

Capel Manor College's Single Equality Scheme

1. Forward from the Principal and Chief Executive

Capel Manor is an open, caring and safe place to study and work. We are a community of individuals from different backgrounds in terms of where we are from, our social networks, our educational experiences. Everyone has a gender or gender identity, an age, an ethnic background and a sexual orientation. Everyone is either disabled or not. Each of us may or may not have particular religions or beliefs.

For us, diversity is about respecting each other and respecting ourselves and being inclusive means opening the doors to opportunity for all. As a College, we value that diversity and foster a community that welcomes inclusivity.

This Single Equality Scheme embodies our commitment to diversity and inclusion so each of us can recognise and value the differences between each and every person in our community for the better of the community as a whole. We invite you to read, respond and make use of this document for you own and other's benefit.



Malcolm Goodwin - Principal and Chief Executive

Capel Manor College's Single Equality Scheme

2. Overview

Capel Manor College is passionate about equality and diversity and strives not only to meet its statutory requirements but to promote and embed equality and diversity into all that we do starting with our mission, vision and values.

Our commitment to equality and diversity and Human Rights is summarised in this Single Equality Scheme. It embraces all members of our College community and its objectives demonstrate our wholehearted approach to tackling inequality and promoting diversity.

We have created this Single Equality Scheme to not only meet our legal and statutory requirements, but to expand them and exceed them wherever possible.

All staff and students sign-up to our Single Equality Scheme to demonstrate our resolve and ongoing efforts to break down barriers, challenge unfairness and ensure there are real opportunities and life-changing experiences to help people and communities reach their full potential.

This extends to the services we provide, how we employ people, how we develop policies, communicate, consult and involve people in our work. It sets objectives and targets representing our ongoing pledge and this responding to this action plan is the joint responsibility of everyone in our organisation. Our Governing Body is committed to monitoring our progress and reporting regularly and openly on progress and developments.

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3.0 Introduction

3.1 **The College values difference and recognises that people with different backgrounds, skills, attitudes and experiences bring fresh ideas, perceptions and encourage harmony and understanding to the College community⁽¹⁾. Capel Manor College recognises that it is an integral part of the local and wider community. The College serves the needs of a wide range of individuals from the diverse ethnic and social mix of multicultural London and Great Britain.**

3.2 **Capel Manor College is committed to attracting staff and students from a wide variety of backgrounds.** Such diversity of staff and students is viewed as a major strength of the organisation. The College aspires that all staff, students and visitors are treated with dignity and respect within a safe, positive working and learning environment free from discrimination, harassment or victimisation. The College will not accept any form of discrimination whether it is overt or covert, and is totally committed to tackling discrimination at all levels. Everyone must accept responsibility for upholding this position as a basic requirement of working or studying at College.

4. The Structure of the Single Equality Scheme (SES)

4.1 The College's Single Equality Scheme (SES) outlines the College's commitment to implementing the College's Equality and Diversity Policy and the general and specific public sector duties for the education sector. The SES will be supported by an annual action plan which will highlight key actions and measures to ensure the successful implementation of the Scheme and College four year Equality Objectives. The Equality and Diversity (working) Group throughout 2011 referred to on 'Every Child Matters' framework in terms of aiming to support the aims of 'Be Healthy', 'Stay Safe', 'Enjoy and Achieve', 'Make a positive contribution to society', and 'Economic and social well-being' along with the Equality Act in the development of the Scheme and the initial SES annual action plan, and the Equality and Diversity Policy.

4.2 The SES will be a focused easy read document which will outline the College's commitments to ensure equality of opportunity for the whole College community. More detailed information about the College's Policy and reports can be found in the following documents:

4.2.1 Equality and Diversity Policy.

4.2.2 Equality and Diversity (Staff) Annual Report to Finance and General Purposes Committee of the Governing Body.

4.2.3 Equality and Diversity Student Annual Report to the Academic Committee of the Governing Body.

5.0 The scope of the Scheme

5.1 The College's Equality and Diversity Policy outlines the scope of all equality related policies including the SES. The SES applies to all members of the College community and the general public.

These groups include:

- 5.1.1 Permanent and temporary staff, as well as those employed by third parties. The Policy also applies to people applying for employment in the organisation.
- 5.1.2 All students enrolled on courses at the College.
- 5.1.3 Prospective students including those progressing through the admissions and selection process.
- 5.1.4 All visitors to the College including paying visitors and the suppliers of goods and services.
- 5.1.5 Work Based Learning students and their employers.

