

**LEEDS COLLEGE OF BUILDING**  
**Equality, Diversity, and Inclusion Action Plan 2022 – 2023**  
 (This Plan will be reviewed in December 2022 and April 2023)



**European Union**  
 European  
 Social Fund



**Education & Skills  
 Funding Agency**

**Strand 1; Increase the Diversity of our Student Population by Formalising and Supporting School Liaison Activities**

Desired Outcome	Actions	Who	When	Progress
Use of current 14-16 provision to develop partnership working with feeder schools	Update marketing material to support promotion of 14-16 Skills Academy provision.	Curriculum and marketing	August 2022	Curriculum info to be sent out over the summer to all schools, as part of an introductory letter.
	Identification of schools to contact to promote provision to – who else can we work with?	Curriculum	August 2022	
	Analyse progression data from 14-16 to determine how to influence intake.	DIS and SLT	October 2022	
	Develop success case studies to use in promotion to a wider school base.	Curriculum and marketing	August 2022	

Desired Outcome	Actions	Who	When	Progress
Formalised offer to all secondary schools in Leeds	Develop a formal school offer to include: <ol style="list-style-type: none"> <li>1. Priority application to the 14-16 Skills Academy provision</li> <li>2. Presentations on Apprenticeship routes and careers, including Higher and Degree Apprenticeships</li> <li>3. Guided campus visits (need to develop booking process)</li> <li>4. Invitation to all College Open Days</li> <li>5. Attendance / presentation at Careers Events / Assemblies</li> <li>6. Annual Careers Advisor networking event</li> <li>7. Senior link manager for annual strategic updates</li> <li>8. Masterclasses in various areas for schools who deliver construction qualifications in KS4</li> </ol>	School liaison	July 2022	SW has visited the vast majority of schools this academic year and completed presentations, tutorials, guided tours, careers events etc.  LCB website to be updated to reflect the school offer and provide easy contact details to SW and school links for SLT.  Introductory letter to schools to include how we can help support the Gatsby benchmarks
	Add updated information to the College careers website.	Marketing	August 2022	Careers Advisor Networking Events scheduled for 9th Nov 22, 1st Mar 23 and 10th May 23.
	Invite all Careers Advisors to the College for a Careers Advisor Networking Session.	School liaison	June 2022	(Continuation of previous progress entry)
	Develop corporate materials for use at the different events on the offer – update existing ones		Aug 2022	To go in the introductory letter
	Include information on how LCB can help support the Gatsby benchmarks			

<b>Desired Outcome</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
Development and implementation of a strategic link programme for Leeds based schools	<p>Identify schools to develop partnership with – who are the priority?</p> <p>Identify link managers and ensure all trained and supported to do this activity (which managers?)</p> <p>Develop and provide a base data set for the discussion (student numbers, example success stories, progression data, gender, ethnicity split, key questions to ask / discussion prompts – anything else?)</p>	<p>Marketing</p> <p>School liaison</p>	August 2022	<p>All schools in Leeds to be included in the school liaison activities and offer.</p> <p>Link managers identified for post August onwards (available on Teams)</p> <p>In progress – these are to go out with the school link to give to the school</p>

## Strand 2; Develop an Inclusive Culture and Sense of Belonging amongst Staff and Students

Desired Outcome	Actions	Who	When	Progress
Behaviour of staff and students is consistent, fair and clear	Review the behaviour policy to provide clarity and simplicity Staff to be fully trained on the policy and expectations (curriculum and business support) Managers to be visible leaders of the policy and support all staff to implement	Principal	July 2022  September 2022 2022-23	The policy has been revised and a draft version is available on the Teams site for review.
Staff awareness of current issues is developed	Identify EDI issues (external / internal) and deliver CPD to all staff.  GEC App assessment is completed by all staff Share resources available on the GEC App for all staff to access	Head of HR	August 2022	8 <sup>th</sup> July is being planned for a staff development morning on various topics related to EDI. A continuous programme of development will be set up for 2022-23. EDI Committee is completing the GEC App, with plans for. Full roll out of all College staff in 2022-23.
Diverse imagery used in learning resources	People from a variety of backgrounds, in addition to diverse images of masculinity portrayed. Course materials scrutinised as part of CAR process	Head of Quality	August 2022	
Students with disabilities have their needs identified and met before they encounter difficulty	CPD sessions provided for staff on designing inclusive resources / accessibility Greater opportunity to disclose via induction questionnaire 'Tell Us About It' button developed for student homepage Disability Advisors working with teaching teams to support students with SEND through Quality First Teaching	Head of Student Exp Head of Quality IT Manager	August 2022	AP Team have started to deliver sessions to teaching staff on improving accessibility using IT Induction Questionnaire being developed for Sept 2022

