



**CENTRAL
COLLEGE**

G L A S G O W

Gender Equality Scheme Annual Report

June 2008

Foreword by the Principal

As the Principal and Chief Executive of Central College, I would like to express my commitment to the Gender Equality Scheme and the equalities agenda as a whole. My vision for Central College is to become a World Class Centre of Excellence, a top class quality college and a best in class partner of access and inclusion/economic and cultural development. I am committed to Central College being:

- At the heart of the Glasgow Community
- At the forefront of Social Inclusion and Economic Development
- At the Cutting Edge of Learning & Teaching

This can only be achieved by embracing the diverse range of staff, learners and visitors to its community and consulting with them during the process.

This document aims to reflect the progress made by the College towards achieving the aims as set out in the Action Plan contained within the Gender Equality Scheme. It will also highlight difficulties the College has encountered in trying to fulfil its actions and how it aims to address these.

The Gender Equality Scheme is available to view on the College website at www.centralcollege.ac.uk. You can also request a copy of the scheme by contacting Gayle Gallacher, Equalities Co-ordinator at Gayle.Gallacher@central-glasgow.ac.uk.

The scheme is available in alternative formats.

P.G.K Little
Principal & Chief Executive

Where are we now?

This annual report aims to highlight the significant progress which has been made to promote gender equality and the steps taken to eliminate unlawful discrimination and harassment and to promote equality of opportunity between men and women.

Progress has been made in the following areas:

1. Human Resources Department is currently liaising with Unions to agree an audit tool to establish and take remedial steps to address any pay inequalities that exist arising from gender.
2. The College continues to enable all learners, regardless of gender, to access all areas of the curriculum.
3. Through the 'Learning for All' brand, Central College continues to promote positive attitudes towards gender equality and ensure that these are incorporated into every day activities.
4. All staff continue to have equal access to training and development opportunities irrespective of gender.
5. Flexible and part-time working opportunities are promoted to staff employed at all levels irrespective of gender who have caring responsibilities.
6. An Equal Pay Statement has been published.
7. The Learner Charter has been amended to include the College's duty to eliminate unlawful discrimination and harassment on the grounds of gender.
8. For session 2008/2009 a member of the Central College Students' Association (CCSA) will be invited to attend meetings of the Access, Inclusion and Equalities group.
9. Central College continues to ensure that all promotional materials represent both male and female learners and staff.

The Way Forward

Central College also recognises that progress has to be made towards the Impact Assessment process and consultation of stakeholders. After initial discussions with Equality Forward, they will be work with the College to identify the best way forward. Meetings have been arranged for the beginning of the 2008/09 session. It is therefore envisaged that Central College will make significant progress in this area during the coming year.

GENDER EQUALITY ACTION PLAN – PROGRESS DURING FIRST YEAR

No.	Key task	Progress to Date	Difficulties/Actions	Date of Next Review
1	<p>Ensure all policies and procedures are reviewed and have the category of transgender added to relevant policies.</p> <p>Ensure all policies comply with equality legislation and good practice.</p> <p>Policies to be easily accessible and effectively communicated to all staff by placement on college intranet and website.</p> <p>All policies to be monitored for impact and effectiveness.</p>	<p>Dignity at Work Policy created in collaboration with ACAS. Covered by overarching Equal Opportunities Policy. Measures are aligned with those in existence for Disability, Race and Gender.</p> <p>Gender Equality Scheme and Action Plan are available on College website.</p> <p>The Equalities Co-ordinator and Human Resources Department and currently looking at various Impact Assessment toolkits.</p>	<p>Dignity at Work Policy to be approved and communicated to all staff.</p> <p>Equality and Diversity section to be created on College website.</p> <p>Employment policies to be placed on dedicated HR website</p> <p>Toolkit to be agreed and disseminated to appropriate staff.</p>	<p>Sept '08</p> <p>May 09</p> <p>Nov '08</p>
2	<p>Consult and involve customers and staff on level and accessibility of services.</p> <p>Take on board recommendations, analyse and implement as appropriate to achieve improvements.</p> <p>Monitor levels of satisfaction.</p>	<p>All learners are encouraged to complete learner satisfaction questionnaires. Separate questionnaires are sent to those who access services through Learner Services and the Learner Support Centre.</p>	<p>Involvement and effective consultation of stakeholders has proved difficult. Equality Forward will be working with College staff on this area. College staff to be issued with questionnaires re accessibility to and satisfaction with HR service as regards equality issues</p>	<p>Dec '08</p> <p>Feb 09</p>

