

## Single Equality Strategy

City Training Services (CTS) is part of the Bradford College group and embraces the range of resources and support available within all aspects of college life. This strategy demonstrates the commitment of CTS to valuing the rich social and cultural diversity in which it operates.

In implementing this strategy, we:

- Adhere to all relevant legislation and codes of practice, and ensure their implementation
- Endeavour to ensure equality of opportunity for every client, learner, volunteer and member of staff
- Encourage staff, learners, delivery providers, employers, other clients and agencies to treat people fairly and equitably
- Seek to ensure that recruitment, guidance, selection, training, employment at any stage, is based solely upon objective and work / training related criteria
- Seek to provide promotional and information materials that are readily understood and non-discriminatory
- Support the principle of positive action, particularly where it can influence balance or under-representation
- Seek to exclude unlawful or unfair discrimination from any programme or activity
- Do not tolerate intimidation, bullying or harassment in any form
- Strive to ensure that grievances are immediately addressed and quickly resolved
- Aim to communicate these principles to clients, agencies and others
- Monitor the impact of this strategy and set appropriate targets.

### Equality Statement

City Training Services (CTS) supports the principles of equality in all its activities and is committed to tackling inequality and discrimination, advancing equality of opportunity and promoting good relations for all. CTS seeks to ensure that this commitment is reflected in everything that it does, and believes that equality is one of its key values and must be embedded into all aspects of the business. All staff and students have responsibilities in relation to equality and diversity. They are all encouraged to build awareness of equality and actively challenge instances of inequality, helping remove barriers to access, achievement and progression. CTS will not tolerate discrimination or harassment of any employee or participant, from any person or organisation involved in its activities.

Equality of opportunity has the highest importance for employees and learners and CTS recognises that diversity within employment and learning is an important part of our mission. CTS celebrate the differences in people and the contributions that can be made to its aims and activities.

Where groups of people are identified as at a disadvantage or under-represented, we take positive action to encourage applications from such groups. This does not, in any way influence selection criteria. All staff and learners are selected solely on the basis of their ability to perform their role, or undertake training and work experience. Information about gender, age, ethnic origin and disability is collected for statistical purposes only.

## **Equality Impact Assessment**

CTS will use a range of methods to test the impact of this strategy on business activities and services.

Methods will include:

- Analysis of qualitative data gathered from employees via appraisals, team meetings, discussions and fora
- Analysis of quantitative data gathered from employee surveys
- Analysis of qualitative data gathered from customers via review meetings, discussions, complaints, feedback and fora
- Analysis of quantitative data gathered from customer surveys.
- Comparison with external benchmarks.
- Observation of practice through graded observations as well as equality and diversity walkthroughs

## **Equality and Diversity Impact Measures**

Targets to promote equality and diversity will be set out in the annual Quality Improvement Plan which is reviewed regularly throughout the year.

Overall responsibility for Equal Opportunity and Diversity lies with Richard Hinchliffe (Chief Executive). Co-ordination and monitoring across our activities is delegated to Tracey Scott-Milner (Operations and Performance Executive), with direct implementation within each programme discharged by the respective senior managers, Team Managers and staff.

The senior management team and the Quality Support Services annually review this policy.