

EQUALITY GROUP MEETING – Wednesday 5th May 2018

PRESENT:

Stewart McKillop, Principal (Chair) (SMcK)
Lisa Beresford, Head of Human Resources (LB)
Rose Harkness, Head of Student Services (RH)
Wilma Macleod, Deputy Head of Faculty (WM)
Elaine Ballantyne, Equality Officer (EB)
Karen Phillips, Curriculum Manager (KP)
Pauline Heeney, Curriculum Manager (PH)
Lucy Flynn, International & Marketing Officer (LF)

New Group Member:

- SMcK welcomed Pauline Heeney to the group.

1. Apologies – Michael McGee, Julie MacKenzie, Lynda McBain, Alison Chambers and Myra Sisi.

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

Period Poverty – Update: RH

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

Signage (CF) – Update: EB

- Proposed new signage for the College includes:
 - Gender Neutral Toilets.
 - Dementia Friendly (from Alzheimer Scotland audit suggestions).
 - Additional signs for reception (to assist people who have disabilities).
 - Clean Air College.
 - Reserved signs on tables in canteen (for customers with mobility issues).
 - Promotional posters to encourage using stairs instead of the lift.
 - **Action: EB will work with Facilities to add to the summer works programme.**

- **Action: EB will advise KP when this work is completed for, 'You said we did'.**

Quiet Room – Update: SMcK

- SMcK recently met with Graeme Montgomery (original architect).
- The relocation of quiet room was discussed.
- Planned to be in place by the 2018/2019 term.
- **SMcK will action**

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

- The College hosted Purple Friday on 23rd February as part of celebrating LGBT History Month.
- This was our day to stand against homophobia, biphobia and transphobia and show support for LGBTI equality.
- The College was decorated throughout with rainbow bunting and purple ribbons.
- This was an enjoyable cross college event and activities included:
 - Photographs taken by photography students.
 - Student Association hosted tables with write on table covers' for positive, motivational messages.
 - Inspire provide Rainbow Cupcakes – raising over £114 for LGBT Youth Scotland.
 - Purple Nails – provided by Beauty Students.
 - We were delighted to welcome the following organisations to the Atrium to host information stands:
 - Terrence Higgins Trust
 - LGBT Youth Scotland
 - HIPY (Hamilton Information Project for Youth)
 - June Carr – Mindfulness Classes
 - Police Scotland
 - Breathing Space
 - Scottish Youth Parliament
 - Women's Aid – South Lanarkshire
 - Student Association
 - NHS Lanarkshire
 - Feedback was excellent.

Dementia Friendly Audit (CF) – 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**

3. Staff Development - Update: LB

- The staff development day ran on Monday March 19th 2018 with a number of equality focused sessions;
 - Safeguarding Young People
 - Equality & Diversity (e-learning)
 - SafeTALK
 - Nil by Mouth – Challenging Sectarianism
 - ASIST support forum
 - Autism Awareness
 - AMIS: Helping to bring an end to domestic abuse
- All sessions received excellent positive feedback including the Autism Awareness session delivered by Helen Jordan – (Business Lecturer) which was oversubscribed.
- LB has received requests from staff to repeat this session.
- The completion rates for the mandatory eLearning modules are:
 - Safeguarding Young People - 88%
 - Equality & Diversity - 85%
 - Prevent Duty – 90%
- This is an excellent response rate.
- LB is currently looking into the staff development day on 22nd June and asked for suggestions.

4. Equality Initiatives- Update: EB

Creating a Clean Air Campus

- Clean Air College Group met 27th February.
- Lynn Adams – NHS Health Improvement Senior Tobacco/Early Years advisor provided a presentation on Scotland’s Charter for a Tobacco Free Campus and creating a Clean Air College.
- A ‘Clean Air College’ survey was sent out to students and staff and response was good.

