

DUNSTABLE COLLEGE

Gender Equality Scheme 2007 – 2010

1. Introduction

Dunstable College is committed to removing all unjustified barriers to success for all its staff and learners. To do this The College complies with all relevant equality legislation and seeks to move beyond compliance towards excellence and inclusion for all.

As part of our overall commitment to excellence and inclusion as promoted through our Core Values, the College has developed its Gender Equality Scheme. This should be read alongside The College's Disability Equality Scheme and the Race Equality Policy as well as The College's general Equal Opportunities Policy Statement. This Scheme describes how The College will implement the general and specific duties placed on it by the Sex Discrimination Act.

2. The Duties

The duties are set out below.

The General Duty

The College, when carrying out its functions must have due regard to the need to:

- a) eliminate unlawful discrimination and harassment on grounds of sex and gender reassignment
- b) promote equality between women and men

The Specific Duties

The College will:

- c) set and implement gender equality objectives
- d) publish a Gender Equality Scheme and action plan
- e) consider objectives on gender pay gap
- f) gather and use comprehensive data on staff and learners relating to all relevant college functions
- g) gender impact assess all relevant policies, practices and plans - existing and forthcoming
- h) report on these processes annually and review arrangements and outcomes every three years

3. Key Gender Equality Objectives

- • Achieve pay parity between men and women
- • Achieve a workforce without gender segregation by role and seniority
- • Become a family friendly employer
- • Provide a safe working and learning environment for men and women, free from sexual harassment
- • Remove gender segregation from all levels, types and programmes of learning
- • Achieve public recognition for The College as an organisation that provides gender equality in practice

4. The College as an Employer

i) The College will reviews pay to establish the relationship between the rates of pay for its male and female employees. On the basis of the outcome of the review it will set in train a rolling programme of measures deemed necessary to eliminate any gender specific disparity in rates of pay

ii) The College will undertake an analysis of its workforce by gender, role, and seniority to establish any patterns of gender segregation that may exist. On the basis of the outcome of this analysis it will put in place a programme of measures designed to remove such segregation

iii) When recruiting to posts traditionally filled predominantly by one of the sexes, The College will, where possible, take specific measures to advertise in formats and in locations traditionally used by members of the underrepresented sex, as well as in others

iv) The College will develop partnerships with suitable organisations in order to support its efforts to recruit both men and women to posts traditionally predominantly filled by one sex. These will include employers, schools, Connexions, Sector Skills Councils and regional development agencies etc.

v) Where men or women are shown to be significantly under-represented in senior roles The College will take positive action to empower individuals to compete effectively for such roles. This will include training and will wherever possible, be linked to similar activity aimed at other underrepresented groups

vi) The College will undertake an analysis of staff performance review outcomes by gender. Suitable programmes will be put in place if this analysis reveals any significant patterns of gender inequality

vii) The College will give serious consideration to flexible working and job sharing in accordance with its policies. These entitlements will be set out on the staff Intranet and highlighted at staff induction.

viii) The College will ensure that staff are aware of and take their full maternity and paternity leave entitlements. These entitlements will be set out on the

staff Intranet and highlighted at staff induction and at staff conferences.

ix) The College will ensure that it maximises the possibilities of staff home access to the College intranet and email systems and that staff have the necessary skills to make full use of this access.

x) The College staff disciplinary code highlights harassment and bullying on gender and other grounds as serious professional misconduct if perpetrated by colleagues and if proven. This will be set out on the staff Intranet and highlighted at staff induction

xi) The College will provide suitable training for staff and managers to support the application of these rules

xii) The College complaints procedures relating to gender and other forms of harassment and bullying will be reviewed in consultation with staff and learners to ensure that they are easy to use and fully fit for purpose

5. The College as a Provider of Learning

i) The College learner disciplinary code highlights harassment and bullying on gender and other grounds as possible grounds for withdrawal of the learner, if proven. This will be set out in the Code of Conduct and Behaviour section of the Student Handbook and Course Handbooks and highlighted at learner induction and in tutorials. This applies to learner to learner harassment and to learner to staff harassment

ii) The College Harassment and Bullying Policy sets out the procedures to be followed in the event of a learner reporting and/or complaining of harassment on Gender or other grounds.

