

Name of Policy

Single Equality Scheme (SES)

Policy objectives

The SES is a public declaration of how the College will meet duties placed on it by equality legislation and demonstrate good practice in equality and diversity

Person Responsible for Policy

Principal

Dept

SMT

Date Policy approved

16 July 2010

Date of next review

(month & year)

July 2011

Approved by

Corporation

Related policies or procedures or parent policy if applicable

- Macclesfield and Bollington EIP Equality and Diversity Policy
- Macclesfield College Equality and Diversity Code of Practice

MACCLESFIELD COLLEGE

SINGLE EQUALITY SCHEME

Introduction

With its partner schools in the Macclesfield and Bollington Education Improvement Partnership (MBEIP), Macclesfield College has committed to an MBEIP Equality and Diversity Policy. The implementation of this Policy is supported by an Equality and Diversity Code of Practice which sets out what the College will do to make the Policy a reality. The words *equality* and *diversity* are widely used but not as widely understood. Equality means ensuring that everyone is able to participate in the College's activities as a student, a member of staff, governor or visitor, as appropriate, on an equal footing with their fellows. Diversity acknowledges that there are differences between people which should be recognised, respected and celebrated. Macclesfield College is proud of its diverse community and is committed to fostering an environment of mutual respect and dignity.

Macclesfield College – its role, function and policies

Macclesfield College is a general further education college serving the education and training needs of East Cheshire and the surrounding areas. The College provides training for a wider geographical area in some specialist subjects and for our business clients. The College forms part of the Macclesfield Learning Zone with Macclesfield High School and Park Lane Special School. This includes a jointly managed sixth form college, LZ6. The Learning Zone welcomes people of all ages and aims to serve the whole community.

The College's mission is:

With our partners in the Macclesfield Learning Zone, Macclesfield College and LZ6 will raise aspirations and provide the outstanding, responsive service needed to ensure young people achieve their potential, the workforce is suitably skilled and community life enriched.

This Single Equality Scheme (SES) is underpinned by the following values, principles and standards as set out in the MBEIP Equality and Diversity Policy:

- equality and social justice
- acknowledging and respecting diversity
- respect for others
- elimination of all forms of prejudice and unfair discrimination
- active challenge to stereotypes, prejudiced attitudes and unfair discriminatory behaviour
- commitment to inclusive education which enables and supports all students to develop their full potential
- commitment to the positive development of all staff and governors
- accountability for compliance with this SES by all members of the College community and others engaged in College business or activities.

Legislative background and requirements

There are a number of pieces of legislation which seek to promote equality and eliminate discrimination. Most recently in April 2010 the Equality Act 2010 received royal assent. The Act seeks to consolidate and streamline anti-discrimination legislation and to strengthen the law to support progress on equality. However the Act is not yet in force and any timetable for its implementation is subject to commencement orders by the new Government and secondary legislation. Thus for now the previous equality legislation remains in force. In three areas in particular – Race, Disability and Gender – public authorities are required to draw up a specific policy or scheme and a corresponding action plan. Macclesfield College has been fully compliant with this legislation and has had the necessary schemes in place

supported by their action plans. However the action plans are now complete and a review of the schemes has shown the need to update them. Although there is currently no requirement under the Equality Act 2010 to produce a SES, the College has decided to replace its Race, Disability and Gender Equality Schemes with a SES. This will continue to ensure compliance with the Race, Disability and Gender Equality legislation as well as looking forward to the wider range of protected characteristics set out in the Equality Act 2010. The College recognises that the SES will need to remain under review and be amended as necessary as the new legislation comes into force.

Single Equality Scheme

The SES is a public declaration of how the College will meet the duties placed on it by equality legislation and demonstrate good practice in equality and diversity. The protected characteristics under the Equality Act 2010 are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief (including lack of belief)
- sex
- sexual orientation.

With respect to all of these characteristics Macclesfield College will act to:

- eliminate unlawful discrimination
- eliminate harassment and bullying
- promote equality of opportunity
- foster good relations.

In compliance with the specific legislation with respect to race

We will act to:

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good relations between people of different racial groups
- assess the impact of our policies on students and staff of different racial groups
- monitor recruitment and progress of staff and students of different racial groups
- publish the results of impact assessments and monitoring.

In compliance with the specific legislation with respect to disability

We will act to:

- eliminate unlawful disability discrimination
- eliminate harassment of disabled people that is related to their disability
- promote equality of opportunity between disabled people and others
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- take steps to meet disabled people's needs, even if this requires treating disabled people more favourably than others

- involve disabled people in the development of our policies, priorities and practices with regard to disability
- assess the impact of our policies on students and staff with and without disabilities
- monitor recruitment and progress of staff and students with and without disabilities
- publish the results of impact assessments and monitoring.

In compliance with the specific legislation with respect to gender

We will act to:

- eliminate unlawful gender discrimination and harassment
- promote equality of opportunity between men and women
- consider the need to include objectives to address the causes of any gender pay gap
- gather and use information on how the College's policies and practices affect gender equality in the workforce and in the delivery of services
- consult stakeholders and take account of relevant information in order to determine the College's gender equality objectives
- assess the impact of our policies and practices on gender equality
- publish the results of impact assessments and monitoring.

Leadership, management and responsibilities

Macclesfield College Corporation is responsible for making sure that the College meets its legal responsibilities with respect to equality and diversity legislation and so develops and implements this SES.

The Principal is responsible for:

- giving a consistent and high profile lead on equality and diversity, promoting equality of opportunity inside and outside of the College
- ensuring the SES is in place in compliance with equality legislation and that the College implements the Scheme and its associated action plan.

