

EQUALITY GROUP MEETING – Wednesday 29th August 2018

PRESENT:

Lisa Beresford, Head of Human Resources (LB)
Alison Chambers, Associate Principal (AC)
Elaine Ballantyne, Equality Officer (EB)
Lisa Doonan, Curriculum Manager (LD)
Pauline Heeley, Curriculum Manager (PH)
Lucy Flynn, International & Marketing Officer (LF)
Michael McGee, Lecturer (MM)

New Member of group – Lisa Doonan, was welcomed to the group.

1. Apologies – Stewart McKillop, Claire Paterson, Lynda McBain, Myra Sisi and Rose Harkness

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

Period Poverty – Update: RH (C/F)

- Colleges have been encouraged to have free sanitary products available by 31st August this year.
- RH is planning to circulate a questionnaire in June 2018 to gather feedback from students at SLC.
- Sanitary products now also in male toilets throughout the College.
- A policy to support women through the menopause and increase understanding in the workplace is to be introduced.
- This has been driven by the Scottish Government.

Signage – Update: LB/EB

- The College continues to work in partnership with Alzheimer Scotland to create a 'Dementia Friendly Community.'
- Following on from the Dementia Friendly Audit in August 2017 adjustments are ongoing, this includes:
 - Door handles at the main entrance now have grips.
 - The push/pull signs are now vertical instead of horizontal.

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- Directional signs promoting way finding to and from the toilets on the ground floor leading in and out of the ground floor toilets.
- Contrasting tape highlighting the lift area.
- In addition, LB and EB have been working on accessibility adaptations for the catering area on the second floor. New signs are planned:
 - Entrance
 - Please take a tray
 - Pay here
- To further increase accessibility the following adjustments are planned:
 - Relocation of the till points
 - Vertical display of goods
 - Increased size of menu posters and fonts

Accessibility of the Vending Machines

- Tables and chairs are when moved around can impact on access to the vending machines, particularly for wheelchair users.
- To reduce this risk a removeable barrier system is planned.
- This will ensure access is constant but can be removed when the College is hosting events.
- Also - currently, not all operable parts are reachable particularly for wheelchair users.
- Discussions are ongoing with Inspire regarding accessibility.
- Replacing the reserved for mobility users table signs will be replaced with new Perspex signs. **EB will action and update group at next meeting**

Gender Neutral Toilets

- The new inclusive gender-neutral signage developed through the Equality Group has been approved.
- The aim was to develop a sign that was clear, easy to understand and inclusive.
- This new sign has an image which simply classifies the facility as a toilet with the following description in English and braille: (All Gender Toilet) & (Not every disability is visible).
- Signage in the annexe and low carbon house will be replaced first.
- The next step will be to look at the provision of additional Gender-Neutral Toilets.
- **Action: EB/LB will action**

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Quiet Room – Update: LB

- An additional Quiet room is planned using part of the EIS union office on the lower ground floor. **SMcK will action**

LGBT – Pride Glasgow – July 14th – Kelvingrove Park - Update: EB

- To celebrate and show support for LGBTI the College took part in the Pride Glasgow for the 3rd year running.
- A group of staff and students marched in the parade alongside 5000 other people and for the first time it didn't even rain!!
- We also hosted an information stand in the Community Expo.

Staff Equality Monitoring Form - Update: LB

- The online form was activated in April with a positive response.
- Return rate up by 23% from 2017.
- 85% of staff have completed.

Creating a Clean Air Campus - Update: LB/EB

- The Clean Air College Working Group continues to work on Scotland's Charter for a Tobacco Free Campus and creating a Clean Air College.
- A separate vaping shelter has been approved.
- As students and staff requested support to stop smoking the NHS have offered Quit Your Way sessions and it's hoped this will happen in November.
- The NHS have provided two battery operated combined flame & smoke detector with voice messaging.
- These will be placed strategically around the College and will play preset voice messages, to encourage smokers/vapers to use designated areas.
- Locations have yet to be decided.
- The Student Association are working on the voice messages.
- Marketing are creating posters.
- EB & LB are updating the Smoking Policy.
- **Action – EB will update on progress at the next meeting**

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Mental Health Awareness Week 14th – 20th May 2018

