



Deeside College  
Coleg Glannau Dyfrdwy

# Single Equality Scheme and Action Plan

## 2010 / 2011



***Deeside College is committed to actively promoting equality of opportunity and valuing diversity amongst its students, staff, stakeholders and the public at large.***



## FOREWORD

Deeside College is committed to promoting diversity and equality of opportunity for its students, staff, partners, associates and in its links with the community. We aim to be an inclusive organisation where everyone has a fair opportunity to fulfil her/his potential.

Deeside College is proud of its track record in supporting students and staff with particular needs and perspectives. This is endorsed by our Estyn inspection results, our Investors in People status and a number of individual awards such as the 'Two Ticks' scheme for disability. Even so, we still have much to do.

We have adopted the social model of disability. It plays an important part in influencing our approach to Learning, Teaching and Assessment, how we deal with widening participation and how our Human Resources policies and workplace agreements are drawn up.

In reviewing our Scheme we have involved staff and students from all interest groups, as well as external organisations and partners. A number of changes have been reflected in the 2010/11 Scheme. These include:

- **The new Estyn Common Inspection Framework.** It is essential that the dimensions of Learner Voice and Learner Wellbeing are considered fully within this Scheme.
- **The Equality Act 2010.** This has been modified and its scope somewhat limited by the Coalition Government since the Act was first proposed.
- **The newly merged College.** Following its successful merger with the Welsh College of Horticulture on 1 August 2009, Deeside College merged on 1 August 2010 with Coleg Llysfasi, which includes Wrexham Training.
- **A new vision and values for the College,** which can be found on page 3

Finally, our Single Equality Scheme Action Plan sets out our priorities for the period 2010/11 to 2012/13 and how we will achieve our objectives. Continued dialogue with appropriate staff, students and representatives of the community will assist us in refining our priorities for improvement and this will be reflected in future Scheme updates.

I welcome feedback from individuals, groups and organisations, within and outside the institution on our Single Equality Scheme and Action Plan. Most importantly, I welcome feedback from you and I look forward to working with you to achieve our goals.

**DAVID B JONES**  
*Principal/Chief Executive*



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## 1. INTRODUCTION TO OUR EQUALITY SCHEME

The College's vision, mission, values and adoption of the social model of disability complement and reinforce our commitment to equality and diversity.

Our vision is to be recognised as a Sector Leading College for all - Committed to Excellence.

We will achieve this by supporting learners to achieve their full potential in a positive environment, through dedicated and innovative professionals.

Our Single Equality Scheme demonstrates our commitment to promoting equality, diversity and inclusion across all equality groupings and specifically addresses the College's obligation and public legal duties to promote race, gender and disability equality under the relevant Public Sector Equality Duties and the Equality Act 2010.



## OUR EQUALITY PRIORITIES

Deeside College has determined the following as the most important objectives for the present scheme. These actions will be reflected in the College QDP and reported to the Governing body at prescribed times.

### ***Promoting equality in our teaching, training and student support***

- We will develop a participative and accessible teaching and training provision.
- We will continue to improve the accessibility of our delivery and student services for new and existing students.
- We will continue to develop our provision to meet diverse and specific needs.
- We will address gaps in our knowledge base to ensure that we are prioritising key equality areas in delivery.
- We will monitor the effectiveness of our provision of information, advice support and guidance to ensure that information is accessible, up-to-date and credible.
- We will monitor all aspects of our provision to ensure it continues to meet the needs of all groups
- We will monitor all aspects of our student recruitment policy in line with the principle of inclusion
- We will continue to develop the ways in which we incorporate the concepts of equality and diversity into the college curriculum and the student code of conduct

### ***Promoting equality in our employment practices***

- We will develop our strategy of involvement to engage and respond to our staff.
- We will consult and involve college employees covering all equality areas to help inform our services and support to staff.
- We will enhance our monitoring and analysis systems to expand on data collection and reporting, particularly around employment issues such as recruitment, access to training and promotion.
- We will use the information gathered from surveys, focus groups and monitoring to inform our action planning.
- We will strengthen our equality procurement framework so that associates can demonstrate their commitment to equality and explore training for themselves as necessary.
- We will ensure that our tendering processes address all protected characteristics and target work in developing equality areas.

