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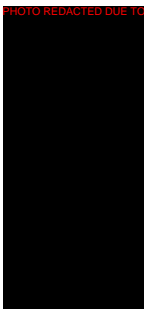
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Executive Summary

LSC Race Equality Scheme

Published October 2002

Subject

This Scheme is required of the LSC by the Race Relations (Amendment) Act 2000 (the Act). It sets out how the Council will meet the duties placed on it by that Act.

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Intended Recipients

National Directors, Assistant Directors and senior staff, local LSC Executive Directors, Directors, Contracts Managers and Equality and Diversity staff.

Status of Document

For action. The span of the scheme is from May 2002 – May 2005. Progress reports will be made to Management Board each December and May. The Commission for Racial Equality has enforcement powers relating to the Act. The Scheme applies across the whole Council. Actions specifically for local councils are expressed in italics in Part 2.

Summary of Content

The duties placed on the LSC by the Act apply to each of the LSC's functions as defined by the Learning and Skills Act 2000. Part 2 of the Scheme sets out how this will work.

As far as possible, existing LSC mechanisms and policies are identified as those to be used to meet the duties in order to minimise bureaucracy and maximise impact.

The Learning and Skills Council: Race Equality Scheme

31/05/02 – 31/05/05

Part 1: The Specific Duties

1 Introduction

The Learning and Skills Council (LSC) is required by the Learning and Skills Act 2000 (section 14) to:

Have due regard to the need to promote equality of opportunity

- between persons of different racial groups
- between men and women
- between persons who are disabled and persons who are not.

The Race Relations Amendment Act 2000 (the Act) places a general duty on the LSC to:

Have due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good race relations between persons of different racial groups.

A set of specific duties sets out how the LSC is to meet this general duty and Part 2 of this Scheme describes how the LSC will apply these duties. The specific duties are set out below.

The Act, therefore, is enthusiastically welcomed by the LSC as part of a supportive legislative framework that requires it to be proactive in seeking to achieve equality of opportunity as a provider of services and as an employer. The LSC recognises the singular

importance of the principle of *proactivity* that is applied to equality of opportunity by both the Acts mentioned above. It is mindful too of its remit letter from the then Secretary of State which made clear that equality of opportunity must lie at the heart of all its strategies and plans.

This Race Equality Scheme is a planning tool for the LSC that will enable it to meet core duties and to add value to how it does this in respect of race equality. It sets out how the specific duties placed on the LSC by the Act will be applied to each of the LSC's relevant functions nationally and locally. The actions described in this Scheme have a timetable attached to them and together form the LSC's Action Plan for race equality, as required by the Act.

This Scheme is one important element of the LSC's wider Equality and Diversity Strategy.

2 Ambit of the LSC Race Equality Scheme

This Scheme applies to the whole of the LSC and to those of its functions that have relevance to the purposes of the Act. It has operational implications for all LSC staff. It creates a three-year plan/framework starting from 31 May 2002. Its implementation will be subject to a final Management Board review in March 2005, following which a new Scheme will become operational in May

of the same year. The scheme covers the LSC's roles as a provider of services and as an employer.

This Scheme will be applied consistently across the organisation in ways that are relevant to different parts of the country with varying ethnic profiles.

3 Learning and Skills Council Race Equality Values, Principles and Standards

The LSC's commitment to equality and diversity is absolute and its commitment to race equality is one integral thread of this wider framework. This is set out in the *Learning and Skills Council National Equality and Diversity Strategy – Widening Participation and Promoting Inclusion 2001 – 2004*.

The LSC is working to meet challenging targets for increasing the recruitment, retention and achievement of learners from all communities. Race is potentially one aspect of all of those communities and groups. Therefore, for example, our work to encourage older people back into learning will include efforts directed at older people from ethnic minorities.

The LSC is working to become an equality and diversity exemplar. This Scheme is one of the mechanisms it will use to achieve this goal.

4 Learning and Skills Council Race Equality Strategic Aims

- To become an equality and diversity exemplar as an employer.
- To become an equality and diversity exemplar in all respects.

- To actively champion equality and diversity throughout learning.
- To contribute to social cohesion through the provision of appropriate learning for all.
- To mainstream equality and diversity into all LSC strategy and policy formulation and execution.

5 Review Methodology – Ensuring Implementation and Accountability

This Scheme has an Action Plan at its heart. Having agreed the Plan at its meeting on 14 May 2002, the LSC Management Board will continue to monitor and review its implementation.

A full report made against the performance indicators in the Action Plan will be made to Management Board in May 2003. An interim report, reviewing progress more generally and making any recommendations for change that may arise from the first six months of operation, will be made to Management Board in December 2002. A similar reporting pattern will continue throughout the span of this Scheme.

Race equality is fundamental to achieving the LSC's core business. Achieving it cannot depend on a framework of compliance alone. It has to proceed from a genuine commitment and understanding. Nevertheless, compliance is a necessary part of a framework for meeting the duties. Compliance with the Act and the LSC Race Equality Scheme will be written into the LSC's Annual Instrument of Control from 2002 to 2003 onwards so



that all National Directors and Executive Directors take responsibility for managing implementation and avoiding the risk of the LSC's being prosecuted by individuals or subject to Commission for Racial Equality enforcement activity.

