

New College Durham

Gender Equality Scheme

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

New College Durham
Gender Equality Scheme
(Equality and Diversity Assessment)

We will consider any request for this policy to be made available in an alternative format.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments. Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a different impact on grounds of race, gender, disability, age, religion or sexual orientation.

We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility or fairness of the policy.

To make suggestions or to seek further information please contact:

Human Resources Department
human.resources@newdur.ac.uk
Tel: 0191 375 4025/4023
Fax: 0191 375 4008

New College Durham

Gender Equality Scheme

1. Introduction

- 1.1 New College Durham is committed to ensuring that our equal opportunities policies and processes are understood and practised throughout the College. We want all staff and students to fulfil their potential, and we are committed to fostering and maintaining an environment where everyone can work and study in exciting, challenging and nurturing surroundings. We recognise that, in order to maintain our global reputation for excellence, we must continue attracting and retaining a very diverse range of staff and students.
- 1.2 The College, therefore, welcomes the opportunity to extend our equalities work in response to the prevailing legislation (Annex A). This legislation places upon us a statutory general duty to eliminate discrimination and harassment and to promote gender equality.
- 1.3 This duty, which is similar to statutory race and disability duties, provides us with a framework to ensure that gender equality is a fundamental principle of our educational and service provision, all employment and staffing matters and policy implementation.
- 1.4 The College recognises that the Gender Equality Duty (both general and specific) requires the College to adopt a proactive approach to mainstreaming gender equality into all decisions and activities.

1. College Commitment

- 1.1. The College celebrates and values the diversity brought to its workforce by individuals, and believes that the College will benefit from employing both women and men at all levels of responsibility, and across all areas of work, thus hoping to improve role models for both female and male students in whatever area of the curriculum they are interested in. The College will treat all employees with respect and dignity, and seek to provide a positive working

environment free from sex discrimination, harassment or victimisation.

- 1.2. The College will seek not only to eliminate sex discrimination, but also to create a working environment based on good relations between women and men. To this end, the College undertakes to provide diverse, non-stereotypical images of women and men in any materials which it produces for learners and staff. The aim is to create a positive inclusive ethos where issues of gender discrimination and stereotyping can be discussed openly, with a shared commitment to challenging and preventing sexism and sex discrimination, to respecting diversity and difference, and to encouraging good relations between women and men.
- 1.3. The College will also seek to eliminate unlawful harassment and promote equality of opportunity for employees who intend to undergo, are undergoing or have undergone gender reassignment.
- 1.4. The College will work towards the elimination of sexism whether overt or covert.
- 1.5. The College acknowledges that the Gender Equality Scheme (GES) must be developed in consultation with employees, recognised trade unions and relevant stakeholders.
- 1.6. The College has developed its Gender Equality Scheme in consultation with employees, recognised trade unions and students.
- 1.7. The College has taken into account information that it considers relevant received from stakeholders and a baseline analysis in producing its three year plan. This includes an analysis of pay and gender. During the first year of the 3 year plan all College Quality Assurance Procedures (QAP) will be reviewed specifically in terms of gender impact.
- 1.8. The College GES will be reviewed annually and revised at the end of the three year period. A report on

progress will be included within the College Annual Equality and Diversity Report which is received by the College Governing Body.

1.9. The College GES recognises the need to eliminate all forms of discrimination that are unlawful and this is exemplified through a number of College policies and procedures that cover:

- Direct and indirect discrimination on the grounds of sex;
- Discrimination on the grounds of pregnancy and maternity leave;
- Discrimination on the grounds of gender re-assignment;
- Direct and indirect discrimination against married persons and civil partners;
- Victimisation;
- Harassment and sexual harassment;
- Recruitment and selection of staff

Specific Policies are:

- Adoption Policy and Procedure
- Employment Equality (Age) Policy
- Equal Opportunities Policy
- Flexible Working Procedure
- Job Share Policy
- Maternity Guidelines
- Prevention of Harassment, Bullying & Victimisation in the Workplace
- Recruitment & Selection
- Race Equality for Staff Policy
- Redeployment and Redundancy Policy
- Special Leave Policy

