

**Equality and Diversity and Race Equality Scheme Action Plan  
2007 to 2010**

**Aim 1: To develop North Nottinghamshire College as an organisation committed to the promoting, mainstreaming and prioritising of equality of opportunity, diversity and race equality**

1	Strategic Objectives	Activities/Action	Evidence of Success	Progress
1.1	To ensure that all staff have responsibility for ensuring that Equality and Diversity and Race Equality is promoted at all levels of the organisation	Policies are <ul style="list-style-type: none"> <li>• produced/revised in line with the College Equality and Diversity and RE policies and are consulted on with learners, staff and the wider community</li> <li>• screened by Quality Management Group when revised</li> <li>• included at staff and student induction, on college intranet and in student handbook</li> <li>• An integral part of tutorial programme</li> </ul>	<ul style="list-style-type: none"> <li>• policies</li> <li>• QMG minutes</li> <li>• Induction programmes, intranet, student handbook</li> <li>Tutorial SOWs</li> </ul>	<ul style="list-style-type: none"> <li>• Equality and Diversity Management Group meets monthly, with clear terms of reference identifying roles and responsibilities</li> <li>• Terms of Reference identify reporting responsibilities</li> <li>• All recruitment &amp; selection procedures (including role descriptions &amp; person specifications) are regularly updated &amp; identify all staff's responsibility to promote and implement the policies</li> <li>• Student Code of Conduct in place and to be reviewed for September 2007 and staff Code of Conduct under development</li> </ul>
<ul style="list-style-type: none"> <li>• Representation/communication to/with EO committee identified</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Minutes</li> </ul>			
Equality and Diversity is <ul style="list-style-type: none"> <li>• on all meeting agendas across college</li> <li>• included on all role profiles</li> <li>• a responsibility explored by all staff as part of interview process for all posts</li> <li>• included in all codes of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Agendas</li> <li>• Role Profiles</li> <li>• Interview matrix</li> <li>• Code of conduct</li> </ul>			

1.2	Ensure that all existing staff, learners and visitors and potential staff and learners are aware of the Equality and Diversity and Race Equality policies and Anti-harassment policy and procedures (staff) and Anti-bullying policy and procedures (students), Complaints and Grievance Procedures	<ul style="list-style-type: none"> <li>• Actively seek external funding to resource related activity in the college community</li> <li>• E&amp;D and other relevant Policies and action plans communicated to all staff</li>   <li>• Liaise with schools to promote E&amp;D and RE</li> </ul>	<ul style="list-style-type: none"> <li>• Contract records</li> <li>• Policies/plans communicated</li> <li>• Induction checklists</li> <li>• Staff and student Handbooks</li> <li>• Grievance flowchart</li>   <li>• Visit schools; talk to young people on college open days</li> </ul>	<ul style="list-style-type: none"> <li>• ESF funded activity working with SME's has commenced</li> <li>• Staff and student and trainee induction &amp; handbooks include E&amp;D &amp; Race Equality Policies &amp; Grievance Procedures. All available as paper or electronic copies in a variety of formats</li> <li>• Range of Anti-bullying leaflets and posters and access to web-based feedback mechanisms available.</li>   <li>• One local school attended E&amp;D training at NNC</li>   <li>• Progression Skills Manager presented to Years 9 to 11 on visit to NNC in May 06</li> </ul>
1.3	Train staff to take ownership of the policy and promote good practice in accordance with requirements	<ul style="list-style-type: none"> <li>• Staff development plan for all staff to include EO training and targets</li> <li>• Deliver Staff Development to all staff</li> <li>• On Line E&amp;D course available for all staff at induction</li> <li>• NCFE L2 course available to all</li> <li>• Curriculum staff trained in multi-sensory approach to teaching and learning</li> <li>• E&amp;D and RE promoted in classroom and challenged appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Budget and training plans</li>   <li>• Feedback to PAMs in management meetings. This is then cascaded to teams</li>   <li>• Courses run regularly</li>   <li>• Lesson plans and SOWs</li> </ul>	<ul style="list-style-type: none"> <li>• Full, ongoing programme of staff development with budget allocated by ILS Group for E&amp;D &amp; Race Equality</li> <li>• All policies &amp; procedures available via College Publication Scheme (FIA). All agendas now contain item on E&amp;D &amp; its impact is assessed regularly</li> <li>• One cohort of managers and staff have completed and achieved the NCFE E&amp;D qualification</li> <li>• E&amp;D course to be available from July 2007</li> </ul>

