

Havering College of Further and Higher Education

Meeting:	Equality and Diversity
Date:	09 February 2009
Report Title:	Annual Report on Equality and Diversity
Purpose:	Information
Summary:	The report details and evaluates the college's work on Equality and Diversity for 2007-8
Author:	Vice Principal – Curriculum, Quality and Student Achievement

Background

Havering College of Further and Higher Education (HCFHE) takes a proactive stance on Equality and Diversity issues for both staff and students. The responsibility for progressing all matters related to Equal Opportunities is led by the Vice-Principal Curriculum Quality and Student Achievement (CQSA). In seeking to achieve its key purpose to serve the educational needs of the whole community, the college has taken significant steps to secure equal opportunities and eliminate unfair discrimination in all of its activities. It values inclusiveness and is proud of its diversity, welcoming the ways in which students, staff and visitors which is fully reflected in the Equality Policy. This policy is supported by a number of separate schemes incorporating specific action plans, which address specific areas of equality, as required by statute. These are Race, Disability and Gender.

The college is very keen to ensure that the aspirations enshrined in its policy and schemes can be practically realised. It has therefore, ensured that Equality and Diversity has been integrated into the self-assessment process and that Equality and Diversity Impact Measures (EDIMs) data and analysis are fully utilised as part of the quality self assessment system.

The Equal Opportunities Management Committee is a sub-committee of the Academic Council with overall responsibility for the implementation of Equal Opportunities within the college. The college's Equal Opportunities Strategy is overseen by the Corporation.

The college makes effective use of structured data analysis to inform curriculum planning and monitoring and analysis of different student groups to inform improvements in participation, student support and retention and achievement rates to support its Equality Policy. This is reported to the Corporation regularly through the relevant committee. Review of data and the emerging conclusions provide the basis for targets and systematic analysis of student information at course level to support course and student target-setting and are reported in the college's two year development plan.

Report

1. Policy initiatives

During 2007 - 08 HCFHE worked on the following priorities:

- the Equal Opportunities Management Committee discussed the following agenda items: -

- new policies introduced were -

Discipline for staff and separate for Senior Post Holders - October 2007

Grievance same as above

Harassment - October 2007

Retirement - October 2007

Maternity - October 2007

References - October 2007

Age discrimination - October 2007

Convictions - October 2007

Guide to Non Discriminatory Language - October 2007

Flexible Working - June 2008

Religious Belief - October 2007

Sexual Orientation - October 2007

Transgender - October 2007

Managers Guide to Sickness - October 2007

Markey Pay Policy - Nov 2007

Mentoring - June 2008

Overtime - June 2008

Recruitment - June 2008

TOIL - June 2008

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Volunteering June 2008

- an Advanced Practitioner with specific responsibilities for Equality and Diversity was appointed
- a major research project was undertaken. See appendix 1. This was commissioned to research to what degree Equality and Diversity were embedded in the college's curriculum.

2. Staff training

During 2007/08 the following external Equality & Diversity Training Events were attended by staff at the college:

TEACCH Training (Induction)

CACHE Anti Discriminatory Practice

Mental Health Awareness

NEET Conference

Electronic Note-taking (Deaf Education)

Demystifying Autism & Aspergers Syndrome

National Equality Impact Assessment Workshop

The following training was delivered within the college (the number of staff who attended each programme is also shown);

PROGRAMME	No. of Staff who Attended
Dyslexia in HE	12
Racial Equality Act Awareness	52
Respect Training	309
Managing Diversity	22

3. Gender/Race/Disability

A full Gender/Race/Disability action plan is attached at Appendix 2. This is monitored via the Equal Opportunities Management Committee.

4. Diversity programme for students

Extensive activities were undertaken during the year. A full report can be provided from the Student Services annual report.

5. Major project: Equality and diversity in teaching and learning

The college invested additional resources in Equality and Diversity with an Advanced Practitioner appointed to pursue and promote Equality and Diversity within the curriculum. The first task assigned to the action plan was to undertake a significant research project across the college to establish the extent to which E&D are embedded in the curriculum. A power point presentation of the initial findings is attached Appendix 1.

