**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Thursday 13 October 2016

**Present**: Andrew Mullen AM Deputy Director of HR & Head of Faculty HR 11111111111111111111111111111111111111111(in the Chair) 111111111111 Dr Carolyn Abbot CAb Deputy Head of the School of Law

 Professor Claire Alexander CA School of Social Sciences (Sociology)

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

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

Patrick Johnson PJ Head of Equality and Diversity

 Victor Badilas VB HR Directorate Support Services Assistant

**Apologies:** Professor Colette Fagan CF Deputy Dean – Research

 **P**rofessor Georgina Waylen GW School of Social Sciences (Politics)

 Professor Helge Hoel HH Alliance Manchester Business School (People 1 11 111 111 Management and Organisations Division)

 Professor Ken McPhail KMcP Vice Dean for Social Responsibility

 Dil Sidhu DS Chief External Officer, Alliance Manchester 11111111111111111111111111111111111111111 Business School

1. **New members**

Professor Helen Beebee (HB) was welcomed to the Group. HB is the new Director of Social Responsibility for the School of Social Sciences and a national patron of Athena SWAN. As a Director of the British Philosophical Association, HB developed a “Good Practice Scheme” aimed at improving female representation in the subject.

 Dr Anindita Ghosh was welcomed to the Group as the recently appointed Athena SWAN lead for the School of Arts, Languages and Cultures.

 AM noted that Professor Ken McPhail was joining the Group as the Faculty’s Vice Dean for Social Responsibility. Lead responsibility on academic and student equality and diversity matters would be split between KMcP and CF with precise arrangements to be advised.

1. **Minutes of the meeting held on 23 June 2016**

The minutes were agreed as an accurate record.

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

 There was limited evidence to suggest that there has been change as a result of the training, which over 100 staff in Humanities undertook. It was acknowledged that at this stage it was difficult to evidence any impact. The University has yet to take a decision on how to build on this initiative and whether or not to roll it out further.

 AM agreed to circulate a link (below) to the Harvard University Project Implicit online unconscious bias tests where individuals could test their bias on gender, race, age and disability.

 <https://implicit.harvard.edu/implicit/selectatest.html>

 **Action**: AM

**3.2**  **Policy review**

 AM advised the group that the negotiations with the trade unions on changes to a number of important employment policies are expected to conclude early in November and he would then take forward the suggestions identified by the WG that had been deferred.

 **Action:** AM

**3.3**  **Academic promotions – Consideration of ‘tariff reduction’**

 AM reported that to date no further consideration had been given to this matter.

 **Action**: AM

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

Group members were asked to send any final feedback on the draft terms to AM by Friday 28 October 2016. **Action**: All

1. **Athena SWAN Charter Mark applications**

**5.1 University Governance**

**- Role and Membership of University level Athena Steering Group**

**- Membership of University Athena application review panel**

Details of the membership of the University level Self-Assessment Team (SAT) and Application Review Panel were tabled (enclosed). SM-Q explained that the SAT was responsible for dealing with the institutional level application whereas the review panel was a group comprising experienced Athena Swan School SAT members who examined and advised on School level draft applications before they were submitted to the ECU.

- **Details of Steering Group event for School self-assessment teams (SATs) on good practice and information sharing**

SM-Q noted that an event will take place on Monday 7 November between 13:00-16:00. Group members are encouraged to attend. SM-Q to circulate further details.

**Action:** SM-Q

**5.2 Review of draft submissions for Law and Social Sciences, and issues emerging**

*School of Law*

 CaB noted that the School SAT has identified significant work that needs to be done with staff and students as part of the action plan and does not underestimate the further work required. CAb expressed gratitude for the support received from SM-Q as well as for the support received from within the School. It is anticipated that there will be significant benefits for the School as a result of the work done, especially on the student side. The application will be submitted for Bronze level accreditation for the November deadline.

*School of Social Sciences*

CA expressed her gratitude for the support received. There were some difficulties in acquiring all the data by the deadline, however they managed to complete the necessary analysis. CA received support from SM-Q as well as from within the School. CA advised that it would have been helpful to complete the application with input from someone who had previously performed the role in another School. SoSS will submit a Bronze application in November.

Common learning points were:

* The benefit of support from a Research Assistant or equivalent.
* Challenges in keeping to the word limit.
* The significant time commitment required to prepare and complete the application.
* Work generated by the action plans and the need to maintain a core group in the School to oversee this and in readiness for a higher level application.