6.0 Legislative context and the Equality Act [2010]

- 6.1 The College recognises that legislation relating to equality and human rights is often complex and protection from discrimination can be found in a number of different pieces of UK and European legislation. However the Equality Act [2010] is central to the SES. The pieces of civil legislation which are central to this policy are listed in paragraph [A1] in the Appendices of this Policy. In some serious circumstances, a breach of the Equality and Diversity Policy may constitute a criminal offence and the College may need to report this to the police. The legislation which can potentially criminalise an incident of misconduct under this Policy is listed in paragraph [A2] of the Appendices.
- 6.2 The College recognises that the Equality Act [2010] consists of nine protected human characteristics on which it is unlawful to discriminate. The SES establishes a single approach to equality of opportunity and embeds action to promote equality for all protected characteristics, foster good relations between groups as well as preventing discrimination. The nine protected characteristics are;
 - Age,
 - Disability (including mental ill health, some medical conditions or progressive illness)
 - Gender Reassignment/Identity (including all 'Trans Groups')
 - Marriage and Civil Partnership
 - Race
 - Religion or Belief (with also includes non belief and philosophical belief)
 - Sex (Gender)
 - Sexual Orientation
 - Pregnancy and Maternity
- 6.3 The College embraces the positive duties the Equality Act [2010] places on the public sector to give due regard to the relevant characteristics' to advance equality outcomes for those groups. The College will also promote equality and diversity in all the services and

functions it provides to all members of the College community. The College is committed to the following 'General Duty':

- 6.3.1 A public authority must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act [2010];
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 6.3.2 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- 6.3.3 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities and make reasonable adjustments to support their needs.
- 6.3.4 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
- (a) tackle prejudice, and
 - (b) promote understanding.
- 6.3.5 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under the Equality Act [2010].

7.0 Governance, Leadership and Management

- 7.1 The College's Equality and Diversity Policy [Section 5] sets out the College approach to the governance and management of equality and diversity. Every employee is expected to assist the College in meeting its commitment to provide equal opportunities to staff and students. The Vice Principal and Director of HR will provide the lead in advising students, staff and the Senior Management Team on matters concerning equality and diversity at the College.
- 7.2 The Governors agree and approve the Equality and Diversity Policy and the SES for the College. Governors through two of their committees (Finance and General Purposes re employment and Curriculum and Quality re students) also receive reports and statistical data which enable them to monitor equality actions and outcomes for employees and for students.
- 7.3 The Equality and Diversity Group meets termly to review actions and monitor progress (any staff can join the group).

7.4 The Vice Principal will also engage and consult with the student voice through the Course Representatives group meetings.

8.0 Equality and Diversity Objectives and Compliance with the Specific Public Sector Duties set out in the Equality Act 2010.

8.1 The College's Equality and Diversity Policy [Section 4 and including all subsections] outlines key equality and diversity objectives for the College which firstly relate to the general and specific duties outlined in the Equality Act [2010] and secondly to meet the specific identified equality needs for the College.

8.2 The College will in line with the Equality Act [2010]:

- Publish Equality data and information, by 31 January annually, to show our compliance with the Equality Duty (this information will be produced jointly by the Vice Principal and the Director of HR with support from other managers and will be published on the College website to ensure access to all); and
- Set SMART four year equality objectives (the first set of which was published on 6 April 2012) this will be reviewed at the end of the four year period by reporting to the Governing Body and agreeing the next four year objectives. The SES Annual Action plan has been reformatted to work within the framework of these objectives so the E&D Working group can ensure that actions are devised to progress against these objectives. **Please see Appendix 2** for Four Year Equality Objectives from April 2016 to 2020.

All information will be published and will be accessible to the public.

9.0 Balancing Rights

9.1 The College understands that meeting the individual needs of the College community can often be complex and challenging and recognises that rights must be exercised in a way which is compatible with the rights and interests of others. The College reserves the right to take steps to balance the rights of individuals where the rights of individuals may appear to conflict. This will be done in a sensitive, fair and where possible in a non-discriminatory manner. In these circumstances the College may take steps to discriminate against a particular group and objectively justify its position that the action is a proportionate means of achieving a legitimate aim or a necessary means for the efficient and peaceful running of the College.

