

## **EQUALITY GROUP MEETING - Wednesday 30<sup>th</sup> October 2019**

### **PRESENT:**

**Chair:** Stewart McKillop, Principal (SMcK)

Lisa Beresford, Head of Human Resources (LB)

Alison Chambers, Associate Principal (AC)

Pauline Heeley, Curriculum Manager (PH)

Myra Sisi, Associate Principal (MS)

Rose Harkness, Head of Student Services (RH)

Kirsteen Newman, Curriculum Manager (KN)

Michael McGee, Lecturer (MM)

**Minutes:** Elaine Ballantyne, Equality Officer (EB)

### **1. Apologies**

- Lucy Flynn, International & Marketing Officer (LF)
- Craig Ferguson, Head of Facilities (CF)
- Elizabeth Newlands, Student President (EN)

### **2. Minutes from Previous Meeting & Actions Carried Forward**

#### **Menopause Policy – Update: LB**

- LB attended a ‘Menopause in the Workplace’ event at Holyrood on 5th September.
- This event was an opportunity to look at leading workplace strategies and to share best practice.
- Following on from the event LB advised that the College plans to host a Menopause Café for staff.
- This will give staff the opportunity to talk about how the menopause impacts on their working lives and for them to influence the contents of the policy.
- **LB will action and provide an update at the next meeting**

**Creating a Clean Air Campus - Update: EB/LB**

- NHS have offered to provide another 'Go with Flo' 12-week smoking cessation session for students and staff starting in January 2020.
- Once dates are confirmed the session will be promoted during the Re-Fresher event in January 2020.
- **EB will action and provide an update at the next meeting**

**Accessible Toilets - Update: SMcK**

- The College continues to review the provision of the toilets on campus to ensure the needs of the College community are met.
- Various options for converting room 121 to a fully accessible toilet are under consideration.
- In the meantime, smaller hoists have been ordered for the large accessible toilets in the annexe and on the 3<sup>rd</sup> floor.
- **Action: SMcK and CF will investigate further**

**Gender Neutral Toilets – Update: SMcK**

- The College continues to review the provision of gender-neutral toilets on campus to ensure the needs of College community are met.
- **Action: SMcK and CF will investigate further**

**Gender Based Violence (GBV) – Update: RH**

- The Strategy Action plan and policy have been approved by the Human Resources Committee, the Joint Negotiating Committee (JNC) and the Board of Management.
- All documentation has been emailed to the College Management Team (CMT) and Operational Managers (OMT) and is now available on the College website and staff portal.
- An event is planned for November around Gender Based Violence prevention.
- Women's Aid will attend to provide advice and referrals.
- Video information and graphics which focus on consent will be shared with Curriculum Managers.
- **RH will Action**

### **South Lanarkshire Local Autism Action Plan and Strategy – Update: PH**

- PH advised there is currently a drive to encourage more organisations and colleges to get involved.
- Scottish Skills Development (SDS) and Unite are involved looking at employment opportunities.
- There are three major national reviews underway which may have an impact on moving forward.
  - Mental Health Act Scotland
  - Children and Young People’s Mental Health Act
  - Additional Support for Learning Act
- The next meeting is scheduled for 27<sup>th</sup> November 2019.
- **Action: PH will provide an update at the next meeting**

### **European Accessibility Standard – Update: LF (C/F)**

- New regulations require public sector organisations to make websites or mobile apps more accessible and these must be in place by 20/20.
  - LF arranged an audit of the website.
  - As the website was recently redeveloped with accessibility in mind the audit highlighted good practice in many areas however there are areas where improvements are required for example:
    - Videos must have subtitles.
    - The whole website must be able to be navigated using the keyboard.
    - All images must contain alternative text.
- **Action: LF will put processes in place to move this forward and provide an update at the next meeting.**

### **3. Staff Development - Update: LB**

- Planning is ongoing for the next staff development day which will take place on Monday 16<sup>th</sup> December.
- The programme when finalised will be shared with New College Lanarkshire.
- LB invited the group to submit suggestions for sessions.
- 26 staff have expressed an interest in training as First Aiders.
- There are now 29 staff who are ASIST trained (applied suicide intervention skills training).
- An ASIST refresher will form part of the December 16<sup>th</sup> programme.

- The College is in the process of sourcing WorkRite e-learning & software.
- This suite includes e-learning courses and software designed to help employers meet legal regulations and keep their staff healthy, happy and protected at work.
- It's expected this will be rolled out to staff over the next few months.

#### 4. Equality Initiatives - Update: EB

##### Deaf Action

- The Specialist Equipment team from Deaf Action recently installed additional Audio Induction Loops in key locations to increase accessibility and inclusion for people who are hearing impaired.
- There are also now three portable personal hearing loops available when required.
- **Action: EB will arrange guidance for staff who work where the loops are located**

##### World Mental Health Day – Thursday 10th October

- Recognising that mental health problems can affect anyone, any day of the year, the theme of the day was to remind the College community of the importance of taking time out to consider your own wellbeing.
- **Take a break and have a cake** - the College's Mental Health working group in conjunction with Hospitality students and staff, invited students and staff to take a break and drop into the Café Bistro to enjoy complimentary tea, coffee, juice, and cakes.
- **Take time out for yourself** - complementary treatments were on offer courtesy of the Hairdressing and Make-Up Artistry and Beauty Students.
- **Take time to be mindful** - everyone was encouraged to go along to the free classes at 12:15pm in room LG72 and 4:45pm in the Group Study Room.
- Lanarkshire Action for Mental Health (LAMH), the Student Association, K-Woodlands and the Chaplaincy team all hosted information stands.
- There was a donation bucket for those who wished to donate which raised £100 and will be shared with LAMH, the Humanist Society and K-Woodlands.

