Single Equality Scheme and Implementation Plan 2011-12

Area of Action	Aim of the Action	Next Actions	By who	By When	Evidence of Actions Achieved
Leadership and Organisational Commitment	1. Clear equality priorities have been set and are owned and understood.	1a Ensure all staff and learner inductions cover the college's values including respect for all.	Heads of Campus/ Head of HR	Ongoing	
		1b Ensure learners, staff and the wider community are aware of the College's E&D objectives published in the E&D Annual Report.	E&D Co-ordinator/ E&D Committee	31/12/11	
		1c 2012-13 E&D objectives published	E&D Co-ordinator	1/8/12	
		1d E&D Annual Report 2011-12 published	E&D Co-ordinator	31/7/12	.
	2. Equality objectives are monitored regularly by senior staff and are communicated to staff and learners.	2a Complete consultation on Single Equality Scheme 2012-15, update and communicate to learners, staff and the wider community	Head of HR/ E&D Co-ordinator	31/1/12	
		2b Complete Single Action Plan 2011-12 with clear actions, ownership and timescales. Regular review at the E&D Committee	E&D Co-ordinator	14/12/11	.
		2c Review of targets/actions in QIPs and performance as reported in SARs ensuring that E&D is embedded in lesson plans	Quality Manager/ E&D Co-ordinator/ Curriculum Leads	14/12/11	

Area of Action	Aim of the Action	Next Actions	By who	By When	Evidence of Actions Achieved
	3. A mechanism for measuring the impact of policies and practices is in place and action plans are being developed	3a Ensure all policies, procedures and major decisions are impact assessed on a regular basis	E&D Co-ordinator/ Key Managers	31/7/12	
	4. Effective strategies are in place to communicate the response to local communities' needs and the promotion of good relations amongst diverse groups	4a Apply for the Stonewall Workplace Index 2012	E&D Co-ordinator/ E&D Working Group	9/9/11	Application submitted
		4b Plan Annual Celebrating Diversity Festival with strong communications plan.	Cultural Diversity Co-ordinator	18/11/11	
		4c Work with CCSU to promote E&D campaigns	E&D Co-ordinator/ Cultural Diversity Co-ordinator/ CCSU	31/7/12	
		4d Update Equality Webpage	E&D Co-ordinator and Head of Marketing	31/7/12	
	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	31/7/12	
		5b E&D information requested on tender document	Purchasing Manager	Ongoing	
	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	
		6b Consult with relevant community groups including Devon and Cornwall Police with regard to migrant workers	Corporate Head of Learning Services/ E&D Co-ordinator	31/12/11	

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Learner and Stakeholder Engagement	7. 'Learner Voice' strategies are scrutinised and structures are in place to ensure they are appropriate and accessible.	7a Undertake learner focus groups	Corporate Head of Learning Services/CCSU	31/7/12	
	8. In line with public duties, learners are consulted to develop inclusive community engagement structures that take into account the needs of vulnerable or marginalised groups and balancing of diverse, but sometimes conflicting interests	8a Mapping of current provision	E&D Co-ordinator/ Relevant CAMs	31/12/11	Mapping being undertaken with Community Education
		8b Consult with relevant community groups	Corporate Head of Learning Services/ E&D Co-ordinator	31/12/11	
	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 Learning Services/ E&D Co-ordinator	31/12/11	
		9b Regular publishing of 'you said, we did' information	Heads of Campus	31/7/12	
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 10-11 student data, agree E&D actions required and monitor results	Principal/ E&D Co-ordinator/ Quality Data Manager Relevant HOF/CCL	31/12/11	
		10b Review marketing materials and website	Head of Marketing	31/3/12	
	11. Advice and guidance promotes equality of opportunity and initial learner assessment procedures identify the learner's entry level	11a Undertake review of Advice and Guidance service provided by the college	Corporate Head of Learning Services	31/07/12	
		11b Ensure HE students receive appropriate initial assessment	Head of HE	31/12/11	

