

EQUALITY GROUP MEETING – Wednesday 24.01.18

PRESENT:

- Stewart McKillop, Principal (Chair) (SMcK)
- Lisa Beresford, Head of Human Resources (LB)
- Myra Sisi, Associate Principal (MS)
- Julie MacKenzie, Student President (JM)
- Rose Harkness, Head of Student Services (RH)
- Lynda McBain, Curriculum Manager (LM)
- Elaine Ballantyne, Equality Officer (EB)
- Karen Phillips, Curriculum Manager (KP)
- Michael McGee, Construction Lecturer (MM)
- Alison Chambers, Associate Principal (AC)

1. Apologies - Lucy Flynn, International & Marketing Officer (LF)

2. Minutes from Previous Meeting & Actions Carried Forward (C/F)

Period Poverty – Update: SMcK

- Scottish Government has sent out an email with a questionnaire for students to complete.

Gender Neutral Toilets (C/F) – Update: EB

- Scottish Transgender Alliance/Equality Network have been contacted regarding signage for Gender Neutral Toilets – waiting on reply.
- Once the signage has been agreed EB will contact Facilities to ensure signs are placed on all relevant toilets
- **EB will action**

Student Counsellor Service - Update: RH

- The Student Counsellor's hours have been increased to meet demand.
- In addition, the College now has a male student counsellor on placement.

Dementia Friendly Audit – Update: EB

- Progress on the suggestions from the Dementia Friendly Audit report is ongoing.

- Plans in place to implement the changes on the ground floor to allow for evaluation.
- Most of the suggested changes involved wayfinding and directional signage.
- **EB will action**

Additional Signage: C/F

- Group discussed the importance of providing information on access to services at the main reception for the College community.
- To meet the needs of people with disabilities, SMcK requested having additional clear, accessible signs at the main reception, signposting support available.
- **Action: - RH/EB will look into having a signage system at the Main Reception**

Quiet room – Update: SMcK

- SMcK advised that he had received a complaint regarding the availability of the quiet room when counselling sessions are taking place.
- RH advised that other areas are available on request.
- Sourcing an alternative room for counselling is under investigation, in the interim SMcK requested signage for the quiet room door signposting alternative venues when the room is in use.
- **RH will action**

Providing Information in Alternative Formats – Update: EB/LF

- The College is currently has Browsealoud on the website for a trial period.
- This assistive technology software adds speech, reading, and translation to the website and feedback so far has been very positive. <https://www.texthelp.com/en-gb/products/browsealoud/>
- Reciteme (assistive technology) is another option <http://www.reciteme.com/>
- **Action: EB/LB will action**

3. Staff Development - Update: LB

- Two Staff Development days ran over Monday 18th and Tuesday 19th December with positive feedback.
- A number of mandatory eLearning modules were rolled out including:
 - Equality & Diversity (South Lanarkshire College)
 - Safeguarding Young People
 - General Data Protection Regulation (GDPR)
 - Prevent Duty
- Early morning and evening sessions were scheduled to ensure all staff have access.
- Further sessions will be available during the Staff Development Day in March 2018.

- A list of staff outstanding will be sent to all Heads of Departments/ Associate Principals/Curriculum Managers to ensure everyone has access to the mandatory sessions.
- Both the Dementia Awareness and Dyslexia Awareness sessions received positive feedback.
- LB asked the group for any suggestions they may have for the next staff development day on March 19th 2018.
- A further four members of staff took part in ASIST training in January which brings the number of staff trained in the provision of Suicide First Aid to 23, including 3 males.
- Recognising that male rates of suicide in the UK run consistently high the College is keen to encourage more male staff to be ASIST trained.
- Further training is planned for two days in February.
- LB has received feedback from ASIST trained staff that the training has been beneficial.
- KP shared positive feedback on the Mindfulness session.
- The Richmond Fellowship are also delivering a three and a half hour 'Safe Talk' session during the March staff development day.
- **LB will action**

4. Equality Initiatives

LGBT History Month and Purple Friday – 23rd February - Update: EB

- As February is LGBT History Month, the College is celebrating Purple Friday on 23rd February.
- The Student Association, Student Services and Human Resources have been working together to plan the day, which aims to stand against homophobia, biphobia and transphobia and show our support for LGBTI equality.
- This year's theme focuses on the #EverydayHero, the person whose small gestures promote an inclusive atmosphere for LGBTI people.
- We want to spread awareness that anyone can be an #EverydayHero and the small, maybe even mundane, day-to-day gestures are equally, if not more, important than the grand gestures.
- Plans in place include:
 - Promoting LGBT History Month through the Toilet Door Campaign
 - Promoting Purple Friday through social media, video wall, electronic screens and encouraging everyone to wear purple on the day
 - LGBT South Lanarkshire College Ally badges for students and staff
 - 'Write on table covers' where students can write motivational messages
 - Exhibitors in the Atrium
 - Treatments including 'Purple Nails'

Pride Glasgow - Update: EB

- Pride Glasgow is Scotland's largest festival of LGBTI celebration and the two - day festival weekend is taking place in Kelvingrove Park on 14th and 15th July.
- The College, for the third year running are planning to take part in the Parade and host an information stand in the Community Expo.
- **EB/RH will action**

Clean Air Campus - Update: EB

- The College will shortly begin working towards the 'Scotland's Charter for a Tobacco-free Generation'.
- This initiative aims to help reduce the harm caused by smoking and deliver a tobacco-free generation by 2034. www.ashscotland.org.uk.
- LB and EB have met with representatives from Ash Scotland and the NHS.
- As almost no one starts smoking after the age of 25, decisions and behaviour during the 16-24 age range have a huge impact on a young person's life outcomes. Therefore, young people's experience at Colleges is vital.
- The award ties in well with 'Health Body – Healthy Minds NUS award', which the College is also working towards. www.thinkpositive.scot/projects/hbhm/
- SMcK suggested offering smoking cessation sessions for staff and students and promotional posters in the smoking shelter.
- A working group will be created to take this forward.
- **EB/LB will action**

