

Staff Equality and Diversity Action Plan 2015 to 2020

Introduction

This action plan sets out the University's equality objectives for the period 2015-2020 in line with the University's strategic plan. These high level objectives support the University's commitment that all students, staff, visitors, and others we have contact with, are treated fairly, equitably and with dignity and respect.

Equality and Diversity issues are not considered to be the responsibility of specialist individuals at the University but are intended to form part of a mainstreamed approach towards equality of opportunity that is reflective of the culture and ethos of the university. The University adopts an evidence based approach to planning, implementing and evaluating its impact on Equality and Diversity.

Protected Characteristics

Each action plan objective is related to at least one of the Equality Act protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Equality Duty

The objectives also support at least one element of the Equality Act equality duty to:

- Eliminate unlawful discrimination on the grounds of a protected characteristic;
- Advance equality of opportunity between people who share a protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and people who do not.

By developing this plan and taking action to meet the objectives we will contribute towards meeting the Specific duties of the Equality Duty. A more detailed rolling action plan developed through the Staff Equality Forum provides additional details to this 5 year plan and should be referred to to ascertain on-going progress. The rolling action plan will contain specific actions to address current issues or emerging concerns as well as detailed steps to achieve the overall objectives within this plan.

An Annual report will be provided to the University Management Team and the Board of Governors with regard to progress made in relation to the Action Plan to provide assurance that the University is fulfilling its responsibility.

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| Equality Actions | Success Measures | Protected Characteristics | | | | | | | | Equality Duty | | | | |
|--|--|---|------------|---------------------|-------------|------------------------------|-----------------------|------|--------------------|---------------|--------------------|-----------------------------------|---------------------------------|-----------------------|
| | | Age | Disability | Gender Reassignment | Partnership | Marriage & Civil Partnership | Pregnancy & Maternity | Race | Religion or belief | Sex | Sexual orientation | Eliminate unlawful discrimination | Advance equality of opportunity | Foster Good Relations |
| Objective 1 – Mainstream the Equality Duty into the everyday business of the University | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ● | ● | ● | |
| <i>Rationale – Equality and Diversity considerations increasingly become core to the day to day work and values of the University such that equality issues become embedded, thought about up-front and evidenced. This objective focuses on the processes the University needs to take to ensure Equality and Diversity becomes fully embedded.</i> | | Responsibility | | | | | | | | | | | | |
| Priorities | Measures | | | | | | | | | | | | | |
| a) The University Management Team/Senior Management Team to identify the key activities and outcomes required to embed equality and diversity firmly in the leadership and governance of the University. | i) Member of UMT appointed to provide corporate leadership. ii) Equality and Diversity to remain a key University strategic value. | UMT responsibility for Equality and Diversity | | | | | | | | | | | | |
| b) Ensuring Equality is considered for all new and amendments to policy, procedure, practice and activities that affect staff. | i) Completion of Equality Impact Assessments in accordance with University policy and procedure for all policy, practice, procedures and activities the university undertakes. ii) Equality Analysis training undertaken for key post holders to ensure competent completion of the above. iii) Implement online Equality Impact | Director of Human Resources | | | | | | | | | | | | |

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| | assessment tool making the process more robust, efficient and managed. | |
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|--|--|----------------------------------|------------|---------------------|-------------|------------------------------|-----------------------|------|--------------------|-----|--------------------|-----------------------------------|---------------------------------|
| | | Age | Disability | Gender Reassignment | Partnership | Marriage & Civil Partnership | Pregnancy & Maternity | Race | Religion or belief | Sex | Sexual orientation | Eliminate unlawful discrimination | Advance equality of opportunity |
| Objective 2 – Raise awareness of equality issues and increase the visibility of equality initiatives amongst staff | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ● | ● | ● |
| Rationale – To support the embedding of good practice across the University ultimately changing the culture and behaviour of staff. All staff need to be aware of and embrace the University’s approach to equality and Diversity, their responsibilities and the support and information available. | | Responsibility | | | | | | | | | | | |
| Priorities | Measures | | | | | | | | | | | | |
| a) Promote awareness and understanding of the Equality Act 2010 and the Public Sector Equality Duty to all staff. | <div>i) E&D on agenda for UMT and SMT meetings – minutes and issues forwarded by the Staff Equality Forum.</div> <div>ii) Develop multi-channel communications plan including special UNify e-newsletter editions and intranet pages.</div> <div>iii) Ensure on line training completed by all new and existing staff, and completed again every three years. Compliance reported on quarterly and followed up.</div> <div>iv) Staff development programmes to incorporate Equality and Diversity focus.</div> | UMT, Director of Human Resources | | | | | | | | | | | |

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| | v) All Line managers to complete Managing a Diverse Team workshop. | |
| b) Have an active Staff Equality forum with senior management lead and representatives from all areas of the university empowered to raise concerns, communicate to their area and contribute to a rolling action plan of activities. | <p>i) Role and responsibilities of Equality forum representatives clarified. Methods of feedback and communication channels identified to enable engagement between all areas of the University and the Equality forum. Representatives to have a route into the School/ Department Senior Management meetings to ensure regular agenda items.</p> <p>ii) Production of meeting minutes and an annual report of the main issues and actions arising during the academic year. Progressed to UMT and SMT meetings for consideration.</p> <p>iii) Rolling action plan published and accountable to UMT continually addressing current issues and detailing initiatives to address all areas of the Equality Duty and University priorities.</p> | UMT, Director of Human Resources |
| c) Develop Equality and Diversity pages on web to ensure staff have access to information. | <p>i) Equality and Diversity information updated and published on the web ensuring compliance with legislative requirements.</p> <p>ii) Information and signposting made available to internal services and external organisations for staff</p> | Director of Human Resources, Clerk to the Governors |