### ***Promoting equality in our associate activities and partnerships***

- We will continue to monitor the diversity of our associates across all the equality areas to reflect the communities we serve and endeavour to maintain or improve our profile.

### ***Promoting equality in our relationships with the community and the public at large***

- We will ensure that the external profile of the college endorses our commitment to equality and diversity and encourages access from all parts of the community.
- We will continue to seek ways to improve contact with minority groups and to improve the diversity of the student and staff profiles.

### ***Promoting equality in our policy and procedure***

- We will review our policies and procedures annually, deploying equality impact assessment. Where appropriate we will involve representative individuals or groups in this, either via our Equality and Diversity Group or via other college relationships.



## 2. ABOUT THE COLLEGE

Deeside College was originally based in Flintshire, in North East Wales and has long been regarded as one of Wales's leading Further Education colleges. In August 2009, we merged with what was then the Welsh College of Horticulture, based at Northop and in August 2010 we have undergone a further successful merger with Coleg Llysfasi, including Wrexham Training. This has resulted in college provision across 3 unitary authorities: Flintshire, Denbighshire and Wrexham.

The augmented college now offers a wide portfolio of full-time courses ranging from Entry Level to Level 3 Vocational and Academic. We also offer an extensive range of apprenticeship training programmes, part-time community-based courses for adult learners and we have developed an extensive school links programme for 14-16 year old learners from across Flintshire and Denbighshire. Deeside College has 2500 full time students and around 13,000 part-time students (including work-based learners and apprentices). The college currently employs almost 1000 members of staff and has an annual income of around £40m, of which 30% comes from non-core Welsh Assembly Government Further Education funding.

Deeside College has consistently received local, regional and national awards in recognition of the quality and diversity of its services, the achievements of students and staff and its ability to tailor training to the needs of employers both locally and nationally. The college's reputation was further reinforced when in 2007 it became the first in the country to gain Grade 1 Estyn inspection ratings for both its Work-Based Learning provision and Further Education provision, putting the college amongst the best in the UK. The College can boast its highest ever number of awards in 2009.

## OVERVIEW OF OUR PUBLIC DUTY

The legal duty of Deeside College, as a public authority, is defined in the Equality Act 2010. We have obligations in relation to race, disability and gender as set out by the Race Relations Act 1976 (Amendment) Regulations 2003, the Disability Discrimination Act as amended in 2005 and the Equality Act 2010. These Acts require that we are proactive in fulfilling the general and specific requirements of the Disability, Race and Gender Equality Duties.

In addition to these legal requirements, we recognise our legal obligations under a range of other equalities legislation relating to age, sexual orientation, religion and belief, as well as the wider provisions of the core equalities legislation relating to race, disability and gender. The College seeks to promote equality, diversity and inclusion across all of the recognised protected characteristics.

The College's Equality and Diversity Policy is a general policy which addresses the College's legal duties and responsibilities with respect to diversity and equality. The aim of the Policy is to actively promote equality and diversity within the student, staff and stakeholder communities and to prevent or eliminate all forms of unfair discrimination that might occur in the College.

This policy is underpinned by a group of six specific College policies which cover age, disability, gender, race, religious and cultural tolerance and sexual orientation. This group of Diversity and Equality Policies supports other action taken by the College to meet the general and specific requirements of the disability, gender and race equality duties, as well as the requirements of broader equalities legislation.



## HOW WE ARE ORGANISED TO PROMOTE EQUALITY & DIVERSITY

All levels of management within the college are committed to promoting equality and diversity. We also have an Equality & Diversity management group and specific named roles with responsibility for promoting and implementing the scheme.

### ***College Corporation***

The Corporation approves the college Single Equality Scheme and receives updates on the Action Plan on a termly basis. The appointment of Governors takes account of the need for diversity and all Governors receive training on equal opportunity.

### ***Senior Management Team***

Senior Management Team consists of the college Senior Postholders, the Directors of Faculty and other senior managers. The team receives reports from the Equality and Diversity Group three times a year and approves proposals from that group. All college managers receive training on equality and diversity and attend in-house events focussing on specific areas of the Scheme, such as disability and cultural awareness.