**Aim 2: To embed equality and diversity and race equality principles into all policies, programmes and actions**

2	Strategic Objectives	Activities	Evidence of Success	Progress
2.1	Integrate equality, diversity and race equality into all areas of the college's activities	<ul style="list-style-type: none"> <li>• Reference to E&amp;D &amp; RE in all plans and, operational plans, SAR development plans and other planning documents</li> </ul>	<ul style="list-style-type: none"> <li>• Plans</li> <li>• Lesson plans and SOW</li> </ul>	<ul style="list-style-type: none"> <li>• All policies reviewed regularly with regard to impact of E&amp;D &amp; Race Equality</li> <li>• Full campus audit carried out re access and DDA</li> <li>• Implementation plan in place to ensure campus DDA compliant</li> <li>• Agendas discuss E&amp;D &amp; RE – fed back to ILS Group and SMT and governors</li> <li>• All teaching &amp; learning documents &amp; lesson observation procedures are regularly reviewed and monitored</li> <li>• All HR policies and procedures screened and data analysis reported on a regular basis to College Executive</li> <li>• Staff Development measures eg. on ECM and child protection</li> <li>• Teachers’ Forum</li> <li>• Strong Evidence of good practice in Student Services (Matrix Kitemark)</li> <li>• Contact with BCVS, Multi-agency meetings, Bassetlaw Migrant Workers’ Group, Nottinghamshire Strategic Disability Group, Nottinghamshire Colleges E&amp;D Forum, (the latter is chaired by Progression Skills Manager) and Regional SLDD Forum.</li> <li>• Second E&amp;D week planned for 2007</li> </ul>
<ul style="list-style-type: none"> <li>• Environment is safe, unthreatening and accessible to all</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from Complaints Procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Learning programmes, learning plans, and learning materials are accessible to all</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from monitoring activities</li> </ul>			
<ul style="list-style-type: none"> <li>• Human Resources policies, procedures and documentation support E&amp;D &amp; RE</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Student policies and procedures support E&amp;D &amp; RE</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and Procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Work with key local organisations to build equality</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting notes and minutes</li> </ul>			
<ul style="list-style-type: none"> <li>• Annual Equality and Diversity Week celebrated with themed activities, including separate event for International Women’s Day</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting notes and minutes</li> <li>• Photographic evidence</li> </ul>			

		<ul style="list-style-type: none"> <li>• Student focus groups started in June 06 in attempt to hear learner voice</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Now meet regularly</li> </ul>
		<ul style="list-style-type: none"> <li>• Inclusive Sports Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes, lesson plans and SOWs</li> </ul>	<ul style="list-style-type: none"> <li>• Available since introduction at E&amp;D week in March 06</li> </ul>
2.2	Increase participation from and success rates of under-represented groups	<ul style="list-style-type: none"> <li>• Set targets for increased participation of learners/staff with different backgrounds, gender, age, race, difficulties or disabilities</li> <li>• Taster sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Targets set</li> <li>• Focus groups meet regularly</li> <li>• Quality Improvement Manager has role to promote E&amp;D</li> <li>• Marketing activity</li> <li>• 14-16 curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Global targets &amp; EDIMs (x 2 catchment area for race)</li> <li>• Special award for website achieved.</li> <li>• Range of relevant images identified for all materials and marketing</li> <li>• ILS Group meets regularly to SR analyse data. This then presented to full Corporation</li> <li>• No of marketing activities has increased and more publicity in College to promote E&amp;D</li> <li>• Environment has been made more welcoming</li> </ul>
2.3	Increase achievement of all learners	<ul style="list-style-type: none"> <li>• Set targets for increased achievement for learners from different backgrounds, gender, race, difficulties or disabilities</li> <li>• Pastoral support offered</li> <li>• Pre-entry application process</li> <li>• Improved initial and diagnostic assessment processes</li> <li>• Improved tutorial programme</li> </ul>	<ul style="list-style-type: none"> <li>• Targets set and reviewed in year</li> <li>• Learner feedback gathered and analysed</li> <li>• Meeting notes and minutes</li> <li>• New software</li> <li>• IA working party</li> <li>• Tutorial working party</li> </ul>	<ul style="list-style-type: none"> <li>• Three-year development plans and targets set: monitored at QMG and Q&amp;S. QUIP to monitor for continuous improvement</li> <li>• Ongoing work carried out to analyse by gender, age, disability and ethnicity</li> <li>• New Curricula and SOWs included in the tutorial programme, implemented in 06/07</li> </ul>

