

Single Equality Scheme [SES] Action Plan for Midlands Training Consortium

1. To put in place the strategic action required to implement the SES

Diversity Strand	Action	Responsibility	Timescale
All	Prepare, publish and implement the SES.	SWS and Managers	By 1/1/2011
All	Report on SES progress annually to the Executive Board	SWS	By 1/4/2012 and then annually
All	To continually develop the consortium so that equality and diversity related issues are openly discussed and best practice is promoted	SWS and Managers	Ongoing

2. To assess MTC functions, processes and policies for relevance to equality.

Diversity Strand	Action	Responsibility	Timescale
All	Assess functions, processes, and policies for relevance to equality	SWS and Managers	April 2011
All	Review and update the list of functions, processes and policies as part of the annual progress report to the executive board. Including reviewing current priorities as high, medium or low and make necessary changes.	SWS, AC, JR	April 2012 and then annually.

3. To make arrangements for assessing and consulting on the likely impact of proposed policies.

Diversity Strand	Action	Responsibility	Timescale
All	Introduce and promote the use of Equality Impact assessments [EIAs] to all MTC staff.	SWS, AC, JR	April 2011
All	To assess all identified policies, functions and processes, using the EIA and take remedial action as required.	Relevant, specified managers.	Jan 12 and then ongoing

4. To publish the SES and subsequent EIAs

Diversity Strand	Action	Responsibility	Timescale
All	Publish the SES and results of the assessment on the MTC website	SWS, AC, JR.	March 2011 and then ongoing.
Nationality, Ethnicity and disability	Respond positively to individual requests for materials in other formats with regards to accessibility.	SWS	On demand.

5. To monitor aspects of diversity of the users of MTC's services

Diversity Strand	Action	Responsibility	Timescale
Race, Gender, and Disability	Develop a monitoring questionnaire to be given to all training event participants.	SWS and Managers	March 2011.
Race, Gender, and Disability	Monitoe and report on the diversity profile of training event participants.	SWS and NC	March 2012 and then annually.
All	To review the diversity strands monitored in this way and change if appropriate	SWS and Managers	Ongoing after March 2012.

6. To provide training for MTC staff in relation to equality duties and issues.

Diversity Strand	Action	Responsibility	Timescale
All	Provide access to required training for all staff covering all equality strands.	SWS	April 2011
All	Develop systems by which consortium staff regularly receive relevant information on diversity issues	SWS	April 2011

7. Share our equality policies and principles with partners

Diversity Strand	Action	Responsibility	Timescale
All	Ensure that associates and partner agencies are informed of MTC's equality duties and policy.	All Managers	April 2011

8. Actively promote positive aspects of Equality and Diversity to MTC service users

Diversity Strand	Action	Responsibility	Timescale
All	Develop and display materials at Fort Dunlop premises to raise awareness of key diversity events throughout the year	NC, LR, AC, JR.	April 2011 and ongoing.