

GENDER EQUALITY SCHEME – ACTION PLAN

	Aim	Action	By whom	Date
1.	Staff			
1.1	To improve the numbers of women teaching staff and practical instructors and support staff in male dominated areas and vice-versa	<ul style="list-style-type: none"> Identify the barriers to employment and consider taking positive action. 	Focus Group/ Personnel	2007/08 academic year.
1.2	Gender Equality Impact Assessments on staffing policies	<ul style="list-style-type: none"> Map personnel policies, procedures, plans and practice Screen to determine priority (high, medium or low) Consider evidence (involvement of staff with a disability) Assess the likely impact Explore options and make decision Identify monitoring processes Publish results 	Focus Group/ Personnel	On-going
1.3	Increase staff retention for staff with carer responsibilities	<ul style="list-style-type: none"> Continue to respond to and provide support for flexible working where this is reasonably practicable 	Personnel	On-going
1.4	Increase the number of women returning from maternity leave	<ul style="list-style-type: none"> Actively support women's maternity rights and parents' rights to parental leave 	Personnel	On-going
1.5	To have an appropriately trained staff	<ul style="list-style-type: none"> Continue to raise awareness of gender issues amongst academic and support staff to ensure they have an understanding and the skills necessary to promote gender equality. 	Staff Development Officer/Personnel Manager	On-going
1.6	Equal Pay	<ul style="list-style-type: none"> Gather information to identify whether there is any gender pay gap in job roles and address the causes. 	Personnel Manager/ Head of College	

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2.1	Sustain positive action to encourage women into training in areas in which they are currently under-represented.	<ul style="list-style-type: none"> Encourage staff to forward good news stories to marketing team Continue to highlight exemplars in all publicity media used by the college 	SMT Marketing	April 2007
2.2	Maintain service of high quality advice, information and guidance offered to all potential learners enquiring about training and career progression in the specialist industries served by the college	<ul style="list-style-type: none"> Secure Matrix Accreditation for second three year cycle 	Student Registry and Learning Support	April 2007
2.3	Develop positive action to encourage women and men to train in areas in which they are currently under-represented.	<ul style="list-style-type: none"> Sustain GreenHEART for Women programme (funded to July 2008); Explore other funding streams for similar initiatives in horticulture, arboriculture and environment, floristry, animal care 	HoS and HoC	07-08 On-going
2.4	Arrange flexibility in attendance patterns for individuals and groups with high incidence of domestic caring responsibilities. (This is primarily a benefit for women but does not exclude male carers.)	<ul style="list-style-type: none"> Individual case work for individuals; Sensitivity in timetabling daily attendance hours for identified groups 	Course tutors and HoS HoS	Continuous April 2007
2.5	Contribute to childcare expenses for full time and part-time students. (Subject to financial circumstances.)	<ul style="list-style-type: none"> Disseminate details of funding available. Seek to maximise funding pot granted by the LSC. 	HoC / Registry HoC	Pre enrolment
2.6	Learning materials are reviewed annually to eradicate any gender bias.	<ul style="list-style-type: none"> Review and revise materials annually to incorporate principles and practice 	HoS	July 2007
2.7	Active consideration of promoting positive role models though learning objectives.	<ul style="list-style-type: none"> Encourage contact with successful graduates best able to advise students on exploiting advantages and overcoming barriers. 	HoS	Sept 2007