10.0 Consulting the College Community and the Wider Community

10.1 The College has a number of consultation mechanisms to listen to the views of staff, students, employers and visitors with regards to equality and diversity. The mechanisms are as follows:

10.2 **Learner Satisfaction Survey (2 per year)**

10.3 **Course Representatives Meetings (Course reps will be consulted on the Equality and Diversity Policy and this SES).**

10.4 **Tutorials, group tutorials or informal feedback.**

Student feedback gathered in individual and group tutorials and informally on the subject of equality and diversity will be feed through the management structure to Vice Principal who is a member of the Equality and Diversity group.

10.5 **Equality and Diversity Group (previously the Disability Focus Group)**

This group develops actions plans, drives development and change, and monitors progress against plans (This group is open to any staff to join and includes the Principal, Vice Principal, the Director of HR, the Assistant Principal for Facilities and Health & Safety, The Marketing Manager and Head of School for Student Support), the E&D Group is chaired by the Principal. Student Course Representatives are invited to join and currently both of the Student Governors are members of the group.

N.B. The College does not currently have any focused equality e.g. a BME or Faith group. Staff have been asked as part of the E & D training if they would like such groups but no staff have felt the need to instigate a separate group as they feel the general E & D group deals with specific issues well. The College would be open to supporting such specific groups should staff or students suggest this.

10.6 **Staff Satisfaction Survey** (this survey has been developed and the equality data now covers a more comprehensive range which includes a specific question on each of the nine protected characteristics).

10.7 **Staff Exit Questionnaires** (Exit questionnaires were introduced from March 2011 and provide more detailed feedback from leavers).

10.9 **Staff Consultation on polices and procedures** (all new employment policies and procedures are provided for consultation on an ongoing basis to support Equality Impact Assessment).

10.10 The College's Equality and Diversity Policy and this SES will be published on the College website to encourage community group comment and feedback, feedback will specifically be sought from the Enfield Racial Equality Council (EREC) who the College are members of in line with College Four Equality Objectives.

11.0 **Equality Assessments (EA's)**

11.1 The College has impact assessed all key identified staff and student policies and procedures. In line with the Equality and Diversity Policy College Managers are responsible for ensuring that policies, procedures, practices and plans devised or updated consider equality impact and identify if equality can be promoted and any negative impact removed and that staff are consulted as appropriate to support this.

12.0 **Equality and Diversity Monitoring**

12.1 **Monitoring and data collection (STAFF)**

The Human Resources section will collect information relating to the ethnic, gender, age, sexual orientation, religion/belief and disability profiles of staff and applicants. The Director of HR will analyse the following information about staff/applicants and report the findings in the annual Equality and Diversity Staff Data Report. The findings will be presented to

SMT, the Equality and Diversity Group and the Finance and General Purposes Committee of the Corporation.

- Numbers of staff in post by ethnicity, gender, disability, religion/belief, sexual orientation, marital status and age (comparisons will be made against appropriate equality data i.e. census data, Capel Manor College student data and sector data);
- Job applications and selection success rates;
- Staff Development activity re Equality development;
- Staff recruitment and promotion;
- Grievances, disciplinary and capability proceedings;
- Staff Satisfaction Surveys and Exit Interviews in relation to equality;
- Numbers of Governors in post by ethnicity, gender, disability, religion/belief, sexual orientation, marital status and age (comparisons will be made against appropriate equality data i.e. census data, Capel Manor College student data and sector data). The Governor data will also be reported by the Clerk to Governing Body to the Search and Governance Committee to help inform future Governor recruitment in line with skill requirements.

12.2 **Monitoring and data collection (Students)**

The Vice Principal and Head of MIS will collect and analyse with support from the Director of HR the following information about students and report the findings in the annual Student Equality and Diversity Report. The findings will also be presented to the Academic Committee of the Corporation and the Equality and Diversity group.

- Participation and Achievement of students by School to reflect ethnicity, gender, disability, learning difficulty and age (this will be expanded to include sexual orientation, and religion/belief once such data is collected and provided in meaningful proportions);
- The report will also include comparisons against appropriate benchmark data i.e. the Census (for London) as well as an analysis of:
- Arrangement and delivery of additional support for learners who require such support;
- Equality data in relation to Complaint;
- Equality data in relation to Gross Misconduct/Stage 3 Disciplinary.