### ***Equality and Diversity Group***

A new group was formed in 2008, merging many of the members from the two previous groups which had focused separately on student and staff matters. The group is chaired by the Vice Principal HR and Student Services. The primary remit of this group is to promote diversity and equality. It also has a responsibility to monitor progress against the Single Equality Scheme Action Plan, make recommendations for corrective action and proposals for additions to the Plan. The members of the group are all responsible for reporting opportunities for improvement, whether these come from internal sources such as staff or student comments or from external connections and information updates.

### ***Vice Principal HR and Student Services***

This role has responsibility for maintaining the Single Equality Scheme and Action Plan, and assisting with initial Impact Assessment exercise. It has a shared responsibility for representing the College at external events and networks and advising on legislative changes and best practice in Equality and Diversity, and a shared responsibility for monitoring the college web site and intranet to ensure that they are compliant with relevant public duty and are sufficiently informative and accessible. As Chair of the College Equality and Diversity Group, the VP ensures that data is collated relating to E&D performance (student and staff) and that external benchmarking is conducted as appropriate. The VP is also responsible for reporting progress on the Action Plan to the Corporation.

### ***Director of Strategic Planning and Quality***

This role has responsibility for maintaining college policies through the Quality Management System and for ensuring Equality Impact Assessment takes place. It has a shared responsibility for representing the College at external events and networks and advising on legislative changes and best practice in Equality and Diversity, as well as a shared responsibility for monitoring the college web site and intranet to ensure that they are compliant with relevant public duty and are sufficiently informative and accessible. The Director is a member of the Equality and Diversity Group.

***Student Services and Human Resources Staff*** - as functions that specifically support college learners and employees these two groups have a particular need to ensure delivery of good practice in relation to support across all of the protected characteristics, both in terms of generic processes and procedures such as recruitment and selection, advice and guidance, and also in terms of dealing positively and appropriately with all individual enquiries and problems.



**Recognised Trade Unions** - Deeside College currently recognises four unions for the purposes of consultation and collective bargaining, namely AMiE, UCU, Unison and Unite. Each of these unions has a declared interest in promoting equality and diversity. Meetings ('JNCCs') are held at least termly with representatives of all these unions and matters of equality and diversity are regularly discussed.

**Student Association** - Deeside College Student Association is affiliated to NUS (National Union Students) and is committed to the promotion of diversity and equality within the student cohort. To this end, the Association constitution has the following elected posts:

- Male President
- Female President
- LGBT Officer
- Ethnic Officer & Fundraising
- Mature & Part Time Student Officer
- Student Council Officer
- Disability & Admin Officer

**The Director of Strategic Planning, Quality & Support for Learners and the Directors of Faculty** are responsible for ensuring that actions required to promote diversity and equality and eliminate discrimination and harassment and are embedded within all faculties and programme areas. Actions at Faculty or Business Support Department level are included in the College Quality Development Plan which is co-ordinated by the Curriculum, Planning & Quality Manager.

## EQUALITY IMPACT ASSESSMENT

### **Purpose**

Equality Impact Assessment is a tool for identifying the potential impact of a policy, procedure, service or function on College students, service users and staff. It serves to identify and eliminate issues which discriminate against and disadvantage individuals with protected characteristics and helps us not only to provide and deliver excellent services, but also to promote Equality and Diversity within Deeside College.

### **Scope**

All processes, procedures and work instructions should be assessed for their Equality impact, both at the time of creation and whenever changes need to be introduced. The College has a schedule for routine review of major policy and procedure and review of the Impact Assessment should form part of this.

### **Process**

Initial screening to determine what if any impact is likely information gathering, defining and documenting the procedure if this has not already been carried out full impact assessment: making a judgement on which protected characteristics may be adversely affected by the policy as it stands. Wherever practical and desirable individuals who have the protected characteristic, or groups who represent them should be involved in this judgement process action planning to improve or entirely eliminate the problem publication on the College website and Staff and Student Intranets

### **Responsibilities**

All policy, procedure and function owners are responsible for conducting their own Equality Impact Assessment. Training is provided to support this.

