



# EQUALITY & DIVERSITY POLICY & IMPLEMENTATION PLAN

Name and Job Title responsible for that this policy implemented and reviewed in line the review dates below:	<b>Pamela Wallace</b> <b>Operations Director</b>
<b>Date Policy was reviewed</b>	<b>Sept 2023</b>
<b>Date of next review</b>	<b>Sept 2024</b>
<b>Version No.</b>	<b>Version 12</b>
<b>Signed by SMT/CEO</b>	

Date of Review	Person responsible for review	Page No	Changes made
3/10/23	PW	2	Remove reference to GLA/ESF

# Equality & Diversity Policy

## Introduction

- The purpose of this document is to set out London Learning Consortium's Equality & Diversity Policy and implementation plan.
- To comply with the requirements of the ESFA in the management and delivery of contracts they fund by demonstrating a firm commitment to promoting equality and diversity

LLC are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination in line with the Public Sector Equality Duty and the Equality Act 2010. We are also committed to communicating this policy to staff, learners, partners/subcontractors and suppliers.

## Policy Statement

1. LLC recognises the importance of the Equality Act 2010 and the Equality related Public Sector Equality Duty and commits the Organisation to have due regard to the need to the three aims of the general duty, i.e. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act; advance equality of opportunity between people who share a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation, marriage or civil partnership status) and those who do not; foster good relations between people who share a protected characteristic and those who do not.
2. LLC will seek to ensure that we do not engage in direct or indirect discrimination on the grounds above.
3. LLC will seek to ensure that our services and resources are relevant to all members and service users and are perceived by them as being so.
4. LLC will seek to ensure no learner, job applicant, employee, or volunteer is discriminated against either directly or indirectly on the grounds above.
5. LLC expect that all sub-contractors and employers delivering apprenticeships and work placements have An Equality & Diversity Policy in place.
6. LLC's Board of Directors and Chief Executive have primary responsibility for ensuring equal opportunities in service delivery and employment practice. All learners, employees, workers and volunteers must adhere to this policy in the course of their work duties and studies.

## Employer's Responsibilities - LLC will:

1. Communicate the policy to all staff, volunteers, learners, partners/subcontractors, and members of advisory groups through the use of handbooks, policies, contracts, notice boards, circulars, written notification to individual employees and other methods of communication as appropriate.
2. Discuss and, where appropriate, agree with employee representatives any proposed changes in the policy's contents and implementation.
3. Make it known to all job applicants and, where appropriate to all users of our services.
4. Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.

5. Regularly examine existing procedures and criteria, including recruitment practices, and terms and conditions of employment and change them where they are actually or potentially discriminatory.
6. Ensure that the organisation is kept up to date and within the law.
7. Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Directors where appropriate.
8. Regularly monitor the application of the policy.
9. Ensure that learners, staff and Partners are aware and adhere to the policy
10. Make reports as required on progress in implementing the policy and on any necessary changes.
11. Ensure that provision is made so that the service is accessible to all users (including disabled users), making adaptations where necessary appropriate

### **Recruitment and Selection:**

1. LLC will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be in line with our diversity and equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. LLC will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. LLC will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Shortlisting and interviewing will be carried out by more than one person where possible.
9. Board membership and Staff shall be monitored at recruitment, retention, promotion and responsibility levels on a quarterly basis to ensure fairness in all areas is achieved and maintained. Where under representation is identified an exercise will be undertaken to determine if this is a general trade, alternative methods of publishing and promotion of positions will be undertaken where necessary.

### **Service Provision**

LLC will work actively towards ensuring that our services and resources are relevant to all members and service users.

### **LLC will examine each area of work to determine whether:**

1. The service is offered in an accessible and relevant way.
2. Alternative methods would be more appropriate.

3. Additional services should be developed.
4. There are any practices/procedures which are discriminatory.

### **Training & Delivery**

#### **LLC will work actively to ensure that:**

1. The curriculum is designed to reflect diversity; a wide range of teaching methods and resources are employed to promote inclusivity and sensitivity to issues of equality and diversity.
2. Equality & Diversity is reinforced during learner inductions, reviews and teaching and learning activities, staff meetings, supervisions/appraisals
3. Learners from all groups have access to appropriate support and facilities.
4. We implement strategies to monitor and reduce any identified achievement gaps and commit to raising achievement for all learners
5. Staff and Learners groups will be monitored at both recruitment, retention and achievement/progression Stages on a quarterly basis. Analytical reviews will be undertaken on a quarterly basis of the data on the learner database and review if there are concerns with specific subcontractors, geographical areas, sectors or qualifications. Where subcontractors are identified as being a concern meeting will be held to rectify the situation, were this is not resolved a breach of contract notification may be issued. Were the grounds being geographical areas, sectors or qualifications targeted recruitment will take place.
6. Marketing materials present appropriate and positive messages about all groups and promote widening participation.

