

Northumberland College
Gender Equality Duty Objectives
2006/2007 - 2009/2010

Northumberland College Gender Equality Duty Objectives 2006/2007 - 2009/2010

These objectives are part of the Northumberland College Gender Equality Scheme.

Objective	Frequency	Responsibility	Monitoring	Commentary	Completion Date
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 women and men	Annually	Head of Learner Services	Vice Principal C&Q	<p>The College will analyse its 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"> • Governing Body • Senior Management Team • College Management Group • Learner Council 	December
Analyse staffing data including the recruitment and retention of staff to assess the progress the College is making in the recruitment and support of	Annually	HR Manager	Principal	<p>The College will analyse its staff data via the HR software package. The results of this analysis will be presented to:</p> <ul style="list-style-type: none"> • Governing Body 	December

Objective	Frequency	Responsibility	Monitoring	Commentary	Completion Date
women and men				<ul style="list-style-type: none"> • Senior Management Team • College Management Group 	
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	Chair of Equality and Diversity Sub Committee	Principal	<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 women and men</p>	June
Regularly review the College's promotional materials, including the prospectus, the web site, and documentation used by learners to ensure that the needs of women and men are met	Annually	Marketing Manager	Principal	This review will actively involve stakeholders and potential learners (in the form of a focus group)	September

Objective	Frequency	Responsibility	Monitoring	Commentary	Completion Date
Arrange staff development to support the engagement of women and men	Annually	Professional Development Manager	HR Manager	The College views gender equality staff development as a priority. This will be covered at bespoke training events and during the annual College training events.	July
Conduct structured Impact Assessments for all: <ul style="list-style-type: none"> • Policies • Procedures 	Ongoing	AP Quality	Vice Principal	The review process will take place as detailed in the Northumberland College Gender Equality Scheme.	August 2009
Meet the following employment-related objectives: <ul style="list-style-type: none"> • Transparent recruitment processes • The promotion and effective management of flexible working • Effective management of pregnancy, paternity 	Annually	HR Manager	Principal		June

Objective	Frequency	Responsibility	Monitoring	Commentary	Completion Date
leave, carers and return from maternity leave <ul style="list-style-type: none"> • Support and promote equality for transsexual staff and potential staff • Equal access to training opportunities 					
Develop our procurement and sub-contracting policies and procedures to include specific Gender Equality conditions.	Ongoing	Vice Principal Finance and Corporate Services	Principal	All procurement and sub-contracting work should be subject to the principles of the Gender Equality Duty. It is our responsibility to ensure that sub-contractors have due regard in meeting the general duty. However, it should be noted that the weight given to gender equality should be proportionate to its relevance to a particular procurement or sub-contract.	Ongoing

Objective	Frequency	Responsibility	Monitoring	Commentary	Completion Date
Update the Northumberland College Gender Equality Scheme and Objectives on a timely basis and in line with Gender equality developments in the College	Ongoing	Head of Learner Services	Vice Principal	The College will update the Gender Equality Scheme and Objectives to reflect the completion of objectives and the development of gender equality issues as and when they occur.	Ongoing