

**ESF Supporting Technical Education in Lancashire**  
**Gender Equality and Equal Opportunities Policy and Action Plan**  
(V2 – 02.10.20)

**The Lancashire Colleges Limited's Commitment**

The Lancashire Colleges Limited (TLC) understands its responsibility to help embed due regard to the Public Sector Equality Duty and the Equality Act 2010 into programme delivery and to meet EU Structural Fund regulations to promote gender equality and equal opportunities in its delivery of this ESF project.

TLC commits to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and those who do not by:
  - removing or minimising disadvantages suffered by people due to their protected characteristics;
  - taking steps to meet the needs of people from protected groups where these are different from the needs of other people, including taking account of disabilities;
  - encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low;
- foster good relations between people who share a protected characteristic and those who do not including by tackling prejudice and promoting understanding between people from different groups.

The specific actions TLC will take to do this are set out in the Gender Equality and Equal Opportunities Action Plan, below.

This Policy and the associated Plan will be reviewed and, if necessary updated, on a regular and at least annual basis to ensure that they remain relevant and compliant with the latest legislation.

**Scope**

This Policy and the associated Action Plan, below, applies to TLC staff and project participants alike. For the avoidance of doubt the protected characteristics referred to herein are the nine covered by the Equality Act 2010 i.e.: age; disability; gender reassignment; pregnancy; maternity; race; religion or belief; sex; and sexual orientation. TLC will also have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.

TLC does not intend to have any subcontractors in relation to this project. However, TLC will be delivering the project in partnership with a number of its colleges, namely Blackburn College, Blackpool and The Fylde College, Lancaster and Morecambe College, Myerscough College and Preston's College.

In their delivery of this project the above named colleges will help embed due regard to the Public Sector Equality Duty and the Equality Act 2010 into programme delivery and to meet EU Structural Fund regulations to promote gender equality and equal opportunities in its delivery of this project. TLC, as lead partner in the project, will ensure that this happens by:

- Including Gender Equality and Equal Opportunities requirements in the Service Level Agreement signed by all college partners;
- Ensuring that colleges have their own Gender Equality and Equal Opportunities Policies
- Requiring all colleges to report on the KPIs included in the Action Plan, for review by the Project Steering Group.

TLC and our colleges' own policies will stand behind this project Policy and Action Plan including TLC's *Grievance Policy and Resolution Procedure* which includes requirements relating to harassment and bullying (a copy has been provided separate to this document).

### **Project Staff**

TLC and its college partners in this project will ensure that all project staff are trained in equality and diversity, are aware of the requirements set out in this Equality Policy and Plan and that staff have equality objectives in their job descriptions. Each organisation monitors staff by characteristics (gender, race, disability, age).

### **Project participants**

In delivering this project TLC and its partners will:

- Ensure that participants are aware of this Equality Policy and Plan by including a copy on the project website and providing a link to that site within participant information materials.
- Provide training and advice to employers, supporting those offering placements to have due regard to the Public Sector Equality Duty and the Equality Act 2010 and to meet EU Structural Fund regulations to promote gender equality and equal opportunities in the design and delivery of their placement programmes.
- Ensure that participants are able to take part in the project regardless of their age, disability, gender reassignment, pregnancy, maternity, race, religion or belief, sex or sexual orientation, marriage or civil partnership status and providing reasonable adjustments and additional support where necessary to support that participation.
- Ensure that meetings, events etc. are accessible to all by:
  - choosing venues with hearing loops, disabled access and facilities etc.
  - ensuring that different dietary requirements can be catered for on request;

- providing childcare where this is acting as a barrier to participation;
  - ensuring that all materials are available in accessible formats on request e.g. large print;
  - collecting information and feedback as part of event registration and evaluation processes.
- Using representative and non-stereotypical imagery (gender, race, age, disability) on materials, marketing and publicity related to the project.
  - Monitor the characteristics of participants with a view to identifying and seeking to remedy significant under-representation.

### **Monitoring and reporting**

TLC will monitor a number of KPIs to assess the impact of the application of this Policy and delivery of the Action Plan. The Project Steering Group will receive reports and agree additional actions as required, it will also review this Policy and Action Plan on at least an annual basis as part of TLC's commitment to continuous improvement.