Gender/Race/Disability Action Plan

<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
Establish Gender Equality Scheme fully into the culture of the College	Consult and inform staff about the College's Gender Equality duties and the production of this Scheme	Launch Scheme and related information to all staff and students and invite comments and views about the proposed future developments	EO Management Committee	30 April 2007	Relaunched at EOMC December 2007
	Provide practical advice for staff about the ways in which they can embed gender quality within their curriculum	Ensure that good practice is discussed and disseminated using practical tools e.g. checklists, posters, to support staff in practical implementation of the Scheme	Curriculum Managers/EO Management Committee	Ongoing with 6-monthly review via EO Management Committee	Appointed AP with Equality and Diversity brief November 2007. Research results fed back to EOMC November 2007
	Take steps to ensure that new developments are inclusive	Review strategies for targeting both genders for new College developments and agree outcomes for action.		Ongoing with 6-monthly review via EO Management Committee	
	Ensure that students are fully engaged in the	<ul style="list-style-type: none"> Continue to develop ongoing programme of 	Head of Student	Ongoing with 6-monthly	

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
	Scheme	<p>Diversity activities within Student Services and measure outcomes to assess effectiveness</p> <ul style="list-style-type: none"> Promote Gender Equality issues and the Scheme within Student induction and Tutorials 	Services	review via EO Management Committee	
	Ensure that all marketing materials effectively promote the ethos of this Scheme	Continue to review of marketing materials and related documents to ensure that they represent gender issues positively and agree future protocols.	Deputy Principal/Publicity Manager	July 2007 - revised to July 2009	Full college marketing review taking place throughout 2008-09
	Ensure that Gender Equality issues are examined and reported on as part of the self-assessment process	<ul style="list-style-type: none"> Undertake specific review of data on retention, achievement and progression for students according to gender and agree follow-up action to be taken as part of self-assessment As part of planning cycle, set targets for participation 	Managers and Curriculum Teams	In accordance with planning cycle	CM completes QSA including addressing of Equality issues. This then feeds in to SSA report and college SAR

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
		rates for specific gender groups with the aim for increased participation from these groups			
	Identify aspects of good practice in the curriculum through impact assessments for adoption elsewhere in the curriculum.	Provide support for curriculum teams to develop specific initiatives to promote Gender Equality and provide opportunities for staff to share good practice.		Ongoing with 6-monthly review via EO Management Committee	CM has identified an area of good practice and the tutor will liaise directly with Shauna Guinn to share good practice elsewhere.
To undertake a rigorous review of pay issues to identify key issues and required action	Comprehensive Pay Review and implementation of related action plan	<ul style="list-style-type: none"> Implement a review of staff pay and pay schemes to identify any potential areas of concern, focussing on, particularly pay comparisons between men and women, possible equal pay gaps, including 	Director of HR	Complete review by April 2008	x

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		<p>differences between part-time and full-time work, and starting salaries and progression.</p> <ul style="list-style-type: none"> • Agree resulting action to address any identified issues. • This needs to be programmed in and work has not yet stated. I will need to discuss with David some specific funding for this project. 			
<p>To implement gender impact assessments of all existing policies, ensuring that policies related to obvious gender issues (harassment, caring responsibilities, maternity/paternity,</p>	<p>Initiate Impact Assessment Study on College policies</p>	<ul style="list-style-type: none"> • Build on the current work being undertaken in the College to review all existing policies to assess the impact on the race & disability issues to include gender 	<p>Managers</p>	<p>Ongoing with 6-monthly review via EO Management Committee</p>	

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
transsexual workers etc) are addressed as a priority.		<ul style="list-style-type: none"> Ensure that all policies are properly documented with review dates and that review includes gender impact assessment data Employment Policies have been reviewed and had an EIA 			
	Impact assess HR policies – especially priority areas- in consultation with recognised trade unions where appropriate, to adopt recognised standards such as EOC standards	Agree key Equality & Diversity performance indicators for employment issues for gender and implement system for appropriate reporting via the HR system Currently undergoing this exercise and will complete within the timescale This has not yet been actioned	Director of HR	December 2007	All HR policies will have an EIA by December 2007 x