6 Meeting the Specific Duties through the Application of Current LSC Mechanisms

Major aspects of the specific duties will be met by the application of established LSC practice, and their refinements where necessary. For example, the duty to assess and consult on the impact of race equality will be met in large part by:

- *existing procedures for consultation on local strategic plans, and consultation with national stakeholders.*

The duty to monitor for adverse impact on race equality will be met in large part by the application of:

- *local equality and diversity impact measures;*
- *statistical analysis of learner recruitment, retention and achievement by age, race, sex and disability reported to Management Board each June and November;*
- *an analysis of answers to the equality and diversity questions in the National Learner Survey;*
- *the application of the Framework for Provider Performance Review; and*

- *the monitoring by racial group of teaching staff in further education colleges.*

The duty to publish the results of impact assessment and monitoring will be met in large part by the:

- *LSC Annual Report and the Annual LSC Equality and Diversity Report.*

The duty to ensure public access to the LSC's services will be met in large part by:

- *the development and application of a national translation policy by the Communications Directorate.*

The duty to train staff to meet the duties will be met in large part by;

- *a scoping exercise followed by the delivery of a corporate training programme by the HR Directorate.*

In addition to this largely national response to the duties, local LSCs may develop specifically local measures that add value to the overall Scheme. The potential for local variation is indicated in Part 2 of this Scheme in italics.

7 Learning and Skills Council Race Equality Complaints Procedure

The LSC grievance procedure and the procedure for complaining about providers will both enable complainants to complain of unfair treatment and / or discrimination on the grounds of race and any other factor related to their identity.

8 Consultation and Information

This Race Equality Scheme has been developed by a project team drawn from the Council's national directorates and a number of local LSCs.

In early draft form it was the subject of discussion at a national LSC equality and diversity training event in February 2002.

Its approach and content have been discussed at a number of directorate level staff meetings between February and April 2002. The detailed content of Part 2 has been developed directly with the senior LSC staff members responsible for the relevant area of work.

The Commission for Racial Equality has advised on the drafting of the Scheme.

The Scheme will be published in October 2002 in hard copy and placed on the LSC intranet and website. Articles about the Scheme will appear in internal and external LSC publications.

9 Positive Encouragement and Action

The LSC will initiate appropriate steps to reach out to ethnic minority learners who may be excluded from learning, and will take appropriate steps to diversify the range of providers which deliver learning. In particular the LSC will encourage and build the capacity of ethnic minority-led organisations to become providers.

10 Leading on Race Equality – Working in Partnership

The LSC will develop joint formal agreements on meeting the duties with national and local partners. Some key partners will themselves be covered by the Act. Agreements will be signed off by January 2003 with DfES, ALI, OFSTED, Learndirect, Connexions, AoC, LSDA, local

education authorities and local strategic partnerships.

11 The Specific Duties

The LSC is required to:

- Publish a Race Equality Scheme by 31 May 2002.

The Scheme will show which of the LSC's functions and policies are relevant to race equality and set out the LSC's arrangements for:

- assessing and consulting on the likely impact of policy on the promotion of race equality;
- monitoring its policies for any adverse impact on the promotion of race equality;
- publishing the results of such assessments and consultations;
- ensuring public access to its information and services;
- monitoring by racial group the number of teaching staff in all establishments for which it is responsible and publishing this data;
- training its staff in connection with these duties; and
- to ethnically monitor LSC staff in terms of:
 - overall numbers;
 - applications for employment;
 - receipt of training;
 - performance assessment;
 - grievance;
 - discipline;
 - ceasing employment; and
 - using positive action as may be appropriate.



The Learning and Skills Council: Race Equality Scheme

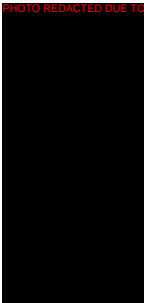
Part 2: Meeting the Duties

Function: Annual reporting

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
LSC Annual Report	Annual Report to report on the Council's main equality and diversity achievements (annually from September 02).	Annual Report will highlight main trends of impact assessment.	Annual Report	Translation policy to apply	Training policy to apply
Annual LSC Equality and Diversity Report	Annual LSC Equality and Diversity Report to report on the details of achievement (annually from November 02). <i>For both the above, local LSCs to provide data and examples of good practice.</i>	Annual Equality and Diversity Report to include full impact assessment. <i>Local LSCs will consider local equality and diversity progress reports that will include local impact assessment.</i>	Annual LSC Equality and Diversity Report <i>Local LSCs will consider publishing local equality and diversity progress reports.</i>	Translation policy to apply <i>Translation policy to apply</i>	Training policy to apply <i>Training policy to apply</i>

Function: Appointing governors to the governing bodies of further education institutions

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Governor appointments national guidance	National CRE/LSC/AoC guidance to colleges on meeting their duties under the Act published May 2002. <i>Local LSCs to advise colleges to work towards membership of governing bodies reflecting the diversity of their catchment and to use national CRE/LSC/AoC guidance (June 02 onwards).</i> <i>Local LSCs to ensure the use of CRE/LSC/AoC guidance to colleges with all college governors (June 02 onwards).</i>	National ethnic monitoring analysis of college governors available June 03 and annually. <i>Local LSCs to ethnically monitor college governing bodies from July 02 onwards.</i>	Annual LSC Equality and Diversity Report 03/04 onwards <i>Local reports as appropriate</i>	Translation policy to apply <i>Translation policy to apply</i>	Training policy to apply <i>Training policy to apply</i>



Function: Assessing and reviewing the performance of providers of post-16 education and training

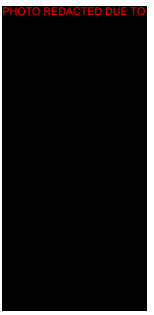
Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
<p>Provider Performance Review</p>	<p>Review of Provider Performance Review Framework to include treatment of equality and diversity and compliance with the Act (complete July 02).</p> <p>National Provider Performance Review guidance to include guidance on the Act (November 02).</p> <p>Consult with specialist national stakeholders on refined Framework April/May/June 02.</p> <p><i>Consult with specialist local stakeholders as appropriate.</i></p>	<p>National analysis of twice yearly Provider Performance Review assessments on equality and diversity from January 02.</p> <p>National analysis of impact of post Performance Review findings on equality and diversity to Management Board June/November 03 onwards.</p>	<p>Thematic analysis reflected in LSC Annual Equality and Diversity Report 03/04 onwards.</p> <p><i>Twice yearly local analysis reported to local LSCs from June/November 03 onwards.</i></p>	<p>Translation policy to apply</p>	<p>Training strategy to apply</p> <p><i>Training/briefing for colleges and other providers</i></p>

