



Single Equality Scheme 2013-16

 **Single Equality Scheme 2013-16**
(Incorporating the College's Equality Objectives)



If you would like to access this document in a different format or another language, please contact:

Quality Office
City of Wolverhampton College
Paget Road
Wolverhampton
✉ quality@wolvcoll.ac.uk

Disclaimer

Every effort has been made to ensure that the information in this document is accurate. However, the document cannot cover all legal, procedural and policy complexities, and City of Wolverhampton College does not make any representations or warranties, either express or implied, as to the accuracy or appropriateness of the information in this document. On no event will the College be liable for any direct, indirect, special incidental or consequential damages arising from the use of the information held in this document.

Foreword by the Chief Executive Principal

At City of Wolverhampton College our purpose is to work together to raise aspirations and success through excellence in all that we do. Our core principles place mutual respect at the heart of the organisation and key to achieving excellence for all is creating an environment in which every student, staff member and visitor feels valued and respected. A measure of the success of this Single Equality Scheme will be the feedback we receive from students, staff and stakeholders about how welcomed, safe and valued they feel at City of Wolverhampton College.

Our Single Equality Scheme details the legislative responsibility that we as a college have to fulfil specific duties with respect of promoting equality of opportunity for all, irrespective of disability, race, gender, age, sexual orientation, religion or belief. The action plan details the measures we will take to meet both our legal responsibilities and the moral responsibility that we keenly recognise in promoting equal opportunities.

At City of Wolverhampton College we deliver training and education to over 20,000 people from across the local area and beyond. The multi campus environment has repeatedly reminded us of the benefits of an increasingly diverse make-up of students and staff. The different perspectives now brought to the organisation enrich the education and support that we offer to our students, and the wider contribution that we make to the communities that we serve.

We believe that access to education is the key to changing lives for the better. City of Wolverhampton College is committed to widening participation to enhance the life chances of the local population. Diversity, a by-product of inclusion, brings crucial benefits to all aspects of life, not least to the education sector via insight, knowledge, learning, understanding, challenge, and fresh eyes. A diverse community challenges us to think and to think differently.

City of Wolverhampton College aims to positively promote equality of opportunity in all that it does. We will challenge stereo-types and seek to eradicate bullying, discrimination, harassment and victimisation. If these symptoms of prejudice are found to exist, we shall tackle them as a matter of priority.

Our core principles remind us that we will respect and value all those we come into contact with and put students and customers at the heart of everything we do. These principles lie at the heart of our college, and inform this Single Equality Scheme.

Mark Robertson
Chief Executive Principal, City of Wolverhampton College

Vision

Our vision is that, through implementing the Single Equality Scheme action plan, we will ensure that we actively promote equality, diversity and inclusion and reduce and successfully tackle incidents of discrimination, victimisation, bullying and harassment. We recognise that discrimination takes various forms - disability, race, gender, age, sexual orientation, religion and belief – and that by tackling each of these via a common Single Equality Scheme; City of Wolverhampton College will be a better place to learn, study and visit.

1. Equality and Diversity Statement

- 1.1 The purpose of this scheme to establish clear college guidance regarding Equality and Diversity and to establish key principles, structures and monitoring arrangements for the College. The guidance will be applicable to all employees and students, governors, contractors, business partners, additional groups, volunteers and visitors.
- 1.2 The College will also ensure that through this scheme it meets its public sector equality duty to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
- 1.3 This scheme will support the implementation of the College's Mission:
 - To equip people in and around Wolverhampton with the skills to succeed

2. Vision and Strategic Objectives

- 2.1 The College's strategic operating plan provides a framework from which all actions on the equality and diversity flow. This Single Equality Scheme illustrates how work in this area will support the achievement of the vision following our strategic objectives.
- 2.2 The Equality and Diversity Action Plan and Equality Objectives will contribute to the meeting of the College's overall strategic objectives:
 - Get the basics right and build a reputation for excellence
 - Develop high quality provision in priority sectors (engineering, construction, public services health and retail)

- Deepen and extend relationships with employers (inc SMEs) and partners
- Transform our organisation, to ensure it has the capacity and capability to deliver the vision.