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
To establish effective mechanisms to consult with stakeholders on gender issues	Consider ways of establishing mechanisms and implement agreed way forward	It will be necessary to consider widely how to achieve a differentiated approach to consultation to ensure that people from varied backgrounds are part of the monitoring of policies and practices to promote gender equality and the monitoring of the effect of new policies and practices on different groups. Views from any groups which are established will be communicated to the EO Committee and could be linked with arrangements for other Schemes such as race or disability	Vice-Principal	October 2007	No progress made
	Ensure that effective arrangements exist for community consultation	Review arrangements for consultation with community groups and take appropriate follow-up action to secure effective links	Vice-Principal	October 2007	“ – “

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
To agree the framework for collection and analysis of gender information	Review current data collection and information analysis linked with other EO initiatives and establish and implement requirements for this scheme	<ul style="list-style-type: none"> • Undertake a review of available information about gender, focussing on gender differences in service use, balance of women and men in decision-making roles, staff gender profile, harassment issues, return rates from maternity leave, and transsexual issues • Identify gaps in information • Agree future required data collection to determine future information requirements 	Vice-Principal/ Director of HR	Dec 2007	Policies and data is now available – we will need to meet to discuss what/where to go next on this?

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
To publish results of all consultations, assessments and impact measurements	Introduce formal annual reporting via Governors of information about the College's performance against its Gender Equality Action Plan	Consider the various routes for publication e.g. website, annual College report, etc	Vice-Principal	June 2007	To be incorporated into the next college report on Equality and Diversity published to governors June 2008 and then published on website
To support the Scheme effectively through ongoing comprehensive staff training and development	Promote the importance of Gender awareness and Gender equality training	<p>Mandatory training to be provided as part of the Staff Development programme, but additional ways of promoting and extending this will be considered</p> <p>Gender awareness training to be adapted to the specific needs of departments will be made available and promoted</p> <p>Advice, support and training for managers</p>	Staff Development Manager	Ongoing with 6-monthly review via EO Management Committee	Looking into purchasing E-learning version to be loaded and accessed through Blackboard

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
		on Gender issues I don't think we are doing this – can we discuss with Netta when we next meet			
	Ensure that Governors receive gender awareness training	Ensure Governors receive information at induction and also have access to ongoing training either via Governors' training sessions or through the Staff Development Programme	Clerk to the Corporation/Staff Development Manager	Ongoing with 6-monthly review via EO Management Committee	x
To ensure that College information is accessible to all areas of the public and within the College	Develop information about the Gender Equality Scheme on college web pages	Review website so that information about gender equality issues is accessible in one location. Include information on sources of help and advice and encourage feedback, on any further improvements needed to meet the needs of particular groups	Vice-Principal	December 2007	New website under development to be launched December 2008
Embed the Race	Provide practical advice for	Ensure that good	Curriculum	Ongoing with	CM has

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
Equality Scheme fully into the culture of the College	staff about the ways in which they can embed race equality within their curriculum	practice is discussed and disseminated using practical tools e.g. checklists, posters, to support staff in practical implementation of the Scheme	Managers/EO Management Committee	6-monthly review via EO Management Committee	<p>identified an area of good practice and the tutor will liaise directly with Shauna Guinn to share good practice elsewhere.</p> <p>All staff have attended or will attend a mandatory training session on Race Equality</p> <p>Good practice will be shared at team meetings</p>
	Take steps to ensure that new developments are inclusive	Review strategies for targeting people from a range of ethnic groups for new College developments and agree outcomes for action		Ongoing with 6-monthly review via EO Management Committee	

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
	Ensure that students are fully engaged in the Scheme	<ul style="list-style-type: none"> Continue to develop ongoing programme of Diversity activities within Student Services and measure outcomes to assess effectiveness Continue to promote the Race Equality Scheme within Student induction and Tutorials 	Head of Student Services	Ongoing with 6-monthly review via EO Management Committee	
	Ensure that all marketing materials effectively promote the ethos of this Scheme	Continue to review of marketing materials and related documents to ensure that they represent all ethnic groups positively and agree future protocols	Deputy Principal/Publicity Manager	July 2007	
	Ensure that Race Equality issues are examined and reported on as part of the self-assessment process	<ul style="list-style-type: none"> Undertake specific review of data on retention, achievement and progression for students according to racial background and agree follow-up action to be taken as part of self-assessment As part of planning 	Managers and Curriculum Teams	In accordance with planning cycle	CM completes QSA including addressing of Equality issues. This then feeds in to SSA report and college SAR