## **IMPLEMENTATION PLAN**

The Equality & Diversity Policy and Implementation Plan supports LLC's commitment to making our policies and practice fully inclusive, eliminating discrimination and harassment, advancing equality and embracing diversity in all its aspects and fostering good relations within and across all social groups.

We are ambitious for all our learners and will work to ensure that everyone reaches their full potential and enjoys learning and being part of the learning community. We are also committed to their development as members of society and the workforce with rights and responsibilities to themselves and to others.

Our commitment also reaches out to our partners/subcontractors to ensure that they know what our values and standards are and commit to them.

### **Gathering Information**

The information we collect on the different groups of learners we train, and support is captured at enrolment and analysed at different levels and includes ethnicity, age, social deprivation (post-code), disability and/or learning difficulty, prior attainment

Data is analysed monthly to ensure that underperformance is identified, and timely actions taken to address these

### **Publishing Information**

#### **To the public:**

- Our commitment to equality and diversity and our expectations of users of our services is made public on the website, in promotional materials and within our Centre.

#### **To learners:**

- Induction and reviews make clear the rights and responsibilities of learners and how they can be involved in promoting E&D
- Copies of the E&D policy is available via the Learner Handbooks
- In teaching & learning resources and curriculum design
- Learner feedback and LLC's responses are published on the website, Moodle and displayed in classrooms.

#### **To sub-contractors:**

- Sub contractor polices reviewed and held on file as part of the due diligence process
- All contracts outline responsibilities regarding equality & diversity
- embedded in contract reviews and monitoring activities

The policy needs to state that both staff and learners' groups will be monitored at both recruitment and achievement/progression. And ideally what method the monitoring will take, and how often it is undertaken, and what will happen as a result of the monitoring

## EQUALITY & DIVERSITY POLICY IMPLEMENTATION PLAN

Ref	AFI	Action Required	Who	By When	Outcomes	Progress
1	Monitoring of learner participation and success	Set and monitor Equality and Diversity Impact Measures (EDIMs) based on data analysis of learner participation and outcomes	Ops Director  Training Managers  Contract Manager	ongoing	<p>Target sets for participation, retention, achievements</p> <p>Data analysis to monitor achievement/ Performance figures of different groups and individuals to be completed monthly.</p> <p>Address underperformance by different groups by taking action to ensure that groups are not disadvantaged - examples of this include ensuring LLC and partners have capacity to provide additional support for learners with LLDD, ensuring that curriculum provides pathways for learners to progress from entry level upwards, therefore meeting learner needs and starting points, ensuring that the quality of teaching and learning is of a high standard and inclusive, ensuring that marketing promotes equality of opportunity and access for all groups</p>	<p>EDIMS reviewed quarterly.</p> <p>Demographic participation reviewed monthly and funding and values spreadsheet updated to monitor performance against ESFA contract</p> <p>Discussions regarding participation and success are documented in:</p> <p>Minutes of meetings</p>

						Committee and Board papers  Annual Provider performance Framework
2	Monitoring of staff Characteristics	Undertake Annual Monitoring of staff characteristics based on:  age disability gender reassignment marriage and civil partnership pregnancy or maternity race religion or belief sex sexual orientation	HR Manager	ongoing	Use data from annual monitoring of staff characteristics to identify and address underrepresentation	Staffing recruitment data is documented in Committee and Board papers. These are presented and discussed at quarterly Committee and Board meetings.
3	Training & Support	Provide opportunities for staff to undertake CPD that will raise the awareness and promotion of equality and equal opportunities  Review of well E&D is embedded in TLA	HR Manager  Training Managers	ongoing	All staff to have completed Equality & Diversity qualification  All new staff to have completed ETF online E&D modules as part of induction  Evidence of embedded E&D demonstrated on schemes of work/lesson plans/teaching resources. Impact seen in lesson observations and feedback from learners	Training & Support data is documented on CPD and appraisal records  Organisational HR strategy and

