

 Barton Peveril	Action Plan 2009-10 Progress to Date, January 2010	
	Curriculum Area or Department	Equality and Diversity

Part 1 – Actions to continue on an annual basis

Area	Objective	Action	By Whom	By When	Jan 010 Update
1. Policies	To ensure College procedures meet current legislation.	<ul style="list-style-type: none"> Revise, Update and Amend Equal Opportunities Policy. 	MGC, JGH	In progress	Achieved
	To ensure that Equality and Diversity issues are embedded in whole college policies and procedures.	<ul style="list-style-type: none"> Produce Combined Report on Disability Equality Scheme, Gender Equality Scheme, Racial Equality policy, Equality and Diversity as part of the whole college Self Assessment Review. Produce updated combined action plans for the above. 	MGC, JGH	Achieved	Achieved
	To continue to ensure that there is no unlawful discrimination or harassment on the grounds of Disability, Race, Gender, Age, or any other minority characteristic.	<ul style="list-style-type: none"> Ensure Impact Assessment for college policies and procedures. 	MGC, JGH	All policies as reviewed. System in place and disseminated by Dec 09	Underway, training planned
		<ul style="list-style-type: none"> Continue with established focus group to include people with disabilities, to meet regularly and suggest, monitor and approve activities. 	MGC, JGH	Achieved	Achieved

2. Promotion of Equality and Diversity	To work continually to raise awareness of E & D issues and ensure mutual efforts to promote E & D.	<ul style="list-style-type: none"> Continue mandatory equal opportunities awareness training for all staff, as part of annual training cycle. 	MGC, JGH,	Achieved and established in staff development programme	Achieved and established in staff development programme
	Update promotional literature.	To include: <ul style="list-style-type: none"> Prospectus Disability statement Web page Subject leaflets Online application 	CHJ AWT	Easter	Underway Intranet page updated
	As far as possible provide positive role models of all minority groups	To include: <ul style="list-style-type: none"> Invite in speakers and visitors, display positive literature and pictures, show success on publications and website. Wherever possible, ensure that minority group role models take part in open evenings and school liaison activities 	MGC, MDH, AEW, JGH CHJ	Oct 09 for open evenings	Underway
	To take part in National Awards and Initiatives	<ul style="list-style-type: none"> Research awards and initiatives and ensure that applications are made. 	JGH, E & D group.	Successful bid for Action for Inclusion	Successful bid for Action for Inclusion
	Agenda E.O. issues at all college meetings.	<ul style="list-style-type: none"> On-going 	Whole college	On-going	On-going
3. Recruitment	To ensure all interviewers are aware of Equality and Diversity issues.	<ul style="list-style-type: none"> Staff training in recruitment and selection 	CBS NLG	Included as part of on-going staff development programme	Achieved – Included as part of on-going staff development programme
	To encourage applications from members of minority groups.	<ul style="list-style-type: none"> To include: 	CBS		

		<ul style="list-style-type: none"> • Maintain standards to keep 'double tick' award • Achieve any other Equality and Diversity Awards available. • Ensure award logos are displayed on promotional literature. 	<p>JGH, CBS, NLG</p> <p>JGH, group</p> <p>CHJ, DAC</p>	<p>Easter 2010</p> <p>Easter 2010</p> <p>On-going</p>	<p>On-going</p>
4. Implementation	To continue with mandatory training programme for all staff.	<ul style="list-style-type: none"> • To Include: • Provide materials and contacts for awareness training for students and staff. • Consult at the planning stage to ensure inclusion on a rolling programme. 	<p>AEW</p> <p>E & D group</p> <p>MGC</p>	<p>July 2010</p>	<p>included on rolling programme</p>
	Publicise E & D Matters.	<ul style="list-style-type: none"> • To include: • Develop relevant and current information on intranet page, for training and awareness raising purposes. • Publicise updated policy and draw attention to website. • Ensure Equality and Diversity session in staff induction process. • Ensure policy summary on display in all areas. 	<p>MGC, JGH</p> <p>E & D Group</p> <p>JGH, MGC</p> <p>MGC</p> <p>JGH</p>	<p>On-going</p> <p>October</p> <p>September</p> <p>October</p>	<p>Underway</p> <p>Policy achieved.</p> <p>Achieved</p> <p>Achieved</p>