Function: Encouraging employers to participate in and contribute to the costs of post-16 education and training

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Workforce Development Strategy	See below – pages 50 - 51				
Contracting	Contracts with providers to include reference to LSC duties under the Act from July 02. <i>Contracts signed off July 02.</i>	June/November (02 onwards) learner analysis to Management Board to determine recruitment, retention and achievement by race. <i>Local data as above.</i>			
LSC Fee Contribution and Fee Remission		Unjustified disproportionately low rates for particular racial groups to trigger review of impact of funding mechanism.			
Black History Month 02	LSC Chair to address business audience on business case for equality and diversity October 02.		Report of event published October 02	Translation policy to apply	
Widening the range of providers	<i>Local LSCs to seek to engage ethnic minority led providers (June 02 onwards).</i>		Annual LSC Equality and Diversity Report (03/04 onwards) <i>As appropriate locally</i>	Translation policy to apply <i>Translation policy to apply</i>	<i>Training policy to apply</i>

Function: The provision of information, advice and guidance about education, training or connected matters

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
<p>Information, advice and guidance (IAG)</p>	<p>Operating guidance and operating contract to include requirement to meet the duties placed on the LSC by the Act (July 02 onwards).</p> <p>Guidance to ensure that local IAG partnerships consult specialist stakeholders on local needs and delivery plans and to encourage participation by ethnic minority organisations (July 02 onwards).</p> <p>Guidance to specify that information and advice to be based on interests and aptitudes alone (July 02 onwards).</p> <p>Agreement with Connexions and Learndirect on meeting the duties (January 2003).</p>	<p><i>Provider plans to be scrutinised by local LSCs for compliance with the guidance in respect of equality and diversity (July 02 onwards).</i></p> <p><i>Provider Performance Review (July 02 onwards).</i></p>	<p>Annual LSC Equality and Diversity Report 03/04 onwards</p> <p><i>Locally as appropriate</i></p>	<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p>	<p>Training policy to apply</p> <p><i>Training policy to apply</i></p>



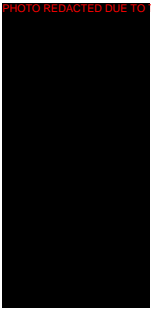
Function: Encouraging the participation in education and training of individuals over 16 years of age

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
<p>Funding</p> <p>Provision of additional funds in the form of disadvantage element.</p> <p>Learning support for individual learners</p>		<p>June/November (02 onwards) learner analysis to Management Board to determine recruitment, retention and achievement by race.</p> <p><i>Local data as above.</i></p> <p><i>Local Equality and Diversity Impact Measures 03/04 onwards.</i></p> <p>Mainstream race equality into new funding methodologies as they develop.</p>	<p>Annual LSC Equality and Diversity Report 03/04 onwards</p> <p><i>As appropriate locally</i></p>	<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p>	<p>Training strategy to apply</p> <p><i>Training strategy to apply</i></p>
<p>Local strategic planning</p>	<p><i>Local strategic plans/equality and diversity strategies include consultation with specialist stakeholders - identify outreach and marketing opportunities 03/04 onwards.</i></p> <p><i>Joint agreement with LEAs and Connexions on meeting the duties of the Act 03/04 onwards.</i></p>	<p><i>Equality and Diversity Impact Measures 03/04 onwards.</i></p>	<p><i>Strategies published</i></p>	<p><i>Translation policy to apply</i></p>	<p><i>Training strategy to apply</i></p>
<p>Marketing – national and local</p>	<p>All marketing activity to employ racially diverse images of learners as part of a race equality strategy.</p> <p>All marketing activity to consider targeting specific groups of under - represented learners nationally and locally.</p>			<p>Translation policy to apply</p>	
<p>Community Learning Advice to LEAs</p>	<p>Advice to include reference to meeting the needs of all racial groups.</p>	<p><i>Equality and Diversity Impact Measures.</i></p>			

Work Based Learning	Contracts to include requirement to meet the duties placed on LSC by the Act (July 02 onwards).				
Widening participation in higher education	<i>HE/FE consortia to include compliance with the requirements of the Act in their terms of reference (July 02 onwards).</i> Final report of WP in HE projects to evaluate equality and diversity issues (February 03).	June/November statistical analysis to Management Board (June 03 onwards).	Annual LSC Equality and Diversity Report 03/04 onwards As above	Translation policy to apply	
Basic Skills	National Delivery Plan to ensure that local plans take into account the needs of all communities and racial groups (March 03). <i>Local LSC consultation and needs analysis applies above as part of Strategic Planning.</i> Partnerships for progress to include common approach to meeting duties (September 02 onwards).	June/November statistical analysis to Management Board (June 03 onwards). <i>Equality and Diversity Impact Measures.</i>	<i>Locally as appropriate</i>	<i>Translation policy to apply</i>	
NVQ Verification	LSC themed additional verification to include equality and diversity pilot (September 02 – April 03). Consideration given to extending the pilot (April 03).	<i>Additional verification reports.</i>		Translation policy to apply	
Learner Survey	Survey consults representative sample of learners and asks about experiences of discrimination (01/02 and onwards).	Responses analysed (July 02). Findings analysed by racial group to determine differential experience (July 02).		Translation policy to apply	
Learner Health and Safety	National Framework for Learner Health and Safety requires local offices to ensure that providers apply health and safety to all learners and apply exemptions as necessary. <i>Local application of Framework.</i>	<i>Local LSCs to ensure that providers have arrangements in place to monitor learner health and safety by racial group.</i>	Reports on learner accident performance to Management Board quarterly and Council six monthly - to include relevant findings Policy statement on Learner Health and Safety to be placed on LSC website (September 02) <i>Local LSCs to report locally</i>	Translation policy to apply	

