

Ruskin Mill Educational Trust

Gender Equality Action Plan 2007-10






The aim of this document is to set relevant targets that contribute to the ongoing implementation of RMET's Gender Equality Policy. This action plan outlines the areas that require action and progress achieved.

This action plan will be overseen, reviewed and updated on an annual basis through the Trust Equality and Diversity Working Forum and College Equality and Diversity Working Groups.



Symbols have been added to show completed items in **Green**, alert items in **Amber** and not completed/no action taken in **Red**.




Key




COM	= Council of Management
HR	= Human Resources
TEDWF	= Trust Equality and Diversity Working Forum
CEDWG	= College Equality and Diversity Working Group

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
1. Staff recruitment and selection	Produce half yearly reports for the COM which records: <ul style="list-style-type: none"> Number of male/ female applicants; Conversion rates by gender from application stage to appointment stage; Job roles gender breakdown.	September 2008 March 2009		 	HR/ COM	Trust has appointed a Recruitment Manager who will be undertaking a recruitment and selection review. Data now recorded in HR database (HR.net).
2. Selection training	Train all staff involved in selection and recruitment on the importance of conducting gender neutral interviews.	June 2008			HR	
3. Gender audit	Audit and record: <ul style="list-style-type: none"> Number of male/ female staff; Number of part-time male/ female staff; Job roles gender breakdown.	September 2008			HR	Data now recorded in HR database (HR.net).
4. Set recruitment targets	Benchmark current staffing against national FE statistics and set targets for organisation to achieve within three years.	June 2008			HR	




Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
5. Employee pay/ benefits and conditions	Monitor the introduction of the new pay awards system including benefits pensions and other conditions and investigate whether there are any which may cause a gender imbalance.	September 2010		<input type="radio"/>	HR	
6. Pay differentials	Carry out annual pay audit and produce a report showing differential earnings between males and females. Consider whether this is in line with national benchmarks and take action if there is a clear variation.	December 2009		<input type="radio"/>	HR/ COM	Organisational review process currently underway which will be followed by a job evaluation process.
7. Access to training and development	Monitor access to training and take up of training in relation to gender and investigate whether effects on gender are neutral.	September 2008		<input checked="" type="radio"/>	HR	Appointment of Hiram Academy Training and Development Manager (September 2007). Training currently being recorded in HR database.



Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
8. Staff grievances and disciplinary actions	<p>Monitor staff grievances and disciplinary actions in order to record the number raised by males/ females.</p> <p>If grievances and/or disciplinary actions relate to gender issues/ harassment, explore preventative measures which may lessen incidences.</p>	April 2008			HR	Reported to trustees on a quarterly basis.
9. Training	Train all staff on Dignity at Work Policy and explain implications of disciplinary process if this is transgressed in order to encourage and promote a culture of respect for gender difference.	December 2008			HR	Appointed Hiram Academy Training Manager (September 2007).

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
10. Promotions	Report on impact of staff promotions against gender mix. Address imbalance if identified through introducing a range of measures such as coaching/ mentoring for staff enabling staff to consider taking on additional responsibilities.	April 2008			HR	
11. Appraisals	Report on impact of staff appraisal system and investigate if there is any evidence of gender bias either negative or positive.	December 2008			HR/ COM	
12. Time off for pregnancy	Train all managers on the rights of women who are pregnant to time off for ante natal care and ensure risk assessments are carried out to ensure a safe working environment.	Commence March 2008 and then as needed continuous	Jan /Feb 2008		HR / COM	Training sessions have been conducted for managers at all colleges Jan/Feb 2008.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
13. Caring responsibilities	<p>Conduct an equal opportunities monitoring survey annually and give staff the opportunity to indicate their caring responsibilities.</p> <p>Provide staff with a clear policy stating how the organisation can help in such things as adopting flexible working practices.</p> <p>Monitor the policy for impact.</p>	<p>September 2008</p> <p>July 2007</p> <p>July 2008</p>	<p>29 March 2007</p>	<p></p> <p></p> <p></p>	Human Resources/ COM	<p>Flexible working policy was updated last in March 2007 to take into account new legislation and legal definition of relative, and issued to all employees. Consultation has taken place on the equal opportunities monitoring form and it has been agreed with the CEDWGs to include a caring responsibilities question.</p> <p>New HR database has been designed to record, monitor and report on employee equality and diversity data. HR system implemented December 2007.</p>

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14. Environmental/ Accommodation issues	Carry out an environmental/ accommodation audit to ensure that staff are treated equally in relation to: <ul style="list-style-type: none"> ❖ Access to car parking facilities(which are adequately lit) ❖ Accommodation and resource issues such as allocation of lap tops /office space. ❖ Design and implement a lone working policy. 	April 2009		○	COM	Lighting to car parking has been improved at Glasshouse College to ensure the safety of staff.
15. Admissions	Produce an Annual Report for Council of Management which records: <ul style="list-style-type: none"> ❖ Number of male/ female applicants; ❖ Conversion rates by gender from application stage to admission. 	June 2008		●	Admissions Manager	All three colleges have differing ratios depending on balance of day and residential students. More girls are residential than day students.

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
16 .Publicity materials include both genders	.Publicity materials to use a variety of ways to attract potential students and devise ways to increase female applicants where the imbalance is greater than the targets agreed.	December 2007	October 2007		Admissions Manager	1000 CDs have been produced to use for students/potential students/Connexions and parents of potential students. 40 plus slides each showing a range of curriculum activities and male and female students demonstrating RMET's commitment to gender equality. Will feature prominently in re-design of RMET website and college prospectuses by September 2008.
Web -site and prospectus includes both genders	Include imagery of both genders on new web site and in prospectus	Sept 2008				
17. Student survey	Collect qualitative information on issues which may affect gender and which may need addressing.	May 2008			COM	

Area for Action	Action	Timescale	Achieved		Who is responsible for Action	Progress achieved
18. Curriculum content	Regular reviews of the curriculum will be undertaken to ensure that gender equality and a vision of a fair society is actively promoted and positive gender role models are emphasized with students and that any identified barriers are overcome.	Review July 2008			Director of Learning and Quality/ Principals/ Curriculum Managers	
19. Extra curricular activities	Extra curricular activities taking place within residential setting will be reviewed to ensure all Learners have equal access to leisure time activities and their gender identity does not adversely affect their experiences during their leisure time.	Review when producing Annual report May 2008.			Residential Managers/ Houseparents	