- The Mental Health Working Group hosted a Curry & Chaat.
- <https://www.mentalhealth.org.uk/get-involved/curry-and-chaat>
- This is a new Mental Health Foundation initiative and the aim is to provide the opportunity for students and staff to take a break and enjoy a delicious curry prepared, cooked and served by our Hospitality Students.
- South Lanarkshire Leisure, Breathing Space, Lanarkshire Action on Mental Health (LAMH) and the Student Association hosted information stands.
- 50% of the takings for the week was donated to the Mental Health Charities.
- This was split between the Mental Health Foundation, Lanarkshire Action on Mental Health and Breathing Space.
- The event raised over £300.
- Marianne Murphy and Nikki Smith (Health and Social Care Lecturers) hosted a 30-minute reducing stress, relaxation technique workshop from 12:15 - 12:45.
- Sport and Fitness students held 'wellbeing and managing stress' sessions.
- Mental Health Awareness was the theme for the Toilet door campaign.

Carer Positive – Update LB/EB

- The College was delighted to support Carers Week from the 11th – 17th June 2018.
- During the week the College was presented with the Carer Positive Engaged Employer award by Sue McLintock, Manager at Carer Positive Scotland.
- The Carer Positive award is presented to employers in Scotland who have a working environment where carers are valued and supported.
- <http://www.carerpositive.org/>
- To ensure the College was able to support working carers a question was added to the Equality Monitoring form with an option for staff with caring responsibilities to request a meeting with a member of the HR team.
- Response was good and Carer Needs meetings with HR were arranged.
- A Carer Guidance booklet has been developed and this was introduced to staff in its draft format at the meetings.
- The booklet outlines the support available and links to relevant policies.
- This includes the Parental & Family Leave and Personal & Domestic Leave policies.

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- The booklet is currently with the Board of Management for approval and will be posted on the Portal when this given.
- It became clear from feedback from staff who attended the meetings and those who were involved in the Carers Working Group at the beginning of the Carer Positive journey that often the best source of support comes from other carers in similar situations. For that reason, a College Peer Support group has been set up.
- The first group is planned for Thursday 27th September at Lunchtime in room 126.
- This will be supported by South Lanarkshire Carers Network (an information gateway for unpaid Carers in South Lanarkshire) who have also volunteered to populate the Carers Information board in the staff room. <http://slcn.co.uk/>
- **Action: EB will promote the Carer Peer Support Group**

3. Staff Development - Update: LB

- Faculties and departments ran their own specific staff development on 22nd June.
- A group of staff participated in Makaton training on August 15th with excellent feedback.
- The College now has an additional member of staff trained in electronic note taking to provide communication support for D/deaf students.
- Now looking at introducing BSL level one training which is also part of the BSL action plan.
- The completion rates for the mandatory eLearning modules are:
 - Safeguarding Young People - 90%
 - Equality & Diversity - 85%
 - Prevent Duty – 90%
 - Staff who have not completed will be encouraged to do so.
- Next staff development day is in December.
- Group were asked to get in touch with any suggestions.
- A raising awareness session for Browsealoud is planned.
- **LB will action**

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4. Equality Initiatives- Update: EB

Health & Wellbeing Event – 23rd to 24th October – Update: EB

- This event aims to encourage the College community to look after their own health & wellbeing as well as that of others.
- A diverse range of organisations have been invited to host information stands in the Atrium.
- HNC Care and Administrative Practice students will provide Health MOT's.
- LANDED (Peer Education Services) will provide Alcohol and Drug Awareness Workshops for students. <http://www.landed.info/>
- NHS – Scotblood will bring the donation pods to the College on Tuesday 23rd October and students and staff will have the opportunity to donate. They will also bring a recruiter to Atrium on the day to book donors in. <https://www.scotblood.co.uk/giving-blood/>
- Flu vaccinations will be offered to staff on Thursday 25th October.
- Hair/Beauty Students will provide treatments.
- HNC Events Students are hosting Pink Friday in aid of Breast Cancer Care on – Friday 25th October.
- LF has pedometers in Marketing which may be useful for the Health & Wellbeing Event.
- **EB will action the event and update group at next meeting**

World Mental Health Day – Wednesday 10th October

- World Federation for Mental Health have set the theme of young people and mental health in a changing world
- The College's Mental Health working group is for the second year running hosting a Positvi-Tea event.
- Staff and students will be encouraged to take a break between 2-3pm and pop along to the Bistro for tea, coffee, juice, and cakes provided and served by Hospitality students.
- Breathing Space, South Lanarkshire Leisure and LAMH have been invited to host information stands.
- Student Association will host an information stand with internal support information.
- Marianne Murphy and Nikki Smith (Health and Social Care Lecturers) are hosting a 30-minute reducing stress, relaxation technique workshop from 12:15 - 12:45 - open to staff and students.

