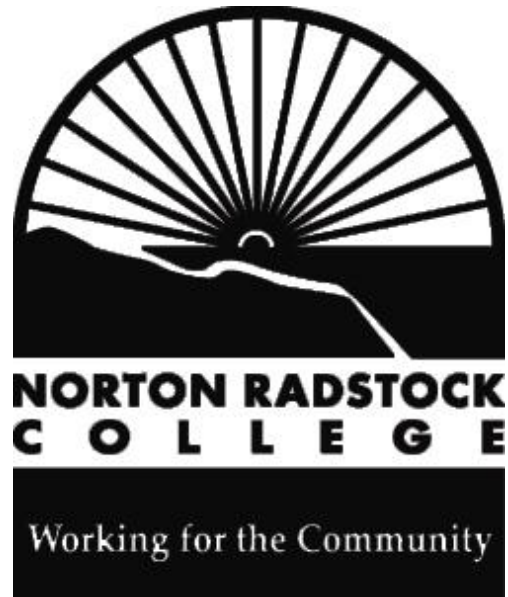


Date of Issue: April 2007

Procedure Identification Code: M14-1 (to be approved)



Gender Equality Scheme and action plan

Gender Equality Scheme and action plan

| General duties | Actions required | Outcomes/Measure of Success | Responsibility | Timescale |
|--|---|--|---|-----------------------|
| <p>To have due regard to the need to:</p> <p>Eliminate unlawful discrimination</p> <p>Promote equality of opportunity between men and women.</p> | <p>Ensure that all policies and procedures are not interpreted with a gender bias.</p> <p>Publish Gender Equality scheme and action plan for feedback and evaluation.</p> | <p>Effective involvement and feedback on Gender Equality Scheme.</p> | <p>Principalship and Governors</p> | <p>June 2007</p> |
| <p>Specific Duties</p> <p>Publish a Gender Equality Scheme, (GES) with specific gender equality goals and action plan</p> | <p>Promotional Activity and Awareness raising for staff and students.</p> | <p>Scheme reflects priorities identified by staff and service users and is widely publicised</p> <p>More appropriate Information, Advice and Guidance from Faculties, Learner Services, Connexions, and Workforce Development.</p> | <p>Principalship/Governors/ Senior Manager SSS.</p> | <p>June 2007</p> |
| <p>Assess the impact of existing and proposed relevant policies on gender equality</p> | <p>Produce a timetabled programme of Equality Impact Assessments on policies and procedures</p> | <p>Equality impact assessments take place systematically and are used to inform how we plan our provision.</p> | <p>Senior Manager SSS.</p> | <p>June 2007</p> |
| <p>Assess the impact of existing and proposed relevant policies on gender equality</p> | <p>Develop policy and guidelines in relation to transsexual, transgender, lesbian and gay issues.</p> | <p>Policy in place</p> | <p>Senior Manager SSS.</p> | <p>September 2007</p> |

| Specific duties | Actions required | Outcomes/Measure of Success | Responsibility | Timescale |
|--|--|--|--|--------------------------------------|
| <p>Consult employees and service users about the Gender Equality Scheme</p> <p>Consider the need to have objectives to address the causes of any gender pay gap.</p> | <p>Ensure Employees, Students and Trade Unions, Stake Holders and Partners are aware of Gender Equality Scheme with feedback taken account of.</p> <p>Analyse current Employee stats to identify any pay gap, causes</p> | <p>Gender Equality issues for Learners and staff are planned for with relevant priorities identified through student forums.</p> <p>Identify and develop strategy to address any gap identified</p> | <p>Principalship / Senior Manager SSS/ Personnel</p> <p>Personnel</p> | <p>July 2007</p> <p>October 2007</p> |
| <p>Ensure recruitment and selection of learners and employees are fair</p> | <p>Publish analysis of learners and employees in relation to Numbers, level or grade, recruitment and retention by Schools</p> | <p>Schools and service teams to address any areas for improvement through Self Assessment Report and Workforce Development Action Plan.</p> | <p>Senior Manager for Standards</p> <p>Senior Manager SSS</p> <p>Heads of School/Service teams</p> | <p>December 2007</p> |
| <p>Embed Gender Equality into Workforce Development</p> | <p>Schools and service teams to identify staff Development opportunities in plan and at appraisal</p> | <p>Schools and service teams to address any areas for improvement through Self Assessment Report and Staff Development Action Plan</p> <p>Provide work shadowing, coaching and mentoring opportunities for staff who are under represented in certain areas of the workforce</p> | <p>Senior Manager for Standards</p> <p>Personnel</p> <p>Heads of School. Service teams</p> | <p>December 2007</p> |
| <p>Consider any difference in numbers or success rates of students, or retention and progression of staff</p> | <p>All Schools to introduce Equalities Monitoring in relation to Gender as well as other areas into Self Assessment Report/Annual Programme Review/ Team Review</p> | <p>School to identify and take action to address any disparity or disadvantage.</p> | <p>Senior Manager SSS/Personnel/ Heads of School/Service teams/ Schools Liaison.</p> | <p>October 2007</p> |

| Specific duties | Actions required | Outcomes/Measure of Success | Responsibility | Timescale |
|--|--|--|---|------------------|
| Initiate work with employers, Schools, Connexions, Learning Skills Council, Industry Bodies and Sector Skills. | Work with employers who currently engage with the college to ensure recruitment and progression for non traditional students | Develop and support effective role model scheme for students. e.g Aim Higher, Student Ambassadors etc. | Senior Manager: SSS Heads of Schools | December 2007 |
| Monitor progress and publish the results. | Implement Gender Equality Scheme, possibly within a Single Equalities scheme for next year including Race Gender Sexual Orientation Disability Age Religion and Belief | Increased numbers and success of male or female students in non traditional areas. Increased balance of gender across all roles and grades of staff | Marketing HoS with apprentices Personnel Principalship | September 2007 |
| Implement the Gender Equality Scheme within 3 years. . | Review and revise annually | Demonstrate that good progress has been made in respect of meeting college's legal duties as well as good practice. | Principalship and Governors | April 2008 |