

Boston College: Equality & Diversity Action Plan 2010-11

Item/Activity	Description	Lead Staff	Comp date	Milestones	Outputs/Outcomes	Reference to Common Inspection Framework
Priority 1: Equality Impact Assessments						
1. Identify and prioritise policies & procedures for Equality Impact Assessment.	Boston College has to ensure all its policies, procedures and practices are fair to all groups of people. We therefore have to examine all our policies and practices to make sure they do not disadvantage any particular group.	FH	Dec 11	Complete priority 1 list – 31 Mar11 Complete priority 2 list – 31 Jul 11 Complete Priority 3 list – 31 Dec 11	No of EIA's completed No of actions implemented and completed as a result of EIA's	<i>C4 – Assesses the impact of its work in relation to equality and diversity among and takes appropriate action in response to its findings</i>
Priority 2: Learners with Learning Difficulties & Disabilities						
2. Review of support & provision of students with learning disabilities & difficulties	The review will focus on need and severity of need of students with learning disabilities & difficulties ensuring effective monitoring and evaluation procedures are in place to resource and successfully manage learner's progress at College.	RO	Mar 11	Review of provision – Oct 10 Completion of review and report to YPLA – 30 Nov 10 Consideration of resources and implications for College – Mar 11	To ensure all of our students with learning difficulties & disabilities have adequate support and provision in order to flourish	<i>C4. Managers equality and diversity, particularly disability, gender and race, and actively promotes equality and diversity among staff, learners, employers, parents and other partners</i>
Priority 3: Equality and Diversity Monitoring framework						
3a. Review existing and agree new College specific EDIMs and monitor performance against them	EDIMs allow the College to set challenging targets to monitor, and improve engagement, enrolment, retention, achievement and success by different groups of learners.	DM & JH	Dec 10	2009/10 data finalised – Nov 10 College SAR – Dec 10 2010/11 Programme of EDIMs agreed – Jan 11 Review of EDIM's – Mar 11	Number of EDIMs that meet agreed targets	<i>C4 – Sets challenging targets and uses data to monitor, analyse and improve engagement and performance by different groups of learners.</i>
3b. Monitoring of staff data	Monitoring staff data on all aspects of their employment allows Boston College to ensure all staff are treated fairly. It also allows the College to set challenging targets to monitor, and improve under representation across the equality strands.	KT	Mar 11	Collate HR data – Jan - Feb 2011 Consult with HR strategy Gp – Feb 11 Present report to SLT – Mar 11 Report to Governors – Mar 11 Produce action plan –Apr 11	Increased awareness of the impact of HR policies & practices on our staff Greater involvement of staff in agreeing action points to improve equality and diversity of staff.	<i>C4. Manages equality and diversity, particularly disability, gender and race, and actively promotes equality and diversity among staff.</i>

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3c. E&D monitoring of learner complaints & compliments	Monitoring the data will allow the College to identify any complaints or compliments which may have an equality and diversity impact.	JH	Dec 2010	Begin recording E&D data (inc. postcode) against complaints & Compliments – Sep 10 Complete retrospectively for 09/10 spread sheet.- Dec 10 Report to E&D Committee – Jan 11	Respond in line with the College's complaints policy.	<i>C4 – manages incidents and complaints specifically about disability, gender and race equality.</i>
Priority 4: Promote Socio-economic cohesion						
4a. Complete 'Raising Aspirations' E&D project	This LSIS funded project trial's a range of interventions and changes to institutional practices to identify those that are most effective at sustaining young learners from disadvantaged social backgrounds. The project includes the delivery of 3 'raising aspiration' events for students.	FH/LT	Dec 10	Student Photography competition – completed Mar 2010 Student visit to London Olympic venue sites – Nov 10. Student visits to local employers – Nov 10 Dissemination event next steps agreed by partners – Dec 10	Evidence of impact of 'raising aspirations' events Inc. filmed interviews and publicity promoted on VLE & College website Production of report and dissemination to partners. Embed learning into the Equality Impact Assessments.	<i>C4- Takes action to reduce any significant variation in outcomes between different groups of learners, to maximise their potential.</i>
4b. Partnership work with Lincolnshire Research Observatory (LRO)	Boston College will work collaboratively with the LRO to help profile the geographic areas served by Boston College. This will help us identify and ensure that we are meeting the varying needs of the communities in Boston, South Holland and East Lindsey.	FH	Mar 11	Meeting with LRO – Oct 10 Collate evidence & prepare socio – economic reports – Dec 10 Disseminate information and learning and make accessible to be used by staff when carrying out Equality Impact Assessments - Jan 11	Increased understanding of socio-economic disadvantage communities served by Boston College. Embedded learning into the Equality Impact Assessments.	<i>C4- Takes action to reduce any significant variation in outcomes between different groups of learners, to maximise their potential.</i>
Priority 5: Embedding equality and diversity across the College						
5a. SAR Poster Campaign	Using evidence taken from the Self-Assessment Return (SAR), this will take the form of a poster campaign sharing and recognising individual and team efforts at promoting and celebrating work around equality and diversity.	ME/FH	Mar 11	Complete Self-Assessment – Dec 10 Design Poster – Jan 11 Approval & sign off from E&D Committee – Mar 11	Evidence collated via Self-Assessment Return and disseminated via poster campaign and promoted on VLE	<i>C4. Actively promotes equality and diversity among staff, learners, employers, parents and other partners</i>