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		cycle, set targets for participation rates for specific racial groups with the aim for increased participation from these groups			
	Identify aspects of good practice in the curriculum through impact assessments for adoption elsewhere in the curriculum	Provide support for curriculum teams to develop specific initiatives to promote Race Equality and provide opportunities for staff to share good practice		Ongoing with 6-monthly review via EO Management Committee	CM has identified an area of good practice and the tutor will liaise directly with Shauna Guinn to share good practice elsewhere.
Continue the review of key functions and policies/procedures to assess impact	Complete Impact Assessment Study	Build on the current work being undertaken in the College to review all existing policies to assess the impact on the race issues	EO Committee / Department Heads	July 2007	

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
	Impact assess HR policies in consultation with recognised trade unions where appropriate, to adopt the Race Equality in Employment Standard	Agree key Equality & Diversity performance indicators for employment issues for race and implement system for appropriate reporting via the HR system	Director of HR	December 2007	Reporting data monthly at CMT and at regular EP&F meetings
To ensure that there are effective mechanisms for regular monitoring of existing policies	Carry out ongoing policy reviews	Ensure that all policies are properly documented with review dates and that review includes race impact assessment data Annual review cycle will be in place – each policy will be dated to ensure compliance following Corp adoption	Managers	Ongoing with 6-monthly review via EO Management Committee	
To publish results of all consultations, assessments and impact measurements	Introduce formal annual reporting via Governors of information about the College's performance against its Race	Consider the various routes for publication e.g. website, annual College report, etc	Vice-Principal	June 2007	First report published to Curriculum Committee October 2007 and on website

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<u>Objective 2007-2011</u>	<u>Action Required</u>	<u>Detail</u>	<u>Lead</u>	<u>Target date</u>	<u>Update</u>
	Equality Action Plan				October 2007
To consult and assess on proposed policies and policy changes	Explore interest in the establishment of a Forum for staff and students for future consultation	A Forum will provide a means of ensuring that people from varied backgrounds are part of the monitoring of policies and practices to promote race equality and the monitoring of the effect of new policies and practices on different groups. Views from any such groups will be communicated to the EO Committee	Vice-Principal	July 2007	No progress made.
	Ensure that effective arrangements exist for community consultation	Review arrangements for consultation with community groups and take appropriate follow-up action to secure effective links	Vice-Principal	July 2007	“ – “
To continue comprehensive staff training and development	Continue to promote the importance of Race awareness and Race equality training	Mandatory training provided as part of the Staff Development programme will continue, but additional ways of promoting and	Staff Development Manager	Ongoing with 6-monthly review via EO Management Committee	Events are being run monthly.

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		<p>extending this will be considered</p> <p>Race awareness training adapted to the specific needs of departments will be made available and promoted</p> <p>Advice, support and training for managers on Race issues</p>			Looking into e-learning version to be accessed through blackboard
	Ensure that Governors receive race awareness training	Ensure Governors receive information at induction and also have access to ongoing training either via Governors' training sessions or through the Staff Development Programme	Clerk to the Corporation/Staff Development Manager	Ongoing with 6-monthly review via EO Management Committee	<p>Governors received training from Harmony Training at recent residential (October 2007)</p> <p>Governors also receive copy of staff development programme regularly</p>

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To ensure that College information is accessible to all areas of the public and within the College	Develop and expand information about the Race Equality Scheme on college web pages, especially activities to promote good race relations	Review website so that information about race equality issues is accessible in one location. Include information on sources of help and advice and encourage feedback, especially from BME staff and students, on any further improvements needed to meet the needs of particular groups	Vice-Principal	December 2007	
Disabled Students	Continued development of student support	Development of services for particular groups. For example, students with mental health difficulties	Head of Student Services	May 2007	
	Proactively publicise the opportunities for disabled students at the College	Disabled students to be part of supporting initiatives designed to encourage better participation of certain groups (e.g. Deaf students)	Head of Student Services/Learning Support Manager/ Student Union Reps	January 2008	EaST have actively engaged with Romford Deaf Club which has resulted in this group enrolling on IT & email

