

### Equality Scheme – 3 year Action Plan – December 2006 to December 2009

Objectives	Action	Measurable Outcome	Lead Responsibility/ Department and date for completion	Costing
<b>1) Involving Disabled People</b>	a) Establish focus groups of students to gather views	Focus groups are being established with involvement strategy budget	Director of Adult and Community Learning July 2008	Involvement budget established February 2008
	b) Questionnaire to establish views	Questionnaire sent out to current, prospective and past students	Curriculum Leader LLDD/ALS July 2008	Out of existing budget
	c) College website/intranet	Disability Equality Scheme on website with link for comments	Community Enterprise Manager June 2008	Out of existing budget
	d) Suggestion boxes requesting suggestions for improvements to disability equality	Comments gathered and taken into account, feedback provided through intranet and other sources	Community Enterprise Manager May 2008	Out of involvement budget

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	e) Establish Disability Equality Scheme Working Group and co-opt disabled students and staff	Action taken and Action Plan updated	Community Enterprise Manager January 2008	Out of existing budget
	f) Identify and train Disability Champions	Disability champion(s) trained and appointed	Community Enterprise Manager / Curriculum Leader LLDD/ALS October 2008	Out of existing budget
<b>2) Partnerships</b>	g) Student survey feedback form	Placed on student intranet with the opportunity to make comments anonymously	Community Enterprise Manager September 2008	Out of existing budget
	h) Other methods of gaining feedback from all learners who have declared a disability identified	Comments gathered and feedback given	Curriculum Leader LLDD/ALS /Community Enterprise Manager September 2008	Out of existing budget
	a) Ensure RACC attendance at the London South LLDD Strategy Group Meetings	Staff kept up to date with the developments of the LSC's Learning for Living and Work in London strategy	Director of Adult and Community Learning Ongoing	
	b) Identify key Disability	Partners identified and	Director of Adult and	

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	<p>organisations that can contribute for Partnership Working to provide specialist input</p> <p>c) Co-opt members of staff from local disability organisations onto the DES Working Group</p>	<p>improvements made to disability equality issues within the college</p> <p>Alex Brining of Richmond Aid appointed New organisations co-opted onto the DES Working Group</p>	<p>Community Learning /Community Enterprise Manager July 08</p> <p>Director of Adult and Community Learning/Community Enterprise Manager February 2008</p>	
<p><b>3) Recruitment, Retention, Career</b></p>	<p>d) Ensure all contractors comply with disability equality legislation and are aware of their responsibilities in relation to the work they do with the College</p> <p>a) Increase the number of staff declaring a</p>	<p>All contractors visit the site before any major work commences and state their commitment to disability equality within the Method Statement. Review the Method Statement Policy to ensure it complies with the Disability Equality Duty</p> <p>Placing information on staff intranet with email</p>	<p>Estates Manager September 2008</p> <p>Head of Human Resources/ Community</p>	<p>Out of existing budget</p>

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<b>Development and Promotion of Disabled Staff</b>	disability	<p>link to Human Resources Email sent to all members of staff outlining the duties of DDA 2005 and requesting feedback (with the option it is anonymous)</p> <p>Run surgeries, by appointment, where disabled staff can discuss confidentially about issues affecting them</p>	<p>Enterprise Manager April 2008</p> <p>Head of Human Resources / HR Manager / Community Enterprise Manager July 2008</p>	Out of existing budget
	b) Review staff recruitment, progression, professional development policies and processes	<p>Information given in Employee Handbook and induction Information gathered on the recruitment, progression and professional development and improvements made.</p>	Head of Human Resources July 2008	Out of existing budget

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	<p>c) Review the Two Ticks criteria</p> <p>d) Deliver briefing sessions to update Human Resources on good practice and promote the Access to Work scheme</p>	<p>Advertising of posts reviewed and targets for the recruitment of disabled people made (3%)</p> <p>Better application of the criteria for the symbol, feedback provided to staff and Jobcentre Plus</p> <p>Human Resources more aware of good practice guidelines in the recruitment and retention of disabled people, as well as financial assistance available</p>	<p>Head of Human Resources June 2008</p> <p>Head of Human Resources /HR Manager/Community Enterprise Manager September 2008</p>	<p>Existing budget</p> <p>Existing budget</p>
	<p>e) Ensure disabled people have fair access to enable the success of</p>	<p>Managers are aware of their responsibilities under the DDA in the recruitment, retention</p>	<p>Head of Human Resources /Community Enterprise Manager Ongoing</p>	<p>Existing budget</p>

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<b>3) Develop a toolkit to conduct Impact Assessments and Gathering Information</b>	their job role including professional development	and professional development of disabled employee		
	f) Identify the number of harassment and discrimination concerns raised and dealt with	Collect related data from staff and monitor training and development data. Collect and analyse staff data in relation to recruitment, retention, promotion and disciplinary procedures.	Head of Human Resources June 2008	Existing budget
	g) Gather the views of disabled staff when they leave the college	Incorporate disability equality related questions into exit interviews for staff	Head of Human Resources April 2008	Existing budget
	a) Develop toolkit for assessing functions and policies of the College and develop criteria to help decide relevance and proportionality to disability equality	Pilot toolkit produced and tested with recommendations for improvements	Community Enterprise Manager February 2008	Existing budget

