

Single Equality Scheme

2010 - 2013

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1.0 Introduction

- 1.1 Leeds College of Building recognises that it is an integral part of the local and wider community. The College serves the needs of a wide range of individuals from the diverse ethnic and social mix of multicultural Britain. The College values difference and recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas, perceptions and encourage harmony and understanding to the College community.
- 1.2 The College's Single Equality Scheme (SES) 2010-2013 outlines the College's commitment to implementing the Equality, Diversity and Human Rights Policy 2010/13 and the general and specific public sector duties for the education sector. The SES will contain an action plan which will highlight keys actions and measures to ensure the successful implementation of the Scheme.
- 1.3 The SES will be designed to be an easy read document which will outline the College's commitments to ensure equality of opportunity for the whole College community. More detailed information about the College's Policy and reports can be found in the following documents:
 - 1.3.1 Equality, Diversity and Human Rights Policy
 - 1.3.2 Equality, Diversity and Human Rights Policy Statement
 - 1.3.3 Equality and Diversity Annual Report
 - 1.3.4 Equality and Diversity Student Statistical Report
 - 1.3.5 Equality and Diversity Employment – Recruitment and Selection Conversion Rates Report
 - 1.3.6 Disability Statement – Students

2.0 The scope of the Scheme

- 2.1 The College's Equality Diversity and Human Rights Policy outlines the scope of all equality related policies including the SES. The SES applies to all members of the College community and the general public. These groups include:
 - 2.1.1 Permanent and temporary staff, as well as those employed by third parties. The Policy also applies to people applying for employment in the organisation.
 - 2.1.2 All students enrolled on courses at the College.
 - 2.1.3 Prospective students including those progressing through the admissions and selection process.
 - 2.1.4 All visitors to the College including suppliers of goods and services.
 - 2.1.5 Work Based Learning students and their employers.

3.0 Legislative context and the Equality Act [2010]

3.1 The College recognises that legislation relating to equality and human rights is often complex and protection from discrimination can be found in a number of different pieces of UK and European legislation. However the Equality Act [2010] is central to the SES. The pieces of civil legislation which are central to this policy are listed in paragraph [A1] in the Appendices of this Policy. In some serious circumstances, a breach of the Equality, Diversity and Human Rights Policy may constitute a criminal offence and the College may need to report this to the police. The legislation which can potentially criminalise an incident of misconduct under this Policy is listed in paragraph [A2] of the Appendices.

3.2 The College recognises that the Equality Act [2010] introduces nine protected human characteristics on which it is unlawful to discriminate. The SES establishes a single approach to equality of opportunity and embeds action to promote equality for all protected characteristics as well as discrimination on the grounds of a perceived or associative protected characteristic in its Annual Operational Plans and Self Assessment Actions Plans. The nine protected characteristics are;

- Age,
- Disability (including mental ill health, some medical conditions or progressive illness)
- Gender Reassignment (including all 'Trans Groups')
- Marriage and Civil Partnership
- Race
- Religion or Belief (with also includes non belief and philosophical belief)
- Sex (Gender)
- Sexual Orientation
- Pregnancy and Maternity

3.3 The College embraces the positive duties the Equality Act [2010] places on the public sector to give due regard to the relevant characteristics' to advance equality outcomes for those groups. The College will also promote equality and diversity in all the services and functions it provides to all members of the College community. The College is committed to the following 'General Duty':

3.3.1 A public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act [2010];
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

3.3.2 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

3.3.3 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

- 3.3.4 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- (a) tackle prejudice, and
 - (b) promote understanding.
- 3.3.5 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under the Equality Act [2010].

4.0 Leadership and Management

- 4.1 The College's Equality, Diversity and Human Rights Policy [Section A, 5.0] sets out the College approach to and the management of equality and diversity. Generally every employee is expected to assist the College in meeting its commitment to provide equal opportunities to staff and students. The Equality and Diversity Officer will take an impartial role advising students, staff and the Senior Management Team on matters concerning equality, diversity and human rights at the College. The Governors approved the Equality, Diversity and Human Rights Policy and the SES for the College. They also receive reports and statistical data which enable them to monitor equality outcomes for employees and for students.

5.0 Investors in Diversity (IiD) Quality Standard

- 5.1 The College successfully achieved the Investors in Diversity (IiD) Quality Standard in June 2009 which helps to demonstrate that the College is responsive to the needs of staff, learners and stakeholders. A key action in the SES will be to maintain this quality standard.