3. Career Development and Occupational Segregation

- 3.1. All employees shall have equal rights to training, promotion and other aspects of career development.
- 3.2. The College will assess the impact of its policies and practices on career development opportunities of women and men (see section 7 for further details)
- 3.3. The College will analyse monitoring data to assess whether there may be any sex discrimination or adverse impact in terms of recruitment into senior positions and in promotion.
- 3.4. In order to promote equality of opportunity, the College will consider initiatives such as women-only training or coaching in management to take positive action to address any identified existing inequalities.
- 3.5. The College recognises that stereotyped gender roles can be harmful to both women and men, who may feel constrained to behave in ways, and work in areas traditionally considered appropriate for their sex. These constraints can lead to occupational segregation between roles, which limit opportunities available to both sexes. Encouragement and support will be given to staffs who try to step outside the constraints of gender stereotypes in any area of the College's work.
- 3.6. In recognition of the constraints of occupational segregation and in acceptance of the importance of role models for students, the College will also consider the need to take positive action, where monitoring highlights an imbalance, to increase numbers of women teaching staff in male-dominated areas and vice-versa.
- 3.7. Equality training programmes will include anti-sexist material, and will have due regard to the need to break down traditional gender stereotypes.

4. Ensuring Equality between men and women

- 4.1 The College is committed to working to eliminate gender inequality and harassment, and to promote equality of opportunity. The College is also committed to encouraging changes in individual behaviour and attitudes, and ensuring equality of opportunity.
- 4.2 The College recognises that, despite the Equal Pay Act 1970, a pay gap still exists in general between women and men. The College recognises its obligation to gather information to determine whether a gender pay gap exists in the College, and if a gap is found the College will seek to identify the causes of that gap. The College recognises that women are under-represented in management jobs in society generally, which may be a contributory factor to overall gaps in pay.
- 4.3 Where barriers to equal pay are identified, the College will give serious consideration to setting objectives for their removal during the prioritisation process for the GES objectives.
- 4.4 The College recognises that a disproportionate number of its part-time workers are women, for reasons related to the greater burden of caring responsibilities that they bear. The College therefore accepts that any unequal treatment of part-time workers is likely to have more adverse impact on women than on men. The College resolves to ensure that it implements procedures, policies and support to all individuals regardless of gender.
- 4.5 The College will consider the need to provide gender equality training for all staff and students, in order to foster a learning and work environment free from the limitations of traditional views of gender roles and opportunities.
- 4.6 The College believes that a whole-college approach is required to promote gender equality and will therefore ensure that adherence to the ethos of this gender equality scheme will feature as part of the procurement process in order that providers of contracted-out services comply with the College's standards as prescribed in this document.

5. Provision for those with Dependants

5.1 The College recognises that staff are at times likely to have special issues in relation to child care and the care of other dependants. The College is to challenge the stereotypical view of carers relating to just individuals with young child(ren), although it is recognised that these individuals do make up a significant number of staff . However the College is keen to ensure that support is extended to those staff with additional responsibilities who have responsibility for the care of other dependents e.g an elderly relative.

5.2 The College currently has a range of policies to support those with dependents, additional practical assistance extends to an on-site nursery (with preferential rates for staff) and access to child care vouchers.

5.3 The College will make every effort to meet the needs staff with such responsibilities and to ensure genuine equality of access for all affected staff.

5.4 The College will provide support for staff returning after a break caused by caring responsibilities which may extend to Keep In Touch Days (KIT days) and will treat sympathetically requests to job share or move to part time employment for specified period .

5.5 The College will also assess the impact of caring responsibilities on both women and men and will consider whether any additional steps are needed to address any relevant issues identified. As part of this commitment the college will continue to review the effectiveness of its policies on;

- Adoption Policy and Procedure
- Flexible Working Procedure
- Job Share Policy
- Maternity Guidelines
- Recruitment & Selection
- Special Leave Policy

The College will seek opportunity to extend the scope and impact of the policies on supporting those with dependents

6 Our Current Gender Profile

Analysis of our current gender profile of staff is contained on the college website, we will update this information each academic year.

