

## Equality and Diversity Policy Implementation Plan 2010/11

	Area	Area	Action by	Measure	Baseline Information	Monitoring Group
1.	Staff Recruitment and Support	<ul style="list-style-type: none"> <li>Ensure vacancies are widely advertised to address any identified areas of under representation.</li> <li>Further develop the College induction process and further investigate ways to support new employees. Including the introduction of an additional induction programme for teaching staff (commenced 2010)</li> </ul>	Head of HR	<ul style="list-style-type: none"> <li>Increase number of applications from underrepresented groups</li> <li>Staff survey results</li> </ul>	<ul style="list-style-type: none"> <li>5% of applications received in 09/10 were from disabled and underrepresented groups.</li> <li>Scores out of a total of 5 are given below. The staff survey was undertaken by 20% of the workforce.</li> <li>2.54 Staff Survey 2010</li> <li>3.61 Staff Survey 2009</li> <li>3.54 Staff Survey 2008.</li> </ul>	Personnel Committee
2.	Equality and Diversity Impact Monitoring	<ul style="list-style-type: none"> <li>Ensure greater analysis of data by equality and diversity measures</li> <li>Develop a systematic approach to EDIM's monitoring. A member of the Quality Department should be included within each EDIM review panel and produce formal minutes of the agreed changes</li> </ul>	<p>Principalship</p> <p>AP QILS</p>	<ul style="list-style-type: none"> <li>Papers to governors to include breakdown of staff and student data by equality and diversity measures which lead to actions.</li> <li>Minutes of meetings and document control tracking systems now in place.</li> </ul>	<ul style="list-style-type: none"> <li>Staffing Data has improved. See Personnel Committee papers.</li> <li>E&amp;D audit</li> </ul>	Personnel Committee Academic Board

		<p>for circulation and agreement of accuracy. This should include clearly assigned actions, owners and deadlines for completion.</p> <ul style="list-style-type: none"> <li>• Introduction of a training programme to raise awareness of E&amp;D issues for all staff.</li> </ul>	APQILS	<ul style="list-style-type: none"> <li>• Percentage completion report, distributed on a monthly basis to all managers.</li> </ul>	<ul style="list-style-type: none"> <li>• From the introduction of the on-line training in March 2010 we have now achieved 50% of all staff having successfully completed part 1 of the package.</li> </ul>	Staff Development Reports
3.	Promoting Good Practice	<ul style="list-style-type: none"> <li>• Improve internal and external promotion of the College as a champion of Equality and Diversity</li> </ul>	Principalship	<ul style="list-style-type: none"> <li>• Staff events to share good practice in terms of targeting hard to reach groups. Regular items in internal newsletters and external media coverage.</li> <li>• Positive role models used in the curriculum to celebrate diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Some good practice exists but further improvements are being made as a result of working with external partners. (e.g. ISCRE, SAVO, NHS and Waveney District Council)</li> </ul>	Academic Board