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	12. Objectives are reviewed regularly to ensure the appropriate mechanisms are in place to improve achievements and success levels of different learner groups.	12a 10-11 learner data to be analysed for groups which fall below course success rates	Principal/ E&D Co-ordinator/ Quality Data Manager	31/12/11	
		12b Any groups identified in 12a to be in need of further investigation to be subject to review by the relevant CCL	CCL	31/3/12	
	13. The needs of different groups of learners are taken into account when designing and providing services.	13a Curriculum specific resources are available on moodle for teachers to assist embedding equality and diversity in lessons	E&D Co-ordinator/ Cultural Diversity Co-ordinator/CCLs	31/7/12	
		13b Review by senior tutors of our support services.	Corporate Head of Learning Services/ E&D Co-ordinator	31/3/12	
		13c Review feedback from learner surveys to assess effectiveness of learner support measures	Corporate Head of Learning Services	31/12/11	
		13d Review feedback from learner surveys to assess effectiveness of ESOL measures	Skills for Life CCL	31/12/11	
		13e Update access audits and review priorities	Estates Manager	31/3/12	
		13f Review IT hardware and software for accessibility	Head of IT	31/12/11	
		13g Review needs of work based learners with disabilities	Head of Cornwall College Business/ Head of Duchy Training Agency	31/12/11	

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		13h Gain British Dyslexia Association Quality Mark	Melinda Hudson	31/7/12	Working towards gaining Quality Mark in 11-12
		13i Confirm provision of quiet rooms on all campuses	Heads of St Austell, Falmouth, Duchy and Newquay	31/12/11	
	14. Mechanisms are in place to monitor and review the instances of bullying and harassment and appropriate measures are in place to ensure that the structures 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/ Quality Data Manager	31/12/11	
	15. A Safeguarding Strategy is in place. Professional development is in place for officers, and is refreshed annually. Robust risk assessment and monitoring is undertaken regularly.	15a Ongoing safeguarding training	Head of HR	31/7/12	
A modern and diverse workforce	16. The workforce strategy identifies key equality considerations and objectives including the local labour market	16a Draft a workforce strategy	Head of HR	31/7/12	
	17 Workforce data is regularly reviewed to identify adverse trends and plans and strategies have been developed to address gaps and barriers	17a Expand Staff E&D data in E&D Annual Report 2011-12	Head of HR/ E&D Co-ordinator	31/7/12	
		17b Include E&D questions in next staff survey	Head of HR/ E&D Co-ordinator	31/3/12	

Area of Action	Aim of the Action	Next Actions	By who	By When	Evidence of Actions Achieved
	18. Appropriate action is being taken to mitigate adverse impact and to advance equality outcomes for all groups of staff	18a Support the formation of an LGB staff network	Marketing Manager/ Deputy CEO (LGB Champion)	31/12/11	
	19. Due regard is given to the cause of gender pay difference and the effects of this cause in the workplace	19a Continue rolling programme of pay comparisons across categories and report to E&D Committee	Head of HR	31/7/12	
	20. Training has been delivered or facilitated to enable staff to deliver equality outcomes	20a Evaluate online general E&D training and include training on how to challenge discriminatory behaviour	Head of HR / HR Operations Manager/ E&D Co-ordinator	31/12/11	
		20b Commission management level training reflecting new Equality Act	E&D Co-ordinator	1/1/12	
		20c Evaluate 10-11 training for teaching staff on embedding E&D and consider further training	E&D Co-ordinator	31/12/11	
	21. Bullying and harassment incidents are monitored and appropriate action is taken	21a 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	
		21b Get feedback from LGB Staff	E&D Co-ordinator/ Deputy CEO (LGB Champion)	31/3/12	
	22. All staff understand their individual responsibility to deliver equality outcomes and this is reflected in appraisal systems	22a Consider adding specific E&D section to staff appraisals	Head of HR	31/7/12	
		22b Thematic lesson observations in chosen SSAs look at E&D	Head of School of Education and Training	31/7/12	

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Community awareness and equality mapping	23 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	23a Analyse local census data and use to review current service provision	E&D Co-ordinator/ Curriculum Leads	31/7/12	
		23b Participate in the Cornwall Strategic Partnership initiative.	E&D Co-ordinator	31/12/11	
	24 Provide equality and diversity materials to partner organisations and work based learning employers	24a Ensure all employers of work based learners receive the guidance on equality and diversity	Head of Cornwall College Business/ Head of Duchy Training Agency	31/12/11	E&D Booklet for Employers being reprinted for distribution with new WBL September 11.