7. Three Year Plan

The College has consulted with employees, recognised trade unions and students in establishing its 3 year plan. The plan was approved by the College Senior Executive Group.

The College will take immediate steps to begin implanting the objectives and will report on progress annually via the College Equality and Diversity Report. This College has already established practice to report to the College Corporation to provide annual reporting on;

- The sex of employees by ethnicity and age (where known, also by declared disability, religion and sexual orientation);
- Job application and selection success rates;
- Grievances, disciplinary, Employment tribunals claims, Harassment/Victimisation applications and capability proceedings.

The College will refine this reporting mechanism to a breakdown by gender of :-

- Employees by grade/salary scale, hours and type of work (e.g academic/support)
- Type of contract (i.e. part-time/full time)
- Requests for flexible working and the outcome of the request.
- Training and staff development
- Promotion
- Return rates form maternity leave.
- Reasons for leaving employment

- Top 10% of earners in the college

All data will be anonymised. The College will not place any obligations on staff to identify themselves for the purposes of reporting sexual orientation or gender re-assignment on transsexualism.

8. Impact Assessment

- 8.1 All relevant College policies and procedures and practices will be assessed for their impact on different groups of men, women and transsexual employees.
- 8.2 The information gathered will be used in the impact assessment to ensure that neither sex is disadvantaged and to identify where equality of opportunity can be promoted actively.
- 8.3 Existing policies will be impact assessed during the first year of the GES.

9. Division of Responsibilities

9.1 Governors are responsible for ensuring that

- Women and men are given an equal opportunity to be members of the Corporation, and in the event of significant under-representation of either women or men, the Corporation will consider what steps can properly be taken to address that under-representation.
- The College's strategic plan includes a commitment to gender equality.
- Equality training features as part of the College's strategic plan
- They are aware of the Corporation's responsibilities in relation to sex legislation as an employer and service provider.
- They receive and respond to the sex monitoring information on staff, impact assessments and the GES objectives.
- The objectives identified in the GES are implemented.

9.2 The College Principal/Chief Executive and Senior Management Team are responsible for ensuring

- There is strong leadership in creating a positive and inclusive ethos that challenges sexist attitudes and behaviour on the part of managers, staff or learners.
- They are aware of all College policies and activities are sensitive to gender issues.
- Sex monitoring information is collected and analysed.
- The procedures for the recruitment and promotion of staff enshrine best practice in equal opportunities.
- Targets are set in the recruitment and promotion of staff enshrines the best practice in equal opportunities.
- The College's publicity materials present appropriate and non-stereotypical messages about gender.

- Staff induction programmes reflect the College's commitment to promote equality of opportunity.
- Appropriate training and development is provided to support the appreciation and understanding of diversity.

9.3 Staff are responsible for ensuring that

- They are aware of the College's statutory duties in relation to sex legislation.
- Their scheme of work, lesson content and teaching resources demonstrate sensitivity to issues of equality.
- They challenge prejudiced and discriminatory behaviour by learners, work placement providers, outside contractors or other members of staff whenever practicable.
- The College and each of its individual staff confront sexism witting or unwitting, whenever it occurs.

10. Publicising the College's Policy and Progress

- 10.1 The College commitment to gender equality will be highlighted in all appropriate publications and via electronic media.
- 10.2 A guidance document for contractors will be developed to ensure that contractors meet the College's standards and expectations in terms of gender and equality.
- 10.3 The GES will be accessible to all staff as a sub-directory to the Equality and Diversity Policy on Blackboard.
- 10.4 The Staff Induction highlights the College's commitment to Equality and Diversity and includes the action to be taken by staff who suffer discrimination and the action to be taken against a perpetrator of such discrimination.
- 10.5 There are College Harassment Policy and Procedures for both staff and students.

11. Review and Consultation

The GES will be reviewed on a regular basis in accordance with legislative developments. The annual College student consultation surveys and events such as the 'Voice of the Learner' will be used to gather student views on the efficacy of the scheme.

