

## Single Equality Scheme

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### 1. Statement

Salford City College was established on 1<sup>st</sup> January 2009 following the merger of three existing Salford Colleges, Eccles College, Pendleton College and Salford College.

The College mission is to ‘inspire people to create opportunities and enrich lives through learning’

Salford City College is fully committed to delivering equality of opportunity for all its students and staff, to eliminate all forms of unfair and illegal discrimination as well as all forms of harassment and victimisation.

The Single Equality Scheme and Action Plan provide an overview in regard to how the College will meet its equality duty, how the College will handle any cases of harassment and unlawful discrimination, how policies, processes and plans will be monitored for adverse impact, how the overall practice and outcomes of the College will be monitored and how action will be planned and delivered to address any concerns that are identified.

The Single Equality Scheme supports the Salford City College equality policies: Gender Equality Policy, Race Equality Policy, Age Discrimination Policy, Disability Equality Policy, Religious Beliefs and Sexual Orientation Policy. The College will meet these duties through the development of the Single Equality Scheme Action Plan.

### 2. Scope

This Scheme applies to the whole College, including students, Governors, staff, work placement providers and visitors.

- **Governors** are responsible for ensuring that the College complies with Equality legislation and for approving and reviewing the Scheme and monitoring its implementation
- **The Principal** is responsible for giving a consistent and high-profile lead on equality issues, promoting the Scheme inside and outside the institution.
- **The Equality and Diversity Committees** are responsible for the monitoring and review of the Scheme and Action Plan and for evaluating its effectiveness. The Plan will incorporate actions and targets for continuous improvement in achieving equality. The Committee is also responsible for the systematic monitoring of the performance indicators included in the Plan
- **The Human Resources Department** is responsible for the monitoring and implementation of all aspects of this Scheme relating to the employment of staff. This includes the monitoring of fair selection processes and their impact on the staff profile of the College at all levels. A Single Equality Action Plan will be produced which will set targets for improvements in the staff profiles. This will include targeted actions.

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- **Managers** are responsible for putting the Scheme and its strategies and processes into practice, making sure that all staff know their responsibilities, and receive support and training in carrying these out, following the relevant processes and taking action against staff or learners who discriminate.
- **All staff** are responsible for ensuring that they are able to recognise discrimination and to challenge or report it if they witness it, promoting equality, ensuring that they do not discriminate against anyone and taking up training and development opportunities to keep up to date with the legislation on equality
- **Students** are responsible for ensuring that they do not discriminate against anyone, are able to recognise discrimination and challenge or report any instances that they might witness

### 3 References

#### Our Statutory Duties

When carrying out their functions, all public authorities have statutory duties with respect to race, disability and gender equality. These equality duties all require public bodies to have 'due regard' to the need to eliminate discrimination and to promote equality.

#### Race Equality

The Race Relations (Amendment) Act 2000 places a statutory '**general duty**' on all public authorities to demonstrate their commitment in working practice to:

- eliminate unlawful racial discrimination
- promote equality of opportunity, and
- promote good relations between people of different racial groups.

Colleges also have the following '**specific duties**':

- to monitor by racial group the number of teaching staff in FE establishments (as defined in the Further and Higher Education Act 1992), and
- to take reasonably practical steps to publish, each year, the results of this monitoring.

#### Disability Equality

The Disability Discrimination Act 1995 amended by the Disability Discrimination Act 2005, places a statutory '**general duty**' on all public authorities to promote disability equality. This means that colleges must, in carrying out all functions, have due regard to their need to:

- promote equality of opportunity between people with a disability and other people
- eliminate discrimination that is unlawful
- eliminate disability related harassment
- promote positive attitudes towards people with a disability
- encourage participation by people with disabilities in college life, and

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- take steps to meet the needs of people with disabilities, even if this requires more favourable treatment.

Colleges also have the following ‘**specific duties**’ in order to provide a clear framework for them to meet their ‘general duty’:

- to report annually on progress made, and
- to review and revise their Equality Scheme every three years.