**Aim 3: To monitor and evaluate the impact of promoting equality, diversity and race equality and the progress towards achieving equality, diversity and race equality**

3	Strategic Objectives	Activities	Evidence of Success	Progress
3.1	Assess the performance of all areas of college activity in the promotion and progress of equality, diversity and RE	<ul style="list-style-type: none"> <li>• Staffing profile audited and includes recruitment and selection, career development and opportunities for promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Audit findings</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson observations monitor teaching, learning &amp; attainment</li> <li>• QIMs audit manuals &amp; documents</li> <li>• Peer Review + bench-marking with other colleges</li> <li>• Visit to Blackpool and Fylde College in June 06, i.e. a beacon college for E&amp;D</li> <li>• E&amp;D &amp; RE impact underdeveloped in SAR processes at team levels</li> <li>• Ability to monitor participation and success rates via Goldmine</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct an equality audit of learner retention, achievement and success</li> </ul>	<ul style="list-style-type: none"> <li>• Audit findings</li> </ul>			
<ul style="list-style-type: none"> <li>• Conduct an equality audit of student satisfaction feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Audit findings</li> <li>• Complaints analysis reports</li> <li>• Induction surveys</li> <li>• Learner course reviews</li> </ul>			
<ul style="list-style-type: none"> <li>• Regular reports to management committee on progress on Equality &amp; Diversity criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes</li> </ul>			
<ul style="list-style-type: none"> <li>• Equality &amp; Diversity promotion and development included in the college's Self Assessment reporting mechanisms</li> </ul>	<ul style="list-style-type: none"> <li>• Self Assessment Reports</li> </ul>			
<ul style="list-style-type: none"> <li>• Conduct a regular review of partnership working</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Report</li> </ul>			

		<ul style="list-style-type: none"> <li>• Contribute to an annual ILS report on progress towards achieving objectives, identifies performance gaps and suggests improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Report</li> </ul>	
3.2	Assess the impact of Equality and Diversity and RE Policies	<ul style="list-style-type: none"> <li>• Conduct a regular review and evaluation of the Action Plan, including strategic objectives, and publish the results as part of SAR</li> </ul>	<ul style="list-style-type: none"> <li>• Action Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• Progression Skills Manager has reviewed &amp; updated E&amp;D Policy &amp; RE Plan</li> <li>• Regular meetings of ILS Group &amp; Equal Opportunities Committee ensure that issues monitored &amp; actioned regularly</li> </ul>
		<ul style="list-style-type: none"> <li>• Contribute to a regular review of the Equality &amp; Diversity and RE Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review</li> </ul>	
		<ul style="list-style-type: none"> <li>• Implement feedback mechanisms to assess the impact of the Equality &amp; Diversity policy on students and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from staff and students</li> </ul>	
		<ul style="list-style-type: none"> <li>• Produce next Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Action Plan</li> </ul>	