### **Health & Wellbeing Event – Tuesday 22nd to Friday 25th October 2019**

- The aim of this event is to inform and inspire the College community to take positive steps with regards to their own Health & Wellbeing as well as that of others.
- The College welcomed a diverse range of exhibitors who host information stands in the Atrium.
- Students and staff had the opportunity to enjoy complimentary porridge for breakfast and soup and fruit for lunch.
- The Hairdressing and Make-Up Artistry and Beauty students offered students and staff free mini manicures & pedicures, mini facials, eyebrow treatments, massages and & blow dries.
- 108 staff received their winter flu vaccination.
- Staff also had the opportunity to get their blood pressure and BMI checked by the HNC Care and Administrative Practice Students.
- Students and staff were encouraged to drop into a lunchtime, bite-sized guided mediation session.
- The College teamed up with 'Paws Against Stress' to offer six 15-minute Therapet sessions with specially approved therapy dogs aiming to reduce stress levels.
- 15 students and their lecturer had the opportunity to relax during each session with 5 friendly, sociable dogs and the volunteer owners. Feedback was excellent.
- On Friday the 25th October, as part of Breast Cancer Awareness month the Events Students organised an event to raise awareness and funds for the men and women who are affected by Breast Cancer.
- The day forms part of their event planning experience and there were fantastic raffle prizes.
- In total £1531 was raised for Breast Cancer Now, the research and care charity.

### **Blood Donation Session**

- On Wednesday 11th October, as part of the ongoing Health & Wellbeing initiative, Scotblood brought the donation pods to the College.
- 47 pints of blood were donated helping to save and improve the lives of people across Scotland.
- The NHS advised they were delighted with the response and passed on their thanks to everyone involved in facilitating the session and those that donated.

## **5. Equality Impact Assessments (EIA's) – Update: EB**

- SMcK reiterated the importance of the Equality Impact Assessment process and the group discussed.
- EB encouraged the group to act as EIA ambassadors in their relevant areas.

## **6. Quality - Update: SMcK/LD**

### **Student in Course Questionnaire**

- The group discussed the results of the student satisfaction survey from 2018/19 in which the rate of overall satisfaction decreased by 10%.
- LD advised that further analysis is ongoing as these results are not indicative of results and trends from previous years or from anecdotal feedback received.
- SMcK advised that the College's performance indicators (PI's) have increased by 3%.
- The 1<sup>st</sup> In Course Questionnaire for 2019/2020 closes on Friday 1<sup>st</sup> November.

### **Student Voice and Engagement**

- The Learning Development team and Quality Unity have been working collectively to develop and improve the student voice.
- The language graded questions added to the 2018/2019 in-course questionnaire has resulted in an over 85% return from the Life Options students which indicates that engagement has increased.
- Staff recently participated in Boardmaker training which is a useful tool for creating Picture Communication Symbols (PCS) for surveys.
- When this is rolled out it's expected that the level of engagement will increase further.

### **Scottish Funding Council**

- LD is representing the College in a pilot working group with the Scottish Funding Council (SFC) looking at language grading the questions in the SFC questionnaire to include a level 3 literacies option.

**7. Gender Action Plan - Update: LB**

- The plan is currently under review to ensure all actions are on track.
- Updates submitted from the equality group will added to the plan and shared with the group.
- New College Lanarkshire (NCL) and South Lanarkshire College (SLC) have discussed having a collaborative approach to the plan.
- **Action: LB will arrange a meeting with NCL to take this forward and provide an update at the next meeting**

**8. Equality Mainstreaming Report 2019 – Update: LB****Disability Confident Leader**

- The College is currently a level 2 ‘Disability Confident Employer’ and is now working on progressing to level 3 ‘Disability Confident Leader’.
- LB and EB met with Remploy who have agreed to support the process and will validate the evidence and self-evaluation when ready for submission.

**Advance HE**

- The College is also working with Advance HE on a Recruiting Disabled Staff project.
- An in-house cross college project team is currently working on the project plan.
- Advance HE has arranged a cross college event on 3rd December which members of the team will attend
- **Action: LB will provide an update at the next meeting**

**9. Student Outcome Data by Protected Characteristic – Update: EB**

- EB and the IT development team are developing a system using Power BI for the analysis and benchmarking of student outcome data by protected characteristic.
- This information will cover each academic year with a profile over time to identify trends.
- EB provided a demonstration.
- **Action: EB will provide an update at the next meeting**

**10. British Sign Language Plan (BSL) – Update: AC**

- The recruitment drive for BSL Lecturers is ongoing with two offers of employment.
- AC advised that the action plan for this year is on the portal.
- Any additions or updates should be sent to AC for inclusion.

**11. Access and Inclusion Strategy – Update: AC**

- AC advised that the action plan and strategy for this year is on the portal.
- Any additions or updates should be sent to AC for inclusion.

**12. Any other business**

**Healthy Body Healthy Mind Award – Update: RH**

- As the College successfully achieved a 3-star award in 2018/2019, the focus this academic year will be on the following campaigns:
  - Going Further for Student Carers
  - LGBT Charter of Youth – Bronze Award
  - Student Mental Health Strategy & Agreement
- **Action: RH will provide an update at the next meeting**
- **Date of Next Meeting: Wednesday March 18<sup>th</sup> @ 3pm**