

STAFF EQUALITY AND DIVERSITY ACTION PLAN 2019/2020

Objective	1. To encourage diversity and eliminate unfair treatment and discrimination (policies, procedures and training)			
Action	Date	By whom	Review/evidence of impact and milestones (RAG)	
1.1	Introduce equality impact assessment to the development of all staff policies and procedures.	November 2019	Director of HR and OD	
1.2	Work with stakeholders to ensure that recruitment advertising is effective, focused, good value for money, uses language and imagery that maximises potential interest from a diverse range of candidates, and is legally compliant.	March 2020	HR Adviser and Assistant HR Adviser	
1.3	Establish contact with Jobcentre Plus to discuss ways that the College can improve recruitment from under-represented ethnic groups.	December 2019	HR Adviser	
1.4	Investigate the process for becoming a Disability Confident Committed employer.	December 2019	HR Adviser	
1.5	Introduce the 'prefer not to say' option on the Equality Monitoring Form for recruitment.	September 2019	HR Administrator	
1.6	Launch awareness campaign of the reasons for, and benefits of disclosing protected characteristics.	January 2010	HR Adviser	

Objective 2	Ensure staff have a supportive, safe and harassment –free environment, with family –friendly and flexible working policies that value and respect each other’s contributions				
Action	Date by	By whom	Review/evidence of impact and milestones (RAG)		
2.1	Family Leave & Flexible Working <ul style="list-style-type: none"> - Review and revise the College offering of maternity, paternity, shared parental leave and unpaid parental leave, ensuring they fully reflect current legislative requirements. - Communicate the College’s provision clearly to employees and prospective employees. 	December 2020	HR Adviser		
2.2	Review, revise and implement a new Flexible Working procedure that reflects current legislative requirements and responds to the needs of the College and its employees.	March 2020	HR Adviser		
2.3	Develop and implement a Wellbeing strategy for the whole College. <ul style="list-style-type: none"> - Develop and implement a mental health wellbeing framework, building on the existing provision (Medicash, Occupational Health 	February 2020	Head of OD and Talent		

	referrals, flexible working scheme etc.) - Develop the wider Wellbeing offer in response to the Great Place to Work Assessment findings.	June 2020		
2.4	Develop a coherent and positive approach to employee engagement - Utilise the Great Place to Work accreditation scheme as a framework and enabler for employee engagement.	Launch GPTW January 2020	Director of HR and OD	
2.5	Re-introduce the Employee Forum to provide all staff with the opportunity for two- way communication	January 2020	Director of HR and OD	
Objective 3	Ensure that all staff will be considered solely on their merits for career development and promotion with equal opportunities for all			
Action		Date by	By whom	Review/evidence of impact and milestones (RAG)
3.1	Publish the criteria for selection for support for Higher Education and review all supported applications to ensure they meet the criteria and support the College's strategic objectives.	October 2019	Head of OD and Talent	
3.2	Develop a pay strategy - Complete a pay benchmarking exercise.	Proposal to Board of Governors January 2020	Director of HR and OD	

	<ul style="list-style-type: none"> - Develop a Pay Strategy for consideration by the Board of Governors. - Develop Senior Post holders Pay Policy for approval by Board of Governors. 	October 2019	Director of HR and OD	
Objective 4	Ensure that all Oldham College and UCO colleagues treat each other with dignity and respect			
Action		Date by	By whom	Review/evidence of impact and milestones (RAG)
4.1	Develop Oldham College 'Behaviours' <ul style="list-style-type: none"> - Engage with College managers and employees to develop the College behaviours - Include the behaviours in all relevant 'People' processes including: recruitment, induction, probation and appraisal. 	March 2020	HR Adviser	
4.2	Revise the College's Code of Conduct.	November 2019	Josie Elson	
Objective 5	Ensure that fairness and inclusion are embedded into our day to day business			
5.1	Include the College's behaviours and Code of Conduct into the recruitment, induction and appraisal processes.	May 2020	Head of OD and Talent/HR Adviser	