Function: Having due regard to the need to promote equality of opportunity

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Equality and Diversity Strategy	LSC Equality and Diversity Advisory Group and specialist stakeholders to advise on implementation annually (November 02 onwards). <i>Local Strategic Plans and Equality and Diversity strategies subject to consultation with specialist local stakeholders 03/04 onwards.</i>	Report to Management Board June/November 03 onwards). <i>Equality and Diversity Impact Measures 03/04 onwards.</i>	Annual LSC Equality and Diversity Report (November 02 onwards) <i>Local plans published</i>	Translation policy to apply <i>Translation policy to apply</i>	Training policy to apply <i>Training policy to apply</i>
LSC Race Equality Scheme	Operational from 31 May 2002 – 30 May 2005. Report to Management Board on implementation annually (November 03 onwards). <i>Equality and diversity reports to local LSCs to include assessment of Race Equality Scheme implementation.</i>	Impact assessed against agreed performance indicators. <i>Impact assessed against agreed performance indicators and Equality and Diversity Impact Measures.</i>	Annual LSC Equality and Diversity Report (November 02/03 onwards) <i>As determined locally</i>	Translation policy to apply <i>Translation policy to apply</i>	Training policy to apply <i>Training policy to apply</i>
FE College teaching staff	Teaching staff to be monitored by racial group.	Reported to Management Board annually November 03 onwards.	Annual LSC Equality and Diversity Report	Translation policy to apply	Training policy to apply
Commission for Black Staff	All recommendations to LSC to be implemented nationally and locally.				
Contracts	All national contracts to include appropriate reference to the requirements of the Act and LSC Equality and Diversity Strategy (July 02 onwards). <i>All local contracts as above (July 02 onwards).</i>	Report to Management Board (June/November 03 onwards).			



<p>Communications</p>	<p>Communications Directorate will ensure that LSC Equality and Diversity policies and achievements are reported (ongoing).</p> <p><i>Local communications as above.</i></p> <p>Communications Directorate will ensure that diverse images are used in its work where appropriate (ongoing).</p> <p><i>Locally as above (ongoing).</i></p> <p>Corporate translation policy scoped by Jan 03 (tbc) and in operation by June 03.</p> <p><i>Local application of above as appropriate.</i></p> <p>Communications Directorate will develop work with ethnic minority media where appropriate.</p> <p><i>Local application of above as appropriate.</i></p> <p>Publicity targeted at ethnic minority organisations nationally and locally where appropriate.</p> <p>Link LSC website to relevant websites – eg Black Business Online, CRE etc.</p> <p>Establish a Champions Group to identify and share best practice regarding race equality within marketing (July 02 and ongoing).</p> <p>LSC to be represented at relevant multiracial/multicultural events where appropriate (ongoing).</p> <p>Bulletin article on the Act and its implications (by September 02).</p>	<p>Recommendations available February 03.</p>		<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p>	
<p>Funding</p> <p>Favourable eligibility criteria to enable asylum seekers to be funded as home students</p>	<p><i>Local needs analysis to identify needs of asylum seekers (03/04 onwards).</i></p> <p><i>Local LSCs to ensure providers apply favourable eligibility.</i></p>	<p><i>Equality and Diversity Impact Measures (03/04 onwards).</i></p>	<p><i>Local Strategic Plan published locally</i></p>	<p><i>Translation policy to apply</i></p>	<p><i>Training policy to apply</i></p>

Ethnic Minority Student Achievement Grant (EMSAG)	<i>Devolved to local LSCs 03/04: informed by local needs analysis.</i>	<i>Equality and Diversity Impact Measures (03/04 onwards).</i> Annual report on EMSAG impact (September 03 onwards).	<i>Local Strategic Plan published locally</i> Annual LSC Equality and Diversity Report (03/04 onwards)	<i>Translation policy to apply</i> Translation policy to apply	<i>Training policy to apply</i> Training policy to apply
Local Initiative Fund (LIF)	Applications/plans for LIF to state how equality and diversity taken into account (July 02 onwards).	Analysis of equality and diversity in use of LIF annually July 03 onwards.	Annual LSC Equality and Diversity Report 03/04 onwards <i>Locally as appropriate</i>	<i>Translation policy to apply</i> <i>Translation policy to apply</i>	<i>Training policy to apply</i>
Further education colleges	<i>Colleges to be partners in local strategic planning and needs analysis (ongoing).</i> National CRE/LSC/AoC guidance to colleges on the Act published May 02. <i>Local LSCs to advise colleges on implementing the above guidance (June 02 onwards).</i> <i>Local LSCs to see the policies required of colleges by the Act from June – September 02 onwards.</i> <i>Provider Performance Review to assess college compliance with their duties under the Act (November 03 onwards).</i>	<i>College strategic plans to show compliance with the Act (03/04 onwards) and equality and diversity plans.</i> <i>Equality and Diversity Impact Measures.</i>	<i>Locally as appropriate</i> Published May 02	<i>Translation policy to apply</i>	<i>Training policy to apply</i>
Centres of Vocational Excellence (CoVEs)	Application for CoVE status requires demonstration of equality and diversity plans (ongoing). <i>Local LSCs evaluate this demonstration and ensure its robustness and application (ongoing).</i>	June/November statistical reports to Management Board. <i>Equality and Diversity Impact Measures.</i>	Annual LSC Equality and Diversity Report (03/04) <i>Locally as appropriate</i>	<i>Translation policy to apply</i> <i>Translation policy to apply</i>	<i>Training policy to apply</i> <i>Training policy to apply</i>
Recognising Excellence of colleges and other providers	Consultation on proposed arrangements to include questions about recognition of excellent equality and diversity practice (September 02). <i>Local applications of arrangements.</i>			<i>Translation policy to apply</i>	
Quality Improvement	Delivered through Performance Review, Standards Fund, Capacity Building (LIF, EMSAG etc), Area Inspection, etc. <i>Local applications.</i>	June/November statistical reports to Management Board. Dealt with throughout the Scheme.			