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					courses.
	Development of an e-discussion board for disabled students	Encourage students to get involved in Blackboard discussions	Curriculum staff/ Student Union Reps	January 2007	
Estates and Facilities	Investigate Fire procedure in relation to disabled staff and students	Visual Fire alarms for Deaf staff and students (pagers and flashing lights)	Director of Estates and Facilities	December 2007	
	Accessible parking	Monitor use of existing bays and if needed, consider providing more	Director of Estates and Facilities	September 2007	
	Building works	Increase awareness and improve follow-up action to ensure skips, barriers, cars, etc do not block wheelchair access routes	Director of Estates and Facilities	November 2006	
Disabled Staff	Develop a role within HR for the co-ordination of staff disability issues	For all general queries from or regarding disabled staff. To encourage disability disclosure and reduce the number of 'unknown' disability	Director of HR	June 2007	Leah Hurle, HR Officer is responsible for encouraging disabled staff to seek necessary and

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		status classifications. To review in consultation with disabled staff, departments and estates any reasonable adjustments the college may need to make to its policies or infrastructure to better support disabled staff			appropriate adjustments in the workplace. Article to staff in relation to the disability symbol will be distributed with the Staff Handbook no later than January 2008
Staff Development and Training	Promotion of the importance of Disability Awareness and Disability Equality Training	<p>Training offered as part of the Staff Development programme will continue, but additional ways of promoting and extending this will be considered. Disability Awareness training adapted to the specific needs of departments to be made available.</p> <p>Advice, support and training for managers on disability issues including how to put reasonable</p>	Staff Development	July 2007	Events being delivered monthly. E-learning package has been purchased and will be available through Blackboard

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		adjustments into place			
Consultation and Communication	Publication of information for publicity purposes	More positive representation of disabilities	EO Committee/ Head of Publicity	September 2008	
	Develop and expand information about disability on college web pages, especially procedures relevant to disabled staff	Revise web site so that information for disabled staff and student is accessible in one location. Include information on disclosure of disability, sources of help and advice, the law, disabled job applicants and reasonable adjustments, access to buildings. Encourage feedback, especially from disabled staff and students, on any further improvements needed to meet the needs of disabled staff and students	Information Services / Director of HR/ IT	July 2008	
	Explore interest in the establishment for a Forum of staff and students for future	A Forum will provide a means of ensuring that disabled people are part of the monitoring	EO committee/ Director of HR/Support Services/ Student	December 2007	

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	consultation	of policies and practices to promote disability equality and the monitoring of the effect of new policies and practices on disabled people. Views from the Disability Forum will be fed to the EO Committee	Union		
	Review of HR policies to ensure they promote disability equality	Impact assess HR policies in consultation with recognised trade unions where appropriate	Director of HR	January 2008	Equality Impact Ass (EIA) will have been actioned by January 2008
	Consultation with the wider community about the DES	The views of disabled individuals using College services, involvement from local disability groups and organisations of disabled people will be sought to ensure that DES takes into account the relevant needs of these users or potential users of	Learning Support Service/Threshold Services	July 2007	Questionnaires were sent to a number of organisations but only two responses were received. A meeting was held with these organisations to gather their

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		services			feedback.
Equality Initiatives	Equality Action planning to support the DES Action Plan	Encourage more departments to develop specific initiatives promoting disability equality	Department Heads	September 2007	
	Existing policies and procedures	The first task is to prioritise which policies and practices should be examined, starting with those that are most relevant to disabled people. As the impact assessments will be most usefully carried out by disabled people themselves it is proposed that a forum be central to the process	EO committee/ Department Heads	December 2007 – December 2008	
	New policies and procedures	Authors of strategies will reflect the College's commitment to promoting equality of opportunity, including disability equality. The likely	Authors of College strategy documents		

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		impact of policies on disabled people will be carried out as appropriate through the Forum			