- Over 100 people were aware of the College Vaping Policy.
- Over 100 felt they would benefit from having a Clean Air College.
- We asked a vaping question:
 - *If you use e-cigarettes, do you use the designated area allocated for smokers? (smoking shelter).*
 - Many comments stated that, as people were vaping trying to give up cigarettes they didn't want to use the smoking shelter.
 - **Action: EB will discuss the possibility of having a separate vaping shelter with Facilities.**
- We also asked the question:
 - *What support would you like to see in place at South Lanarkshire College for students and staff who would like to stop smoking?*
 - Many commented that having stop smoking supported sessions on-site would be useful.
 - **Actions: EB/LB will contact NHS with a view to facilitating 'Quit your Way' sessions.**

Staff Equality Monitoring Form

- This online form was activated in April with a positive response.
- The form remains open and currently 67% of staff have completed.
- Return rates have increased since last year.
- **Action: EB will send out an email encourager this week.**

Carer Positive

- Recognising the growing number of people within the workforce who have caring responsibilities, the College applied for and is now recognised as a 'Carer Positive Engaged Employer'. <http://www.carerpositive.org/>
- A short life working group-involving staff with caring responsibilities met recently to take this initiative forward.
- A number of suggestions evolved from this meeting including:
 - An SLC carer's support group.
 - A carer's information board in staff room and or library.
- To ensure staff are aware of the support available to them a 'Carer's Statement' will be introduced linked to current policies, signposting the support available within the organisation.

- Also to ensure the College is in a position to support carers the annual staff Equality Monitoring Form asks the following questions:
 - *Are you a carer?*
 - *If you are a carer would you like to discuss your needs with an appropriate member of staff in the College?*
- The College will participate Carers Week, which runs from 11th to 17th June.
- Activities planned include:
 - Information stands.
 - A carer drop in session hosted by Alzheimer Scotland.
- The College's journey in becoming a Dementia Friendly Community was highlighted recently in an article in Alzheimer Scotland's North and South Lanarkshire Newsletter. **See attached.**

Providing Information in Alternative Formats – Update: EB/LF

- Browsealoud support software is now on the College Website. www.south-lanarkshire-college.ac.uk
- This software adds speech, reading, and translation to the website increasing access and inclusion. <https://www.texthelp.com/en-gb/products/browsealoud/>
- Browsealoud has reported that the software has been accessed over 5,100 times on the College website since the end of January 2018.
- EB is planning promotional work around the software and IT are working on embedding the program further into Moodle. **EB will action**

Equality and Choices event – 27th to 29th March

- Community groups and charities provided information stands in the Atrium and the following workshops:
 - **Dementia Friends Workshops** – three per day over the three days in the Low Carbon House.
 - Sixty-four students/staff from plumbing, painting & decorating, business and horticulture attended.
 - Positive feedback included the words amazing, informative, brilliant, and engaging.
 - **Show Racism the Red Card** hosted workshops in the morning and a fitness and coaching session at the Ally McCoist Centre in the afternoon.

- Forty seven students/staff attended.
- Positive feedback included the words informative, excellent, educational, and fantastic.
- **Reducing Stress and Relaxation Workshop** – hosted by Marianne Murphy and Nikki Smith (Health & Social Care Lecturers).
 - Positive feedback received from students and staff.
- Equality and Choices Quiz – winning staff and student team:
 - Prizes included Amazon vouchers and Anytime Fitness passes for students and an SLC training restaurant voucher for staff.
- Complimentary porridge, soup and fruit was available all three days in the refectory.
- Complimentary pampering treatments provided by Hair and Beauty students were also available.

Mental Health Awareness Week 14th – 20th 2018 – Mental Health Foundation

- This year's focus is on Stress: Are we coping?
- The Mental Health Foundation have introduced a new community fundraising initiative - a 'Curry & Chaat' <https://www.mentalhealth.org.uk/get-involved/curry-and-chaat>
- The aim is to improve wellbeing by getting together for a 'Curry & Chaat' to talk and promote positive steps to improve mental health.
- This initiative is also designed to encourage men to get involved, as it's recognised they are often less likely to seek professional help or to talk about their mental health. <https://www.mentalhealth.org.uk/blog/curry-chaat-what-it-and-why-are-we-doing-it>
- Business and hospitality students/staff are supporting the event by hosting the 'Curry & Chaat's' all week in the bistro from 12:00 to 1:00pm - Monday 14th to Friday 18th May.
- The College will donate 50% of takings to nominated Mental Health Charities.
- Marketing is working on 'Curry & Chaat' promotional posters.
- We will have relevant information stands on the third floor including:
 - South Lanarkshire Leisure
 - Lanarkshire Action for Mental Health
 - Breathing Space
 - Student Association – College support information
- A Reducing Stress and Relaxation lunchtime workshop is running on Tuesday 15th May – hosted by Marianne Murphy and Nikki Smith (Health & Social Care Lecturers).
- The toilet door-poster campaign for May will be Mental Health Foundation Posters.