Reviewing and implementing the LSC Race Equality Scheme	National conference May 03. Report to Management Board.				
Standards Fund	<p>LSC will consult with relevant stakeholders on proposed funding arrangements annually (January 03 onwards).</p> <p>All proposals for Standards Fund will be required to show how they have taken race and equality and diversity into account (January 03 onwards).</p> <p>Standards Fund will support the work of the Commission for Black Staff in FE for 02/03.</p> <p>Standards Fund will support the middle and senior management leadership course for black managers delivered by LSDA for 02/03.</p> <p>Standards Fund will support a mentoring / placement programme for black staff for 02/03.</p> <p>Standards Fund will support the delivery of a programme of 'focus days' to identify the experience of black staff and the state of race relations in colleges for 02/03.</p> <p><i>Local LSCs to ensure that all local Standards Fund activity is required to demonstrate how it takes race and equality and diversity into account.</i></p> <p><i>Local LSCs to consider how to deploy Standards Fund to help meet the LSC's duties under the Act and its Equality and Diversity Policy.</i></p>	<p>Outcome analysed December 03/04/05.</p> <p>Analysis of requirement available December 03/04/05.</p> <p>Outcome analysed December 03.</p> <p><i>Analysis of how Standards Fund has achieved this impact available December 03/04/05.</i></p>	<p>DfES external evaluation of Standards Fund will evaluate compliance</p> <p>Annual LSC Equality and Diversity Report</p> <p>Annual LSC Equality and Diversity Report</p> <p>Annual LSC Equality and Diversity Report</p> <p><i>Locally as appropriate</i></p>	<p>Translation policy to apply</p> <p>Translation policy to apply</p>	<p>Training policy to apply</p>
Area Inspections	Will inspect for compliance with the Act (ongoing).		Annual LSC Equality and Diversity Report	Translation policy to apply	
Local Strategic Partnerships	<p>Local LSCs will initiate joint agreements on compliance with the Act (ongoing).</p> <p><i>Local LSCs will do as above</i></p>		Annual LSC Equality and Diversity Report	<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p>	Training policy to apply
Building the capacity of providers	The LSC will encourage and support the development of ethnic minority-led organisations to become providers.				



Function: Establishing local LSCs and the appointment of members

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Reorganisation	In establishing new local LSCs all consultative procedures will include specialist stakeholders nationally and locally. HR policy will be guided by core principles including a commitment to equality of opportunity. <i>New local LSCs will be subject to this scheme and to the LSC Equality and Diversity Strategy.</i>	Ethnic monitoring of staff – see HR and Corporate Services on pages 52-53.	Annual LSC Equality and Diversity Report (03/04 onwards)	Translation policy to apply	Training policy to apply
Appointing Council members	<i>Local LSCs to establish a target profile for membership defined against the population profile of their area (September 02).</i>	<i>Appointments monitored by race, sex, age and disability (September 02 onwards).</i>	<i>Locally as appropriate</i> Annual LSC Equality and Diversity Report (03/04 onwards)	<i>Translation policy to apply</i>	<i>Training policy to apply</i>

Function: Financial planning

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Annual Statement of Internal Control	Statement to include assessment of compliance with the duties placed on the LSC by the Act (July 02 onwards).				

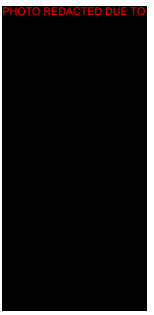


Function: Specifying the functions of local LSCs

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
All functions to be specified so as to comply with the requirements of the Act (June 02 onwards).					

Function: The exercise of supplementary functions including acquiring and disposing of property and entering into contracts for goods and services

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Contracting	<p>All tenders and contracts will require suppliers to exemplify the principles of the LSC Equality and Diversity Strategy and comply with the requirements of the Act (July 02 onwards).</p> <p><i>All tenders and contracts will require suppliers to exemplify the principles of the LSC Equality and Diversity Strategy and comply with the requirements of the Act (July 02 onwards).</i></p>		<p>Annual LSC Equality and Diversity Report (03 /04 onwards)</p> <p><i>Locally as appropriate</i></p>	<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p>	<p>Training policy to apply</p> <p><i>Training policy to apply</i></p>



Function: Funding of post-16 education and training

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Ensuring 16 – 19 year-old learners have appropriate priority		June/November learner analysis to Management Board to determine recruitment, retention and achievement by race (June 02 onwards). <i>Local data as above.</i>	Annual LSC Equality and Diversity Report (03/04 onwards).	Translation policy to apply	
Development of common LSC approach to post-16 funding	Mainstream race equality into new funding methodologies as they develop.	Unjustified disproportionately low rates for particular racial groups to trigger review of impact of funding mechanism.			
Access funds to FE colleges, sixth form colleges and school sixth form providers		<i>Application of DfES terms and condition statement requiring equal opportunity.</i> <i>Provider plans scrutinised by local LSCs.</i> National and local data analysis as above.			
Operational Programme Guidance – Development and Implementation	Review of Operations Guide to ensure consistency with duties under the Act (annually – July 02 onwards). Protocol developed to ensure race equality covered in quarterly updates to Operations Guide (September 02).	Review assessed (annually July 02 onwards).	Annual LSC Equality and Diversity Report (03/04 onwards)	Translation policy to apply	Training policy to apply

