

Gender Equality Scheme ACTION PLAN 2007 – 2010 (GESAP 2007)

1. Making sure the College Gender Equality Scheme is put into practice.

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Define roles & responsibilities for implementation of plan.	May 2007	Assistant Principal M Mennie	Flow Chart Terms of Reference Minutes of various committees.	Completed
Identify lead member of SMT with responsibility for GES & Action Plan	May 2007	Assistant Principal M Mennie	SMT minutes, BoM Minutes. Named Person M Mennie	Completed
Set Up Equality Committee with Responsibility to carry out the required functions.	March 2007	Assistant Principal M Mennie	Named Team Members Terms of Reference	Completed
Draw Up and Consult on Initial Scheme Content and Action Plan for June 2007 Implementation Date	May 2007	Assistant Principal M Mennie	Finalised Scheme and Action Plan published as a result of consultation process	Completed
Gather information on how work affects women and men	July 2007 onwards	HR Manager	Annual Report	
Publish an equal pay policy statement (for listed bodies with 150+ staff)	by 28 September	HR Manager BOM	Statement Published	
Review GES 2007 & implement revised GES for 2008-2011.	December 2007	Task Teams BoM SMT Asst Prin.	Reviewed Document Annual report to BoM, Strategic Plan, Equality Committee & SMT Minutes.	

Gender Equality Scheme ACTION PLAN 2007 – 2010 (GESAP 2007)

2. Identification of the relevant functions

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Identify list of functions & policies by relevance to Gender Equality.	August 2007	Equality Committee	List of prioritised functions & policies within GES.	
Prioritise list for action in 2007	August 2007	Equality Committee	List of prioritised functions & policies within GES.	
Review functions, policies and procedures identified for action in year 1 and take action as appropriate.	December 2007	Key staff identified with responsibility for individual functions & policies	Revised Policies & Procedures Published on College Intranet. Summary of progress published in annual document	
Review functions, policies and procedures identified for action in year 1 and take action as appropriate.	December 2008	Key staff identified with responsibility for individual functions & policies	Revised Policies & Procedures Published on College Intranet. Summary of progress published in annual document	
Review functions, policies and procedures identified for action in year 1 and take action as appropriate.	December 2009	Key staff identified with responsibility for individual functions & policies	Revised Policies & Procedures Published on College Intranet. Summary of progress published in annual document	

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3. Assessing & consulting on the likely impact of new and existing policies

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Identify relevant areas for assessing & consulting on impact from a Gender Equality perspective.	July 2007	Equality Committee	Prepare a lists of areas Incorporate into Revised Gender Equality Scheme	
Identify existing and emerging policies for assessment & consultation regarding likely impact.	July 2007	Equality Committee	Existing policies. New policies as they are ratified.	
Allocate responsibility for assessing & consulting on impact.	July 2007	Assistant Principal	Matrix developed, SMT & BoM Minutes.	
Agree cross-college procedure for assessing & consulting on impact review policies.	June 2007	Senior Management Team & Board of Management	Procedure Produced BOM Agreement	
Assess the different impact of policies and practices identified in Year 1 on both sexes and use this information to inform the work of the institution	January 2008 - November 2008	Key staff identified with responsibility for individual functions & policies	Policies addressing Gender Equality issues revised. Publish results of reviews.	
Assess the different impact of policies and practices identified in Year 2 on both sexes and use this information to inform the work of the institution	January 2009 - November 2009	Key staff identified with responsibility for individual functions & policies	Policies addressing Gender Equality revised. Publish results	

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4. Monitoring for Adverse Impact

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Devise a pro-forma for assessing impact on policies, procedures etc	April 2007	Assistant Principal	Produce Pro-forma Agree via Equality Committee Minute Decision	Completed
Identify baseline data for analysis	June 2007	Assistant Principal	Produce data list Agree via Equality Committee Minute Decision	
Collect, report on baseline data analysed	July 2007	Equality Committee	Reports Produced	
Report and publish annually on results.	December 2007	Assistant Principal	Annual publication	

5. Publishing the Results

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Publish summary reports & make these available to stakeholders.	Dec annually	Assistant Principal	Annual publication produced Report to BOM	

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6. Access to Information

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Ensuring that the College is an open, accessible and transparent organisation.	Jan 2006	Assistant Principal & BoM	College Freedom of Information Scheme	Completed
Monitor and Report on Complaints received with respect to Gender Equality issues	July Annually	SMT	Summary Report Produced	

7. Staff Training & Development

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Basic awareness training for BoM, SMT & all other staff	January 2008	Assistant Principal	Timetabled Staff Development Sessions	
Incorporate Gender Equality training within staff induction programme.	August & Jan of each year	Assistant Principal HR Manager	Register of Attendees at planned staff development sessions	
Identify and deliver specialist training for staff who are monitoring/carrying out impact assessments.	January 2008	Assistant Principal HR Manager	Register of Attendees at planned staff development sessions	
Identify and delivery specialist training for staff involved in recruitment & selection of both staff and students.	August of each year	Assistant Principal HR Manager	Register of Attendees at planned staff development sessions	

Gender Equality Scheme ACTION PLAN 2007 - 2010 (GESAP 2007)

8. Meeting the Specific Duties for Employment - Monitoring employment

Key Task	Target date	Who is responsible	How will we know it has been done	Progress
Identify baseline data for analysis	January 2007 & Annually	HR Manager	Produce data list Agree via Equality Committee Minute Decision	
Collect, report on baseline data analysed	January 2007 & Annually	HR Manager	Reports Produced	
Identify priorities and set gender equality objectives including equal pay	August 2008	SMT & BOM	Reports Produced	
Plan and take action to achieve gender equality objectives	August 2008 onwards	SMT & BOM	Reports Produced	
Publish results of monitoring annually	December 2007 & Annually	Assistant Principal HR Manager	Publication	