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	b) Conduct mapping exercise of all college policies, practices and procedures and prioritise for impact assessment	Information and statistical evidence gathered and priorities set	Ongoing Senior Managers	Existing budget
	c) Gather relevant data to make decisions	Gather and assess relevance of current data collection and collate secondary data with reference to the General Duty and learner progress in relation to retention achievement (including RARPA) and complaints.	Senior Managers Ongoing	Existing budget
	d) Impact assessments are carried out by relevant managers	High priority policies, practice and procedures are impact assessed	Director of Adult and Community Learning/ Head of Human Resources / Community Enterprise Manager December 2008	Existing budget
		Review of medium priority policies, practice and procedures are impact assessed	Director of Adult and Community Learning/ Head of Human Resources / Community Enterprise Manager	Existing budget

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<b>4) Raising Awareness of the Disability Equality Scheme</b>	a) Appoint senior manager to be responsible for the DES	<p>Low priority policies, practice and procedures are reviewed</p> <p>Gabrielle Flint (Director of Adult and Community Learning) appointed</p>	<p>July 2009</p> <p>Director of Adult and Community Learning/ Head of Human Resources / Community Enterprise Manager Nov 2009</p> <p>Principal November 2006</p>	Existing budget
	<p>b) Arrange training on the Disability Equality Duty to staff</p> <p>c) Launch Disability Equality Scheme with promotional materials</p> <p>d) Introduce a rolling programme of disability equality training, including the Disability Equality Duty and advice and guidance on</p>	<p>Training in place</p> <p>Disability Equality Scheme relaunched</p> <p>Awareness of the duty will be strengthened by ensuring it is included in teaching practice, staff development, and highlighting polices to</p>	<p>Director of Adult and Community Learning/HR Manager Ongoing</p> <p>Community Enterprise Manager May 2008</p> <p>Community Enterprise Manager / HR Manager Ongoing</p>	<p>Existing budget</p> <p>Existing budget</p> <p>Existing budget</p>

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	<p>disability disclosure and confidentiality to front line staff</p> <p>e) Produce a summary of the Disability Equality Scheme with symbols</p> <p>f) Use college website to publicise and raise awareness of disability issues/events/ Disability Equality Scheme</p>	<p>new staff</p> <p>Executive summary produced as well a version with symbols</p> <p>Staff more aware of disability legislation and the rights of disabled people</p>	<p>Community Enterprise Manager June 2008</p> <p>Community Enterprise Manager April 2008 Ongoing</p>	<p>Existing budget</p> <p>Existing budget</p>
<b>5) Monitoring, Reviewing and Reporting</b>	<p>g) Devise a poster/leaflet campaign including case studies to promote positive images of disabled people</p> <p>a) Regular updates of the action plan are produced and posted on the website</p>	<p>Positive images displayed, including the Prospectus</p> <p>Responsibility for monitoring and review will rest with senior managers in each department</p>	<p>Community Enterprise Manager /Marketing Manager June 2008</p> <p>Community Enterprise Manager Ongoing</p>	<p>Existing budget</p> <p>Existing budget</p>

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<b>6) Support for Disabled Students and Visitors</b>	b) Disability Equality Scheme Working Group to report progress made to the Equality and Diversity Group who then report to the Governors	Annual report written and widely distributed on the action taken to implement the Disability Equality Scheme	Director of Adult and Community Learning Ongoing	
	c) Annual reporting of progress made and rationale for changes made (or not)		Director of Adult and Community Learning	
	a) Ensure prospectus and other marketing materials are readily available in alternative formats upon request  Ensure the college website is accessible	Include positive images of disabled people in all publicity materials	Director of Adult and Community Learning/Community Enterprise Manager/Marketing Manager August 2008	Existing budget
	b) Ensure that staff are adequately supported and trained so they are able to support disabled learners	Staff more aware of mental health issues and college procedures	Director of Adult and Community Learning /HR Manager Ongoing	Existing budget

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	<p>c) Review the Harassment and Bullying Policy</p> <p>d) Review existing systems for meeting the needs of disabled visitors</p> <p>e) Develop mechanisms for reviewing the ethnic mix of disabled learners to reflect the local community</p> <p>f) Review mental health policy and guidelines and examine training materials for staff</p>	<p>Impact Assessment is conducted by Academic staff December 2008</p> <p>Systems reviewed and changes made where necessary</p> <p>Mechanisms in place, comparisons made and action taken</p> <p>Policy reviewed and key staff trained</p>	<p>Academic Manager</p> <p>Client Services Team Leader September 2008</p> <p>Head of Client Services July 2008</p> <p>Head of Human Resources /Community Enterprise Manager December 2008</p>	<p>Existing budget</p> <p>Existing budget</p> <p>Existing budget</p> <p>Existing budget</p>
	<p>g) Review enrolment and disclosure</p>	<p>Enrolment procedures reviewed</p>	<p>Community Enterprise Manager Dec 2008</p>	<p>Existing budget</p>

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<b>7) Access to the Built Environment including the New Build</b>	administration, policies and procedures			
	h) Reduce the numbers of “others” by 5% and not knowns” to 1%	Percentage of “others” and “not knowns” reduced	Head of Client Services July 2009	Existing budget
	a) Capture the learner and visitor voice about the accessibility of the current build and the new build	Regular meetings held with supported learning students to contribute their ideas.	Curriculum Leader LLDD/ALS	Existing budget
		Priority is given to disabled students in the car park during drop off and pick up times and 10% of spaces are reserved for disabled people	Estates Manager 2007	
	Automatic doors installed and other DDA works carried out to improve access	Estates Manager February 2007	DDA budget	



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		site  Permanent hearing loop installed at the Clifden site	Estates Manager March 2008	Out of existing budget