13.0 **Monitoring and Review of the Scheme**

13.1 The Equality and Diversity Group and SMT will keep the implementation of the Scheme and the action plan under review and will communicate progress to other relevant groups in the College.

- 13.2 The Equality and Diversity Annual Reports of the Vice Principal and the Director of HR will be used to inform implementation of the Scheme and its action plan. These reports will be published annually on the College website and will be accessible in alternative formats on request.

14.0 Single Equality Scheme Annual Action Plan

- 14.1 The SES Annual Action plan devised and reviewed by the Equality and Diversity group will outline key actions to implement the general and specific duties in the Equality Act [2010] and will also reference actions against the four year Equality Objectives agreed by the Governing Body.
- 14.2 The Single Equality Scheme Annual Action Plan is published on Moodle the College's Virtual Learning Environment/Intranet.

A1 CIVIL LEGISLATION

Equality Act 2010 [2010]
European Convention on Human Rights [ECHR]
Human Rights Act [1998]
Education Act [1996, 2002 & 2006]

A2 CRIMINAL LEGISLATION

Racial and Religious Hatred Act [2006]
Public Order Act [1986]
Protection from Harassment Act [1997]
Crime and Disorder Act [1998]
Terrorism Acts [2000] & [2006]

A3 RELATED COLLEGE POLICIES OR PROCEDURES

Harassment and Bullying Policy and Procedure
Staff Code of Conduct
Staff Disciplinary Procedure
Recruitment and Selection Policy
Recruitment of Ex Offenders Policy
Child Protection and Vulnerable Adults Policy
Student Code of Conduct
Student Disciplinary Policy
Health and Safety Policy

Four Year Equality Objectives 2016-2020

SMT and governors agreed that the original five objective areas should be maintained but with revised measures in line with progress already made. Within this it was felt that measures adopted should:

- reflect the need to maintain current progress
- make further improvement over the new four year period.

Objective 1 : Capel Manor College’s vision and policy for Equality and Diversity will be communicated to everyone: to ensure awareness, understanding, responsibility and ownership:

- **to all students from enrolment, through induction, the student handbook, lessons, tutorials, posters and all aspects of College life**
- **to all staff through the communication of the equality and diversity policy and single equality scheme, the core staff, academic and management competencies that staff are measured against (customer focus & managing diversity), staff training and through the Quality Improvement Plan**
- **conveyed to all stakeholders, partners and the local community through publications and communications**

This objective will support all of aims and specifically the following aims:

- promote equality of opportunity, positive attitudes and foster good relations between all members of the College community;
- provide relevant equality and diversity training to all staff to help them carry out their role with respect to the promotion of equality of opportunity in the College community;

Measures/timeframes:

Continue to deliver training and briefing to students and staff, inform them about their rights and responsibilities and promote equality for all protected characteristics’.

- Staff trained in welcoming equality and diversity will be maintained at 80% or above, this will include new starters and existing staff being refreshed on a 3 year basis.
- Every year there will be minimum of two events at each centre to promote equality and help foster good relations.
- All learners will be provided with access to the College Equality standards, expectations and aims through various media.

- All teaching staff will be expected to undertake embedding equality training/sharing best practice within a core teacher development programme.
- Each year the College Continuing Professional Development (CPD) programme will include at least one half day training on supporting learners with equality needs e.g. mental health, sexual orientation.
- British Values and Prevent will be embedded into teaching and learning and CPD/materials will be provided to support this.
- Equality Posters will be visible at each College centre.
- Annual Equality reports and Equality Policies/schemes will continue to be published on the College Website with feedback encouraged. The reports will also be published on Moodle or a College Intranet and staff will be encouraged to provide feedback.
- The College Staff Development budget will continue to support Equality training in relation to need, Equality based training will be set out in both the annual equality report and the staff development report to ensure visibility and monitoring can be undertaken by all.
- Individual Student Information will continue to be shared in order to properly support with all members of staff who may have to deal with a specific situation. This would include library & restaurant staff, reception staff & drivers. One page profiles will be shared on a proactive basis with the appropriate staff at the appropriate time.