Function: The work of the Young People’s Learning Committee and the Adult Learning Committee

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
All relevant	<p>The Committees will require all policy proposals and other papers coming before them to demonstrate having taken the LSC Equality and Diversity Strategy into account and compliance with the duties under the Act (ongoing July 02 onwards).</p> <p>The committees will receive race equality reports each June and November 03 onwards.</p> <p><i>Locally as relevant and as above.</i></p>	<p>The Committees will satisfy themselves that both the Strategy and the Act have been taken into account (ongoing July 02 onwards).</p> <p><i>Locally as relevant and as above.</i></p>	<p>Annual LSC Equality and Diversity Report (03/04 onwards)</p> <p><i>Locally as relevant</i></p>	<p>Translation policy to apply</p> <p><i>Locally as relevant</i></p>	<p>Training policy to apply</p> <p><i>Training policy to apply</i></p>

Function: Funding school sixth forms

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Sixth Form Funding Policy Real Terms Guarantee		<p>When data available, reports and analysis that indicate unjustified disproportionately low rates of recruitment, retention and achievement for particular racial groups to trigger review of funding mechanism.</p>	<p>As available and in Annual LSC Equality and Diversity Report</p>	<p>Translation policy to apply</p>	<p>Training policy to apply</p>
Access funds to sixth form colleges and school sixth form providers		<p>As above (see Funding of post-16 education and training pages 30-31).</p>			

Function: Providing guidance to local LSCs

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Guidance to local LSCs	All national guidance to local LSCs to identify relevant equality and diversity issues and action points (ongoing). <i>Local strategic plans incorporate national guidance and subject to specialist stakeholder consultation.</i>	<i>Equality and Diversity Impact Measures.</i>	<i>Locally as appropriate</i>	Translation policy to apply <i>Translation policy to apply</i>	Training policy to apply <i>Training policy to apply</i>
Equality and Diversity Guidance	Will be provided throughout the span of this Scheme.			Translation policy to apply	Training policy to apply

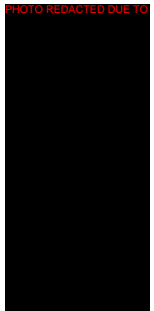
Function: Having due regard to the needs of persons with learning difficulties

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Specialist College Placements	Revised circular to contain requirement to ethnically monitor all stages of the placement procedure (August 03). Revised circular will require specialist colleges to publish an equality and diversity policy, to be reviewed annually, beginning in August 03. Specialist colleges to be required to promote their policy in publicity materials from August 03. Discussions with Connexions to determine how memorandum of understanding with LSC can cover mutual compliance with Act (by September 03). <i>Local agreements / memoranda with Connexions in place by January 04.</i>	Data reported on in November and June beginning 2003. Provider Performance Review 03. <i>Provider Performance Review 03.</i> Provider Performance Review 03. <i>Equality and Diversity Impact Measures.</i>	Annual LSC Equality and Diversity Report Provider Performance Review 03 <i>Provider Performance Review 03</i> Provider Performance Review 03 <i>Locally as appropriate</i>	Translation policy to be applied as appropriate – and to determine applications to non-standard formats Translation policy to be applied as appropriate – and to determine applications to non-standard formats Translation policy to be applied as appropriate – and to determine applications to non-standard formats Translation policy to be applied as appropriate – and to determine applications to non-standard formats	Training scoped September 02 National training delivered by January 03 <i>Local training delivered by January 04</i> <i>Local training delivered by January 04</i>

Boarding policy for specialist colleges	Boarding provision will be made on basis of need and irrespective of racial group. College policies to ensure needs of particular racial groups are met.				
Funding for additional learning support (ALS)	Trawl of local LSCs for good outreach / recruitment practice by March 03. To be fed into strategic planning guidance 03/04. <i>Local analyses of ethnic breakdown of recipients of ALS across sectors. (annually from November 03)</i>	<i>Analysis used to inform EDIMS and strategic plan (November annually from 03).</i>	Strategic Planning guidance published 03/04 <i>Locally as appropriate</i>	Translation policy to apply <i>Translation policy to apply</i>	Training policy to apply <i>Training policy to apply</i>
Supporting learners with learning difficulties in post-16 learning	LSC policy on mainstreaming meeting the needs of learners with learning difficulties published January 03. Consultation with stakeholders September 02.	November and June statistical analysis to Management Board from June 03. As above. Performance review. <i>Performance review.</i>	Annual LSC Equality and Diversity Report 03/04 onwards Performance review reports <i>Performance review reports</i>	Translation policy to apply <i>Translation policy to apply</i>	
Supporting learners with learning difficulties in Work Based Learning (WBL)	As for post-16 learning. Contract with WBL providers to include reference to compliance with duties (from July 2002). <i>Local applications of contract.</i>	As for post-16 learning. Annual LSC Equality and Diversity Report. Performance review 03.	As for post-16 learning	As for post-16 learning	As for post-16 learning