### 3. OUR SINGLE EQUALITY SCHEME *(All actions to be monitored and reported on at Equality and Diversity Group meetings)*

<b>Priority</b>	<b>Action to be Taken</b>	<b>Primary Responsibility</b>	<b>Complete Target Date</b>	<b>Targeted Measurable Outcome</b>
<b>Leadership</b> Promote and support all protected characteristics and ensure the scheme is implemented	Ensure all strategies address the principles of equality and diversity, include Impact Assessment and reflect the College's public duties	All managers	Review and report December annually	All relevant college statements and strategies overtly reference the principles of equality and make clear how promotion will be enabled
	Confirm and clarify the College procedure for Equality Impact Assessment	Vice Principal HR & Student Services Director of Strategic Planning, Quality & Support for Learners	March 2011	EIA process published on College website and intranet
	Identify College commitment to equality and diversity in all teaching and training provision	Vice Principal Curriculum, Planning & Quality Directors Heads of Programme	Review and report June 2011	Judged to be excellent by Estyn at Inspection. Education for Sustainable Development and Global Citizenship (ESDGC) incorporated into all 14-19 curriculum Appropriate Equality and Diversity element in all work based learning
	Confirm commitment to equality and diversity in staff training and continuous professional development	Vice Principal HR & Student Services HR Manager	Review and include in Training Report June 2011 and thereafter annually	All college employees to have undergone training in all protected characteristics by December 2012. Prescribed learning such as Teacher Training and PMAR to contain specific outcomes relating to Equality and Diversity.
	Audit the completion of college EIAs and identify where representative individuals and groups should be involved in future reviews	Director of Strategic Planning, Quality & Support for Learners Curriculum, Planning & Quality Manager	August 2011	EIAs published on College website and intranet
	Train all managers and key staff in Equality Impact Assessment	HR team	December 2011	All process owners competent to carry out EIAs. Impact assessment process fully embedded at all sites

<b>Priority</b>	<b>Action to be Taken</b>	<b>Primary Responsibility</b>	<b>Complete Target Date</b>	<b>Targeted Measurable Outcome</b>
	Communicate to all students and staff the importance and benefits of promoting Equality and Diversity	Head of Marketing, Admissions & External Funding	Review and record June 2011 and thereafter annually	Regular articles (at least termly) in Staff Update and equivalent Student publication
	Maintain College expertise in Equality legislation and the College's Public Duty	Senior Management Team College Risk Management Group	Review and record December annually	Responsibility for maintaining up to date knowledge and making recommendations for action is clearly assigned to at least one Senior Postholder and one Governor
	Inform all contractors and subcontractors of the College's responsibility and commitment to Equality and Diversity	Vice Principal Corporate Services	Review December annually	Reference to be included in all tender and contract documents
	Communicate to all College stakeholders the College's commitment to promoting Equality and Diversity	Head of Marketing, Admissions & External Funding	Review and record December annually	Regular articles (at least termly) in Staff Update and equivalent Student publication Dedicated page of College Website Dedicated area of College Intranet Publish accessibility and facilities information for all potential users of the College
	Explore the possibility of a multi-faith approach for students and staff	Student Services Manager Vice Principal HR & Student Services	January 2011	Determine the appropriateness and develop an action plan accordingly
	Inform all contractors and subcontractors of the College's responsibility and commitment to Equality and Diversity	Vice Principal Corporate Services	Review December annually	Reference to be included in all tender and contract documents
	Communicate to all College stakeholders the College's commitment to promoting Equality and Diversity	Head of Marketing, Admissions & External Funding	Review and record December annually	Regular articles (at least termly) in Staff Update and equivalent Student publication Dedicated page of College Website Dedicated area of College Intranet Publish accessibility and facilities information for all potential users of the College

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	Explore the possibility of a multi-faith approach for students and staff	Student Services Manager Vice Principal HR & Student Services	January 2011	Determine the appropriateness and develop an action plan accordingly
<b>Policy and Procedure</b> Ensure all policies, procedures, plans and practices are compliant with equality laws	Develop and maintain the College process for Impact Assessment	Director of Strategic Planning, Quality & Support for Learners	Review December annually	Impact assessment completed for all current policies and procedures and robust system in place to ensure new additions routinely assessed.
<b>Monitoring and Action Planning</b> Gather data to demonstrate compliance with law and ongoing improvement in representation of protected characteristics in all stakeholders	Conduct a full review of policy and procedure for bullying and harassment, particularly with regard to vulnerable individuals and those with protected characteristics	HR Manager Student Services Manager	August 2011	Policies update, including Workplace Agreements, and training in place for 2011/12
	Maintain systems to capture relevant data on: Student applications Student enrolments, including entry onto 'non-traditional' courses of study Successful completion Student withdrawals Disciplinary data base	Director of Strategic Planning, Quality & Support for Learners	Report December annually	Report to be received by Equality and Diversity Group in 2010 on all changes incorporated as a result of Equality Act 2010
	Maintain systems to capture relevant data on: Employee applications Employee recruitment Pay Training Promotion Discipline and Grievance	HR Manager	Report December annually	Report to be received by Equality and Diversity Group