This committee agrees the annual Equality and Diversity Report prior to its submission to the College Executive and subsequently to Governors for approval.

New College Durham

Gender Equality Scheme

Summary and action plan

This is New College Durham's action plan to promote gender equality and meet our duties under the Gender Equality Duty, related legislation. It is part of our Gender Equality Scheme which links to our commitment to promote equality for all

Our equality and diversity work in New College Durham focuses on the way we treat people who use our services, work for us or visit the College. We want everyone to be treated with respect, dignity and fairness. In order to further strengthen our equalities work and demonstrate our commitment to gender equality, we have identified five general actions and some of the things we will do to address these. Gender equality includes everyone so our Gender Equality Scheme is for all staff and students of New College Durham. We would intend to promote the philosophy and principles within the document with our partners and associates.

The actions in this plan have been identified from a number of different pieces of information, including information gathered by Services, the improvements identified through our impact assessments and, most importantly, through listening to the people we serve. This action plan is for three years, from 2007 to 2010; we will review the plan each year to check we are making progress on the actions and make any changes.

Equality and diversity touch everyone, and involving people in our work is a crucial part of ensuring that we are responding to the needs of the staff and students and the wider communities served by the College.

The college encourages all staff and students to comment on this plan and the rest of the Gender Equality Scheme so please let us know what you think.

We can provide a summary of our Scheme and action plan in other languages and formats such as Braille, large print or on

audio cassette on request – out contact details are at the end of this document.

Gender Equality Scheme – Strategic Action Plan

We have developed a Strategic Action Plan which is detailed below and this will be supported by operational plans. An example of such can be found at Annex B – “Staffing General Equality Duty Action Plan”.

Access to high quality services

Everyone should have equal access to services which take account of their needs and promote gender equality. This applies to our own services and where we work with partners, buy products or pay organisations to deliver services on behalf of New College Durham

What will we do?

- We will ensure that gender equality is considered in carrying out our functions or services, including those provided on our behalf by businesses or other organisations.
- We will support our partner organisations to help them develop their own gender equality policies and procedures where appropriate.
- We will ensure that were we enter into contractual arrangements with third party providers, e.g. cleaning services that they confirm there acceptance of the ethos of this Scheme

Access to employment and learning

We believe that men and women should have equal access to employment and rights to equal pay. We want to encourage a wide range of people to work for us and to encourage our existing staff to continue working for us. We want to remove the barriers which prevent men and women applying for jobs, developing new skills and progressing to higher levels in the College or other employment.

What will we do?

- We will continue to encourage men and women to apply for jobs at all levels within the College by ensuring that gender bias does not exist in our recruitment and selection process.
- We will monitor the application and appointment process in line with the college's prevailing policies and ensure that this data is published on the College intranet.
- We will develop positive action initiatives where women and men are under-represented and challenge gender stereotyping in employment by promoting "non-traditional" jobs through, for example, the College's website, targeted publications, and job fairs.
- We will challenge gender stereotyping in employment within the wider community by encouraging students to undertake "non-traditional" studies in areas of under represented gender.
- We will raise awareness of issues for transgender people in employment to promote the College as an inclusive employer and ensure we do not discriminate. We will work closely with transgender individuals to support them in employment. Where an individual is undertaking the transgender transformation, we will look to support time off from normal working duties and seek to remove barriers to re-integration back into the work force.
- We will raise awareness of issues which may specifically affect lesbian, gay and bisexual staff. We recognise that, while sexual orientation and transgender issues are often combined under the term 'LGBT' (Lesbian, Gay, Bisexual and Transgender), we recognise that there are significant differences between these groups, and as such any College support should recognise and respond to these differences.
- We will continue to promote our 'family friendly' policies and other flexible working arrangements for men and women. We are ensuring that our policies are consistent with the Work

and Families Act 2006 so that employees with caring responsibilities are encouraged and supported at work.