iii) The College will undertake an analysis of its learners by gender and subject and level of study to establish any equalities gaps that may exist. On the basis of the outcome of this analysis it will put in place a programme of measures designed to address these gaps.

iv) The College recognises that established patterns of learner subject choice will take time to change, and are, in any case, a reflection of legitimate individual choices. However, we are committed to ensuring that all subject options and levels of study are genuinely open to all learners. Therefore we will:

- Develop partnerships with schools, employers, Sector Skills Councils, Connexions and regional development agencies designed to maximise subject and employment choice to both sexes.
- Ensure that where and how we advertise positively promotes maximum choice for both sexes
- Develop dialogue with parents as and when appropriate to support maximum choice for both sexes.
- Ensure that tutorial and learner enrichment programmes support maximum choice for both sexes
- Encourage the employment of men and women teaching staff into subjects where traditionally one of the sexes has been predominant, to act as positive role models

6. Promoting the College as a centre of gender equality excellence

- i) The College will publish on its website its annual report to Governors on the progress it has made in implementing all of its equality commitments, including those set out in this Scheme
- ii) The College will seek local media coverage of its work to become a centre of equality excellence, including gender equality.
- iii) All College publicity and public facing activity will, where appropriate, include prominent images of men and women active and successful in all parts of college life
- iv) The College will seek to share its successes and learning about implementation of gender and other equality strands by seeking to contribute to appropriate local, regional and national forums

7. Using data to drive quality improvement and equality objectives

All aspects of employment and learning will be monitored by gender and cross cut with other relevant equality strands. The Senior Management Team will receive an annual high level digest of trends emerging from this analysis and Directors will each receive annual reports addressing their areas of responsibility. The Senior Management Team will monitor trends and actions taken to improve standards

This monitoring and analysis will inform the setting of college wide Equalities and Diversity Impact Measures including those addressing gender

The results of this analysis and monitoring will be reported in an annual equality report to Governors.

8. Impact Assessment

The College will roll out a gender impact assessment programme as part of its wider equality impact assessment programme. This will be informed by an initial screening process, and data analysis of all aspects of employment and learning. The results of impact assessment will be reported to Corporation in its annual equality report

The College will act on the outcomes of impact assessment where this shows negative, disadvantageous impact on grounds of gender or on other grounds

9. Procurement

The College will bring this Scheme and its other equality policies to the attention of those companies and agencies with which it contracts. It will expect such companies and agencies to demonstrate compliance with

equality legislation.

10. Reviewing progress

The College will institute a full review of progress three years after the start of the implementation of this Scheme and produce an updated Scheme to cover the following 3 year period.

THE ACTION PLAN

Key Three year objectives:

Compliance with our duties to promote equality of opportunity for all by ensuring that gender equality is mainstreamed into all functions, policies and procedure of Dunstable College.

a) Eliminate unlawful discrimination and harassment on grounds of sex and gender reassignment

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|--------------------------|--|---|--|-----------------------------|----------------------|--|
| Harassment policy | Ensure all staff are trained in and students are aware of the College Harassment Policy. | CMT | Staff able to implement policy. Students aware of responsibilities. | Disciplinary | During 2007 | Staff development plan Student induction plan |
| Review admissions policy | Ensure all students are treated fairly when applying for courses regardless of sex | Equal ops co-ordinator/ MIS manager All HoDs | Ensure policy up to date, staff are trained in procedure | Initial Assessment | Wef 1 September 2007 | Review meeting held |

b) Promote equality between women and men

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|--|--|-----------------------|---|--|--|-------------------------------|
| Create Flexible Working policy | Promote equality amongst those with care responsibilities | H R | Staff aware of rights and benefits available | Maternity/paternity policy | | Policy approved |
| Empower individuals to compete effectively for senior management/promotional roles | To obtain a balanced management team | Governors | Applicants reflect national gender balance | Equal Opportunities Policy | | Profile of senior managers |
| Prospectus and other promotional materials to represent both sexes and promote all courses to both sexes | To ensure all sectors of society feel welcome and able to apply for any course at Dunstable College. | Marketing | Redressed balance of enrolments on courses traditionally single gender. | Equal Opportunities Policy Marketing Strategy | 2007/8 publications, cycle commencing in September | Publications and campaigns |
| Recruitment | To ensure all posts are equally promoted to all sexes by advertising in publications open to all and wording appropriately | H R | To increase applications from sexes who would not traditionally apply for such posts. Demonstrate awareness. | | | Adverts Use of website |