3. Equality Objectives and EDIMS (Equality and Diversity Impact Measures)

The Equality Act (2010) requires public bodies to set Equality Objectives at least every four years, and they have to be “stretching”. These are measured through the setting of EDIMS to accompany them. The Objectives for City of Wolverhampton College are listed below. To accompany the objectives, the College will review and implement annual EDIMS to accompany the objectives which will be reported on annually through the Equality and Diversity Annual Report.

Equality Objective 1

Ensure that all students from all backgrounds achieve good outcomes, monitor their success and take action to eliminate any gaps between groups

Equality Objective 2

Further develop the skills and confidence of staff to promote good relations among diverse groups

Equality Objective 3

Develop student understanding and awareness to promote good relations between diverse groups

Equality Objective 4

Provide a positive and welcoming environment for all protected characteristics

Equality Objective 5

Consult and engage with staff representatives, student representatives and external agencies to advance equality of opportunity and foster good relations

Equality Objective 6

Promote equality and diverse representation in staffing at all levels

Equality Objective 7

Ensure that partner organisations and service providers meet our equality expectations and standards

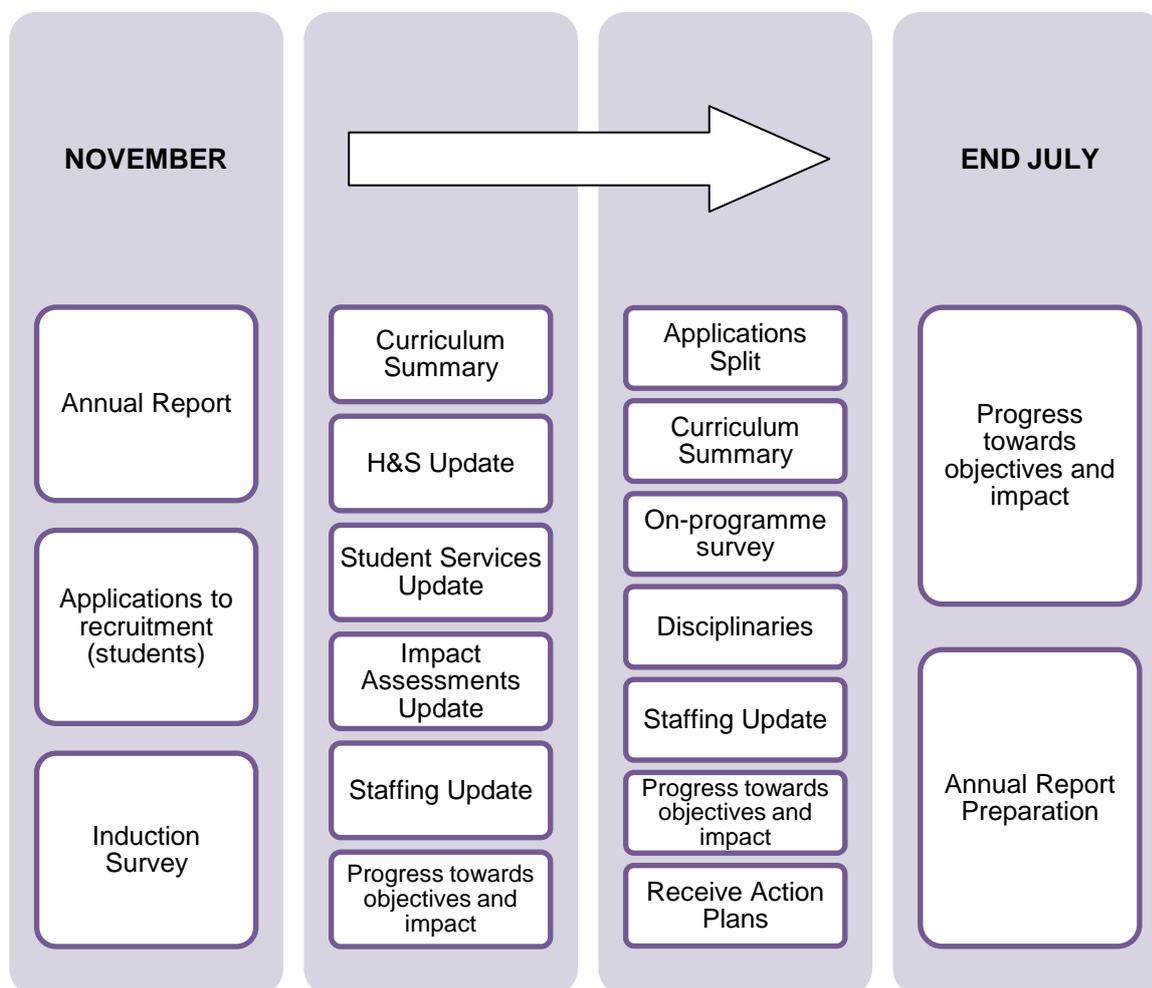
The Equality Act and our legal obligations