Objective 2 : Capel Manor College will continue to embed Equality and Diversity into our functions and service delivery:

- **Equality and Diversity will be key to the College's Quality Improvement Plan**
- **Customer Focus and Managing Diversity will continue to be part of staff x 2 and management competencies**
- **All Staff will continue to be trained to welcome and support equality and diversity, appropriate staff will be trained in equality subjects to support specific areas e.g. embedding equality into the curriculum**
- **Equality and Diversity will be embedded into all Schemes of Work and within appropriate lesson plans**
- **Analysis of Staff and Learners Satisfaction to determine areas of focus and action**

This objective will support all aims and specifically the following aims:

- be a champion of equality and diversity, promoting and encouraging all members of The College; students and staff, to realise their full potential;
- promote equality of opportunity, positive attitudes and foster good relations between all members of the College community;
- provide relevant equality and diversity training to all staff to help them carry out their role with respect to the promotion of equality of opportunity in the College community;

Measures/timeframes:

- A number of measures set out under objective one will support achievement of Objective 2, in addition to those measures the following will be undertaken.
 - The Annual College QIP will continue to include actions that relate to improving equality. The Director of HR (alongside Academic Management taken from their SAR) will inform QIP actions based on the production of the annual student equality report which will be drafted together with the College SAR to ensure alignment and no duplication (Equality Actions in the QIP will be noted in the College SES Annual Action Plan from 2017).
 - The Annual Student report will include a summary of Learner Satisfaction re the 12 Equality related questions (identified in the review above) and identify actions to improve this where appropriate for example focus group analysis.
 - Aim for learner satisfaction re embedding equality measured through the question 'on my course my teacher talked about equality' to increase from the current agreement level of 84% to 90% or above by the exit survey in May 2018 through increased staff development and sharing of best practice in this area.
 - The College will maintain the current equality questions in the staff survey (13 questions). If responses to any question fall below an 85% agreement level focus groups will be held to understand the issues and identify actions to return satisfaction to the required levels.

- Increase student involvement in Equality i.e. student delivering equality events, working on community projects, student voice re equality.
- Lesson Observation assessments will continue to include embedding equality as a key criteria as will Scheme of Work templates and Lesson Plan templates to ensure priority is clear and consistency is achieved.
- All new Managers to Capel will be trained in Recruitment and Selection to ensure they support equality and safeguarding and do not discriminate either directly or indirectly. Whilst managers remain untrained they will be supported in any recruitment process by a member of trained staff from either HR or another trained College manager.
- Ensure compliance with building standards ensure checklist for accessibility of new build and refurbishments completed on each occasion to improve disabled access and ease of use of College sites.
- Improve interpretation within the gardens to support people with disabilities and other visitors.
- Marketing and Events manager will be required to gather visitor feedback (on an annual basis) on offer in terms of equality and the Garden's Master Plan should then reflect (alongside the SES Annual Action Plan) any plans to improve based on the feedback received.

Objective 3 : Capel Manor College will monitor and analyse Equality and Diversity data for both Staff and Students to determine areas of under representation and differences in satisfaction, retention, achievement and success:

- **Annual Staff Data report to be produced by 31 January each year and then reported to the E&D Group and the Finance and General Purposes (Governing Body) Committee – the Single Equality Scheme Annual Action Plan will then be developed following the analysis**
- **Annual Student Data report to be produced by 31 January each year and then reported to the E&D Group and Curriculum and Quality (Governing Body) Committee – the Single Equality Scheme Annual Action Plan will then be developed following the analysis**

This objective will support all of the College's aims and specifically the following aims:

- eliminate unlawful discrimination, harassment and victimisation in connection with the named protected characteristics. Investigate all complaints of discrimination, victimisation or harassment and take prompt and appropriate action;
- monitor complaints received from, and the disciplinary sanctions taken against any member of the College community (this is actioned in the annual E&D reports);

- take positive steps where workable to address any under-representation of minority groups in the provision of employment and training or widening participation to include socially or economically disadvantaged learners in the provision of education;
- carry out an annual review of the procedures for supporting students who have disabilities and learning difficulties;
- take steps to balance the rights of individuals where the rights of individuals may appear to conflict. This will be done in a sensitive, fair and where possible in a non-discriminatory manner. (The College recognises that rights must be exercised in a way which is compatible with the rights and interests of others. In these circumstances the College may take steps to discriminate against a particular group and objectively justify its position that the action is a proportionate means of achieving a legitimate aim or a necessary means for the efficient and peaceful running of the College.);
- carry out an annual self assessment exercise to evaluate the implementation of the Equality and Diversity policy and produce reports which will summarise any action that needs to be taken to address any identified areas of weakness. In doing this the College will undertake consultation/discussion with Staff and students (via course reps) and other stakeholders (where possible which may include external community groups who represent minority groups).