**ESF Supporting Technical Education in Lancashire Project  
Gender Equality and Equal Opportunities Policy and Action Plan, updated October 2020  
Review due: No later than September 2021**

**Approved by**

**Name:** Rosie Fearn

**Position:** Director, The Lancashire Colleges

**Date:** 02.10.2020

**ESF Supporting Technical Education in Lancashire Project  
Gender Equality and Equal Opportunities Action Plan**

<b>Action</b>	<b>Lead</b>	<b>Target Date (assumes project start date of 1 April 2021)</b>	<b>KPIs</b>
<p><i>Objective: Project staff are aware of and deliver on their responsibilities in respect of the Public Sector Equality Duty and the Equality Act 2010 as well as those specifically outlined in the Gender Equality and Equal Opportunities Policy and Action Plan for the ESF 'Supporting Technical Education in Lancashire' Project.</i></p>			
<p>Ensure all project staff are trained by their employer on their responsibilities in respect of the Public Sector Equality Duty and the Equality Act 2010 on at least an annual basis.</p>	<p>TLC's Director plus the Project Lead at each college.</p>	<p>1 April 2021 and reviewed annually thereafter.</p>	<p>Proportion of project staff who have undertaken relevant training in the last 12 months.</p>
<p>Deliver training to all project staff regarding the Gender Equality and Equal Opportunities Policy and Action Plan as part of their Project Induction.</p>	<p>TLC's Project and Partnerships Manager.</p>	<p>1 May 2021.</p>	<p>Proportion of project staff who have received training by target date.</p>
<p>Ensure all project staff have equality objectives in their job descriptions that are reviewed as part of performance appraisals and that additional training is provided where this is identified as an area for further support or intervention.</p>	<p>TLC's Director plus the Project Lead at each college.</p>	<p>1 April 2021 and thereafter in line with each organisation's performance appraisal cycle.</p>	<p>Proportion of project staff who have equality objectives in their job descriptions.</p>
<p>Where new project staff are required, to recruit them via a fair and open competition which complies with the requirements of the Public Sector Equality Duty and the Equality Act 2010.</p>	<p>TLC's Director plus the Lead Contact at each college.</p>	<p>On-going when vacancies identified.</p>	<p>Proportion of staff recruited to work on the project who have different characteristics (gender, race, disability and age).</p>

Action	Lead	Target Date (assumes project start date of 1 April 2021)	KPIs
<i>Objective: Project participants (within SMEs) are able to access and benefit from the support offered by the project regardless of their individual characteristics (gender, race, disability and age).</i>			
Ensure that participants are aware of this Gender Equality and Equal Opportunities Policy and Plan by including a copy on the project website and providing a link to that site within participant information materials.	TLC's Project and Partnerships Manager plus the Lead Contact at each college.	From 1 April 2021.	Number of times the website link is accessed.
Where events etc. are to take place outside of the SME premises, ensure venues are fully accessible to those with different needs.	Lead Contact at each college.	On-going when delivery is planned.	Proportion of participants from different groups (gender, race, disability and age) attending events.
Where events etc. are to take place outside of the individual's usual working hours, provide support with childcare where this is acting as a barrier to participation.	Lead Contact at each college.	On-going when delivery is planned.	Proportion of participants from different groups (gender, race, disability and age) attending events.
Where events etc. are to take place outside of the SME premises and refreshments are being provided, ensure dietary requirements can be catered for on request.	Lead Contact at each college.	On-going when delivery is planned.	Proportion of participants from different groups (gender, race, disability and age) attending events.
Ensure all training materials are available in accessible formats on request.	Lead Contact at each college.	On-going when delivery is planned.	Proportion of participants from different groups (gender, race, disability and age) engaged in project.
Use representative and non-stereotypical imagery on materials, marketing and publicity related to the project.	TLC's Project and Partnerships Manager plus the Lead Contact at each college.	1 April 2021 and on-going as further materials are developed.	Proportion of participants from different groups (gender, race, disability and age) engaged in project.

<b>Action</b>	<b>Lead</b>	<b>Target Date (assumes project start date of 1 April 2021)</b>	<b>KPIs</b>
<i>Objective: SMEs involved in the project give due regard to the Public Sector Equality Duty and the Equality Act 2010 and to the EU Structural Fund regulations to promote gender equality and equal opportunities in the design and delivery of the work experience and other opportunities that result from their participation in the ESF 'Supporting Technical Education in Lancashire' Project.</i>			
Provide training and advice to SME participants regarding Public Sector Equality Duty and the Equality Act 2010 and to the EU Structural Fund regulations to promote gender equality and equal opportunities.	Lead Contact at each college.	On-going as part of delivery.	Number of SMEs / participants provided with advice/training sessions held.
Review work experience and other opportunities provided by SMEs to ensure they comply with the regulations, providing advice where they do not.	Lead Contact at each college.	On-going as part of delivery.	Proportion of opportunities that are compliant with the regulations.
<i>Objective: Ensure the effective implementation of the Gender Equality and Equal Opportunities Policy and Action Plan for the ESF 'Supporting Technical Education in Lancashire' Project.</i>			
Complete KPI baselining exercise with project partners.	TLC's Project and Partnerships Manager plus the Lead Contact at each college.	End April 2021	Date baselining is complete.
Report on KPIs and project outputs to the Project Steering Group, agree additional actions as required.	TLC's Director / Steering Group.	Quarterly.	Dates reports are made and additional actions are agreed.
Review the Gender Equality and Equal Opportunities Policy and Action Plan for the ESF 'Supporting Technical Education in Lancashire' Project and update as required.	Steering Group.	Annually.	Dates reviews are completed and any updates are made.