- 4.1 The College welcomes the introduction of the Equality Act (2010), and this scheme lays out how it will fulfill the general and specific duties that this legislation places on statutory bodies.
- 4.2 The Public Sector Equality Duty (Section 149 of the Act) has three aims which require the College to:
1. **Eliminate unlawful discrimination, harassment or victimisation** and any other conduct prohibited by the Act
 2. **Advance equality of opportunity** between people with a protected characteristic and people who do not share it
 3. **Foster good relations** between people who share a protected characteristic and people who do not share it.
- 4.3 The protected characteristics covered by the Equality Duty are:
- Age
 - Disability
 - Gender
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race(including ethnicity, national origin, colour)
 - Religion or belief
 - Sexual orientation
- Also including offenders, young carers, care leavers and low socio economic groups.
- 4.4 In addition, public sector organisations have two specific duties:
1. To publish information to show their compliance with the Equality Duty at least annually.
 2. To set and publish equality objectives at least every four years.
- 4.5 The College's published information will be made available to the general public in March each year, as required, and will be placed on the College external website, and intranet. This will be accessible in a range of formats if requested.
- 4.6 The Equality Objectives and Equality and Diversity Impact Measures (EDIMS) will be published before March each year as part of the Equality and Diversity Action Plan.

**eia Single Equality Scheme 2013-16
(Incorporating the College's Equality Objectives)**



4. The Equality and Diversity Planning Cycle:



August – October = Final Previous years' summary to Chair for collating to Annual Report

- 4.1 Each year, the Self Assessment Report (SAR) and Annual Equality and Diversity Report will be completed and reported to Governors and will inform published information relating to the previous years' results. This will be published by the March once it has been reported at the Equality and Diversity Committee. This will also inform the setting and review of the Equality Objectives and annual EDIMS. The Equality and Diversity Action Plan will monitor progress and be updated termly.
- 4.2 Consultation will take place throughout the year as necessary with key stakeholders to inform the process.
- 4.3 The College is an inclusive community that welcomes individuals from many diverse backgrounds and prepares students to engage with many diverse cultures and backgrounds of society. The demographics of the College are published each year in the Equality and Diversity Annual Report.

Single Equality Scheme 2013-16 **(Incorporating the College's Equality Objectives)**



- 4.4 Data recording of religion and belief has not been routinely collected. The Equality and Diversity Committee will ensure that monitoring by religion and belief occurs in the future.
- 4.5 The College has a very different diversity profile in each curriculum area and vocational areas tend to attract stereotypical genders to their area for example more males than females in construction; and more females than males into hairdressing. Each area has developed their own Equality and Diversity Action Plan to address under-represented groups and to increase positive action to attract under-representative groups to their area.
- 4.6 The College does not currently collect data on student sexual orientation or gender reassignment, but is considering how this can best be implemented for the future.
- 4.7 A significant amount of work is carried out annually in analysing the success, retention and achievement rates of different equality groups in the College and to address any gaps. This is detailed in the Equality and Diversity Annual Report as published information. All curriculum areas analyse their outcome data in detail with the Deputy Principal and Curriculum Director regularly, and agree their Equality and Diversity Impact Measures (EDIMS) and supporting action plans are then developed and monitored termly at the Equality & Diversity Committee. College wide Equality and Diversity Impact Measures (EDIMS) are also set annually. Both are monitored and reported on termly through the Equality and Diversity Committee.
- 4.8 The College will ensure that where there are gaps; training, conferences and other CPD initiatives will address equality, diversity and inclusion particularly in relation to teaching, learning and assessment.
- 4.9 The College invests in a comprehensive training programme to ensure that all staff has been trained in equality and diversity issues. Equality, Diversity and Inclusion are a part of the College induction for staff. Each year an annual CPD budget is allocated and equality and diversity training is prioritised. Embedding equality and diversity in the curriculum is a continued priority.
- 4.10 Access to training will be discussed at the Equality and Diversity Committee and will be included in the annual Equality and Diversity Report.
- 4.11 The Policy, along with the Single Equality Scheme and the published information contained in the Equality and Diversity Annual Report, provides the key strategic documents for the College on equality and diversity.
- 4.12 A process is in place for under-taking Equality and Diversity Impact Measures (EDIMS) on new policies, procedures and strategies. Appropriate analysis is carried out and integrated into the process and reported on at the Executive Management Team and the Equality and Diversity Committee as appropriate.