Function: Local LSC planning

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
National strategic planning guidance 03/04 to include guidance on equality and diversity, compliance with the duties under the Act and Equality and Diversity Impact Measures	<p>Local strategic plans assessed for equality and diversity content (03/04).</p> <p><i>Specialist local stakeholders consulted on local plan (July 02).</i></p> <p><i>Local plans to include Equality and Diversity Impact Measures.</i></p> <p><i>Local Business Plans to take account of equality and diversity plan.</i></p>	<p>Feedback provided by National Strategic Planning team and Equality and Diversity team (October – January 02/03).</p> <p><i>Feedback considered (July/August 02).</i></p> <p><i>Feedback considered (July/August 02).</i></p> <p><i>Analysis of progress measured against EDIMs to Management Board June/November annually from June 03.</i></p>	<p>Plans published nationally and locally (March 03)</p> <p><i>Local plan published locally</i></p> <p><i>Locally as appropriate</i></p> <p><i>Locally as appropriate</i></p>	<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p> <p><i>Translation policy to apply</i></p> <p><i>Translation policy to apply</i></p>	<p>Training policy to apply</p> <p><i>Training policy to apply</i></p>
Local Equality and Diversity Plans	<i>As above</i>		<i>As above</i>	<i>As above</i>	<i>Training policy to apply</i>
Mainstreaming Equality and Diversity	<p><i>All local LSC plans to demonstrate how they take into account the requirements of the Act and equality and diversity (July 02 onwards).</i></p> <p><i>National equality and diversity guidance used to inform local LSC planning (ongoing).</i></p>		<i>As above</i>	<i>As above</i>	<p><i>Training policy to apply</i></p> <p><i>Training policy to apply</i></p>



Function: Research

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
<p>Research</p>	<p>All proposals for national LSC research to be consulted on with the National Equality and Diversity Team.</p> <p>A Research User Panel to be established to include equality and diversity expertise by December 02.</p> <p>List of call-off contractors to be expanded with equality and diversity expertise by June 02.</p> <p>All LSC research proposals to be required to show how they will take equality and diversity into account wherever relevant (July 02 onwards).</p> <p>Specialist stakeholders to be consulted on major research proposals.</p> <p><i>Local research will apply the above.</i></p> <p><i>Local research will be used to guide the application of equality and diversity policy and the meeting of the duties under the Act as appropriate (ongoing).</i></p> <p><i>Local LSCs will support Strategic Planning of equality and diversity with appropriate research.</i></p>	<p>Assessment of impact on research proposals available December 03/04/05.</p> <p>Assessment of impact on research proposals available December 03/04/05.</p> <p>Analysis of impact on consultants available December 03/04/05.</p> <p><i>Local strategic plans will reflect research findings.</i></p>	<p>Impact assessment published in Annual LSC Equality and Diversity Report 02/03 onwards</p> <p>Published in Annual LSC Equality and Diversity Report 02/03 onwards</p> <p><i>Equality research findings published as appropriate Strategic plans published annually</i></p>	<p>Details of relevant research posted on LSC website</p> <p>Translation policy to apply to research</p> <p><i>Publications will ensure access</i></p> <p><i>Translation policy to apply</i></p>	<p>By March 03</p> <p><i>Local research staff trained by December 03</i></p>



Function: Securing the provision of proper facilities for education and training for persons aged 16 –19

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Provider reorganisation process (PRP)	Criteria relating to the Act used to guide PRP from December 02 onwards.	Process monitored for compliance nationally and locally.	Annual LSC Equality and Diversity Report 03/04 onwards	Translation policy to apply	Training policy to apply
Capital investment policies	Provider's capital investment proposals to demonstrate how requirements of the Act taken into account (September 02 onwards).	Proposals monitored nationally and locally.	Annual LSC Equality and Diversity Report 02/03 onwards	Translation policy to apply	Training policy to apply
Capital applications	<p>Application procedure to require demonstration of how application has taken account of the duties under the Act. Criteria published in LSC Capital Criteria (July 02).</p> <p>Project proposals to be required to demonstrate how facilities meet the needs of all racial groups (eg prayer facilities, facilities for men and women etc) (September 02 onwards).</p>	<p>Applications monitored nationally and locally.</p> <p>Proposals monitored nationally and locally.</p>	<p>Annual LSC Equality and Diversity Report 02/03 onwards</p> <p>Annual LSC Equality and Diversity Report 02/03 onwards</p>		

Function: Securing the provision of reasonable facilities for education and training for persons aged 19 or over (other than higher education)

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Provider reorganisation process (PRP)	Criteria relating to the Act used to guide PRP from December 02 onwards.	Process monitored for compliance nationally and locally.	Annual LSC Equality and Diversity Report 03/04 onwards	Translation policy to apply	Training policy to apply
Capital investment policies	Capital investment proposals to demonstrate how requirements of the Act taken into account (September 02 onwards).	Proposals monitored nationally and locally.	Annual LSC Equality and Diversity Report 02/03 onwards	Translation policy to apply	Training policy to apply
Capital applications	<p>Application procedure to require demonstration of how application has taken account of the duties under the Act. Criteria published in LSC Capital Criteria (July 02).</p> <p>Project proposals to be required to demonstrate how facilities meet the needs of all racial groups (eg prayer facilities, facilities for men and women etc) (September 02 onwards).</p>	<p>Applications monitored nationally and locally.</p> <p>Proposals monitored nationally and locally.</p>	<p>Annual LSC Equality and Diversity Report 02/03 onwards</p> <p>Annual LSC Equality and Diversity Report 02/03 onwards</p>	<p>Translation policy to apply</p> <p>Translation policy to apply</p>	
Centres of Vocational Excellence (CoVEs)	All applications for CoVE status will be required to demonstrate how they have taken into account the duties under the Act by September 02.	Applications monitored for compliance.	Annual LSC Equality and Diversity Report 02/03 onwards	Translation policy to apply	