In addition, the Scheme must include the following:

- a statement of how people with disabilities have been involved in developing the Scheme
- a method for assessing the impact of policies and practices on disability equality and where improvements can be made
- arrangements for gathering information on:
  - a) the recruitment, development and retention of employees with disabilities
  - b) the educational opportunities available to and achievements of students with disabilities
  - c) details of how information gathered will be used, in particular when reviewing the effectiveness of action plans and preparing subsequent Schemes
- an Action Plan detailing the steps that are going to be taken to meet the ‘general duty’.

### Gender Equality

The Equality Act 2006 amended the Sex Discrimination Act 1975 to place a ‘**general duty**’ on all public authorities, when carrying out their functions, to have due regard to their need to:

- eliminate unlawful discrimination and harassment, and
- promote equality of opportunity between women and men.

Accordingly, the College is required to produce an Equality Scheme that makes clear:

- the values, principles and standards that guide our approach to gender equality
- the overall strategic aims and objectives adopted to promote gender equality
- clearly defined timescales and actions
- how often the scheme and action plan will be reviewed and reported on
- how we will handle complaints about the way we are meeting our duties or other complaints about gender equality matters
- our consultation strategy
- a prioritised list of functions in relation to gender equality
- our primary sources of information for assessing the impact of our policies on equality for women, men and transsexuals.

Our ‘**specific duties**’ in relation to Gender Equality are:

- to consult employees and stakeholders (including trade unions) as appropriate in drawing up our Gender Equality Scheme

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- to take into account any information gathered or we consider to be relevant as to how our policies and practices affect gender equality in the workplace and in the delivery of our services
- when formulating objectives, to consider the need to have objectives to address the causes of any pay gap
- to monitor progress of clearly identified actions and publish annual reports on progress
- to conduct and publish gender impact assessments, consulting appropriate stakeholders, covering all major proposed policies and practices, developments in employment, policy and services
- to develop and publish an arrangement for identifying developments that justify conducting a formal gender impact assessment
- to review the implementation of the Scheme objectives at least every three years and revise accordingly.

### Other Legislation

Salford City College acknowledges that equality and diversity means more than the promotion of race, disability and gender equality, and regards the following legislation as relevant to its Single Equality scheme:

- Employment Equality (Age) Regulations 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Equalities Act 2007 (Goods & services for LGB people)
- Employment Equality (Religion or Belief) Regulations 2003

These laws do not place upon the College general or specific duties but they do apply to employment and the provision of further education. We will, therefore, seek to ensure that through our functions, policies and employment practices, we are not discriminating on any of these grounds.

## 4. Commitments

Salford City College provides a range of courses to meet the needs of the people of Salford. The College seeks to ensure that both the student population and the College workforce is representative of the Communities the College serves.

The College monitors both its workforce and its student population against the following categories:

- Race
- Gender
- Disability
- Age

At the moment, keeping within the legal framework, the College does not monitor on the basis of religion and sexual orientation but all monitoring arrangements are kept under annual review.

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The College collects and analyses the following activities against each of these categories:

For learners

- Applications, and success and failure rates for admissions to programmes
- Retention rates
- Achievement rates
- Disciplinary action
- Complaints by learners or their sponsors
- Consultative meetings
- Satisfaction surveys

For employees

- Grade and category of work
- Job application rates
- Selection success rates
- Promotion application and success rates
- Disciplinary, grievance and capability proceedings
- Consultative meetings
- Satisfaction surveys

### 5. Values and Principles

Salford City College affirms that all individuals are entitled to the same rights and opportunities regardless of their race, gender, disability, sexuality, religion or age.

In relation to students this would mean:

Initial advice and guidance, access to the curriculum, curriculum support, special needs support, access to trips and visits, careers guidance, pastoral care, awareness of disciplinary processes, consultative meetings.

In relation to staff this would mean:

Application and interview processes (Internal and external), job descriptions, contracts, access to continual professional development, special needs support, consultative meetings, awareness of disciplinary/capability processes.

The College will seek to identify and eliminate unfair discrimination, harassment or any form of illegal treatment based on any of the above criteria.

The College will respect and seek to fully utilise the diverse skills talents and experiences of all its workforce and students. To this end the College will actively engage with students and staff in the development of this equality scheme.

