

Equality Action Plan and Equality Outcomes

Section 1-Corporate Issues

Area/Function	Action	Responsibility	Timescale	Progress to date	Evidence/ EO (Equality Outcome)	Protected Characteristics
1.1 Training and guidance	1.1.1 Review current staff training programme and identify specific training requirements needed to integrate equality good practice within the curriculum	HoS	By 31 July 2013 & annually		E&D annual report EO: Better informed staff will lead to increased NSS satisfaction scores	All
	1.1.2 Identify a programme of training for the specialist areas of equality training	HR	By 31 July 2013, and once every two years thereafter		E&D annual report EO: Decrease in complaints related to all protected characteristics	All
	1.1.3 To present and support a	HR	On-going (for annual		EO: Increase in disclosure/declaration	Disability

<p>positive view of disability within the University, particularly for staff; emphasising the removal of barriers, the support available, and contributing to a change of perceptions both for disabled and non-disabled constituents.</p>		<p>review)</p>		<p>of disability</p>	
<p>1.1.4 Managers must ensure that staff attend all identified equality training programmes</p>	<p>HoS</p>	<p>Annually</p>	<p>All REF champions, Heads of School and members of the REF Steering Group have undertaken appropriate Equality training</p>	<p>List of staff with training records EO: Ensures all staff are aware of their duties towards general and specific equality duties thus reducing any equality related incidents.</p>	<p>All</p>

1.2 Procurement	1.2.1 Update and maintain the procurement process to ensure that contractors, goods and services providers are aware of and comply with the University Equality & Diversity framework	Finance	By 31 July 2013 & annually		Procurement policy University Intranet EO: Ensures contractors/suppliers fulfil their role in promoting equality and diversity. Extends the University's role in fostering good relations between people who share a protected characteristic and those who do not	All
1.3 Inclusivity	1.3.1 Include disability as an integrated feature of the university business strategy to avoid the possibility of disability issues being treated as a bolt on feature.	VP & DVC	Annually		EO: Reduction in disability-specific reports.	Disability
1.4 Accessibility	1.4.1 Facilitate knowledge transfer	Communications/HoS	Ongoing throughout		Ongoing and regular schedule of training	Disability

	in producing accessible information in online Word, PDF and web documents.		period of plan up to end of 2013		events. EO: Reduction in non-accessible documents	
	1.4.2 Introduce a process for supporting visitors; including prior and contemporary disclosure of disability, and collecting feedback.	DAETG/HR	July 2013		Process defined and initiated. EO: Positive feedback from visitors.	Disability
	1.4.3 Assess the extent and nature of any accessibility issues related to the use of the University's current Virtual Learning Environment (VLE), Blackboard/WebCT.	HoIS	July 2013		Accessibility report on VLE. Accessibility as a non-negotiable requirement in any new VLE tender. EO: An accessible VLE.	Disability

<p>1.4.4 Ensure that all new internally developed software systems are accessible and to review existing in-house software and take remedial action where necessary</p>	<p>HoIS</p>	<p>Ongoing throughout period of plan up to end of 2013</p>		<p>EO: All staff can use all internal systems.</p>	<p>Disability</p>
<p>1.4.5 Ensure that accessibility is a priority functional requirement in any invitation to tender for new or replacement software systems.</p>	<p>HoIS</p>	<p>July 2013</p>		<p>EO: All staff can use all externally sourced systems.</p>	<p>Disability</p>

Section 2 -Students

Area/ Function	Action	Responsibility	Timescale	Progress to date	Evidence	Protected Characteristics
2.1 Student Applications and Access	2.1.1 Maintain the process of Equality Impact assessment for admissions policy, statements and procedures	SRO, Registry	Annually		EIA progress report EO: Ensures all policies and procedures fulfil the general duties in relation to equality and diversity. Will lead to increased diversity (various protected characteristics) of the student body	All
	2.1.2 All publications contain equality statement	Communications Office, SRO, Student Services	31 July 2013		Corporate Website and Prospectus EO: Will lead to increased diversity (various protected characteristics) of the student body	All

