

**RACE EQUALITY & DIVERSITY ACTION PLAN 2008 - 2010**  
**REDAP 2008**



The 2008 Race Equality Action Plan has been developed to support and enhance the services the College provides for students and staff from all racial groups. This action plan has been developed as a result of actions taken forward from the 2004/5 action plan and from feedback received through the direct involvement of students, staff, and other stakeholders in the review and evaluation of the services we provide.

The Action Plan will be reviewed in November annually, and the progress made against the set objectives and timescales will be reported in the annual report each December

M Mennie  
Assistant Principal  
November 2008

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<b>Area 1</b>	<b>Equality Schemes</b>
<b>Development Theme</b>	At present the college has 3 Equalities Schemes; Race, Disability and Gender. All three schemes have separate Action Plans and report publications with each scheme, reporting at different times throughout the academic session.
<b>Context</b>	<p>The Single Equality Act 2006 established a new body called the Equality and Human Rights Commission in October 2007 bringing together commissions which were previously separate; the Commission for Racial Equality, the Disability Rights Commission and the Equal Opportunities Commission. The EHRC will promote equality and tackle discrimination in relation to gender, gender reassignment, disability, sexual orientation, religion or belief, age, race and promote human rights. These developments support the integration of the current equality schemes (Race, Disability and Gender) produced by the College into one single equalities scheme and one combined annual reporting exercise.</p> <p>The development of a single equality scheme will simplify and clarify responsibilities, arrangements and activities aimed at ensuring equality and promoting good relations across each strand of positive equality and diversity practice.</p>
<b>Action</b>	<b>The College will develop and publish a Single Equalities Scheme</b>
<b>Responsibility</b>	Assistant Principal, Equality and Diversity Committee, SMT and Board of Management
<b>Timescale/Deadline</b>	July 2010
<b>Action 1.2</b>	<b>Attend a series of training events for development protocols for the production of a single equalities scheme</b>
<b>Responsibility</b>	Assistant Principal
<b>Timescale/Deadline</b>	June 2009

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<b>Area 2</b>	<b>Staff Training &amp; Development</b>
<b>Development Theme</b>	The Race scheme and Action Plan have recently been reviewed and updated.
<b>Context</b>	The College is an organic institution with a turnover of staff on an annual basis, It is essential that College staff are aware of their responsibilities under the RRA, the content of the schemes and the part they can play in meeting the specific and general duties of the scheme.
<b>Action 1.1</b>	<b>Staff Induction</b>
<b>Responsibility</b>	Depute Principal
<b>Timescale/Deadline</b>	August and January of each academic session
<b>Action 1.2</b>	<b>Training for staff who are involved in the recruitment and selection of both staff and students</b>
<b>Responsibility</b>	Human Resource Manager
<b>Timescale/Deadline</b>	Sessions throughout the Academic Session
<b>Action 1.3</b>	<b>Continued training for staff who are carrying out equalities monitoring through the course team system</b>
<b>Responsibility</b>	Assistant Principal & Quality Co-ordinator
<b>Timescale/Deadline</b>	November of Each Academic Year
<b>Action 1.4</b>	<b>Continued training for staff who are carrying out Impact Assessments</b>
<b>Responsibility</b>	Assistant Principal
<b>Timescale/Deadline</b>	November of Each Academic Year
<b>Action 1.5</b>	<b>Continued training for staff who are carrying out equalities monitoring through the course team system</b>
<b>Responsibility</b>	Quality Co-ordinator
<b>Timescale/Deadline</b>	June 2009