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

- Working with Curriculum Managers from construction on Equality Impact Assessing the new Women Into courses.
- A 'Building the Evidence' appendix now forms part of the EIA process for courses where the College is taking positive action.

6. Quality - Update: KP

- **The in course student questionnaire part 2** was created using the new QDP program.
- This closes on Friday, 4th May.
 - Last time around responses were approximately 1200.
 - Response level is currently sitting at around 900 therefore; the submission date may be increased.
 - The QDP analysis process has reports available within two days of closing.
 - **Action: KP will extract all equality responses to discuss with EB/LB.**
- The Professional Discussion in Learning and Teaching – classroom observation system (PDLT) session has a focus on Equality and Inclusion in relation to Learning & Teaching.
 - The review team have just finished and will meet to discuss outcomes.
 - **Action: KP will report CPD requirements to LB.**
 - **Action: KP will report equality related requirements to EB.**
- **Self - Evaluation** – currently looking at the annual reports for each:
 - Curriculum (CASER)
 - Faculty (FASER)
 - Department (DASER)
 - KP advised on guidance received from Education Scotland and the Scottish Funding Council this year.
 - KP will look at the three reports and in particular:
 - *QI (3.1 How good are we at ensuring wellbeing, equality and inclusion?)*
 - **Action: KP will advise EB on any changes regarding equality**
- **Scottish Funding Council (SFC) - College Performance Indicator Tools. Update: KP**
 - Associate Principals, Depute Head of Faculties and Curriculum Managers attended an SFC update on three performance indicator tools for academic year 2016-2017.

- **The three tools are:**
 1. **Performance Indicator Tool** - This background data for all colleges underpins the 2016-17 Colleges Performance Indicator Publication. It includes a breakdown of the published withdrawal figures to show the breakdown for Early and Further Withdrawal.
 2. **Course PI Tool (all recognised courses)** - this provides performance indicator information on individual college courses and has the additional functionality of being able to be filtered by individual variable, for example age range and sex of student. It allows benchmarking of course performance against the sector average and, where appropriate, allows access to data on the success rates for all colleges delivering a particular course.
 3. **Element PI Tool (SQA units)** - This Tool provides the opportunity to analyse individual SQA Units delivered across the college, to collate success information and unit enrolments. It allows benchmarking of performance against the sector average and, where appropriate, allows access to data on the success rates and unit enrolments for all colleges delivering a particular unit.
- KP reported that this was an excellent and informative session.
- These reports provide an opportunity for robust and accurate analysis.
- **Action: SMcK plans to incorporate reports into Academic Board meetings.**

7. Gender Action Plan Update: SMcK

- 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.
- The following statement has also been added to the website:
 - *South Lanarkshire College recognises that gender is not binary and welcomes applications from all learners.*

8. Equality Mainstreaming Report – Update: LB

- LB advised on the progress of the following outcomes:
- Outcome 2B:
 - Equality Monitoring – Staff: Awaiting results but already an increase. Response rate is 67% which is higher than 2017.
 - Equality & Diversity (e-learning) bespoke to SLC was introduced in 2017.
- Outcome 2C:
 - Developing a booklet on protected characteristics to provide to students at induction.
 - In addition, College Development Network created a video on ‘why we collect equality data’. SLC will look into tapping into this good practice.
- Outcome 1B:
 - Currently conducting a review of pay, staff turnover, disciplinary and grievance by protected characteristic.
- Outcome 5A:
 - The College became a Carer Positive Engaged employer in 2017.
- Outcome 3A:
 - Student outcomes by protected characteristic report - presented to the Academic Board in February 2017.

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: This is ongoing and EB is working with IT to take this forward**

10. AOCB

Healthy Body Health Mind Award (HBHM) – Update: RH

- The Healthy Body Healthy Mind Awards are a partnership initiative between NUS Scotland and Scottish Student Sport, funded by the Scottish Government.
- The focus is on the link between sports, physical activity, smoking prevention and mental health.
- The student association, supported by the College has been working together through the award to bring about practical changes.
- The award accreditation has five levels from one to five stars.
- All evidence has been gathered and the report submitted on May 1st.
- Actions from the HBHM process now forms part of the operational plan for 2018/19.
- The 2018/19 student association will take these actions forward.

Kilt walk – Sunday 29th April – Update: EB

- Six staff walked the Big Stroll - 15 miles.
- Four staff walked the Mighty Stride - 26 miles.
- Staff were fundraising for:
 - Who cares? Scotland
 - Marie Curie.

Next meeting: TBC