

**Northumberland College**  
**Disability Equality Duty Action Plan**  
**2006/2007 - 2008/2009**

### Northumberland College Disability Equality Duty Action Plan 2006/2007 - 2008/2009

This Action Plan is part of the Northumberland College Disability Equality Scheme.

Action	Frequency	Responsibility	Commentary	Completion Date
Ensure that all governors, staff and learners are aware of the College's commitment to removing barriers to access	Annually	Head of Learner Services	<p>The College will ensure that Disability Equality awareness is part of all staff and learner induction.</p> <p>Compulsory awareness sessions to be held for all staff (including the governing body) will take place on an annual basis</p>	Ongoing
Analyse learner data including recruitment, retention, and achievement to assess the progress the College is making in the recruitment and delivery of provision and support to learners who have learning difficulties and/or disabilities	Annually	Head of Learner Services/CIS	<p>The College will analyse it's learner data via the Pro Achieve software package. In order to ensure the most complete data set is used, the analysis will take place after the final LSC data return has been sent. The results of this analysis will be presented to:</p> <ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Senior Management Team</li> <li>• College Management Group</li> <li>• Learner Council</li> </ul>	December

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Conduct a staff survey in order to assess the College's effectiveness in supporting staff who have disabilities and to inform future developments	Annually	HR Manager	<p>The HR Manager will conduct a questionnaire via the Staffnet. The results of this analysis will be presented to:</p> <ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Senior Management Team</li> <li>• College Management Group</li> <li>• Learner Council</li> </ul>	January
Review the results of the analyses in order to assess the current position, to measure progress and the impact of actions taken, to identify trends and issues and to plan future actions	Annually	Equality and Diversity Sub Committee	<p>All analyses will be conducted by the Equality and Diversity Sub-Committee to ensure that SMART targets are set for the future.</p> <p>These targets should promote equality of opportunity between disabled people and other people</p>	June
Conduct an annual audit of the College's premises in order to inform the College's facilities development plans	Annually	Estates Manager	<p>This audit will, where practical, involve disabled learners and staff. The results of the audit will be presented to the Equality and Diversity Sub-Committee and the Senior Management Team.</p> <p>Any suggested improvements may involve treating disabled people more favourably than others</p>	May

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Regularly review the College's promotional materials, including the prospectus, the web site, and documentation used by learners to ensure that the needs of learners who have disabilities are recognised and addressed	Annually	Marketing Manager	<p>This review will actively involve disabled learners and potential learners (in the form of a focus group)</p> <p>The aim of this action is to actively promote positive attitudes towards disabled people</p>	September
Review the College's Disability Statement annually in order to ensure that it provides up to date information to learners and prospective learners	Annually	Equality and Diversity Sub-Committee	<p>An Impact Assessment will be carried out on an annual basis.</p> <p>This document will detail the steps taken by the College to eliminate unlawful discrimination and encourage participation by disabled people in College life</p>	February
Arrange staff development to support the engagement of learners who have learning difficulties and/or disabilities	Annually	Professional Development Manager	The College views disability quality staff development as a priority. This will be covered at bespoke training events and during the annual College training events	July
Establish and maintain strong links with external organisations able to support the College in its aims through the provision of information, advice and training	Ongoing	All Staff	The College will record when staff make external representation on behalf of the College. We will also document (where appropriate) when staff join external organisations with an interest in Disability Equality.	Ongoing

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In consultation with staff and learner groups, produce an annual action plan <sup>1</sup> for development and improvement	Annually	Equality and Diversity Sub-Committee	<p>This will involve a review of this action plan and a formal report on progress towards agreed objectives and future plans will be presented to:</p> <ul style="list-style-type: none"> <li>• Governing Body</li> <li>• Senior Management Team</li> <li>• College Management Group</li> <li>• Learner Council</li> </ul>	July
<p>Conduct structured Impact Assessments for all:</p> <ul style="list-style-type: none"> <li>• Policies</li> <li>• Procedures</li> <li>• Plans</li> <li>• Practices</li> </ul>	Ongoing	CMG	<p>The review process will take place as detailed in the Northumberland College Disability Equality Scheme. The timetable for all Impact Assessments is given in Section 4 of the Disability Equality Scheme</p>	February 2007

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<sup>1</sup> Actions relating to this aspect of the College's work will be captured into the Disability Equality Duty Action Plan