

Humanities Equality and Diversity Action Log-Progress as at 12 October 2017

- A. Policy and procedure provisions
- B. Training
- C. Athena SWAN
- D. Data and monitoring
- E. Staff engagement
- F. Positive action initiatives
- G. External events, speakers and activities
- H. Teaching, Learning and/or student related
- I. Governance

Action	Time scale	Owner(s)	Progress/Outcome ¹
A. Policy and Procedure provisions			
1. Children on campus policy provisions as set out in the University's Child Protection Policy and Guidance (link to news item below). http://www.staffnet.manchester.ac.uk/news/display/?id=15163	March 2016	AM	Completed. Matter to appear on future agenda of the WG to allow consideration and discussion of any further reflections. Matter discussed again on 3 March 2016.
		AM	Completed. When the revised policy is posted on StaffNet that it includes a url link to the University's "Family friendly" support at: http://www.staffnet.manchester.ac.uk/employment/leave-work-arrangements/family-friendly/
	June 2016	AM	Completed. As WG members believed that communications to staff about the policy still places was too great an emphasis on children as a risk. AM has convey this view to the Director of Compliance and Risk and provided a suggested form of words to incorporate into future communications.

¹ Red denotes action outstanding or not possible, amber denotes action in hand, and green denotes action completed.

2. Policy review Progression and completion of changes to University policies recommended by WG.	October 2017	AM	In hand. Proposed revisions to go to meeting of the Trade Union Negotiating Group (TUNG).
3. Academic Promotions <ul style="list-style-type: none"> The production of key messages about academic promotion to potential candidates which Schools can use as the basis of workshop and/or as a written message to ensure clear and consistent advice goes to all candidates. The incorporation of stronger references to E&D and associated targets into Faculty promotion documentation. 	November 2015	CF/AM	Completed
4. Further exploration of initiative requiring interview panels to report on and consider profile of applicants and shortlists (by gender and ethnicity) as part of recruitment process.	June 2016	AM	Completed. It is possible to use existing procedures to review gender profile of candidates and for panels to review current staff profiles by ethnicity and gender. HR will consider how best to encourage this approach. However, it is not possible for panels to receive information about the ethnic profile of applicants at the interview stage.
B. Training and Development			
5. Commence work on assessing and stimulating cultural change (building on the roll out of unconscious bias training and taking into account qualitative data gathered by Schools through Athena SWAN process).	To commence in September 2016	CF/AM/PJ / KMCP	In hand Athena SWAN applications and action plans to inform this work. Law and SOSS applications reviewed at the meeting of WG on 16 February 2017. Sub-Group of SAT leads and AM met on to review common themes on 28 April 2017. Faculty-wide approach and actions being developed to issues discussed.
6. Unconscious bias training: Arrangements to be made for training of Working Group.	By July 2015	AM/PJ	Completed. Workshop conducted by Dr Pete Jones, Shire Professional Chartered Psychologists for Working Group members and HR Partners on 1 July 2015. AM and CF also attended training delivered by Pearn Kandola on 1 June 2015 for the University PSS Leadership Team.

7. Unconscious bias-roll out of training to senior managers	By March 2016	AM/PJ	Completed on 8 March 2016. Half-day training sessions run by Dr Pete Jones for 100 senior Faculty staff who are most involved in recruitment, selection and promotions decisions between January and March 2016.
	tba	PJ	Plans for future provision to be handled via Staff Learning and Development.
8. Details of Harvard Project Implicit online unconscious bias tests to be circulated to WG members for information.	October 2016	AM	Completed Link: https://implicit.harvard.edu/implicit/selectatest.html
C. Athena SWAN related			
9. At Faculty level data showing gender/ethnicity profile of academic staff on fixed term/permanent contracts and teaching/teaching and research contracts.	29 May 2015	AM	Completed. Included in mid-year report to HPRC.
10. WG members to be sent details of how to apply to be an ECU Charter Mark panellist.	November 2015	AM	Completed Dil Sidhu and Andrew Mullen have been appointed as panellists.
11. Athena SWAN Bronze Applications to be submitted by Schools	November 2016/April 2017	School leads/CAb	Completed. Details circulated on 11 March 2016 of staff questionnaires devised by Law's SAT to support process and of role description for Research Assistant assigned to support the work.
12. A summary of common learning points and actions arising from a University Athena SWAN Steering Group event held on 7 November 2016 for all SAT team members across the institution.	February 2017	S M-Q	In hand
D. Data and Monitoring			
13. Update on progress on School/Faculty Admin. plans required for inclusion in the mid-year report to HPRC. Representatives to submit an up-to-date version of their action plans in a tabular form with a description of actions and	By 29 May 2015	School/Faculty Admin. reps	Completed

