

Equality, Diversity and Inclusion (EDI) Overview

Our Commitment

Leeds College of Music values the rich social and cultural diversity in which it operates and is committed to:

- promoting equality
- promoting social cohesion and building community links
- respecting the dignity of all people who visit, study and work at LCoM
- providing conditions which encourage everyone to participate, progress and achieve in their learning
- actively challenging unacceptable actions and behaviours such as harassment, or bullying

Commitments to equality will be applied regardless of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These commitments are evidenced in LCoM policies and procedures and marketing literature. LCoM's EDI action plan incorporates measures to achieve these commitments and explains how the College will implement them.

Responsibilities and Obligations

Everyone has a responsibility to give full and active support for the EDI policy by ensuring:

- the policy is known, understood and implemented
- their behaviour at all times takes into account the sensibilities of others
- everyone is treated with respect and dignity
- behaviour not in accord with the Equality Diversity and Inclusion policy is challenged

Within this general responsibility there are some specific responsibilities:

- the Principal and Managing Director, Board of Directors and Managers for the effective implementation and championing of equality and diversity policy and actions
- LCoM EDI Advisory Group, for the co-ordination across the institution of the policy and the provision of reports; meeting statutory equality duties; links with regional and national equality bodies; achievement of recognised equality standards and arranging agreed training.
- LCoM to take positive action to identify and address equality issues and prevent actions taking place that contravene legislation.

Actions to implement and develop policy statement

For 2014-2017 measures to implement and develop policy are incorporated in an action plan. This sets out how the institution will:

- put learners at the heart of everything we do
- demonstrate our commitment to promoting equality and diversity
- involve staff and students in celebrating equality and diversity and in identifying areas for improvement
- evidence how we are fulfilling our statutory duties
- undertake equality analysis (impact assess) in respect of policies, practices, procedures and plans

Key actions identified in the action plan include:

- Equality Analysis (Impact assessment)
- Collation and analysis of identified staff and student statistics to provide information and inform actions to improve staff and student recruitment, retention, and achievement in the case of students.
- Provision of regular equality updates to staff, students and the Board of Directors.
- Development and review of the institution's EDI strategy, and action planning on an annual basis, in line with the strategic objectives.

Supporting the development of appropriate marketing, recruitment and selection, training, positive action, curriculum design and delivery and support services strategies to embed equality in all aspects of LCoM, using evidence from statistical analyses and consultation.

Other project work/tasks as defined by the EDI Advisory Group.

Consultation and involvement

LCoM is committed to obtaining and listening to the experiences of different groups within the LCoM community. Indeed, this is an essential part of the impact assessment process which aims to remove any inadvertent discrimination from the institution.

Monitoring and Evaluation

LCoM's EDI Advisory Group will monitor and evaluate achievement in respect of equality, diversity and inclusion by taking the following actions:

- gathering statistical data in relation to staff and students, analysing the statistics, identifying any issues arising and working with individuals and/or groups to propose specific actions to address inequalities identified
- obtaining feedback from staff, students and community partners through meetings, focus groups, quality audits, analysis of complaints and correspondence
- preparing and delivering agreed actions each year to develop equality
- ensuring marketing, recruitment and selection procedures and training conform to equality requirements
- ensuring curriculum and course design take account of equality issues
- reporting regularly on equality through the designated structures

Breaches of Policy and Complaints

- Acts of discrimination, harassment, abuse or victimisation will be treated as a serious disciplinary offence.
- Disciplinary action could include dismissal in the case of staff and expulsion in the case of students.
- Staff and students who feel they are being discriminated against should seek resolution through the complaints procedure if unable to resolve through informal means.
- Prospective students who consider that they have been unfairly treated with respect to their application or prospective staff who are dissatisfied with any aspect of the recruitment and selection procedure should write giving details to the relevant senior manager. All complaints will be investigated and the complainant informed of any action taken.