<b>Desired Outcome</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
Students and staff can describe the steps they can take to become Anti-Racist.	Deliver a Staff Development Programme for whole workforce on 'How to be Anti-Racist'. 'How to be Anti-Racist' exercise included in PflIMB Workbook. Anti-Racism Vinyl Poster Campaign to start in SB1 and then at North Street	E&I Manager HR Manager  CMs	July 2023	Exercise included in PLIMB Booklets and ready for delivery in September 2022.
LGBT staff and students feel 'Safe, Seen and Heard - (Stonewall)' in the College environment.	Carry out survey with LGBT staff and students to assess how well the college is doing against the outcome. Active participation with Leeds Pride events in August 22. Celebration of LGBT history via LGBT history month. Strengthen process for reporting incidents by the development of a 'tell us about it' form	E&I Manager  HR Manager	July 2023	Celebration events took place for LGBT Pride month June 2022.
Students and staff from minority groups have a safe forum to voice their positive and negative experiences at Leeds College of Building.	Create 'EDI Listening and Action Groups' for students and staff from minority equality groups.  Carry out focus groups with single sex groups to identify any knowledge or behaviours which need addressing.	E&I Manager HR Manager	July 2023	
Students, staff and visitors know where to access information equality, harassment and other EDI related policies and Action Plans.	<ul style="list-style-type: none"> <li>• Publish the EDI policy and Harassment Policy and Action Plan on the College website.</li> <li>• Promote the policies and Action Plan through the staff and student induction programme.</li> <li>• Promote the policies and Action Plan via themed equality events (BHM, LGBT HM, IWD)</li> </ul>	E&I Manager HR Manager	July 2021	Policy on website.

Desired Outcome	Actions	Who	When	Progress
The college has effective systems and reports in place to monitor performance gaps in student performance.	<p>Publish student performance data by protected characteristics.</p> <p>Develop action plan to help close the performance gaps.</p>	E&I Manager HR	September 2022	

### Strand 3; Improve Representation in the Workplace through Employer Engagement

Desired Outcome	Actions	Who	When	Progress
A clear range of activities employers can support the College with, to engage a diverse student body	<p>Identify all the activities employers can support with through school liaison and expectations clearly set out</p> <p>Include employers at Open Events to support information about the sector and to promote Apprenticeship vacancies</p> <p>Commission a range of videos with employers describing “a day in the life of” to promote the diverse job roles (will need costing)</p>	Head of Apprenticeships Head of Student Experience Head of	October 2022	
Positive opportunities for disadvantaged young people to access employment experiences	WBL/ILS and Con Crafts to work together to report on feasibility / employer engagement / resources required.	Head of Apprenticeships Head of Student Experience Head of Construction Crafts		
Guidance for employers to support improvements in their own practice to be available	Guidance booklet to be created, based on the research. Shared via our website and some hard copies for employer visits.	E&I Manager Marketing Manager		

Desired Outcome	Actions	Who	When	Progress
		Head of Apprenticeships		

#### Strand 4; LCB Staff

Desired Outcome	Actions	Who	When	Progress
Identify and support staff who are neuro-diverse so they feel supported in their job role and they have opportunities to develop and progress in their career.	Review the effectiveness of the current processes for encouraging disclosures. Ensure line managers feel confident in their knowledge and skills on how to recognise neurodiversity and provide reasonable adjustment for those staff. Explore mechanisms to offer support to staff who are neuro-diverse.	E&I Manager HR Manager	October 2022	
To report on the EDI staff profile at College and take steps to help create more inclusive environments	Reports to include: <ul style="list-style-type: none"> <li>• Employment conversion rates from application to appointment protected characteristics</li> <li>• Staff Profile by protected characteristics = including x3 years comparison data.</li> </ul>	E&I Manager HR Manager	October 2022	
Ensure Managers discuss, promote and action any equality related personal development objectives, performance issues, concerns or suggestions for progressing equality of opportunity in the staff appraisal process.	<ul style="list-style-type: none"> <li>• Ensure this is included in the staff appraisal process and documents.</li> <li>• Evaluative report on how EDI issues are discussed and progressed through the Staff Appraisal Process.</li> </ul>	E&I Manager HR Manager	October 2022	