Measures/timeframes:

- The reports will be published on the College website by 31st of January each year
- The reports will continue to be maintained at the breath currently achieved but the Student report will include a summary of Learner Satisfaction as identified in Objective 2 measures.
- The Student report will be produced alongside the SAR to ensure join up and will inform the College QIP process better in terms of timing.
- The E&D group will continue to use the annual reports to inform actions for the SES annual action plan.

Objective 4: Capel Manor College will aim to continue to increase the Equality and Diversity mix of our staff, students and governors over 4 years to 2020:

Measures/timeframes:

• Staff

- Maintain current diversity levels as a minimum and aim to increase:
 - Increase percentage of all staff 'Non-White' groups by 5% meaning that overall increases from 14.89% (in 2016) to 15.7% or above by 2020
 - Increase percentage of non-white managers by 5%+ meaning that group increases from 9.31% to 10% or above by 2016
 - Increase percentage of female managers from 48.8% to 50% or above
 - Maintain level of data not provided re sexual orientation to 10% or below.
 - Increase percentage of non-hetrosexual staff from 3.41% to 4% or above by 2020
 - Improve level of data not provided re Religion to 25% or below; currently this is 32.77%. Decrease gap between Capel Manor College religion profile compared to the London census 2011 by 2020.
 - Maintain current (positive) levels of disabled staff, current level is 7.66% throughout four year period.

• Students

- Decrease the current gaps in terms of ethnicity when comparing College student profile with the London Census profile. Currently Capel Manor College is 74.8% White British where as the census is 44.9%. Aim for a year on year decrease.
- Decrease the current gaps in terms of gender across the college when comparing College student profile with the London Cenus profile. Currently Capel Manor College is 59.4% female where as the census is 50.7%. At the same time increase the level of females participating in Arboriculture courses and Males participating Floristry.
- Identify any significant achievement gaps in achievement between equality areas analysed (gender, ethnicity, race and disability).
- Increase the level of data collected/shared by learners re Sexual Orientation (only 19.5% provided data) and Religion (only 43% provided data). The Head of MIS is looking into different methods of capturing/collecting data to improve this.

• Governors

- Maintain current diversity levels as a minimum and aim to decrease gap between current profile (as at 31/1/16) with the London Census Profile in terms of:
 - Ethnicity
 - Gender
 - Religion
- Increase non-hetrosexual profile from 0 to 1.

Objective 5 : Capel Manor College will consult further with its stakeholders and wider community, especially our students re Equality and Diversity to ensure the College is listening to their needs and advancing the Equality and Diversity agenda in a really meaningful way:

- **Capel Manor College's Equality Objectives will be circulated and consulted upon once agreed in principle and confirmed by the full Governing Body in July 2016 (this will include all staff, course reps, the E&D group and EREC) – the E&D policy and Single Equality Scheme will be updated in line with objective by the Director of HR.**
- **Equality and Diversity will continue to be a standing agenda item on the monthly course representative group meetings, Course Representatives will be consulted on these objectives. Other Students beyond the Student Governors will be encouraged to join the student Equality and Diversity Group.**
- **The College will set up further Equality groups as requested e.g. a Student Equality group or a BME Staff Focus group etc. – Currently there has not been sufficient interest in creating such groups – all are welcome to join the E&D Group is now chaired by the Principal. Equality and Diversity will continue to be a standing agenda items on the Manager and Quality meeting agendas.**

This objective will support all of the College's aims and specifically the following aims:

- take steps to balance the rights of individuals where the rights of individuals may appear to conflict. This will be done in a sensitive, fair and where possible in a non-discriminatory manner. (The College recognises that rights must be exercised in a way which is compatible with the rights and interests of others. In these circumstances the College may take steps to discriminate against a particular group and objectively justify its position that the action is a proportionate means of achieving a legitimate aim or a necessary means for the efficient and peaceful running of the College.);
- carry out an annual self assessment exercise through the Equality and Diversity group to evaluate the implementation of the Equality and Diversity policy and produce plans which will summarise any action that needs to be taken to address any identified areas of weakness. In doing this the College will undertake consultation/discussion with Staff and students (via course reps) and other stakeholders (where possible which may include external community groups who represent minority groups).