Function: Securing and funding the provision of work experience for young people

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Education Business Links (EBL)	National guidance will be developed on race equality for use in local EBL Consortia (December 02). <i>National guidance followed by local LSCs and EBL Consortia.</i>	Will come on stream with the availability of school data (September 03 – expected). <i>Will come on stream with the availability of school data (September 03 – expected).</i>	Annual LSC Equality and Diversity Report <i>Local LSCs to determine</i>	Translation policy to apply <i>Translation policy to apply</i>	LSC/EBL training operational from September 03 <i>Local LSC/EBL Consortia training operational from September 03</i>
Modern Apprenticeships (MAs)	Contracts to require fair access and fair treatment - appropriately meeting the requirements of the Act (July 02 onwards). <i>Contracts signed off.</i> <i>Equality and Diversity Impact Measures (03/04 onwards).</i> National targets for the recruitment, retention and achievement of women and ethnic minorities in MAs published June 03 – to be revised annually. National policy development event on race equality in MAs to be held in partnership with Black Enterprise and Training Group September 02.	Complaints of discrimination/unfair treatment to be monitored nationally and locally (ongoing). <i>June/November analysis to Management Board (November 03 onwards).</i> June/November analysis to Management Board (November 03 onwards). Key findings to feed into planning advice to local LSCs - October/November 02. <i>Local LSC strategic planning takes key findings into account.</i>	Annual LSC Equality and Diversity Report 01/02 onwards. <i>Locally as appropriate</i> Annual LSC Equality and Diversity Report 03/04 Report published October 02 Annual LSC Equality and Diversity Report 03/04	Translation policy to apply <i>Translation policy to apply</i> Translation policy to apply	Training policy to apply <i>Training policy to apply</i> Training policy to apply
Marketing	To target ethnic minorities			Translation policy to apply	
Funding		<i>If data indicates unjustifiable differential access by racial group, possible causes, including the funding formula, will be examined nationally and locally.</i>			

Function: Strategic planning

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Corporate Plan	<p>Corporate Plan to set out high level equality and diversity commitments (annually from 03/04).</p> <p>Specialist national stakeholders consulted annually (April/May 03 onwards).</p> <p>Consultation considered and acted on annually (June 03).</p>		Corporate Plan published annually (03 onwards)	Translation policy to apply	Training policy to apply
Strategic Planning (See Local LSC Planning pages 38-39)					



Function: Workforce development

Policy	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
<p>Workforce Development Strategy (WfD)</p>	<p>Draft WfD strategy subject to specialist equality and diversity consultation (July 02).</p> <p><i>Local consultation with stakeholders (July 02).</i></p> <p>Final strategy to establish equality and diversity benchmarks (time to be determined).</p> <p>Final strategy to guide action on ethnic minority employment needs.</p> <p>Final strategy to consider race equality as a factor in sector pilots.</p> <p><i>Local Equality and Diversity Impact Measures to apply to WfD strategy (03/04 strategic plans).</i></p> <p>Contracts with providers to include reference to duties under the Act. National office to provide template clause (July 02).</p> <p><i>Contracts signed off by local LSCs.</i></p>	<p>Results of consultation considered (August 02).</p> <p><i>Results of consultation fed into strategy development (July 02).</i></p> <p>Analysis of participants, retention and achievement in June 03 and November 03.</p> <p><i>Analysis of participants, retention and achievement in June 03 and November 03.</i></p> <p>Provider Performance Review.</p> <p>Provider Performance Review.</p>	<p>Final strategy published September 02</p> <p><i>On local website</i></p> <p>Annual LSC Equality and Diversity Report 03/04</p> <p><i>On local website</i></p> <p>Provider Performance Review reports</p> <p><i>Provider Performance Review reports</i></p>	<p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p> <p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p> <p>Translation policy to apply</p> <p><i>Translation policy to apply</i></p>	<p>Training strategy to apply</p> <p><i>Training strategy to apply</i></p> <p>Training strategy to apply</p> <p><i>Training strategy to apply</i></p> <p>Training strategy to apply</p> <p><i>Training strategy to apply</i></p>



Function: HR and Corporate Services

(Management responsibility: Director of Human Resources and Corporate Services)

Policy Areas	Duty Assessing and consulting on impact on race equality	Duty Monitoring for adverse impact on race equality	Duty Publishing results	Duty Ensuring public access to LSCs by all racial groups	Duty Staff training to meet the duties
Resourcing	Develop a three-year schedule of priorities reviewing policies for adverse impact.	Collect monitoring information by racial group. Half yearly commencing March 03.	Analysis published in Annual LSC Equality and Diversity Report 03/04	Translation policy to apply	Communication strategies for Race Equality Scheme to be developed for each local LSC/ Directorate by March 03.
Supplier Diversity Policy	To include the policies listed on page 54. (Annually commencing December 02).		Local and directorate level analysis published on LSC website	All employment opportunities advertised on LSC website	Scope out training strategy to equip staff to deliver duties under the Act by September 02.
Performance Management & Reward	Develop a comprehensive Monitoring Plan to provide benchmark data systems. To include: <ul style="list-style-type: none"> • job applications; • training; • promotion; • performance ratings; • reward; • harassment, grievance & disciplinary procedures; and • leavers by May 02.	Compare employee data against agreed benchmarks eg census data. Identify disproportionate adverse impact using 4/5th rule.	Annual LSC Equality and Diversity Report	Translation policy to apply	Deliver training strategy by June 03.
Organisational Development Information Systems	Consult with staff from different racial groups via employee survey, employee representative forum, focus groups. Annually commencing September 02. (local and directorates) Consultation to include: <ul style="list-style-type: none"> • perceptions of LSC as an equality/diversity employer; and • special needs eg prayer facilities; catering facilities; special dietary needs by March 03. Consult externally with different racial groups regarding the perceptions of LSC as an equality/diversity employer. Annually commencing March 03.	Review policies and practices, taking into account findings of assessment, consultation and monitoring.		Translation policy to apply	
Legal	Review contracting entered into by LSC to ensure compliance with the requirements of the Act by March 03.			Translation policy to apply	

National Framework of Policy/Activity Areas Covered by the LSC Race Equality Scheme

HR and Corporate Services Policies

Resourcing

Retention

Employee transfers

Recruitment

Promotions

Secondments

HR planning

Organisational and employee flexibility

Learning and development

Induction policy and staff training

Equality and diversity in employment

Positive action

Performance management

Reward management

Pensions

Retirement

Contracting

Health and safety

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