- We will ensure fair and equal access for staff and Governors to training and learning opportunities. Requests will be considered without gender bias unless there is a justified need for positive action to specifically support men, women or transgender people.
- We will complete an equal pay review within three years of this publication and every three years hence. The views of the Trade Union representatives will be sought on the Equal Pay review, thus to allow consultation. It is envisaged that this review will commence in 2010.
- We will develop and implement an organisational structure seeking to retain and develop staff to maximise their potential within the organisation. We will also seek to provide the skills/experience to individuals to enable them to be considered both for promotional opportunities within the college, but also within external organisation. We will ensure that access to such development is not restricted by gender and participation will be monitored.

Information and communication

The following actions will help us to promote gender equality to our staff and the wider community and involve them in helping us to further develop our services and employment.

What will we do?

- We will promote gender equality by raising awareness in the following ways:
 - Promoting positive images which challenge negative or traditional gender stereotypes.
 - Providing information to promote understanding of transgender issues.

- Supporting our staff, Governors and organisations we work with to challenge gender discrimination and negative stereotypes effectively.
- Using our impact assessment process to promote greater understanding of gender and transgender issues when developing policies and services.
- We will aim to get a balanced response to our consultations from men and women, as they may have different views or priorities. We will ensure that men, women and transgender people have equal opportunity to take part in consultation. We will also aim to identify any specific priorities lesbian, gay and bisexual people.
- We will monitor the gender of people taking part in consultations wherever possible to check that everyone has equal opportunity to contribute and to identify any major differences in their responses.
- We will continue to encourage individuals to undertake management development/leadership to seek to increase the balance of involvement, and we will encourage men and women generally to get involved by identifying and removing barriers that might prevent some people participating in College management.

Monitoring and scrutiny

It is important that we monitor our equalities work. By monitoring our progress we will know whether we are doing the right things at the right time and find out if we are improving the quality of our services and work opportunities for all. We also need to monitor certain things for legal reasons and to meet Government requirements.

What will we do?

- We will monitor and report on gender equality in the following areas of employment in order to identify any further action required:
 - Recruitment and selection processes
 - Access to training, flexible working and promotion
 - Grievance and disciplinary cases
 - Bullying and harassment
 - Reasons for leaving employment
- We will continue to monitor the top 10% of our earners and aim to establish a gender balance.
- We will use regular monitoring information to understand the effectiveness of services and policies in promoting gender equality and make any changes needed to take account of the different needs of men and women.
- We will set targets to improve gender equality based on our monitoring information.
- We will monitor whether the actions included in the Gender Equality Scheme have been completed on time and what has happened as a result. We will use this information to help us review our gender equality targets.
- We will identify ways to involve men, women and transgender people in scrutinising our work on gender equality by providing information and updates on a regular basis and organising specific events or consultation.

Review

Circumstances and lives do not always stay the same, priorities may change and people may have different needs. To ensure that our gender equality work continues to be relevant and targets the right issues, we regularly review our progress. By considering what we have learned on a regular basis we can make sure that we continue to improve.

What will we do?

- Along with our other Equality Schemes, we will review the Gender Equality Scheme formally every three years and ensure it's regularly subjected to annual reviews and updated in line with any changes to legislation/best practice and the experiences of our staff and students.
- We will include gender equality information in our Annual Report to keep people up to date and interested in our work.

Sex/Gender Equality

Overview of Key Legislation

Sex Discrimination Act (SDA) 1975

Prohibits sex discrimination in employment, education, the provision of goods, facilities and services and in the disposal or management of premises.

Sex Discrimination (Gender Reassignment) Regulations 1999

Prevent discrimination against transsexual people in employment and vocational training. Vocational training refers to education provided in further and higher education establishments only. It does not include education provided in schools but schools in their capacities as employers and providers of vocational training (such as teacher training) must comply with the law.

Gender Recognition Act 2004

The Gender recognition Act allows transsexual people to gain legal recognition in their acquired gender. The Act enables transsexuals, over the age of 18, to gain legal recognition in their acquired gender thus allowing them to marry and to be given birth certificates that recognise the acquired gender.

