cumbria Colleges E&D competition	CW/MM	Mar 10	Internal and external competition examples	Annual event within student activities calendar
2.2	✓	✓	✓	Materials for tutorial curriculum updated to reflect community cohesion and respecting diversity with an identified activity eg "Stamp out racism in sport"	MM	Nov 09	Tutorial curriculum timetable and support materials	Tutorial calendar includes E&D topics including review week activities linked to 2.1 above
2.3	✓	✓	✓	Best practice in classroom delivery used as exemplars for improving E&D across college	BB	Mar 10	Lesson observation reports	Bite size teaching and learning development sessions
2.4				Curriculum planning reflects the needs of learners within the guidelines of SES	AI/CO	May 10	Curriculum plan amendments	Introduction of FLT
2.5	✓	✓	✓	Induction programme includes activities to promote positive action within SES and students are made aware of their rights and responsibilities	AI/HoS	Sep 09	Induction programme	Student induction programme complete
2.6	✓	✓	✓	Course content is reviewed to include community cohesion and positive action with equality and diversity	HoS	ongoing	School inspection reports include reference to E&D inclusion within courses	More to be done but start made within SARs
2.7	✓			Speakers of other languages are provided with appropriate levels of support	MC	ongoing	Evidence of support in place	Alternative language welcome signs planned but not yet in place
<b>3</b>	<b>Marketing and Promotion</b>							
3.1	✓	✓	✓	Success stories reflect the wider college community	PG	June 10	Published success stories mirror SES strands	Not evidenced yet
3.2	✓	✓	✓	Marketing plan and promotional activities reflect wider community participation	PG	Dec 09	Recruitment of more learners from under-represented groups	Marketing plan includes widening participation strategies. Train to Gain and Pre-employment programme, JobWorks promotion
3.3		✓		The needs of college visitors are considered alongside those of students from under-represented groups	All	ongoing	Impact assessments	Process started but more work to be completed

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<b>4</b>	<b>Student Support</b>							
4.1	✓	✓	✓	IAG activity is reviewed to ensure there are no barriers to access	CW	Feb 10	Amendments to policy and staff training	Improvements made to ensure safeguarding of learners and study services support targeted at those identified for need
4.2	✓	✓	✓	IAG adapted to suit new cohorts of unemployed learners	CW	Oct 09	Increased participation in recruitment against target	JobWorks programme includes specific IAG sessions
4.3	✓	✓	✓	Equality and Diversity Forum membership includes more students from under-represented groups	CW/CD	Mar 10	Membership and minutes of forum	Student Council now in place
<b>5</b>	<b>Personnel</b>							
5.1	✓	✓	✓	Staff are enabled to disclose concerns over their own support and that of students	JW	June 10	Records of disability and other support for staff in place and support actioned	Increase demonstrated in the number of staff who have disclosed disability. Increased from 3 in 06/07 to 9 in 08/09
5.2		✓		Recruitment strategies take account of SES strands and in line with the Positive about Disability kitemark	JW	ongoing		17 applicants have disclosed disability and 3 have been appointed
<b>6</b>	<b>Management Information</b>							
6.1	✓	✓	✓	Student data is captured against strands of SES and evaluated for gaps in access based on: gender, age, race, disability	CO	Dec 09	Reporting to SLMT	Insufficient reporting of data at present. Action to improve.
6.2				Curriculum planning reflects gaps in provision to meet the needs of under-represented groups				Introduction of JobWorks programmes to widen participation. ESOL courses have been amended to reflect learner needs
6.3				Data to show enquiry to enrolment, retention, achievement and destinations is produced to	CO	Nov 09 Jun 10	Data reports with analysis	Ongoing development

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				demonstrate progress against SES				
<b>7</b>	<b>Estates</b>							
<b>7.1</b>		✓		Ensure evacuation procedures are impact assessed as a priority and understood by college staff	RT	Sep 09	Documented procedures	All processes in place to support evacuation of disabled students. Whole college evacuation practice yet to take place due to cancellation for bad weather
<b>7.2</b>	✓	✓	✓	Contractors and subcontractors are provided with an overview of the college's commitment to equality and diversity and are required to work within that commitment	RT	ongoing		To be confirmed