	2.1.3 Monitor and analyse applications and intake across all schools and report on an annual basis	HoS	Annually		<p>Schools annual reports</p> <p>EO: To increase applications from female and male students in areas of historic low participation - Women in Computing from 9% to 19%; Men in Food programmes from 15% to 25%; Men in Nursing from 12% to 22%; Women in Computer Games from 5% to 15%; over the planning period</p>	All
	2.1.4 Establish and publicise a clear definition of what is meant by disability with regard to staff	HR/Student Services	On-going (reviewed annually)		<p>Student disability handbooks.</p> <p>EO: Increase in disability disclosure.</p> <p>To increase the percentage of full</p>	Disability

	and students.				time disabled students enrolled from 3.1% to 5.0% in line with HESA PI for the University (Table T7)	
2.2 Admissions and Matriculation	2.2.1 Collect equality data from students at enrolment for monitoring requirements	Registry	Annually		Schools annual reports EO: Will allow the University to identify underrepresented groups and develop appropriate strategies to ensure continued diversification of the student body	All
	2.2.2 Maintain the process Equality Impact Assessment for enrolment processes	Registry	Annually		EIA progress report	All
2.3 Student Achievement and Assessment	2.3.1 Monitor and analyse student retention by	Registry	Annually		Schools annual reports EO: To increase the percentage of	All

	protected characteristic				<p>female students <21yrs retained from 90% from the 2004-09 average of 93%.</p> <p>To increase percentage of male students \geq 21yrs retained in STEM subjects from 82% to 85%</p> <p>To at least maintain retention of female (all age groups) and male (<21) at the average for 2003/4 – 2008/9 rates.</p> <p>To increase at 11-12 levels the percentage of male students \geq21yrs retained to 85% from the 2004-09 average of 81%.</p> <p>To maintain the percentage of full time 'mature' (over 21 on 1 August) students enrolled at</p>	
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					the University at around 33% over the planning period using HESA PI's.	
	2.3.2 Monitor and analyse student progression rates by protected characteristic	Registry	Annually		Schools annual reports EO: to increase the numbers of students who successfully complete and progress by protected characteristic	All
2.4 Teaching and learning	2.4.1 Monitor and analyse profile for teaching staff (break down by teaching category/type)	HoS, HR	Annually		E&D annual report	All
	2.4.2 Meet the objective of a barrier free teaching and learning environment	Head of Estates & Campus Services	July 2013 & annually		EO: Minimise accessibility or disability issues raised.	Disability

	designed in to new builds and refurbishments.					
2.5 Curriculum	2.5.1 Ensure that all teaching and learning is inclusive and materials do not stereotype	Schools T & L C	Annually		Minutes of Schools T & L C EO: Equality, diversity and inclusion is a core element of the postgraduate certificate in higher education teaching	All
2.6 Complaints procedure	2.6.1 Maintain the process of Equality Impact Assessment for the complaints procedure and its effectiveness to deal with equality based complaints.	Secretariat	Annually		E&D annual report EO: Possible increase in the number of complaints as students from all protected characteristics feel able to raise concerns.	All
2.7 Discipline Code	2.7.1 Monitor and analyse the proportion of student disciplinary proceedings by	Secretariat	Annually		E&D annual report	All

	protected characteristics					
2.8 Widening participation	2.8.1 Review the representation of protected characteristics participating in wider access activities	Student Services	Annually		E&D annual report EO: Increase the number of applications from those with protected characteristics in specific areas of underrepresentation	All
	2.8.2 Positively encourage applications to UAD courses from the different equality groups	SRO/Schools	Annually		E&D annual report EO: Increase the number of applications from those with protected characteristics in specific areas of underrepresentation	All
2.9 Monitoring – student data	2.9.1 Prepare for monitoring data on students with protected characteristics	Registry	Annually		Minutes of E & D sub-committee	All

	2.9.2 Consult internally and externally on monitoring and reporting of protected characteristics	Registry	By 31 July 2013		Minutes of E & D sub-committee	All
2.10 Disability Awareness	2.10.1 To introduce an annual process for gathering and evaluating student and staff perceptions, experiences and issues with regard to disability issues.	DAETG/HR	On-going (for annual review)		Annual report on data gathered. EO: Increase awareness and understanding of issues relating to disability	Disability
2.11 Student Support	2.11.1 Keep under review mental health support for students	Student Services	Ongoing throughout period of plan up to 2013		Review and plan published. EO: Increase the number of students with declared mental	Disability

					health difficulties	
	2.11.2 Review the processes for initial identification and procurement of student disability support to ensure timely action and robustness.	Head of Student Services	On-going (annual review)		No students waiting on adjustments or support after 2 weeks of term. EO: Increase the satisfaction of disabled students with services provided	Disability
	2.11.3 Review communication streams between support and academic staff in relation to identifying students with	DAETG/HoIS/Student Services	Completed (annual review)		Minimise reports of late and inappropriate student support. EO: Decrease the number of complaints relating to	Disability

	additional support requirements and appropriate staff training in these needs (if required).				failure of support implementation	
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Section 3 -Staff