- 4.13 A culture of respect for students is evident through a range of induction and tutorial activities promoted throughout the College. Social cohesion is managed at both curriculum level and cross college level, with many charity events managed by the curriculum teams. Key themes are discussed in career coach sessions, including a wide range of areas such as RESPECT month, LGBT and Black History month and Holocaust Memorial Day, etc. Equality and Diversity notice boards across the College will feature these events, all staff emails will highlight materials to use on these days and a number of presentations and or activities will take place. There are multi-faith rooms and quiet rooms available.
- 4.14 Annual data relating to disciplinaries, bullying and harassment is now being collected for each curriculum area. A clear system for monitoring bullying and harassment is in place, and this has been further aligned with the disciplinary and complaints processes. Bullying and harassment is addressed through induction and the tutorial sessions delivered in year.

5. The process for participation in the Single Equality Scheme

5.1 Gathering qualitative data

5.1.1 Data to inform the Single Equality Scheme is gathered from a wide range of sources. In the main they are from questionnaires, focus groups and electronic feedback mechanisms and all are monitored by the different protected characteristics. Any variations that emerge are discussed at the Equality and Diversity Committee and actions taken to address.

5.1.2 The annual student survey is analysed by equality groups and bench marked against national data. The staff survey is also analysed by different groups.

5.1.3 The existing Single Equality Scheme was developed based on the priorities set by the Equality and Diversity Committee.

5.2 Staff Equality Forums

5.2.1 In order to get the perspective of staff with “protected characteristics” a member of the Equality and Diversity Committee will be given a particular protected characteristic as a focus. The Human Resources database has been updated to include an area for staff to disclose if they have a particular characteristic with a view to the following forums being set up. It is envisaged that this will give staff of particular protected characteristics a voice in the development of strategic development and help towards the impact assessments of various policies and procedures.

5.3 Student Equality Forums

5.3.1 The Student Services team have for a number of years worked with students by electing and training “Class reps” who attend different campus forums. At present there are class reps for every full time group, SLDD and HE group. The Student Union has a range of forums to raise awareness and support some of the protected characteristics. Further development is needed to widen this activity.

6 Implementing the Single Equality Scheme

6.1 Accountability

6.1.1 Legally, the College's Governors are the “responsible body” for equality and diversity, and have the ultimate responsibility for ensuring that the organisation is compliant with the law and the public sector duties. They should therefore ensure that they have an awareness of all relevant legislation; that membership of the Board reflects the wider community; that the strategic plan includes a commitment to equality and diversity and that they receive and respond to equal opportunities monitoring data. They should also ensure that all staff are aware of, and implement, their legal and other responsibilities.

6.1.2 The Principal is responsible to the Board of Governors for ensuring that equality and diversity is continuously promoted and comprehensively implemented in all aspects of the College's operations.

6.1.3 The Equality and Diversity Committee is responsible for developing, advancing, monitoring and reviewing the Single Equality Scheme, and for evaluating their effectiveness. It is also responsible for agreeing and monitoring the published information, the self-assessment report on Equality and Diversity, Equality Objectives and supporting Equality and Diversity Impact Measures (EDIMS).

6.1.4 The Human Resources department is responsible for advancing, monitoring and implementing of all aspects of the College's Equality and Diversity Scheme as it relates to the recruitment, employment and retention of staff. The Director Curriculum and the Director of Student Services have day to day responsibility for overseeing equality and diversity issues in relation to students.