The Macclesfield Learning Zone Equality and Diversity Committee is responsible for:

- developing, consulting on, and recommending the SES for Senior Management Team and Corporation approval
- formulating the associated equality objectives following consultation with stakeholders and the involvement of disabled people in decisions as to disability equality objectives
- developing an Equality and Diversity Action Plan to deliver the equality objectives, monitoring its implementation, and reviewing and evaluating its impact
- conducting an annual self assessment on equality and diversity
- reporting annually to the Corporation on progress made with respect to equality and diversity.

College managers are responsible for:

- putting the College's SES into practice
- making sure that all staff know their responsibilities and receive the support and training necessary to carry them out
- promoting equality and diversity, following the relevant procedures and taking action in cases of unfair discrimination or harassment.

All staff are responsible for:

- promoting equality and avoiding unfair discrimination
- challenging any incidents of stereotyping or unfair discrimination perpetrated by students or other staff
- keeping up-to-date with equality law and participating in equality and diversity training.

Students are responsible for:

- respecting others in their language and actions
- obeying all of the College's equality and diversity policies and procedures, including the SES.

Formulating and implementing equality objectives

To put this SES into practice the College will determine a set of equality objectives to be achieved over the next three years. The Macclesfield Learning Zone Equality and Diversity Committee, and its sub-committee the Inclusive Learning Steering Group, will be responsible for formulating these equality objectives and developing an Equality and Diversity Action Plan to deliver them. The Committee meets monthly and is chaired by the Principal. All sections of the College are represented, including students, and the Committee also has management and staff representatives from Macclesfield High School and Park Lane Special School.

The equality objectives will be based upon information gathered from a variety of sources including:

- the involvement of disabled people in the work of the Inclusive Learning Steering Group
- consultation with staff and students
- feedback from students, carers, parents, student advocates and staff with disabilities
- student, parental and employer satisfaction surveys
- feedback from external agencies and partners
- teaching and learning observations
- course and business support service reviews
- quality audits
- analysis of student and staff recruitment and retention¹
- analysis of student performance
- analysis of staff training and progress
- analysis of complaints, disciplinarys and grievances and their outcomes
- analysis of comments and suggestions
- equality impact assessments.

Once the equality objectives have been determined the Equality and Diversity Committee will draw up an annual action plan for their implementation.

Target setting and monitoring

The Equality and Diversity Action Plan will contain clear targets with specified timescales and responsibilities. Progress will be regularly monitored through the monthly meetings and reported termly to the College's Quality Assurance Committee. In addition the Principal will report annually each May to Governors on the Equality and Diversity Action Plan and achievements.

¹ Currently Macclesfield College collects staff and student data on age, disability, sex and race/ethnicity. There are no plans at present to extend personal data to include marital status/civil partnership, religion/belief or sexual orientation. However this will be kept under review.

Each curriculum area and business support team will also be responsible for setting and achieving an equality and diversity target related to the SES. Progress will be monitored through team meetings and overseen by line managers. Outcomes will be reported annually via the Principal's Review and the Self Assessment Report.

Equality impact assessments

An equality impact assessment is a systematic analysis of the effects of a current or proposed policy, procedure or practice to see whether it has or will have a differential and adverse impact on people with protected characteristics. Thus it is a check on whether policies, procedures and practices are working fairly and that no group is specifically disadvantaged by them. Macclesfield College's impact assessments cover race and ethnicity, gender (including transgender), religion and belief, disability, age and sexual orientation. To deal with policies and procedures already in place the College has adopted a two stage procedure. The first stage of equality impact assessment is screening to:

- establish which policies/procedures will be fully impact assessed and their order of priority – based upon a judgement as to their equality relevance
- produce a forward plan that reflects this prioritisation.

Following screening the second stage is to conduct a full impact assessment and to draw up an action plan to address any issues the assessment reveals. The College has already made good progress with respect to equality impact assessments but the process is continuing with policies and procedures judged to be of lower priority in terms of equality relevance. A database has been established to enable the Equality and Diversity Committee to monitor progress with respect to equality impact assessments.

For all new policies and procedures equality impact assessment needs to be part of the development process. Thus all new policies which come forward for approval by the Senior Management Team and/or the Corporation will be accompanied by an equality impact assessment for consideration with the policy. Similarly bodies approving new procedures will require a completed equality impact assessment to be submitted with the procedure prior to approval.

Publication

Where there is a legal requirement to publish, the outcomes of impact assessments and monitoring will be published on the Macclesfield College website.

Dealing with complaints

Students bringing complaints under this SES will do so through Macclesfield College's standard Complaints Procedure. Staff complaints will be dealt with via their line manager in the first instance and then through the Staff Grievance Procedure where the matter cannot be resolved informally. Staff and students who contravene the Scheme will be subject to the appropriate Disciplinary Procedure.

Review

As a minimum this SES will be reviewed after one year of operation and then every three years thereafter. However in view of the current transitional stage of equality law, the Equality and Diversity Committee will regularly review the SES in the light of legislative developments and published guidance.

Other related policies

This SES should be read in conjunction with:

- Macclesfield and Bollington Education Improvement Partnership Equality and Diversity Policy
- Macclesfield College Equality and Diversity Code of Practice.

This Scheme supersedes the following Macclesfield College documents:

- Race Equality Policy
- Disability Equality Scheme
- Gender Equality Scheme.

Wendy Wright
Principal
2.6.10

Approved by the Corporation 6 July 2010

Minute 38/10 refers

\\mcsadm01\admindata\$\jacksona\equal opportunities committee\single equality scheme\singleequalityschemejune2010.doc