Area/ Function	Action	Responsibility	Timescale	Progress to date	Evidence	Protected Characteristics
3.1 Management Information	3.1.1 Review the Management Information system needs of the University in relation to E&D data and ensure required information fields are fully included in any new/amended system.	HofIS / HofHR	September 2014		Agreed Management Information system specification document EO: Increased ability to identify differences in staff profiles that will lead to a possible increase in specific Equality outcomes	All
3.2 Monitor equality strands	3.2.1 Produce accurate reports to enable effective monitoring of equality strands.	HR, E&D, HoS	Annually		History of reports Minutes of E&D Committee EO: Increased oversight of	All

					Equality related to all characteristics	
	3.2.2 Identify areas of under representation within job families and consider positive action measures	HR, E&D, HoS	Annually		Minutes of E&D Committee EO: Positive action in relation to recruitment of staff EO: Double the number of Women professors by 2015 EO: Join the Athena SWAN Charter, and produce an action plan to achieve a Bronze Award by 2015	All
3.3 Recruitment and Selection	3.3.1 EIA recruitment and selection procedures to ensure that equality is embedded and the	HR, E&D	2011-12		Minutes of E&D Committee EO: increase in diversity of	All

	procedures are fair and open				applications EO: Increase in the number of professors/senior managers with different protected characteristics	
	3.3.2 Monitor the application and success rates of applicants	HR, E&D	Annually		HR Annual Report EO: Opportunity to identify year on year success rates of recruitment by protected characteristics	All
	3.3.3 Identify if staff with protected characteristics are underrepresented in any level/section, consider positive action measure if appropriate	HR, E&D	Annually		Minutes of E&D Committee/HR Annual Report EO: monitoring of staff profile	All
3.4 Staff Promotion	3.4.1 Monitor the number of applicants	HoS, HR	Annually		Minutes of E&D Committee/HR	All

	and the number of staff that are promoted by protected characteristic				Annual Report EO: monitoring of staff profile	
	3.4.2 Identify the proportion of staff by protected characteristic appealing against decisions about promotion	HoS, HR	Annually		Minutes of E&D Committee/HR Annual Report EO: monitoring of staff profile	All
3.5 Staff Training and Development	3.5.1 Monitor staff attending training by protected characteristic	HoS, HR, OD	Annually		Minutes of E&D Committee/HR Annual Report EO: monitoring of staff profile and put in place action plan if required	All
3.6 Grievance / Discipline	3.6.1 Monitor all recorded formal complaints and those raised formally under a grievance procedure	HR, E&D	Annually		Minutes of E&D Committee/HR Annual Report EO: monitoring of staff profile and put in place action plan if	All

					required	
	3.6.2 Monitor by equality strands disciplinary outcomes	HR, E&D	Annually		Minutes of E&D Committee/HR Annual Report EO: monitoring of staff profile and put in place action plan if required	All
	3.6.3 EIA the grievance procedure to ensure that the process is fair to all staff	HR, E&D	September 2013		Minutes of E&D Committee/HR Annual Report EO: a transparent procedure for all characteristics	All
3.7 Harassment	3.7.1 Review the harassment policy and procedures	HR, E&D	Annual review cycle		Minutes of E&D Committee/HR Annual Report EO: a transparent procedure for all characteristics	All
	3.7.2 Monitor all harassment cases by equality strands	E&D	Annually		Minutes of E&D Committee/HR Annual Report	All
3.8 Leavers	3.8.1 Monitor by protected	HR	Annually		Minutes of E&D Committee/HR	All

	characteristic the reasons for staff leaving UAD, to assess equality issues				Annual Report	
3.9 Staff Support	3.9.1 Introduce a clear mechanism for supporting disabled staff; integrating HR, Health & Safety, occupational Health, estates.	Head of Human Resources	On-going (annual review)		Staff disability handbook. EO: Establishment of the mechanism.	Disability
	3.9.2 Keep under review mental health support for staff	HR/	Ongoing throughout period of plan up to 2013		Review and plan published.	
3.10 Teaching & Learning	3.10.1 Meet the objective of a barrier free teaching and learning environment designed in to new builds and refurbishments.	Head of Estates & Campus Services	July 2013		EO: Minimise accessibility or disability issues raised.	

Appendix A

Glossary of Acronyms

E&D	Equality and Diversity Sub-Committee
HoS	Head of Schools/Services
HofHR	Head of Human Resources
HofIS	Head of Information Services
HR	Human Resources
OD	Organisational Development Sub-Committee
SRO	Student Recruitment Office
T & L C	Teaching and Learning Committee