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<b>Area 3</b>	<b>Data Monitoring and Analysis</b>
<b>Development Theme</b>	To continue to develop data collection, monitoring and data analysis techniques
<b>Context</b>	<p>The College has identified a number of data sets with respect to the collection and monitoring of data collection involving ethnicity. To date this has not covered all ethnicity sets as set out by EHRC. The College needs to expand this collection methodology to encompass this requirement.</p> <p>The college will continue to analysis and report on this data at strategic level, but requires to develop its monitoring and analysis at course level, to help inform the process at an operational level.</p>
<b>Action 3.1</b>	<b>Identify data set for ethnicity as per EHRC</b>
<b>Responsibility</b>	Assistant Principal
<b>Timescale/Deadline</b>	November 2008
<b>Action 3.2</b>	<b>Identify, analysis and report student data, year on year, ethnicity sets across all individual college campuses</b>
<b>Responsibility</b>	Assistant Principal, SL Student Registrations, Equality & Diversity Committee
<b>Timescale/Deadline</b>	December 2008
<b>Action 3.3</b>	<b>Identify, analysis and report student data, year on year, ethnicity sets across all individual college FT Courses</b>
<b>Responsibility</b>	Quality Co-ordinator
<b>Timescale/Deadline</b>	February 2009
<b>Action 3.4</b>	<b>Update data collection and analysis for staff ( Profile and Applications for Posts) in line with EHRC ethnicity codes</b>
<b>Responsibility</b>	Assistant Principal, Human Resource Manager and Equality & Diversity Committee
<b>Timescale/Deadline</b>	January 2009
<b>Action 3.5</b>	<b>Review and develop new implementation plan for QUELTEM audit of Learning &amp; Teaching materials</b>
<b>Responsibility</b>	Quality Co-ordinator & Section Leaders
<b>Timescale/Deadline</b>	May 2009

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<b>Area 4</b>	<b>Impact Assessment</b>
<b>Development Theme</b>	To further develop our impact assessment scheme relating to policies, procedures, services and functions
<b>Context</b>	The College has developed a template for carrying out impact assessments for policies and procedures. Some impact assessment has been carried out on a number of policies and procedures. We have not however looked at a formal methodology with respect to services and functions.
<b>Action 4.1</b>	<b>Continue to impact assess policies and procedures as per College procedure and report annually on progress</b>
<b>Responsibility</b>	Assistant Principal, Human Resource Manager, Equality and Diversity Committee
<b>Timescale/Deadline</b>	October 2009 and annually thereafter
<b>Action 4.2</b>	<b>Develop a formal methodology for impact assessing services that the College provides and functions it carries out</b>
<b>Responsibility</b>	Senior Management Team, Equality and Diversity Committee
<b>Timescale/Deadline</b>	December 2009
<b>Action 4.3</b>	<b>Implement the methodology for impact assessing services that the College provides and functions it carries out</b>
<b>Responsibility</b>	Senior Management Team, Equality and Diversity Committee
<b>Timescale/Deadline</b>	February 2010

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<b>Area 5</b>	<b>Access to Information</b>
<b>Development Theme</b>	To ensure that the College is an open, accessible and transparent organisation
<b>Context</b>	It is essential that the data collected by the College, with respect to Equality and Diversity, is readily available to those who may request this through our Freedom of Information System. ( Few requests have come via this medium) The College is currently reviewing the template for its FOI scheme and information about Equalities & Diversity will be signposted through this scheme. The College has its own website and again a section for Equality and Diversity has been created
<b>Action 5.1</b>	<b>Revised Freedom of Information Scheme Publication</b>
<b>Responsibility</b>	Assistant Principal & Secretary to the Board of Management
<b>Timescale/Deadline</b>	March 2009
<b>Action 5.2</b>	<b>Redesign Web Pages containing Equality and Diversity Information</b>
<b>Responsibility</b>	Assistant Principal & Online Projects Staff
<b>Timescale/Deadline</b>	February 2009
<b>Action 5.3</b>	<b>Publication of Summary Reports</b>
<b>Responsibility</b>	Assistant Principal
<b>Timescale/Deadline</b>	Race and Disability December of each year, Gender June of each year
<b>Action 5.4</b>	<b>Designing of format for Reporting under a Single Equalities Scheme</b>
<b>Responsibility</b>	Assistant Principal and Equality and Diversity Committee
<b>Timescale/Deadline</b>	August 2010