		Managers to discuss, set and review equality objectives in supervisions and appraisals			Review of objectives set in appraisals to be undertaken to ensure they are appropriate and relevant to current LLC targets and legislation	3 year training plan
4	Performance Management	<p>HR to ensure that key policies (E&amp;D, H&amp;S, Safeguarding &amp; Prevent Duty, Anti Bullying etc) are made know to staff during induction, and reviewed during appraisals.</p> <p>Code of conduct to be made clear to staff at induction, including the importance of good working relationships with colleagues, learners and other stakeholders.</p> <p>Disciplinary and grievance procedures and how these are used to tackle underperformance, to be clearly outlined to staff at induction and follow up in supervisions and general meetings</p>	<p>HR Manager</p> <p>Training Managers</p> <p>Ops Manager</p>	ongoing	<p>All staff and partners/subcontractors working to LLC set policies and procedures</p> <p>Additional training/support to be given to staff as required/requested</p> <p>Review of the training will be undertaken by HR on a six monthly basis to look at any changes in legislation, up to date information provided and any further training/support that may be needed</p>	<p>Performance management is documented on Supervision and appraisal records</p> <p>Staffing issues standing agenda item on weekly SMT agenda</p>
5	Promote Equality and Diversity with employers and partners/subcontractors	Promote E&D to employers and partners/sub-contractors though staff development and monitoring meetings.	<p>Ops manager</p> <p>Contracts manager</p>	ongoing	All LLC employers and partners/subcontractors are fully committed and have in place equality and diversity policies/procedures and action plan	All staff required to update E&D training via the Future Learn (Education and Foundation)



	<p>E&amp;D discussed with subcontractors during monitoring visits.</p> <p>Teachers to discuss employer E&amp;D policies with learners during induction/reviews and completion of ERR</p> <p>Continue to review curriculum design, delivery and assessment methods within programme areas to ensure different learning styles are accommodated effectively</p> <p>Teachers to involve employers in progress review meetings</p> <p>Ensure that all learners are aware of LLC policy and know who to contact if they have any issues or concerns</p> <p>Noncompliance/issues or complaints by learners/staff to be thoroughly investigated by LLC Senior Manger (s) and of Directors and appropriate action taken in</p>	<p>Quality managers</p> <p>Tutors/assessors</p> <p>SMT</p>		<p>Equality &amp; diversity clearly outlined to learners and embedded in teaching learning and assessment</p>	<p>Managers, and teachers continue to promote equality and diversity through staff briefings, supervisions and appraisal, learner reviews, training materials, handbooks</p>
--	--	--	--	---	--

		line with LLC learner & staff code of conduct and as subcontractor contract for funding.				
6	Additional Support for learners	<p>Ensure that additional support is used effectively to support all learners with support needs to participate and achieve</p> <p>Training for staff to support them to recognise learner support needs and deliver high quality support for learners</p>	<p>Ops Manager</p> <p>Training Managers</p> <p>Teachers and assessors</p>	ongoing	<p>Embed throughout all programmes appropriate support for skills for life needs</p> <p>Well trained and competent additional support staff in place to support learners</p> <p>Systems in place to monitor and quality Support tutor's performance and impact on retention and achievement</p>	<p>Good processes in place to ensure early identification and intervention for ALS learners</p>
7	Inform learners of anti-harassment policy/anti-bullying policy	<p>Ensure all learners are aware of the anti-harassment policy/anti-bullying policy and appropriate methods of reporting any concerns</p>	<p>Teachers and assessors</p> <p>Advisers</p>	Ongoing	<p>All training staff responsible for ensuring learners are aware of the anti-harassment policy/anti-bullying policies and how they can report any concerns.</p>	<p>All learners are made aware of policies and reporting processes during induction.</p> <p>The learner handbook includes a section on the policy and how to report any concerns</p> <p>Review and update information on an</p>

						annual basis update handbook as required
8	Ensure all learners are aware of British Values.	<p>Ensure all learners are aware of British Values.</p> <p>Foster good relations between people who share a protected characteristic and those who do not. Tackle prejudice and promote understanding between people of different groups. Incorporating:-</p> <p>Democracy; The rule of law; Individual liberty; Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith</p>	<p>Teachers and assessors</p> <p>Advisers</p>	Ongoing	<p>All training staff are responsible for ensuring learners are aware of British Values as part of their induction and on-going</p> <p>All learners are taught British Values as part of their induction which incorporates</p>	<p>All learners are taught British Values as part of their induction</p> <p>The learner handbook includes a section on British Values</p> <p>Review and update information on an annual basis update handbook as required</p>