progress to date.			
14. Annual data review- APR Data monitoring and target setting. WG to receive data on an annual basis relating to (i) recruitment and promotions; (ii) use of fixed term/open-ended contracts (iii) use of teaching/teaching and research contracts (iv) leadership positions (SMT and Research Institutes) (iv) Equal Pay audit of PSS and academic staff (biennially)(v) Professorial pay (vi) Biennial staff survey data (E&D section, also work life balance and other pertinent working conditions items).	October 2016	AM	Completed. Academic promotions, staff profile and recruitment data analyses received by WG on 23 June 2016. Contracts data reviewed in October 2016. Data on leadership positions by gender and updated following changes in personnel from August/September 2016 and received by Working Group in October 2016. Data on staff turnover rates by gender and ethnicity received by WG in October 2016.
			Completed Minutes of discussion of APR data circulated to WG members for meeting on 16 February 2017.
15. Report back on plans to audit staff disability	May 2015	AM/PJ	Completed
16. Equal Pay Audit 2015-Update on findings at meeting of WG	March 2016	AM	Completed Matter on agenda for meeting on 3 March 2016
17. The need for more effective applicant tracking report software to be fed into review process for contract of current staff recruitment software, which is due to take place by June 2017.	February 2017	AM	In hand
18. Obtain RAE data from 2008 from University Research Office to inform Athena SWAN applications.	February 2017	JR	In hand
E. Staff engagement			
19. Staff Survey-Slides to be circulated from the August meeting of the University Staff Survey Steering group showing the headline findings on gender, ethnicity and disability.	December 2015	PJ	Completed Included with the WG papers for meeting on 3 March 2016.
20. Staff Survey- Obtain via Director of Planning more granular Staff Survey results by gender/ethnicity at Faculty and/or School level.	January 2016	AM	Closed Not possible to obtain the necessary granularity of information.

<p>21. Communications, including website update to include following:</p> <ul style="list-style-type: none"> • The E&D text from the Staff induction booklet to be used refresh the E&D home page (either on the existing University page or a new one created at Faculty level). http://documents.manchester.ac.uk/display.aspx?DocID=21130 • List of the relevant HR policies related to E&D (with embedded url links) – as per the list developed by the WG in 2014 (see 6 above) • Relevant online training and in-house training for E&D, including unconscious bias training • E&D Working Group tor, meeting dates, membership and minutes (minutes on Faculty intranet only) • The communications undertaken to date and planned at Faculty and School level: Regular reporting cycle on WG activity and progress against targets to Faculty Senior Management which are then cascaded within Schools (HPRC mid-year and year-end commenced in 2014); Faculty Core brief (Feb 2014, Feb 2015), <i>Humanities eNews</i> updates, communications plan of progress against target and our priorities (including Athena SWAN submission), including launch of new web site in April 2016. 	April 2016	CF/AM/PJ	<p>Completed-see link http://www.humanities.manchester.ac.uk/connect/equality-and-diversity/</p>
F. Positive action initiatives			
22. Introduction of positive action pilot to provide support to PSS BME applicants in Humanities	September 2015	AM	Completed Commenced for a one year period on 5 October 2015.
23. Positive action pilot to be evaluated and report submitted to HR Sub-Committee with recommendations in relation to extension, roll out and refinement.	November 2016	AM	Completed. Deputy Director of HR submitted a report to HR Sub-Committee on 22 November 2016. It was agreed that written guidance on the completion of applications was developed for applicants to access, to continue the pilot in the Faculty of Humanities for a

			further year, but not to extend it to other Faculties, and that the Head of Equality, Diversity and Inclusion should continue to work with senior HR colleagues to explore novel initiatives.
24. Academic promotions-Consideration of “tariff reduction” provision based on defined personal circumstances arrangements used at Monash University, Melbourne.	September 2016	AM/CF	Incomplete
G. External events, speakers and activities			
25. WG members to be added to mail list of <i>Diversity in focus</i> newsletter	asap	PJ	Completed
26. Professor Jill Blackmore, Simon Visiting Professor-Visit in April/May 2016 To circulate publicity for any relevant events being arranged in connection with her visit and to organise a meeting to discuss the WG’s agenda.	March 2016	AM/HG	Completed Professor Blackmore met with members of the WG and colleagues from HR and the University Race Equality Charter Mark WG on 28 April 2016 to discuss how to promote cultural change in support of the equality and diversity agenda.
27. BSI Code of Practice on Diversity and Inclusion-HH to provide details of work in which he has been involved.	June 2016	HH	Completed. HH reported on work at the June 2016 meeting of the WG.
28. BSI Code of Practice on Diversity and Inclusion-HH to invite WG members to a workshop (date tbc).	February 2017	HH	Completed
29. Draft University level E&D objectives for 2016-2020. Any comments to be submitted to PJ by 11 March.	11 March 2016	All	Completed Final version at link. http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/equalityobjectives/
30. Information to be circulated regarding a seminar taking place on campus 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.	February 2017	HB	Completed
H. Teaching, Learning and/or student related			
31. Highlight to Professors James Thompson and Clive Agnew and Dr Fiona Smyth	Tbc	CF	Completed CF to report on outcome at future meeting of WG.

recommendations on social responsibility in the curriculum.			
I. Governance			
32. Revise terms of reference of Working Group to better reflect progress and plans.	October 2016	AM	Completed. Final revised terms of reference agreed at WG meeting on 16 February 2017 and placed on Faculty equality and diversity web pages.

Key to initials:

AM-Andrew Mullen, Deputy Director of HR and Head of Faculty HR

PJ-Patrick Johnson-Head of Equality, Diversity and Inclusion

S M-Q-Dr Sarah Mohammad-Qureshi, Athena SWAN Coordinator

CF-Professor Colette Fagan, Deputy Dean, Research

K McP-Professor Ken McPhail, Vice Dean for Social Responsibility

C Ab-Dr Carolyn Abbot, Senior Lecturer in Law and School Athena SWAN lead

HH-Professor Helge Hoel, School Athena SWAN Self-Assessment Team lead, Alliance Manchester Business School

HB-Professor Helen Beebee, School of Social Sciences

JR-Jared Ruff, Senior Faculty Research Manager