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5b. Staff/governor visit to Holocaust Memorial Centre	This 1-day programme consists of workshops and discussions with delegates asked to consider the issues raised for them as professionals by the Holocaust and encouraged to rethink their professional attitudes, policies and roles in respect of prejudice, equality and intolerance.	FH/TM	Nov 10	Visit Centre – Nov 10 Upload filmed interviews of staff's experience on VLE – Nov 10 Disseminate and make accessible to be used by staff when carrying out Equality Impact Assessments – Nov 10	No staff attended Evidence of impact via filmed interviews and promoted on VLE.	<i>C4. Makes sure training in equality and diversity is effective so that leaders, managers, governors or supervisory bodies, staff and learners understand their roles and responsibilities in relation to equality and diversity.</i>
5c. Refresh and deliver staff induction/refresh training for equality and diversity	The College currently offers equality and diversity induction and refresher training. This will be reviewed and updated.	FH/TM	Jun 11	Refresh Staff handbook – Nov 10 Refresh E-learning – Jan 11 Report to E&D group – Mar 11 Roll out via staff training – Jun 11	Staff feedback from HR strategy group Staff feedback following completion of training.	<i>C4. Actively promotes equality and diversity among staff, learners, employers, parents and other partners</i>
5d. Produce new Single Equality Scheme (including 2-page summary document)	This Single Equality scheme (SES) sets out the organisational commitments and responsibilities of Boston College to promote and monitor Equality and Diversity within the framework of the three year period 2010 to 2013.	FH/YL	Mar 11	Consultation with HR strategy Group – Nov 10 E&D Gp agree & sign off main SES document – Nov 10 Work with learners to design & produce 'light' summary pamphlet – Feb 11	The Scheme will describe in one document how the college will fulfil its statutory duties and responsibilities as an employer and as a provider of education and training. Increased awareness of the SES via feedback.	<i>C4. Managers equality and diversity, particularly disability, gender and race, and actively promotes equality and diversity among staff, learners, employers, parents and other partners</i>
5e. Improve access through technology for staff and learners	Boston College to review the strategic planning and delivery of ILT, which has been identified as a key priority in the College's 2010/11 strategic plan. This will include replacing the current Virtual Learning Environment (VLE) with Moodle to enhance and improve learning through technology.	PM/JH	Jul 11	Establish new ILT Group inc. Terms of Reference & strategy – Dec 10 Undertake EIA for Moodle introduction– Jan 11 Parallel running of Moodle/VLE – review July 2011 Establish central ILT budget to oversee replacement of IT hardware – review July 11	Increased uptake of use of Moodle (VLE) by students & staff. Impact to be measured via surveys, focus groups and learner/staff representative feedback.	<i>C4 – Assesses the impact of its work in relation to equality and diversity and takes appropriate action in response to its findings</i>

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Priority 6: Managing Relationships						
6a. LSIS funded Skills & Employer Responsiveness (SER) Programme	<p>The project aims to recruit and work with 15 providers in the learning and skills sector to improve their pre-employment activity.</p> <p>Boston College will deliver 2 of 4 programmes, which includes consultancy support. One programme will promote sustainable employment and work placements through embedding equality and diversity.</p>	FH	Mar 11	<p>Finalise arrangements with NIACE – Nov 10</p> <p>Deliver E&D seminar to training providers – Jan 11</p> <p>Offer & promote consultancy support to training providers - Dec 10-Mar 11)</p>	<p>Delivery of programme against agreed targets</p> <p>Feedback from attendees</p>	C4. Makes sure that training in equality and diversity is effective so that all understand roles and responsibilities in relation to equality and diversity.
6b. Develop E&D training programme for commercial enterprise	Working with the Business Development team to develop an E&D training programme that can be promoted and delivered across the commercial and/or community and voluntary sectors.	FH	Mar 11	<p>Market Research – Nov 10</p> <p>Develop programme –Jan 11</p> <p>Delivery model completed – Mar 11</p> <p>Delivery of training - TBC</p>	This will allow Boston College to widen and develop E&D awareness across the commercial & community sector whilst also providing an income stream for the cottage.	<i>C4. Actively promotes equality and diversity among staff, learners, employers, parents and other partners</i>
6c. Work in partnership with Just Lincolnshire to & contribute to Lincolnshire’s new Hate Crime strategy	Just Lincolnshire has brought together a forum of representatives from all sectors and agreed a consistent county wide, pan organisational strategy to tackle Hate Crime and provide services for victims. As part of this strategy, all reporting of Hate Crime in Lincolnshire will be co-ordinated by the charity - Stop Hate UK.	FH	Jun 11	<p>Attend launch of Lincolnshire Hate Crime strategy – Oct 10</p> <p>Promote awareness to learner representatives – Oct 10</p> <p>Deliver 1-day hate crime awareness presentation to learners & staff – Jan 11</p> <p>Establish Boston College as a third party reporting centre – Jun 11</p>	<p>Monitor number/type of reports to Stop Hate UK</p> <p>Learner feedback</p>	<i>C4 – makes sure that all learners and staff are protected from harassment, bullying and discrimination, including those based with employers and at other sites external to providers</i>