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| | <p>experiencing difficulties within and external to University.</p> <p>iii) Complaints process transparent, accessible and encouraging for staff experiencing equality issues.</p> | |
| d) Actions following Equal Pay Audit | i) Recommendations resulting from the Equal Pay Audit implemented. | UMT |

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| | | Age | Disability | Gender Reassignment | Partnership | Marriage & Civil Partnership | Pregnancy & Maternity | Race | Religion or belief | Sex | Sexual orientation | Eliminate unlawful discrimination | Advance equality of opportunity |
| Objective 3 – Monitor and improve staff disability disclosures and monitor the implementation of reasonable adjustments across the University | | | ✓ | | | | | | | | ● | ● | ● |
| Rationale – Staff with a disability may have specific needs that the University has a legal duty to consider. Disclosure within the University is below what is considered to be actual levels based on national statistics: currently 5% of staff disclose a disability, national statistics show 16% of working age adults have a disability(Office for Disability Issues and Department of Work and Pensions, Jan 2014) | | Responsibility | | | | | | | | | | | |
| Priorities | Measures | | | | | | | | | | | | |
| a) Improve levels of disclosure for staff who consider they have a disability. | i) Effective multichannel communications to highlight reasons and benefits of disclosure assuring confidentiality. ii) Promote and increase the use of HR self-service in ABW to all staff to record disability data. | Director of Human Resources | | | | | | | | | | | |
| b) Document and report on reasonable adjustments requests and those made for staff and impact. | i) Regular review of adjustments requested and made through line managers and HR. Information used to identify areas of focus, to inform university decision makers and identify consistency. Use headline information to inform staff in communications of | Director of Human Resources | | | | | | | | | | | |

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| | <p>the approach the University takes to considering adjustments.</p> <p>ii) Annual report to include adjustment information.</p> | |
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| | | Age | Disability | Gender Reassignment | Marriage & Civil Partnership | Pregnancy & Maternity | Race | Religion or belief | Sex | Sexual orientation | discrimination | Eliminate unlawful | Advance equality of opportunity |
| Objective 4 – Monitor and improve staff equality information disclosure for all other protected characteristics | | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ● | ● | ● |
| Rationale – To more accurately analyse and assess the equality profile of staff; identify underrepresented groups; enable accurate equality monitoring for use in Equality Impact assessments; to inform action planning. | | Responsibility | | | | | | | | | | | |
| Priorities | Measures | | | | | | | | | | | | |
| a) Improve self service diversity completion for all protected characteristics captured in ABW | <div>i) Effective multichannel communications campaign to highlight reasons and benefits of disclosure assuring confidentiality.</div> <div>ii) Promote and increase the use of HR self-service in ABW to all staff to record Equality data.</div> <div>iii) Diversity completion report on monthly basis for 6 months whilst campaign ongoing to improve completion. Annual report thereafter.</div> | Director of Human Resources | | | | | | | | | | | |

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| b) Produce an annual equality monitoring report for staff to identify completion rates. | i) Equality Monitoring report produced July each year used to inform Equality Forum, UMT/ SMT and Equality Impact assessments. | Director of Human Resources |
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| | | Age | Disability | Gender Reassignment | Marriage & Civil Partnership | Pregnancy & Maternity | Race | Religion or belief | Sex | Sexual orientation | discrimination | Eliminate unlawful | Advance equality of opportunity |
| Objective 5 – Monitor and improve progression and promotion of staff in underrepresented groups | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ● | ● | ● |
| Rationale – To identify areas where staff with a protected characteristic may be underrepresented and benefit from additional support. University data highlights underrepresented groups in areas such as BME and female employees in senior roles. | | Responsibility | | | | | | | | | | | |
| Priorities | Measures | | | | | | | | | | | | |
| a) Equality Monitoring Report to be used by Equality Forum to review the equality profile and develop action plan to support underrepresented groups. | i) Underrepresented groups identified and actions implemented to encourage recruitment, progression and promotion of staff in identified areas. | Director of Human Resources | | | | | | | | | | | |
| b) Ensure recruitment policies, procedures and practices not only comply with equalities obligations but enhance experience of staff for those with protected characteristics. | i) Recruitment practices and guides reviewed on an annual basis to ensure compliance with legislation and good practice, giving consideration to protected characteristic groups. ii) Recognition of commitment to employ, keep and develop individuals with | Director of Human Resources | | | | | | | | | | | |

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| | <p>protected characteristics for example, Two Ticks, Stonewall, Time to Change. Equality forum to assess schemes and determine as appropriate.</p> <p>iii) Equality data of recruitment activity evaluated to identify trends, underrepresented groups and opportunities to improve.</p> | |
| c) Identify ways to increase numbers of female staff who are research active and successful in appointment of Associate Professor Development Scheme and Professor roles. | <p>i) REF Equality impact assessment recommendations accounted for and actions developed.</p> <p>ii) Focus groups used as a means to help identify appropriate and realistic actions.</p> | Director of Human Resources and Director of Research, Impact and Enterprise |