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- Beauty students are providing mini manicures on the second floor.
- **Action: EB will update group at next meeting**

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

- In line with the Gender Action Plan to address under representation the College has recently introduced Women into Construction Courses:
- Women into Painting and Decorating
- Women into Plumbing
- As these courses involve Positive Action measures, having supporting evidence to ensure compliance is vital.
- A 'Building the Evidence' form has now been added to the Equality Impact Assessment form.

6. Quality - Update: LD

In-course student questionnaire – Update: LD

- The questionnaire is currently being reviewed.
- The aim is to adjust the form to increase accessibility for supported students to ensure they have an equal opportunity to have their say.
- Planned date for the questionnaire to go out is November.
- Group discussed having a College wide approach to ensure all forms/questionnaires are accessible.
- **LD will action**

7. Gender Action Plan Update: SMcK - C/F

Report sent to the Scottish Funding Council in February 2018.

- Report highlights increased enrolments on courses covered by the plan.
- Work is ongoing to ensure continuous improvements.
- The College is taking Positive Action by introducing Women into Courses.
- Currently taking applications for Women into Painting and Decorating.
- Women into Plumbing is currently going through an Equality Impact Assessment/Building the Evidence process to ensure compliance.

8. Equality Mainstreaming Report – Update: LB

- An update on progress from the 2017 Mainstreaming report is due in April 2019.
- Part of the process involves re-accreditation in September 2018 of the (IID) Investors in Diversity, Leaders in Diversity Award which the College initially achieved in September 2016.
- The process involves IID surveying staff, students and suppliers.
- To allow students and staff time to settle in to the new term it was agreed with IID that the process should begin following the Health & Wellbeing Event running from 23rd to 26th October.
- The process also involves one to one interview with staff and surveying the Board of Management.
- It's recognised that support will be required for students with special education needs to complete the student survey.
- **Action: LB will discuss with IID and the Learning Development Department**
- IID have advised that the framework for accreditation has been updated.
- A meeting has been arranged with the IID consultant to go over the changes.
- A new addition to the framework (desirable not essential) is that the organisation meets the criteria of the Disability Confident and has achieved Level 3 Disability Confident Leader status.
- As the College is already a Disability Confident employer we will investigate taking this accreditation up to the next level. **LB will action**
- The Equality Policy will also be updated.
- AC and PH advised that work placement opportunities within the College are required for Life Options students in block 2. **Action: AC/PH will provide dates**
- LB advised that this will be added to the workplace procedure currently being developed.
- **LB will action**
- Currently exploring various options to encourage students and staff to complete equality monitoring information.
- These options are:
 - Introducing a video to encourage students and staff to complete equality monitoring information.

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- Developing a booklet on protected characteristics to provide to students at induction.
- All the above feeds in to the Equality Outcomes of the Mainstreaming Report.
- **EB/LB will action**

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 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: EB is working with IT to take this forward**

10. AOCB

British **Sign Language (BSL) - South Lanarkshire College - Draft Plan – Update: AC**

- An online consultation is planned for October.
- Deaf Action are interpreting the draft plan for BSL users with subtitles and a voice over.
- This video and a PDF version of the plan will sit on the College website.
<http://www.slc.ac.uk/bsl>
- There are several ways to provide feedback including:
 - BSL users will can get in touch with Contact Scotland's British Sign Language interpreting service. <https://contactscotland-bsl.org/>
 - An online questionnaire also available through the College website.
- Deaf awareness training will be added to the staff development programme. **LB will action**
- Additional induction loops are planned to increase accessibility throughout the College. **EB will action**

Next meeting: Wednesday 7th November 2018