**THE UNIVERSITY OF MANCHESTER**

**Faculty of Humanities Staff Equality and Diversity Working Group**

Minutes of the meeting held on Thursday 16 February 2017

**Present**: Andrew Mullen AM Deputy Director of HR & Head of Faculty HR 11111111111111111111111111111111111111111(in the Chair)

Professor Colette Fagan CF Deputy Dean – Research 111111 Dr Carolyn Abbot CAb Deputy Head of the School of Law and SAT lead

Professor Claire Alexander CA School of Social Sciences (Sociology) and SAT lead

Jared Ruff JR Senior Faculty Research Manager

Dr Sarah Mohammad-Qureshi SM-Q Athena SWAN Coordinator

Dr Susie Miles SM Senior Lecturer, School of Environment, Education & Development and SAT lead

Professor Helen Beebee HB Samuel Hall Professor of Philosophy and Director of Social Responsibility, School of Social Sciences

Dr Anindita Gosh AG Senior Lecturer, School of Arts, Languages and Cultures and SAT lead

Dil Sidhu DS Chief External Officer, Alliance Manchester 11111111111111111111111111111Business School

Professor Ken McPhail KMcP Vice Dean for Social Responsibility Victor Badilas VB HR Directorate Support Services Assistant

**Apologies:** Professor Helge Hoel HH Alliance Manchester Business School (People 1 11 111 111 Management and Organisations Division) and SAT lead

Patrick Johnson PJ Head of Equality, Diversity and Inclusion

1. **Membership**

It was noted that Professor Georgina Waylen has been replaced by Professor Helen Bebee on the group. Professor Ken McPhail was introduced as a new member of the WG following the announcement of his joining at the previous meeting.

1. **Minutes of the meeting held on 13 October 2016**

The minutes were agreed as an accurate record.

1. **Matters arising and update on action log**
   1. **Unconscious bias training**

The link to the Harvard University Project Implicit was circulated to the group in the minutes. It was agreed to embed the link in the action log. **Action**: AM

It was proposed that Schools review their induction programmes to promote unconscious bias training as part of the process. **Action**: School SAT leads

**3.2**  **Policy review**

AM noted that proposed changes to a number of employment policies are being taken forward for discussion at the May meeting of the Trade Union Negotiating Group (TUNG) as documented in the action log. These included Recruitment Policy, Dignity at Work Policy, Consensual Relations Policy and Stress at Work Policy.

**Action:** AM

**3.3 Revised terms of reference of Working Group**

AM reported that to there was a missing piece of text against action 28 in the progress box of the Action Log. The paragraph should have continued with “*and will be placed on Faculty Equality and Diversity pages*.” It will be modified accordingly before the latest version of the log is placed on the web pages.

**Action**: AM

**3.4 University Athena SWAN Steering Group event**

It was noted that the event held on 7 November 2016 for members of Athena SWAN Self-Assessment Teams (SATs) from across the University had been helpful in facilitating the sharing of good practice and in improving the understanding of measures being put in place to achieve consistency and efficiencies in implementing actions to address common issues.

It was agreed to document and disseminate the common learning points and actions arising.

**Action**: AM/S M-Q

1. **Revised terms of reference of Working Group**

The revised terms of reference were agreed by the group. The revised version will be placed on the Faculty equality and diversity web pages.

**Action:** AM

**5 Athena SWAN Charter Mark**

**5.1 Review of action plans for Law and Social Sciences**

* ***General issues***

AM summarised the common issues identified in the submissions of the two Schools. The following matters were noted:

* A gender imbalance in incidence of fixed term contracts
* Turnover rates by gender
* Reasons for staff leaving and any equality related issues
* Use of positive action measures to address underrepresentation of women at Senior Lecturer, Reader and Chair level
* Training for P&DR reviewers
* Issues relating to academic promotions criteria
* Staff induction on Equality and Diversity issues
* Support provided to staff returning after maternity leave
* Possible inequalities arising in academic workload management schemes.

It was agreed that there was merit in trying to address the common issues jointly. To this end, it was agreed to form a sub-group with the SAT leads to review the final action plans.

**Action:** AM

HB noted it would be useful to have a centralised and standard process and format by which Schools could receive a breakdown of their recruitment data. SM-Q agreed to assist HB with this matter. 1 **Action**: SM-Q

AM noted that the University’s current applicant tracking software is not an ideal vehicle for obtaining and reporting on the required data. It was noted that the contract with the current software supplier is due for review in 2017 and AM aims to ensure that the requirements for recruitment data are appropriately specified and delivered to ensure more timely, accurate and complete reporting of recruitment data by gender and ethnicity.

**Action**: AM

* ***Law***

CAb reported that Law’s SAT had divided the action plan and sent the various parts to the relevant School committees which will aim to progress the actions and feedback accordingly.

The committees have been provided with the action plan for their area of responsibility. A shared space is to be set up where the information will be stored electronically in the School, so that records may be easily located at later stages.

* ***Social Sciences***

HB reported that there will be 4 unconscious bias training sessions held for School staff in March. Their running of an academic promotions workshop had led to a big spike in promotions applications. HB is trying to establish a scheme for subsidising the costs for those with caring responsibilities to allow them to attend conferences more easily. The School used to operate such a scheme, but it was discontinued.

It was recommended that Discipline Areas (DAs) avoid reproducing School-level Athena SWAN action plans at DA level; however SoSS DAs are drawing up DA-level action plans that focus on local E&D-related activities that address DA-level issues.