6.0 Equality and Diversity Objectives

- 6.1 The College's Equality, Diversity and Human Rights Policy [Section 4 and including all subsections] outlines key equality and diversity objectives for the College which firstly relate to the general and specific duties outlined in the Equality Act [2010] and secondly to meet the specific identified equality needs for the College and the construction sector.

7.0 Balancing Rights

- 7.1 The College understands that meeting the individual needs of the College community can often be complex and challenging and recognises that rights must be exercised in a way which is compatible with the rights and interests of others. The College reserves the right to take steps to balance the rights of individuals where the rights of individuals may appear to conflict. This will be done in a sensitive, fair and where possible in a non-discriminatory manner. In these circumstances the College may take steps to discriminate against a particular group and objectively justify its position that the action is a proportionate means of achieving a legitimate aim or a necessary means for the efficient and peaceful running of the College.

8.0 Consulting the College Community

8.1 The College has a number of consultation mechanisms to listen to the views of staff, Trade Unions, students and employers with regards to equality and diversity. Reports outline the feedback given by various respondents throughout the academic year in 2009/10 and actions to improve equality are included in the E&D Annual Operational Plans. For the purpose of keeping the SES an easy read document, the following reports contain the feedback with respect to equality and diversity, and student feedback is further broken down by responses received by different equality groups:

- The Student Perception of College report [Nov 2009]
- Student Services Female Student Focus Group [Nov 2009]
- Consultation with students who declared disabilities and who are receiving additional learning support [2009/10]
- Investors in Diversity staff consultation
- Staff Survey [July 2010]
- Consultation with Trade Unions [UCU / UNISON June 2010]

9.0 Equality Impact Assessments

9.1 The College has impact assessed 20 policies to date. These were identified as high priority. The College will take a pragmatic approach to identify and prioritise policies to be impact assessed so that all recommendations arising from any impact assessment is implemented in an effective and timely manner. The College will also set targets for the completion of impact assessments on policies.

10.0 Equality and Diversity Monitoring

10.1 Monitoring and data collection (STAFF)

The Human Resources Unit will collect information relating to the ethnic, gender, age and disability profiles of staff. The Equality and Diversity Officer will analyse the following information about staff and report the findings in the annual Equality and Diversity Report. The findings will also be presented to the Equality and Diversity Committee and to the Corporation.

- Numbers of staff in post by ethnicity, gender, disability, religion, belief, sexual orientation and age
- Job applications and selection success rates
- Staff Development
- Staff recruitment and promotion
- Grievances, disciplinary and capability proceedings
- Satisfaction Surveys and Exit Interviews

10.2 Monitoring and data collection (Students)

The Equality and Diversity Officer and DIS Manager will collect and analyse the following information about students relating to their ethnicity, gender age and disability and / or learning difficulty and report the findings in the annual Equality and Diversity Report. The findings will also be presented to the Equality and Diversity Committee and to the Corporation.

- Number of students by course areas
- Retention rates
- Achievement rates
- Success rates
- Arrangement and delivery of additional support
- Complaints
- Disciplinary hearings

11.0 Monitoring and Review of the Scheme

- 11.1 The Equality and Diversity Committee will keep the implementation of the Scheme and the action plan under review and will communicate progress to other relevant groups in the College.
- 11.2 The Equality and Diversity Annual Report will contain information on the implementation of the Scheme and its action plan. This will be prepared by the Equality and Diversity Officer and will be published on the College website and will be accessible in alternative formats on request.
- 11.3 The Equality and Diversity Officer will review the Scheme as part of the College Self Assessment process.

12.0 Single Equality Action Plan

- 12.1 The College currently has an E&D Annual Operation Plan, SAR Action Plan and a Gender Equality Action for 14 – 19 years students. The SES Action plan will outline key actions to implement the general and specific duties in the Equality Act [2010] and will also reference actions on various plans which may contain actions relating to the advancement of equality and diversity at the College.
- 12.2 The Single Equality Action Plan is attached in Appendix 2 of this document.