No.	Key task	Progress to Date	Difficulties/Actions	Date of Next Review
3	Training on gender equality responsibilities will be provided.	Training on Gender Equality is included as part of the staff induction programme.		May '09
4	To ensure equalities monitoring data is captured and systematically analysed throughout the employment processes.	Information continues to be gathered and analysed as required externally by the Scottish Funding Council and internally by the Staffing & Student Affairs Committee.	This monitoring information has been made easier to gather since the implementation of the new Snowdrop HR system in Dec 08 .	SFC – Oct '08 Internally – as per meetings calendar
5	To ensure equalities monitoring data is captured and systematically analysed throughout the academic session.	Equalities monitoring data for students continues to be recorded via Enquirer.		Annually
6	Review policies and provide training to relevant staff to ensure compliance with legislation and equalities scheme	Completed	Training ongoing process as required.	May '09
7	All adverts to be screened for possible discrimination. Guidance to be issued to all HR staff and managers to enable them to recognise what constitutes discriminatory practices	Ongoing		May '09

No.	Key task	Progress to Date	Difficulties/Actions	Date of Next Review
8	<p>Monitor starting salaries and conditions for all staff to highlight any difference by gender and report on results.</p> <p>Implement any recommendations</p>	<p>HR currently liaising with Unions re audit tool.</p>	<p>Agreement on appropriate tool has proved difficult.</p>	<p>On-going</p>
9	<p>Train managers so they are aware of flexible working options.</p> <p>Promote flexible working at all levels for staff.</p> <p>Monitor the number of staff taking up flexible working including part-time, annualised hours, job share etc.</p>	<p>Training for Managers will take place once the new Management Team is appointed under the new College structure</p>	<p>Already an increase in staff applying for flexible working options</p>	<p>May '09</p>
10	<p>Analyse current workforce by gender split and post held.</p> <p>Implement positive action measures in areas where men and women are particularly under represented.</p> <p>Consider providing nursery facilities for staff and students.</p>	<p>Analysis will be conducted after the implementation of the College wide restructure.</p> <p>Childcare voucher scheme implemented instead.</p>	<p>Information has been disseminated to all staff and the scheme will be promoted again in the new year</p>	<p>Apr '09</p> <p>Feb 09</p>

No.	Key task	Progress to Date	Difficulties/Actions	Date of Next Review
11	<p>Add the category transgender to the Bullying & Harassment policy.</p> <p>Publicise throughout the College</p> <p>Monitor cases and track progress.</p>	<p>Bullying and Harassment Policy will be replaced by Dignity at Work Policy.</p>	<p>Awaiting approval from the Staffing & Student Affairs Committee.</p>	<p>Jan '09</p>
12	<p>Gather information related to gender from staff, learners and external stakeholders.</p>	<p>Progress as been slow in this area. Meetings have been scheduled with Equality Forward for session 08/09.</p>	<p>Equality Forward to meet with College staff to assist with participation of stakeholders.</p>	<p>Apr '09</p>
13	<p>Publicise the Gender Equality Scheme through partnership working with the Central College Student Association (CCSA).</p>	<p>Progress to date has been slow due to lack of commitment from the CCSA during session 2007/08</p>	<p>Measures are in place to look at how the CCSA will be set up for session 2008/09 to ensure partnership working between Central College and the CCSA across all equality strands</p>	<p>Mar '09</p>