6.1.5 All managers of the College are responsible for advancing equality, diversity and inclusion in their areas. This involves addressing the college-wide equality objectives, increasing the representation of particular groups of students, improving the performance of all students (particularly those from protected characteristics) in their individual curriculum area or department, promoting inclusion and good relations and challenging discrimination, harassment and bullying. It also means ensuring that all staff access

appropriate levels of training on equality and diversity issues. They must also ensure that effective self-assessment monitoring and review systems are in place to measure equality and diversity outcomes.

6.1.6 The Stretch and Challenge Manager will act as a “catalyst” ensuring that equality and diversity issues are kept high on the agenda by cascading information on legislation, policy and initiatives to staff, providing briefings, and email alerts where required.

6.1.7 All employees of the College have a responsibility for implementing the equality and diversity policies and plans and advancing equal opportunities in all aspects of their work.

7 Embedding equality, diversity and inclusion into quality assurance processes

7.1 It is recognised that equality and diversity should not be seen as marginal to the core business of the College and should be embedded in the strategic planning and quality assurance processes. Work has been undertaken and will continue to embed equality and diversity into lesson observation and the self-assessment process. Further work will be taken in year to embed in the curriculum planning process and will become increasingly explicit in performance management, for example performance reviews and management competences.

8 Monitoring, Reporting, Reviewing and Updating

8.1 This Single Equality Scheme covers the period 2013/2016. However, the Equality Objectives, Equality and Diversity Impact Measures (EDIMS) and the Equality and Diversity Action Plan will be reviewed and revised annually by the Equality and Diversity Committee. The Equality and Diversity Annual Report to Governors and the related published information will provide evidence as to the progress that the College is making in implementing equality and diversity and in particular the public sector duties.

8.2 Briefings on various aspects of the progress of the Single Equality Scheme will also be given to the Board of Governors, Executive Management Team (EMT), Operational Management Group (OMG) and the Equality and Diversity Committee for example, success rates, progress on Equality and Diversity Impact Measures (EDIMS), survey analysis and workforce analysis by Human Resources.

8.3 To inform the setting of objectives and the measurement of our progress in achieving them, the College will collect and analyse the following information by the different “protected characteristics” and report on them in the Equality and Diversity Annual Report:

For Students:

- Profile of students
- Applications, success and failure rates of admissions to programmes
- Success, Retention, Achievement rates
- Progression (from 12/13)
- Disciplinary action
- Complaints by students
- Satisfaction levels
- Safeguarding analysis
- Health and Safety analysis

For Employees:

- Profile of employees
- Profile of management
- Recruitment and selection by application, short listing, interview and appointment
- Type of contract
- Training application rates by contract
- Maternity/paternity/adoption numbers
- Promotion application and success rates
- Disciplinary and Grievance proceedings
- Satisfaction levels

9. Complaints

9.1 Complaints relating to equality and diversity will be handled through the usual Compliments, Comments and Complaints procedure. Students can use a “Have Your Say” form or the complaints@wolvcoll.ac.uk email address to raise issues or they can speak to Class Reps who will raise the issue at college forums. In the event of any serious complaint, the issue will be raised with the Director Quality Improvement.

9.2 Complaints from staff relating to equality and diversity will also be handled through the usual Grievance procedures by the Human Resources department, with involvement of specialist Equality and Diversity Advisors as appropriate.

10. Publishing the Single Equality Scheme

10.1 The College will publish the scheme as widely available as possible through the intranet, VLE (Moodle) and website. It will also be made available in hard copy to any interested parties, and in accessible formats if requested.

11 Policies and Procedures that support the Single Equality Scheme

eia **Single Equality Scheme 2013-16**
(Incorporating the College's Equality Objectives)



Students

- Student Disciplinary Procedures
- Single Equality Scheme
- Safeguarding Procedure
- Safeguarding Referral process
- Compliments, Comments and Complaints Procedure

Employee related

- Capability Policy
- Employee Disciplinary Policy
- Grievance Policy
- Recruitment and Selection Policy
- Adoption Leave and Pay policy
- Maternity and paternity procedures
- CPD procedures and policy
- Sick Pay
- DBS Policy