Issue:	4	Prepared by:	Authorisation (Principal):
Date:	October 2010	Jubar Miah (Equality and Diversity Officer)	Ian Billyard
Revision:	October 2011		

APPENDIX 1

A1 CIVIL LEGISLATION

Equality Act 2010 [2010]
European Convention on Human Rights [ECHR]
Human Rights Act [1998]
Education Act [1996, 2002 & 2006]

A2 CRIMINAL LEGISLATION

Racial and Religious Hatred Act [2006]
Public Order Act [1986]
Protection from Harassment Act [1997]
Crime and Disorder Act [1998]
Terrorism Acts [2000] & [2006]

A3 RELATED COLLEGE POLICIES OR PROCEDURES

Bullying and Harassment Policy (Dignity at Work)
Recruitment and Selection Policy
Recruitment of Ex Offenders Policy
Safeguarding Policy
Student Code of Conduct
Student Disciplinary Policy and Procedures
Information and Procedures for dealing with learners who have a disability or learning difficulty

Health and Safety Policy



Single Equality Scheme Action Plan

2010 - 2013

Note: This action plan should be read in conjunction with the Equality and Diversity Annual Operational Plan 2010/11 and the Self Assessment Report Improvement Plan 2010/11.

LEEDS COLLEGE OF BUILDING

EQUALITY & DIVERSITY SINGLE EQUALITY SCHEME – 2010/13

The Risks and Key Priorities are taken into account under the College 3 Year Development Plan Reference

Ref.	Objective	Task/Action	Target/ Measurable Outcome/Impact	Timescales & Milestones	Lead Responsibility For Action	Monitoring Responses	Costing & Additional Resources	Priority L/M/H	SMT Decision
SES1	Work towards the elimination of discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act [2010]	Continue to deliver training to students and staff, inform them about their rights and responsibilities and to promote equality for all protected characteristics’.	FT/WBL students to receive the E&D tutorial as part of the tutorial programme. To continue to deliver the E&D staff induction programme to all new staff and refresher training to longer serving members of staff	Continuous rolling programme throughout all academic years	E&D officer HR Manager (Supported by FDs and AFMs)	Executive Director – Support Services E&D Committee	N/A	H	Agreed in AOP
		To promote positive attitudes to all members of the College through relevant poster campaigns and displays	Posters and various equality campaign materials are posted on College sites.	Continuous rolling programme throughout all academic years	E&D Officer HR Manager (Supported by FD and AFMs)	Executive Director – Support Services E&D Committee	N/A	M	Agreed in AOP

Ref.	Objective	Task/Action	Target/ Measurable Outcome/Impact	Timescales & Milestones	Lead Responsibility For Action	Monitoring Responses	Costing & Additional Resources	Priority L/M/H	SMT Decision
SES2	Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.	To participate in positive action programmes to raise the participation of under-represented groups in construction training	Increase the number of BME and females participating in programmes.		E&D Officer	Executive Director – Support Services E&D Committee	N/A	M	Agreed in AOP
		To compare differential retention statistics between different groups, eg BME and females	Intervention strategies successfully narrow the gap between different equality groups relating to student success rates.	On a termly basis.	E&D Officer	Executive Director – Support Services E&D Committee	N/A	M	Agreed in AOP
		To participate in positive action in employment programmes to encourage under-represented groups to apply for BME training opportunities and jobs at the College	Participation in positive action programmes and evidence of BME staff participating on the programmes.	July 2010	E&D Officer HR Manager	Executive Director – Support Services E&D Committee	N/A	M	Agreed in AOP

Ref.	Objective	Task/Action	Target/ Measurable Outcome/Impact	Timescales & Milestones	Lead Responsibility For Action	Monitoring Responses	Costing & Additional Resources	Priority L/M/H	SMT Decision
SES3	To promote good relations between persons who share a relevant protected characteristic and persons who do not share it	To positively promote equality of opportunity through equality and diversity week and participation in other campaigns throughout the year to promote all protected characteristics'.	Evidence of events taking place and student feedback on SPOC and Specific Equality Focus Groups.	Diversity week Nov 2010 and ongoing participation in events throughout the year.	E&D Officer	Executive Director – Support Services E&D Committee	N/A	H	Agreed in AOP
SES4	To review and progress outcomes to meet the needs of disabled persons where they are different from the needs of persons who are not disabled.	To continue to improve the College systems to assess and review additional learning support for students with learning difficulties or disabilities	To ensure that all LLDD students are assessed within 1 month from the point of disclosure and have a support plan in place.	Ongoing	E&D Officer SfL Assistant Faculty Manager	Executive Director - Support Services	N/A	H	Agreed in AOP
		To carry out a review of the employment practices and entitlements for staff who declare disabilities.	Positive feedback from disabled staff.	Staff survey to be carried out for disabled staff.	E&D Officer HR Manager	Executive Director - Support Services	N/A	L	Agreed in AOP