**5.3 Update on progress from all School SAT leads/reps, including issues emerging**

*School of Arts, Languages and Cultures*

AG started the application work in September as it was not feasible to do it during the summer because of limited staff availability. The School will have its first meeting regarding the application soon and its members have a good understanding of what will be required. A Research Assistant will be recruited to provide support for the project and CaB has arranged an introduction to the colleague who supported Law’s work as she may represent a possible option.

SALC is working towards the April 2017 deadline and AG may need to review the matter with the Head of School to ensure she has sufficient time to work on the application. AM agreed to meet with AG to discuss this aspect.

 **Action**: AM/AG

*Alliance Manchester Business School*

HH provided a progress update to AM via email which he shared with the group.

AMBS held its third SAT meeting in September and has three more scheduled ahead of the April 2017 application deadline. A skeleton communication plan has been discussed and will be finalised shortly with a focus on promotion activities, internal communication, intranet presence and debate/learning lunches. The work and a forthcoming staff survey has been promoted at divisional meetings and at School Board supported by a poster campaign. Furthermore, to ensure senior management commitment a regular briefing/update is provided to the SMT with a presentation/discussion scheduled for School Policy and Resources Committee in w/c 17 October. The Head of School has agreed to attend the next SAT meeting.

In terms of data gathering, survey preparations are well underway (to be run in early November) and questions have been discussed and refined by the SAT to accommodate local needs.

To gather data on students we focus groups have been conducted with undergraduate students and are scheduled for PGTs and PGRs with SAT members acting as facilitators.

In order to stimulate debate and promote Athena Swan in the School, three learning lunches have been organised, with a focus on ‘Athena Swan and cultural change in AMBS’,  ‘results of staff survey’, and’ gender and pay’ respectively.

AMBS plans to submit in April 2017.

*School of Environment, Education and Development*

SM noted that the Head of School Admin. had provided helpful support in preparing for an April 2017 submission deadline. She will ensure the Research Assistant will be able to help as needed for the application process. Once the tasks are divided, they will work towards meeting the various deadlines. SM is considering having student focus groups although there might not be space in the application to include detailed data findings.

SM agreed to share learning and experience with AG as the application preparation progresses. **Action**: SM/AG

SM-Q to meet with SM’s Research Assistant. **Action**: SMQ

1. **Data review**

It was noted that the WG had received data as follows:

* A breakdown of teaching only, research only and teaching and research contracts by gender and ethnicity
* A breakdown of incidence of fixed term and permanent contracts by gender, ethnicity and by occupational group.
* A breakdown of annual staff turnover for 2015/16 by gender and ethnicity for each occupational group
* An up-to-date profile of Faculty/School management teams by gender and profile.

AM undertook to circulate a more detailed commentary on the data, but the following initial findings were highlighted.

* Women form 46% of total academic population, but represent 59% of teaching only staff
* BME staff form 13% of academic population and 15% of teaching only staff
* 10% of female and 8.8% of male academics on research and teaching contracts are fixed term,
* 18.6% of PSS women are employed on fixed term contracts, while for men the figure is 19.8%.
* 23.6% of White British staff are employed on fixed term contracts, while the figure for BME staff is 30.7%.
* For academics, turnover is higher amongst women, but is lower for research and PSS staff
* Turnover amongst BME staff is higher than White British for all categories of staff
* With one or two exceptions there was gender balance in membership of management teams.
* With the exception of AMBS, BME representation on management teams was poor.

**Action**: AM

1. **Report on BAME recruitment positive action pilot**

AM provided a preliminary report on the one-year pilot positive action initiative whereby prospective BAME could access support, if they wished from HR Partners. (A copy of the guidance governing this support was circulated).

There were 78 requests for help over the year. Of this total, 55 candidates had responded to and engaged with offers of support via email/phone. The numbers shortlisted were small and no appointments were made from amongst this cohort. There was a question whether to continue or extend the pilot in this or in another form. (It was noted that there would be BAME applicants who did not request or sought application support, but would have been shortlisted and appointed). AM was due to report to the HR Sub-Committee in November.

AM is to further review the application support requests with the HR Partners to gain a better understanding of the support requested.

The group discussed other positive action options, including the possibility of organising workshops which would help potential external applicants better understand how to write applications and how to adapt their approach for various roles. It was noted that the University had undertaken such approaches in the past from time to time.

It was also noted that it would be useful to review the language used in job descriptions to consider whether it was unintentionally off putting to particular groups.

Although earlier research had not provided any external exemplars in terms of positive action initiatives which we might seek to replicate at the University, AM would continue to work with colleagues to explore new and novel initiatives.

**8 Date and time of next meeting**

Thursday 16 February 2017, 09:30-11:00