Related information

Related LCoM policies and documents include:

Bullying and Harassment Policy (Employee and Student versions)
Safeguarding Policy and Procedures

EDI Policy statement
Staff Disciplinary Policy and Procedures
Performance Management Policy and Procedures (Employee)
Grievance Policy and Procedures (Employee)

Roles and Responsibilities in relation to Equality Diversity and Inclusion

LCoM Board of Directors are responsible for:

- Having ultimate responsibility to ensure that the institution complies with equality legislation and the codes of practice supporting it
- Consideration of an annual report to ensure that the EDI policy is being followed
- Ensuring that the membership of the Board reflects the diversity of the communities served by the institution
- Ensuring the LCoM strategic plan includes a commitment to equality
- Ensuring that equality training is part of the institution's strategic plan
- Being aware of the Board's statutory duties in relation to equality legislation as an employer and service provider
- Receiving and responding to the monitoring information on equality target groups

The EDI Advisory Group is responsible for:

- Overseeing the continuing application and development of the EDI policy in line with legislation and strategic objectives.
- Preparing, monitoring and reviewing the annual specific EDI objectives
- Collecting and analysing appropriate monitoring data.
- Reporting each term to the Executive Management Group on equality issues.
- Advising on the formulation of policies, procedures and resources.

The Principal and Managing Director is responsible for:

- Giving a consistent high profile lead on equality issues and promoting equality both internally and externally.
- Working with the Board of Directors and Executive Management Group to ensure that the EDI Policy and action plan are implemented effectively.
- Ensuring that appropriate action is taken against individuals working on behalf of the institution who do not act in accordance with the policy.

Managers are responsible for ensuring that:

- All aspects of LCoM policy, procedures and activities are sensitive to matters of equality.
- Managers take the lead in creating a positive, inclusive ethos that challenges inappropriate language and behaviour and celebrates diversity
- Managers are aware of the institution's statutory duties in relation to equality legislation.

- Targets on recruitment, retention and achievement of students are set based on the analysis of monitoring data.
- Teaching observation reports include criteria on equality diversity and inclusion issues where appropriate.
- Internal verification procedures include scrutiny of equality diversity and inclusion issues.
- The procedures for recruitment and promotion of staff model best practice in equality.
- Targets are set on the recruitment and promotion of staff based on the analysis of monitoring data.
- All publicity materials present appropriate and positive messages relating to protected characteristics.
- Appropriate training and development is provided for both staff and students to support the appreciation and understanding of diversity.
- Equality is embedded across the curriculum.
- Academic areas record performance in relation to equality in their Self - Assessment
- Reviews (including positive actions/outcomes to promote best practice and equality issues that arose and action taken to address them).
- Student induction programmes and tutorials reflect LCoM's commitment to promote equality and celebrate diversity.

All staff are responsible for ensuring that they:

- Are aware of the institution's statutory duties in relation to equality legislation.
- Build a culture where people feel confident to disclose/discuss their needs.
- Challenge discrimination and inappropriate language and behaviour by staff, students, placement providers and other users of our services.
- Ensure schemes of work, lesson content and teaching resources demonstrate understanding of and sensitivity to issues of equality, diversity and inclusion.

All students are responsible for ensuring that:

- They create and maintain an environment where harassment and discrimination are considered unacceptable.
- They support and comply with the aims of the EDI policy statement.
- They understand the potential consequences of contravening equality legislation and the LCoM Policy.

Partners, Contractors and Service Providers

- All partners, contractors and service providers will be responsible for adhering to any equality guidelines in agreements or contracts.
- LCoM is committed to ensuring that those organisations with which it works and employs will demonstrate their commitment to equality and

diversity and have policies and procedures in place to achieve this.

Additionally, as part of the wider Leeds City College Group, Leeds College of Music has core membership of the LCC Equality, Diversity and Inclusion (EDI) Committee.

LCC Equality and Diversity Committee – Terms of Reference

Purpose

The purpose of the EDI Committee is to ensure that Leeds City College is effectively addressing issues of equality and complying with relevant legislation by giving strategic direction to equality and diversity activities, proactively enhancing the learner, staff and visitor experience and by embedding equality across everything we do, in particular within the curriculum.

The EDI Committee will identify key operational issues relating to equality for the college and draw up plans which will evidence the priorities agreed by the committee, give responsibilities for specific actions including the equality Task Groups, assign responsibility for monitoring and evaluating the impact of the college's equality actions and reporting on the outcomes.

Where there are competing priorities the EDI Committee assess the position and ensure a prioritised and co-ordinated approach across the College.

Membership

The committee shall comprise a core group, as indicated below, but may co-opt staff, students and other members of the college community as it thinks appropriate at any time to inform its actions or to deliver a specific initiative.

Core Membership:

College Principal
Governor with responsibility for Equality, Diversity and Inclusion
Equality and Diversity Manager
Director of Human Resources
Senior staff member with Curriculum responsibility
Head of Inclusive Services
Student Liaison Officer
Representatives of student body
Representatives from all areas of the college
Quality Manager
Nominees from each of the four Task Groups
Representative from Leeds College of Music