Humanities Equality and Diversity Action Log-Progress as at 23 February 2017

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| **Action** | **Time scale** | **Owner(s)** | **Progress/Outcome[[1]](#footnote-1)** |
| 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/](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. 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. |
| 1. 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 | Evaluation of training to be conducted and reported, and plans for any further roll out to be considered. |
| 1. 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**](https://implicit.harvard.edu/implicit/selectatest.html) |
| 1. 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 progress to date. | By 29 May 2015 | School/Faculty Admin. reps | **Completed** |
| 1. Policy review update-AM to summarise recommendations for inclusion in mid-year report. | 29 May 2015 | AM | **Completed** |
| 1. Policy review   Progression and completion of changes to University policies recommended by WG. | May 2017 | AM | **In hand.** Proposed revisions to go to next meeting of the Trade Union Negotiating Group (TUNG) in May 2017. |
| 1. Academic Promotions  * 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** |
| 1. 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 to be formed to review common themes with a view to exploring the development of a Faculty-wide approach in these circumstances. |
| 1. 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. |
| 1. If available, obtain and circulate Equality impact on PD1-report submitted to HR Sub-Committee to be circulated for information. | December 2015 | AM | **Completed** Information on gender/ethnicity of appointments made included with the WG papers for meeting on 3 March 2016. |
| 1. Recruitment data and staff profile to be updated and included in mid-year report to HPRC on 18 June 2015. | 29 May | AM | **Completed** |
| 1. Data from 2014/15 promotions round to be fed in to mid-year report. | 29 May 2015 | AM | **Completed** |
| 1. Data to be collated on gender/ethnicity profile of HoS, 4th tier managers and Institute Heads. | May 2015 | AM | **Completed** and reported to WG and HPRC as part of mid-year report. |
| 1. 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. |
| 1. 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. |
| 1. Highlight to Professors James Thompson and Clive Agnew and Dr Fiona Smyth recommendations on social responsibility in the curriculum. | Tbc | CF | **Completed** CF to report on outcome at future meeting of WG. |
| 1. Report back on plans to audit staff disability | May 2015 | AM/PJ | **Completed** |
| 1. 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. |
| 1. 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. |
| 1. 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. |
| 1. 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. |
| 1. Communications, including website update to include following:  * 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), *Humanities eNews* 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 | **Completed**-see link  <http://www.humanities.manchester.ac.uk/connect/equality-and-diversity/> |
| 1. WG members to be added to mail list of *Diversity in focus* newsletter | asap | PJ | **Completed** |
| 1. Equal Pay Audit 2015-Update on findings at meeting of WG | March 2016 | AM | **Completed** Matter on agenda for meeting on 3 March 2016 |
| 1. 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. |
| 1. 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. |
| 1. 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. |
| 1. 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. |
| 1. Academic promotions-Consideration of “tariff reduction” provision based on defined personal circumstances arrangements used at Monash University, Melbourne. | September 2016 | AM/CF | **Incomplete** |
| 1. 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. |
| 1. BSI Code of Practice on Diversity and Inclusion-HH to invite WG members to a workshop (date tbc). | February 2017 | HH | **In hand** |
| 1. 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/> |
| 1. 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** |
| 1. 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** |
| 1. Obtain RAE data from 2008 from University Research Office to inform Athena SWAN applications. | February 2017 | JR | **In hand** |
| 1. 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 | **In hand** |

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

1. Red denotes action outstanding or not possible, amber denotes action in hand, and green denotes action completed. [↑](#footnote-ref-1)