It was noted that results of the applications from Law and SoSS should be received in March. The Schools were commended for their comprehensive action plans. It was noted that as HB is on the School Leadership Team and CAb is the Deputy Head of School Leadership, they are well placed to ensure that the action plan and progress against it received appropriate and regular attention within these fora. A similar approach should also be adopted in the other Schools. **Action:** School SAT leads

**5.2** **Update on progress on preparation of applications in AMBS, SALC and SEED**

* ***SEED***

SM reported that Rosie Williams, HoSA, has sent the second version of the bronze application to all academic staff for comment together with a draft action plan.  The School of Environment, Education & Development (SEED) has a central SAT and also 5 discipline level sub-SATs. The feedback on the action plan from the sub-SATs has been requested by 3 March so that the application can be amended by 8 March and submitted to the University (via SM-Q) for comment. The action plan has 20 points which are similar to the issues identified by Law and SoSS. There are some gaps in the Architecture data regarding student recruitment due to the shared management of the courses between UoM and MMU. There have also been some difficulties gathering data due to the structural changes when SEED was created in 2013. SEED does not have the RAE data from 2008. The 2008 legacy data is expected to be held in the central research office with Andrew Wash. JR will follow up for the entire Faculty.       **Action**: JR

* ***SALC***

AG mentioned that SALC had received the results of its survey of staff. The PSS staff survey data was missing at the time of the meeting. AG was present at Schools Boards and various Divisions have held student focus groups for both PGT and UG students. The School held networking lunches for its divisions, as well as organising a PGR workshop which received positive feedback. The application draft is being worked on with the help of the data analyst, however there have been some issued in obtaining recruitment, maternity return and flexible working data. The School intends to submit the application in April.

* ***AMBS***

In HH’s absence, DS provided an update. AMBS is making good progress with the application and development of an associated action plan, and intends to submit in April as planned. (A draft application will be forwarded to S M-Q by 10 March to allow an internal review before it goes to the ECU). The staff survey attracted a 70% response rate and the results are being reviewed at the SAT meetings. The costings of the various action points will be included in the final draft.

**5.3 General feedback from national Athena SWAN panel involvement**

DS gave some general feedback based on his experience as a panellist assessing cases from other institutions. He noted that the action plan is receiving a lot of scrutiny from the panel. There has to be a clear link between the actions and the issues identified. There is also an assumption that the action plan will be completed within 6 months and there are no risks mentioned if the actions are not completed.

DS added that letters signed by the Head of School or equivalent carry a lot of weight and would be carefully considered. Hyperlinks should not be used, though the inclusion of charts was positively received.

**6 Report on APR review of equality and diversity matters in November 2016**

AM referred to the extract of minutes of the meeting of the HR Sub-Committee on 22 November 2016 which had reviewed the Faculty’s APR HR metrics for equality and diversity. HR Sub-Committee had noted that the slow rate of progress towards targets for gender balance at professorial level and in representation of BAME groups amongst senior academics and PSS staff was a University-wide issue. HR Sub-Committee had also highlighted the Faculty’s use of the WG as a vehicle for sharing, documenting and communicating good practice.

**7 Headline 2016/17 Faculty Equality and Diversity Objectives**

AM highlighted the objectives submitted to HR Sub-Committee for the current year and circulated with the meeting papers. It was noted that subject to Law and Social Sciences gaining Bronze level Athena SWAN accreditation, it would be possible to begin the process of preparation for Silver award applications, though the submission of applications was not likely to follow until 2018/19.

**8 Report on BAME recruitment positive action pilot and next steps**

It was noted that an evaluation report went to the HR Sub-Committee in November 2016. Based on the data available from the pilot, it was difficult to draw firm conclusions, so it was decided to extend the pilot for a further 12 months. Guidance for applicants will also be made available online.

**9 BSI Workshop**

DS reported that HH will invite the WG members to a British Standards Institute (BSI) workshop relating to the development of a code of practice on Diversity & Social Inclusion.

**Action**: HH

**10 Seminar on sexual violence on university campuses**

HB will send the group members further information regarding a seminar taking place on Monday 6 March 2017, which will be led by Shamus Khan, Professor of Sociology at Columbia University who has been running a major project on sexual violence on University campuses. He will share the project's findings and consider forms of institutional change that might address the problem. The seminar will also feature presentations from Cath Prescott, Equality, Diversity & Inclusion Advisor at the University of Manchester and Jenni Smyth, UMSU Women's Officer.

**Action**: HB

**11 Staff Survey 2017**

AM reminded the group of the forthcoming launch of the 2017 Staff Survey and the period in which it will be open (6 March to 18 April). The analysis of responses by gender and ethnicity will be more detailed and provided more promptly than on previous occasions. There is also a new question about flexible working so that informal arrangements are better captured.

The University’s target response rate is 75%. In 2015 the response rate in Humanities was 66%.

**12 Gender Pay Gap reporting legislation**

AM reported that the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 were due to come into force on 6 April 2017. The Regulations will require the University to report on six metrics by April 2018.

* average gender pay gap as a mean average
* average gender pay gap as a median average
* average bonus gender pay gap as a mean average
* average bonus gender pay gap as a median average
* proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
* proportion of males and females when divided into four groups ordered from lowest to highest pay.

The results must be published on the employer's website and a government website. It was noted that the regulations captured not just regular employees, but also “workers” such as casuals.

AM reported that preparation work was underway and that the regulations would be helpful in enabling the benchmarking of the University’s position against other employers-both within and outside of the HE sector. The University planned to complete the work and report on the outcomes by the end of 2017-well ahead of the statutory deadline.

AM noted gender pay reporting was different to equal pay reporting, which deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It would be challenging to communicate this distinction to a wider audience in the University, particularly as the biennial Equal Pay Audit is also being undertaken this year.

**13 Date and time of next meeting**

Wednesday 17 May 2017, 14:30-16:00