Staff Equality Monitoring Form - Update: EB

- The online Equality Monitoring form is currently being updated – taking on board feedback from last year.
- EB is working with Thanas (IT) and Paula (Marketing).
- Planning to roll this out during Equality & Choices Event 27th to 29th March.
- First stage will be to collect the data and then the analysis will help measure performance and improvement in relation to equality and diversity.
- **EB/LB will action and feedback to the Equality Group**

Carer Positive – Update: EB/LB

- The College aims to provide a supportive working environment for carers therefore, it is important to identify who they are.
- For that reason, the following question is included on the Equality Monitoring form.

- Are you a Carer? Do you have a significant unpaid role in supporting someone outside work?
- The College is also working towards the 'Carer Positive Award' which aims to encourage employers to create a supportive working environment for carers in the workplace <http://www.carerpositive.org/>
- This is a self – assessment process to demonstrate how well the College meets each of the award levels.
- There are three levels and the College will apply initially for level one – engaged.
- A short- term working group will be created to take the award forward.
- **EB/LB will action**

5. Equality Impact Assessments (EIA) – Update: EB/LB

- EB hosted EIA drop in sessions during Staff Development Days 18th and 19th December.
- Plans in place to do more throughout the year. **EB/LB will action**
- SMcK reminded the group on the importance of the Equality Impact Assessing policies and practices throughout the College.

6. Quality - Update: KP

- The Professional Discussion in Learning and Teaching (PDLT) process this session is having a focus on Equality and Inclusion as it relates to Learning & Teaching.
- The PDLT checklist uses prompts and challenge questions from the 'How Good Is Our College' framework.
- If Equality and Inclusion is not evident during the observation, it will form part of the discussion that follows between the PDLT reviewer and the Lecturer.
- Our College Evaluation Report and Enhancement Plan will be published on the Education Scotland website on Friday 26 January 2018.
- Andrew Brawley, HMI is presenting to the Board of Management on 6th February and will share his presentation to be disseminated further.

7. Gender Action Plan – Update: SMcK

- Return to be submitted to the Scottish Funding Council by 5th February.
- SLC are tackling underrepresentation in the following areas:
 - Female under-representation
 - Construction (general)
 - Building/Construction Operations
 - Building Services
 - Male under-representation
 - Child Care Services

- Hair/Personal Care
- The College as already seen an increase in Students enrolling in relevant courses:
 - 13 males enrolled - SVQ level 2 Barbering
 - 18 females enrolled - HNC Quantity Surveying
- A female construction lecturer is now employed within the College.
- **SMcK will action**

8. Equality Mainstreaming Report – Update: LB

- Provided an overview of the next phase of development with the HR System, recruitment and that as part of this process the HR team are reviewing practices to ensure that they are fully inclusive.
- Links with achieving Disability Confident Committed Accreditation and the HR team will further develop practices to ensure that vacancies are advertised using the appropriate channels.
- Carers Positive Accreditation links with the Equality Mainstreaming Action plan.

9. Student Outcome Data by Protected Characteristics (PC's) C/F - Update: EB

- The Equality Group were asked to analyse and comment on the Student Outcome Data by Protected Characteristics and feedback to the next Academic Board.
- Currently the College Performance Indicator (PI) report for PC's is at College level and the SLC and SFC Performance Indicator Targets (PI) are split four categories:
- Full-time Further Education (FE), Full – time Higher Education (HE), Part – time FE & Part – time HE.
- To allow accurate comparison EB has asked the IT dept. to split the College level report into these four categories for the Protected Characteristics.
- **Action: This is ongoing and EB is working with IT to take this forward**

AOCB

In-Course Questionnaire – Update: KP

- Two in-course questionnaires are sent out each year.
- Part one in September and the other in April.
- KP explained the process of responding to equality related comments.
- This begins with an initial analysis by the Quality Group, which is fed back to the Equality Group who then generate actions.
- Results also feed into 'You said we did' campaigns.
- The group were asked to review the equalities related questions.
- Actions from this included:
 - Look into increasing the provision of height adjustable desks: **AC will action**

- Permanent reserved signs on in the tables in the canteen: **EB will discuss with Facilities**
- Promote using the stairs instead of the lift.
 - Source posters: **EB will discuss with Facilities**
 - Play 'Climb if you can' on the video wall: **AC will action**
- KP asked for all completed actions to be fed back to Quality for the 'You said we did' campaign.
- College is now working in partnership with QDP who provide a questionnaire data processing service to colleges and other education providers. <http://www.qdpservices.co.uk/>
- Using QDP to provide a feedback service should make it much easier to capture and analyse the voice of students to further support improvement strategies.
- There is training session planned this Thursday with a number of staff from the Equality Group attending.

Investors in Diversity Grand Awards 2018 – Thursday 18th January 2018

- LB and EB attended the third annual Grand Awards event on (Thursday 18th January 2018) at the Hotel Ibis, Earls Court in London.
- The event was an exhilarating and emotional night of celebration, attended by some of the country's best people and organisations in relation to Fairness, Respect, Equality, Diversity, Inclusion, and Engagement (FREDIE).
- South Lanarkshire College came in at a very respectable number 5 in the top 100 index of 2018 and EB won UK employee of the year.

Next Meeting – Wednesday 7th May 2018