This scheme aims to be comprehensive in the following ways:

Salford City College will develop processes and practices that **encourage a diverse student population and staff group to fully participate** in the life of the

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College and where different backgrounds and experiences are utilised for the benefit of all. All policies, processes and plans will be subject to a **generic impact assessment** to assess the impact (positive and negative) of these initiatives and where appropriate modifications are suggested they will be implemented.

Salford City College will develop **processes and working practices to tackle discrimination and harassment**, recognising the fact that individuals may suffer or may have suffered from various forms of disadvantage. The College will work to continuously ensure the environment for students and staff is harmonious and safe. The existing processes to investigate and deal with racial and sexual harassment have been adapted to meet the needs of all staff who complain of harassment on any of the grounds of equality and diversity covered by this scheme and these will be rigorously applied.

This scheme will be **developed and monitored in consultation with staff, students and external stakeholders** to ensure that the College continues to respond to the concerns of all the people affected.

The principles of equality and diversity will be **applied consistently** across all aspects of learning and service delivery, working practices and the environment including admissions, student services, learning support, curriculum development, teaching, learning and marketing.

The principles of equality and diversity will apply to all College partners, including work experience partners and other agencies.

As an **employer**, the College will ensure that the principles of equality and diversity will be applied to recruitment, redeployment, staff development and promotion, to ensure that all individuals are encouraged to achieve their full potential. Staff development and training on all aspects of equality and diversity will continue to be arranged for all members of staff at induction together with refresher training thereafter.

### 7. Documentation

#### **To the public (including learners, staff, partners and other stakeholders)**

- The Colleges commitment to equality across all strands will be highlighted in our prospectus and in our strategic plan
- Summary of the results of monitoring information will be presented to meetings of the Equal and Diversity Committee, the Corporation and made available to the recognised trade unions.

#### **To learners**

All learners will receive have access to a copy of the scheme through the College Intranet and Website or through Student Services.

- The induction programme for learners will highlight the College's commitment to equality and diversity and what action they can take if they believe they have encountered discrimination and how the College would handle such matters
- Tutors will reinforce this information during tutorials or work based mentoring

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### **To work placement providers, partners, contractors, associated employers and other stakeholders**

- All work placement providers, partners and franchises will receive a summary of their responsibilities under the Policy and will be required to signify their understanding and agreement to them.
- Work placement providers will be offered briefings on equality and diversity issues.
- College staff will promote the recruitment of students from under represented groups to providers.

### **To staff**

- All staff will have access to a full copy of this scheme via the intranet with an introduction in the staff news letter.
- The induction programme for new staff will highlight the College's commitment to equality and diversity along with the action to be taken to support staff and learners who face discrimination and harassment.
- A summary of the results of our monitoring will be included in staff bulletins.

## **8. Ensuring compliance**

The College will ensure the following through the monitoring of the Single Equality Action Plan:

- Governors, students, staff, partners and all stakeholders (including work placements providers) are aware of our Single Equality Scheme and the action needed for its implementation
- Staff, learners, partners and all stakeholders are aware of the value placed on equality of opportunity and diversity and that action will be taken in the event of any breach of these policies.
- Governors and staff have access to comprehensive information, and progress reports which will assist them to plan, implement and monitor actions to carry out their responsibilities under the scheme
- The College publicity materials present appropriate and positive images that support these provisions.
- Schemes of work, lesson content and teaching resources demonstrate sensitivity to issues of diversity
- Care is taken to ensure that disabled learners and learners from under represented groups or from groups who have traditionally experienced unlawful or unfair discrimination have access to appropriate support and facilities
- Applications for employment are drawn from a wide pool with positive action to encourage applications from under-represented groups

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- Recruitment, selection and promotion processes are designed to enable people from under represented and disadvantaged groups to fully participate in the process.
- Staff development schemes are designed to raise awareness and effectively meet the learning needs of all staff including disadvantaged and under represented groups.
- Action is taken to ensure that individuals will be treated equally and fairly and that decisions on pay, training, career management and termination of employment are based solely on objective, job related criteria.

Monitoring will take place via the Centre Equality and Diversity teams, the whole College Equality and Diversity Committee, the local Senior Management Teams, Group Senior Management Team and the Corporation.

The College will produce an annual report summarising progress against actions in this scheme.