

SINGLE EQUALITY SCHEME – ACTION PLAN January 2011(to include new characteristics with Equality Act 2010)

| No | Race | Disability | Gender | Age | Faith | Sex | Action | Lead Person | Time-scale | Output | Update |
|------------|--|------------|--------|-----|-------|-----|---|--|------------|---|--|
| 1 | Corporate Management – including SLMT, Governance | | | | | | | | | | |
| 1.1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Ensure all staff, delivery partners and contractors are aware of SES and its implications | Director of External Relations & Client Services | Jan 11 | Staff briefing, team meetings, summary document | All appropriate staff have completed on-line E&D training. No action taken in respect of making contractors aware of SES |
| 1.2 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Agree priorities for impact assessment and publish timetable for achievement | Director of External Relations & Client Services | Oct 10 | SLMT minutes, Steering Group | Key policies that relate to personnel and student experience now EI assessed |
| 1.3 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Carry out annual review of SES | SLMT | Jan 11 | Updated SES and action plan | Scheme updated for OfSted |
| 1.4 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | SAR for both curriculum and support areas make reference to SES activities | Director of Curriculum & Quality | Dec 10 | College SAR reflect SES activities | SAR includes specific reference to SES |
| 1.5 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | New staff to the college receive training on SES and the college's approach to Equality and Diversity | Director of External Relations & Client Services | Dec 09 | Induction schedule and course notes | E&D module completed |
| 1.6 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Annual staff development and governor training in Equality and Diversity | Director of External Relations & Client Services | June 11 | Annual staff dev plan | Last training held September 2010 |

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| 1.7 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Profile of governors to include those from under-represented areas | Director of External Relations & Client Services | ongoing | Profile of governor recruitment | Search & Governance reviews constitution of the Board |
| 1.8 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Review of strategic plan includes challenging EDIMs mirrored within SES | Principal | Sep 10 | SMART targets for SES | Priority 4 project 2 of Strategic Plan |
| 1.9 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | SES action plan reviewed within Risk Management schedule | SLMT | Sep 10 | Minutes of meeting | Performance management meeting January 2011 |
| 1.10 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Establish links between SES and the Healthy FE Programme | Deputy Head of School, Hair & Beauty | Dec 10 | Programme links evidenced | Proposals included with operating plan |
| 2 | Teaching and Learning | | | | | | | | | | |
| 2.1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Curriculum teams entered into college and Cumbria Colleges E&D Celebrating Diversity | Student Services Manager | Mar 11 | Internal entries | 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" | Director of Curriculum & Quality | Nov 10 | 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 | Director of Curriculum & Quality | Nov 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 | Director of Curriculum & Quality | May 11 | Curriculum plan amendments | Introduction of Foundation learning |

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| 2.5 | ✓ | ✓ | ✓ | | ✓ | ✓ | Induction programme includes activities to promote positive action within SES and students are made aware of their rights and responsibilities | Director of Curriculum & Quality | Sep 10 | Induction programme | Student induction programme complete |
| 2.6 | ✓ | ✓ | ✓ | | ✓ | | Course content is reviewed to include community cohesion and positive action with equality and diversity | Director of Curriculum & Quality | ongoing | School inspection reports include reference to E&D inclusion within courses | Self assessment process includes specific reference to E&D Themed food events in college café |
| 2.7 | ✓ | | | | | | Speakers of other languages are provided with appropriate levels of support | Director of Curriculum & Quality | ongoing | Evidence of support in place | Alternative language used on monitors around college with further actions planned for visitors |
| 3 | Marketing and Promotion | | | | | | | | | | |
| 3.1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Success stories reflect the wider college community | Marketing Manager | June 10 | Published success stories mirror SES strands | Success stories to be published on website – still to be actioned |
| 3.2 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Marketing plan and promotional activities reflect wider community participation | Marketing Manager | Dec 10 | Recruitment of more learners | Marketing plan includes widening participation strategies. Pre- |

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| | | | | | | | | | | from under-represented groups | employment programme, JobWorks promotion |
| 3.3 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | The needs of college visitors are considered alongside those of students from under-represented groups | Student Services Manager | ongoing | Impact assessments | EIA carried out on visitor policy |
| 4 | Student Support | | | | | | | | | | |
| 4.1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | IAG activity is reviewed to ensure there are no barriers to access | Student Services Manager | Feb 11 | 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 | Student Services Manager/Business Development Manager | Oct 10 | Increased participation in recruitment against target | JobWorks programme includes specific IAG sessions and regular liaison with JCP |
| 4.3 | ✓ | ✓ | | | ✓ | ✓ | Equality and Diversity Forum membership includes more students from under-represented groups | Director of External Relations and Client Services | Nov 10 | Membership and minutes of forum | Student Council now in place. Student membership of E&D group to be actioned |
| 5 | Personnel | | | | | | | | | | |
| 5.1 | ✓ | ✓ | ✓ | | ✓ | ✓ | Staff are enabled to disclose concerns over their own support and that of students | Personnel Manager | June 10 | Records of disability and other | Updated information presented to EP&Q in respect of staff |

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| | | | | | | | | | | support for staff in place and support actioned | disclosure of disability |
| 5.2 | | ✓ | | | | | Recruitment strategies take account of SES strands and in line with the Positive about Disability kitemark | Personnel Manager | ongoing | | Data on recruitment presented at EP&Q |
| 6 | Management Information | | | | | | | | | | |
| 6.1 | ✓ | ✓ | ✓ | ✓ | | | Student data is captured against strands of SES and evaluated for gaps in access based on: gender, age, race, disability | Director of College Information | Nov 10 | Reporting to SLMT | Data presented at Performance Management meeting |
| 6.2 | ✓ | | | ✓ | | | Curriculum planning reflects gaps in provision to meet the needs of under-represented groups | Director of College Information, Director of Curriculum & Quality | May 2011 | Curriculum plan for 2011/12 | 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 demonstrate progress against SES | Director of College Information | Nov 10 | Data reports with analysis | Reports now routinely produced to identify gaps in respect of E&D strands |
| 7 | Estates | | | | | | | | | | |
| 7.1 | | ✓ | | | | | Ensure evacuation procedures are impact assessed as a priority and understood by college staff | Director of Finance & Resources Estates Manager | Sep 10 | Documented procedures | All processes in place to support evacuation of disabled students. Whole college |

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| | | | | | | | | | | | evacuation practice taken place |
| 7.2 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 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 | Personnel Manager Estates Manager | ongoing | | To be actioned |