EC Employment Directive Employment Equality (Sexual Orientation) Regulations 2003

Outlaws discrimination on ground of sexual orientation in fields of employment and vocational training including further and higher education institutions.

- The LSC's guidance on sexual orientation and sex equality can be viewed on the LSC website.

The Gender Duty

The Gender Duty will aim to ensure that public bodies' policies and services are sensitive to the different needs of women and men;

public bodies act fairly as employers towards women and men; and, in both they work to tackle inequalities and deliver fair outcomes. This general duty will require public authorities to have due regard to the need to eliminate unlawful discrimination, and to promote equality of opportunity between men and women.

Equal Pay Act (EPA) 1970

Rights to equal pay for Men and Women

Further Information

Further Information can be obtained from a number of sources; however a key body developing and implementing key recommendations is the Equality and Human Rights Commission (www.equalityhumanrights.com)

New College Durham

Staffing General Equality Duty Action Plan

Action	Responsibility	Timescale	Progress Review
To assess the gender equality impact of relevant policies, procedures, plans and processes	Director of HR and Facilities Equality and Diversity Officer All Staff	Ongoing	Impact Assessment schedule is ongoing. Training for HR staff has been provided on Impact Assessments
Implementation of the Gender Equality Scheme. Review Scheme every three years.	Director of HR and Facilities	Jan 08	Scheme was published in Jan 08 and will be reviewed every three years. Gender Equality Action plan is reviewed on an annual basis.
Equal Pay Audit	Director of HR and Facilities	Jan 2010	
To promote 'family friendly' policies to all staff and particularly those with care responsibilities.	HR Staff	March 09	Policy recently updated in light of legislative changes HR system allows for flexible working requests to be captured and the outcome of such requests.

Promote Childcare Voucher Scheme to those returning from Maternity/Paternity Leave	HR Staff	August 2008	Election period for 'newchoices' flexible benefits scheme is opened up for staff returning from maternity leave. Maternity Letter has been revised to include further information about this.
Gender composition of Recruitment panel to reflect (where possible) those being interviewed.	HR Staff	Feb 09	Raised awareness within the HR department as part of the R&S checking process.
To review Recruitment and Selection Training to ensure reference and understanding is made to the Gender Equality Duty and the College's scheme.	Director of HR and Facilities	April 09	Annual training sessions provided to staff with responsibility for Recruitment and Selection. Section on discrimination has been revised to include this.
Continue to offer staff development opportunities in E&D as part of the ongoing training programme.	Lifelong Learning Manager	Dec 08 Ongoing	Staff Development day and the Management Strategic Planning day in Dec08 included impact assessment workshops for academic staff and Heads of School. E&D featured strongly on the training and development agenda from 2007 and will continue to be a major part of the staff development programme.
Analysis of work patterns to be undertaken so that planning of in-house events can be varied across the working	Equality and Diversity Officer	Ongoing	March 09: 46% of staff working part-time are female in comparison to 18% of male staff. Further analysis to be done in terms of the actual days worked as not to

week.	Lifelong Learning Manager		exclude staff from attending such events.
Review exit interview documentation to identify why staff are leaving the organisation	Director of HR and Facilities HR Staff	August 09 Ongoing	Began the process of amending the Exit Interview documentation to make it more accessible to managers
Ensure all contracted services adhere to the College's policies (including GES) and are aware of their responsibilities under this.	Head of Managed Services Equality and Diversity Officer	Sept 09	Agreed for a guidance document to be developed for Contractors.
To develop a Transgender policy to support staff within their employment throughout the process and during their reintegration back into the working environment.	Equality and Diversity Officer	August 09 Ongoing	Research has been undertaken into the development of this policy. Used practical guidance from the Department of Health.
Staff annual data monitoring by sex	Director of HR and Facilities HR Manager	Ongoing	Annual reports provided to S&R committee which includes an analysis of staff by appointments, promotions, disciplines and grievances as well as turnover.

Responsibility: Director of HR and Facilities

Last Updated: May 2009