

Review of Gender Equality Scheme 2008

We at Sabhal Mòr Ostaig are pleased to publish the Annual Review of our Gender Equality Scheme.

We have made significant progress in some areas identified as priorities e.g. Board of Trustees membership and will continue to address the other points identified.

We intend to seek advice, in the near future, on the development of an integrated equality scheme.

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Strategic Engagement and Infrastructure				
Objective	Action Required and Responsibility	Timeframe 2007 Scheme	Revised Timeframe (where applicable)	Commentary Updated Progress against outcomes
1. To provide visible leadership for Gender Equality; communicate responsibilities; and ensure that Gender Equality actions are integrated into College policies and practices.	1.1 Equalities Committee membership and appropriate contacts published. EOC	29 June 2007	31 October 2008	Contact persons named and information on notice-boards.
	1.2 Continue to publicise the scheme throughout the College. EOC	30 September 2007		Email to all users. Scheme in prominent position on website and will continue to publicise where appropriate.
	1.3 Continue to provide training/awareness raising for senior staff EOC	30 November 2007		Training plan being implemented, continue to record attendance and undertake evaluation.
	1.4 Place Equalities as a standing item on all College committees. Policies' Working Group EOC/SMT	30 November 2007		Part achieved, College Minutes and agendas Feedback on points made.

<p>2. To monitor the impact of policies, practices and procedures so that the underlying cause(s) of any gender imbalance can be identified and addressed as appropriate, and benchmarks established.</p>	<p>2.1 Work with Human Resources Co-ordinator to screen policies/practices and map College into areas or clusters of policies. EOC</p> <p>2.2 Ensure that policies are in a uniform format . PWG</p> <p>2.3 Formalise unwritten practices into policies where appropriate.</p> <p>2.4 Organise and implement training on impact assessment on all policies using a recommended process (such as the Scottish Executive 10-step model).</p>	<p>31 August 2007</p> <p>30 September 2007</p> <p>30 November 2007</p> <p>31 December 2008</p>	<p>31 December 2008</p> <p>31 January 2008</p>	<p>Overtaken by impact assessments, new college structure in place.</p> <p>Existence of policies in standard format - achieved</p> <p>New policies in existence- achieved.</p> <p>Records of impact assessment and outcomes/recommendations On going</p>
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Sexual Harassment				
3. To ensure that Sabhal Mòr Ostaig is free from sexual harassment.	3.1 Review and update sexual harassment complaints policy and procedures, and identify contact persons. PWG	30 September 2007		Relevant policies reviewed, updated and impact assessed - achieved.
	3.2 Continue to publicise sexual harassment policy and procedures through student and staff handbooks, posters, website, notice-boards, staff meetings. EOC	31 October 2007		Contact persons to be identified and relevant training to be implemented Examples of publicity material
	3.3 Continue to source and provide training for sexual harassment contact persons. EOC	30 November 2007		Minutes of meetings/correspondence to confirm discussions about training
	3.4 Provide awareness raising sessions for staff including harassment, including sexual harassment and the law. EOC	All sessions to be complete by 30 June 2008		Details of training offered, dates, attendance and evaluation.

Staff				
4. Reduce the gender pay gap.	4.1 Continue to identify, and address where possible, issues relating to the gender pay gap. EOC	31 July 2008	31 January 2009	List of factors contributing to gender pay gap. Achieved Relevant working practices in place and updated when required, e.g. Policies on Flexible Working and Parental Leave, and discussions recorded in committee minutes.
	4.2 Support opportunities for professional development for women. EOC/SMT	30 June 2008		
	4.3 Implement additional working practices to support opportunities for professional development for women.. e.g. work-shadowing and mentoring. SMT	31 July 2009		Policies and procedures in support of additional working practices. Achieved
	4.4 Offer further opportunities for flexible working. SMT	31 July 2009		Achieved

5. To review and assess issues of gender imbalance in job categories including promoted posts.	5.1 Review job categories including promoted posts and identify any gender equality issues EOC	15 December 2007	31 March 2009	List of job categories by gender
	5.2 Make recommendations to address any gender imbalance EOC/SMT	31 January 2008	31 May 2009	List of recommendations drawn up and submitted as SMT papers.
6. To review and assess issues of gender imbalance in committee membership.	6.1 Review membership of all College committees including trustees EOC	31 October 2007		Gender imbalance as previously noted has now been addressed. Achieved
	6.2 Continue to monitor gender imbalance EOC	31 January 2008		Achieved and see above

<i>Transsexual People</i>				
7. To ensure transsexual staff (and students after December 2007) have equal access to all benefits of membership of the College including an environment free of harassment	7.1 Obtain guidance for managers and transsexual staff (including protocols for the management of sensitive and confidential information, and ensure that all staff are aware of these protocols. EOC	30 September 2007 (staff) and students from December 2007		Relevant training to be organised for all staff and students. Information circulated to all staff and students stating College's commitment to equality of benefits. Achieved
	7.2 Ensure that a supportive environment is provided to encourage transsexual staff and students to disclose their status so that appropriate support measures can be implemented. EOC and line managers, and Head of Student Services	31 January 2008	Ongoing	Records of communication and of support measures identified. Students are encouraged to contact Head of Student Services to discuss any support needs.

Students				
8. To investigate reasons for gender imbalance in relation to student recruitment, participation, and whether this trend is continued in terms of achievement and progression.	8.1 Monitor College statistics against national trends for similar subjects, and identify any disparities. EOC	June each year	November 2008	SMO stats correlate strongly with the national average.
	8.2 Ensure cognisance is given to the gender equality strategy in relation to marketing and recruitment. Marketing Officer Recruitment Officer/EOC	30 September 2007	31 December 2008	On going

Promotion of Gender Equality				
9. To promote Sabhal Mòr Ostaig as a College which values gender equality, through publicity materials and relationships with service users, contractors and partners.	9.1 Draw up strategy identifying actions to be taken to ensure that all the users of the College are aware that it values gender equality. EOC/ICT	29 June 2007		Gender equality scheme prominently placed on College website. Achieved
	EOC/Staff Development Officer	From 29 June 2007		Information via induction and awareness raising sessions for staff and students. Achieved
	Marketing Officer/EOC	From 31 August 2007		Commitment to gender equality evident in publicity materials and advertisements. Achieved
	SMT/EOC			College's commitment to gender equality communicated to service users and contractors and partners. On going