c) set and implement gender equality objectives

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|--|--|-----------------------|---|------------------------------------|-----------------------------|-----------------|
| Each course to review gender balance and set targets | Course teams to have ownership of gender equality issues | Course Team Leaders | Balance of enrolments addresses traditional imbalance | Enrolment Policy | During 2007/8 academic year | Enrolment data |

d) Publish a Gender Equality Scheme and action plan

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|--|--|-----------------------|---|------------------------------------|------------------|--|
| Gender Equality Scheme to be drafted and approved by Equal Opportunities committee | To comply with legislation | HR | Compliance | Disability Equality Scheme | July 2007 | Published scheme on website |
| Action plans to be drafted and approved by Equal Opportunities Committee | To ensure compliance and ownership of action to meet policy. | HR Manager | Approval of committee and publication on website. | Disability Equality Scheme | 5 July 2007 | Equal Opportunities Committee papers and minutes |

e) Consider objectives on gender pay gap

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|--|--|-----------------------|---|------------------------------------|--------------------------------|--------------------------|
| To impact assess current job evaluation process | To ensure that the job evaluation process does not discriminate in any way | H R Manager | Any amendments incorporated into new process | n/a | Prior to next use of procedure | Impact assessment record |
| To analyse breakdown of salaries based on gender | To determine whether there is any discrepancy and need to impact assess | H R Manager | Position established on any gender/pay issues | | September 2007 | Pay data |

f) gather and use comprehensive data on staff and learners relating to all relevant college functions

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|---|--|-----------------------|---|---|--|--|
| Ensure relevant qualitative and quantitative data on gender is collected during recruitment of staff | To enable reporting and monitoring of gender in recruitment of staff | HR | Reports available for F&R Committee to consider in formulating College policy to gender | Equal Opportunities Monitoring | September 2007 start | |
| Ensure relevant qualitative and quantitative data on gender is collected from student interview and admissions process and at reference collection point. | Ensure system is used and reports collated on basis of data collected | MIS | Managers using gender information to plan and review curriculum | Enrolment procedures and induction plan | September 2007 ongoing | Reports ready for Academic Board meeting in November |
| Gather information of staff success, progression and resignation by gender through appraisals and exit interviews. | New HR system to be purchased to fulfil need to gather and monitor information | HR | Reporting cycle to be approved for F&R Committee. | Recruitment Policy | September 2007 In place for new academic year | |

g) Gender impact assess all relevant policies, practices, and plans – existing and forthcoming

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|--|--|-----------------------|---|------------------------------------|------------------------|-----------------|
| Training | New staff trained | Staff Development | All staff compliant | Induction plan | September 2007 ongoing | |
| All new policies | All staff updated | | | | | |
| Timetable for impact assessment of existing policies | Cycle of review and impact assessment to be in place | Staff Development | Policies kept up to date and compliant with legislation | Corporation cycle of committees | Annual cycle published | |
| Time table to review impact assessments process | See above | | See above | | | |

H) Report on these processes annually and review arrangements and outcomes every three years.

| Action | Objective | Responsibility | Outcome | Ref with other action plans | Timescale | Evidence |
|------------------------------|----------------------------------|---|--------------------|------------------------------------|-----------------------------|------------------------------|
| Report to Governors annually | Cycle of reports to go to F&R | Director of Resources Director of Academic Standards | Governors informed | Governors' committee cycle | 2007/8 academic year | Corporation Committee papers |
| Review policy | Annual review of policy in cycle | HR/ Equal Opportunities Co-ordinator | College compliant | | July 2008 2010 next date | Corporation Committee papers |