<b>Priority</b>	<b>Action to be Taken</b>	<b>Primary Responsibility</b>	<b>Complete Target Date</b>	<b>Targeted Measurable Outcome</b>
	Identify all improvements in College Equality and Diversity since the introduction of the Single Equality Scheme	Vice Principal HR & Student Services College E&D Group	December 2011	All improvements evaluated and published on College website and intranet.
	Ensure Schemes of Work, lesson plans and teaching and learning materials take account of these needs	Director of Strategic Planning, Quality & Support for Learners	Report December annually to Equality Group	All relevant procedures and instructions to require this
	Conduct student and staff surveys and focus groups	HR Manager	Annual programme in place	All surveys to contain relevant questions and enable relevant demographics to be captured. Report to Equality and Diversity Group
	Monitor complaints and compliments	Director of Strategic Planning, Quality & Support for Learners	Report annually to Corporation, SMT and Equality Group	Complaint record to include relevant demographics, where individuals are prepared to provide them
	Action plan for improvement and remedial action	Curriculum, Planning & Quality Manager HR Manager	June annually	Review and proposals presented to Equality and Diversity group
	Conduct student and staff surveys and focus groups	HR Manager	Annual programme in place	All surveys to contain relevant questions and enable relevant demographics to be captured. Report to Equality and Diversity Group
<b>Marketing and Promotion</b>		Head of Marketing, Admissions & External Funding	Report December annually to Equality Group	Use of targeted publications, websites, networks, etc to be reported to Equality and Diversity Group annually. Ensure at least one member of Marketing team is trained in promoting equality
		Head of Marketing, Admissions & External Funding Head of Commercial Operations	Report December 2011 and thereafter annually to Equality Group	Data reported

<b>Priority</b>	<b>Action to be Taken</b>	<b>Primary Responsibility</b>	<b>Complete Target Date</b>	<b>Targeted Measurable Outcome</b>
		Welsh Medium, Bilingual & Community Learning Manager	Report December annually to Equality Group	Achievements within published Welsh Language Scheme Action Plan to be shared with Equality Group
		Head of Marketing, Admissions & External Funding	Review and report December annually to Equality Group	Published instructions available to all students and staff and communicated to all at induction points
		Head of Marketing, Admissions & External Funding	Immediate	Bilingual publications in line with Welsh Language Scheme. Printed and website images to be representative of a wide spectrum of diversity
	Assess the college website and intranet against the Web Content Accessibility Guidelines and Web Accessibility Initiative and take appropriate action	Head of Marketing, Admissions & External Funding	Review progress December annually and report to Equality Group	College to be compliant at all times within reasonable financial constraints
	Publish relevant data, such as audit results, notes of Equality & Diversity Group, progress against Impact Assessment targets online and within an Annual Report	Curriculum, Planning & Quality Manager, HR Manager Head of Marketing, Admissions & External Funding	Annually within Report	Specific data reported on College website and intranet Equality and Diversity section of College Annual Report
<b>Contracts, Partnerships and Relationships with Other Agencies</b>	Use evidence of commitment to equality and diversity as a selection criterion for awarding of contracts	Vice Principal Corporate Services Finance Officer - Procurement, via Purchasing Consortium	Review progress December annually and report to Equality Group	Percentage of business awarded to suppliers with a demonstrable commitment to equality and diversity to increase year on year
	Collaborate actively with other agencies such as DCELLS, Estyn, Careers Wales, EHRC, Wales Equality Network, to promote commitment and ensure knowledge sharing	SMT	Immediate Report by relevant SMT member on relevant activities to Equality Group	
	Investigate the level of interest within the College for a Disability Network	HR Manager Student Services Manager	August 2011	Agreed position with Equality and Diversity Group