	Continue to strengthen equality and diversity issues to students.	<ul style="list-style-type: none"> • Via: • Tutorial programme by keeping materials up-to-date and • Cultural diversity activities by providing opportunities to widen experience during the year. 	<p>E & D Group, DAC</p> <p>E & D Group, DAC, Student Committee</p>	<p>June</p> <p>On-going, activities to be reported on Intranet page</p>	<p>Achieved – video tutorial activity</p> <p>Student Committee engaged</p>
5. Access	To ensure all teaching rooms/areas are accessible to all and that new building conforms to required specifications.	<ul style="list-style-type: none"> • To include: • Modify room layouts (&/or furniture) • Continue to highlight importance through Disability Equality Action Plan and Awareness Raising Activities. • Ensure compliance with Health and Safety Action Plan to make necessary adjustments. 	<p>JGH, NLG, SVM</p> <p>MGC, JGH</p> <p>NLG, JGH</p>	<p>Termly check</p> <p>Achieved</p> <p>Termly check</p>	<p>On-going</p> <p>Achieved</p> <p>On-going</p>
	Provide accessible materials and meetings.	<ul style="list-style-type: none"> • To include; • Ensure accessible formats in all promotional literature • Ensure accessibility options on website • Offer accessibility options e.g. signers, loops, to parents coming to meetings (on reply slip) • Provide check list for all administrative staff to check for Equal Opportunities issues in all outgoing mail. 	<p>CHJ</p> <p>AMT</p> <p>DAC</p> <p>DAC, NLG, JGH</p>	<p>CD with prospectus</p> <p>Sept</p> <p>June</p> <p>Dec</p>	<p>On-going</p> <p>Achieved</p> <p>To be achieved</p>

6. Monitoring	Survey student opinion.	<ul style="list-style-type: none"> E & D specific questions in annual satisfaction survey for staff and students. 	MGC, JGH,	Mid and End-of course	Achieved
	<p>To develop clear and relevant statistics, in terms of Gender, Ethnicity and Disability, specifically on:</p> <ul style="list-style-type: none"> Composition of Governing Body Composition of Staff (recruitment, responsibility, training) Learners information relating to applications, acceptances, Enrolments, Retention, Exam results, Value added, Distance travelled 	<ul style="list-style-type: none"> To include; <ul style="list-style-type: none"> More extensive use of MIS for reports New monitoring section on application form. To monitor progress of any identified target groups even more closely from the start to increase the success rate for 16-19 full-time students and enable their progression on to University To target identified groups for more structure/ support/ mentoring. 	<p>MGC, JGH, AGC ABP</p> <p>MGC, JGH, Progress Managers</p> <p>MGC, Progress managers, MDH</p>	<p>September</p> <p>September</p> <p>September</p>	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>

Part 2: Actions specific to 2009-2010 review

	What area for improvement, or strength to be built upon, are you addressing?	What specific action(s) will be taken to address this?	Who will do this?	Who will monitor?	What are the milestones and timescales?	What are the measurable outcomes?	Are there any resource implications?	Jan 010 Update
Outcomes for learners								
1	Increase numbers of students attending LS 85% & over.	<ul style="list-style-type: none"> Promote use of information on Studio Actively engage support of teachers 	JGH, EAT, LGC	JGH	Easter 2010	75% students attending 85% or more	None	Under way

		and tutors via Notes						
2	Identify ways in which under-performing minority groups could be engaged in a conversation about how well we cater for their specific learning needs.	<ul style="list-style-type: none"> Ideas: Groups assist in making changes to provision and delivery to contribute to success E-mail survey of specific groups involved Enlist support of parents Create focus group Consult departments where groups have succeeded Consult other colleges where these groups have succeeded 	AEW? + faculty directors	MGC	Nov - March	Success rates in line with college average June 2010	Depends on findings	Under way
3	Identify ways in which results of under-performing gender may be improved in specific areas	<ul style="list-style-type: none"> Ideas: As above 	AEW? + faculty directors	MGC	Nov - March	As above	As above	Underway
Quality of provision								
4	Multi faith room	<ul style="list-style-type: none"> Completion of survey in college Visit facilities at other colleges Refurbishment of room Establishment of code of conduct 	JGH JGH NLG SVM Nicky	JGH MGC	December 2009	Multi faith room in use	Depends on result of survey - Paint, chairs, posters	Achieved And in use

5	Student Satisfaction Survey – categorisation of answers	<ul style="list-style-type: none"> Answers to be categorised in terms of disability, gender and race 	MGC ALT PLG	MGC	Next round of surveys – mid course reviews (Dec)	Useful statistics to help address 2 and 3 above	On-line survey settings.	To be implemented
6								
Leadership and management								
7	Further implementation of Impact Assessment	<ul style="list-style-type: none"> All SLT to be familiar with the process Policy on Impact assessment Groups established to implement above 	MGC SLT	MGC	Part of normal routine in updating policies and procedures by Dec 09	-Impact Assessments available on public drive. -Policies improved as results of scrutiny	time	Underway
8	Establish formal monitoring scheme for E & D related incidents/issues, for tutors, teachers, health and welfare and counsellors.	<ul style="list-style-type: none"> On-line monitoring system via studio – possible ‘query’ on Notes Awareness raising and training for staff. List of possible lines to raise delicate questions 	MDH PLG MDH MDH/ CEF	MGC	Part of routine record keeping by Dec 09	- possible to monitor any incidents and thence to take action.	studio	Not yet achieved – training planned, process to be decided.
9	Develop Combined Equality Scheme	Scheme to include a 3-year plan for promotion of equality in areas specifically of Race, Gender and Disability	MGC, JGH Equality Group Disability Focus group	MGC	Published on website Dec 09	Three-year plan available to public for scrutiny	Time	Achieved