**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Wednesday 13 May 2015

**Present**: Professor Colette Fagan CF Deputy Dean – Research Andrew Mullen AM Deputy Director of HR & Head of Faculty HR (in the Chair)

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

Dr Carolyn Abbot CAb Senior Lecturer, School of Law

Professor Claire Alexander CA School of Social Sciences ( Sociology )

Professor Helen Gunter HG School of Environment, Education & 111 11111 Development

Jayne Hindle JH Head of School Administration for Arts, 111111 11111 Languages & Cultures

Dr Helen Ryder HRy Athena Swan Coordinator

Jared Ruff JR Senior Faculty Research Manager

Patrick Johnson PJ Head of Equality and Diversity

Professor Georgina Waylen GW School of Social Sciences (Politics)

Victor Badilas VB HR Directorate Support Services Assistant

**Apologies** Dil Sidhu DS Chief External Officer, Manchester Business

**received:** School

1. **Minutes of the meeting held on 4 February 2015**

The minutes were accepted as an accurate record.

1. **Matters arising** 
   1. Children on campus

A draft version of the University’s Child Protection Policy was included with the meeting papers. Following concerns that the tone and content of the policy was not in keeping with the University’s progressive policies and appeared to treat the presence of children on campus only from risk perspective, AM had met colleagues in Risk and Compliance to discuss the matter. As a consequence AM had gained agreement to include a form of words in the introduction that referred to the family friendly policy provision. AM also suggested that where the policy appears on StaffNet there should be a link to the University’s family friendly policies.

It was agreed that it was a difficult to strike the right tone in setting out the University’s stance in situations where the children of staff might make short visits on to campus accompanied by a parent because of a breakdown in normal childcare arrangements. It was further agreed that the subject would be included on the agenda in future in the event that colleagues had further reflections on the subject.

* 1. Positive Action

It was noted that AM had circulated a link to the Equality and Human Rights Commission’s web site which provided helpful distinctions between positive action and positive discrimination.

* 1. Project Diamond (PD)

PJ noted that a gender/ethnicity breakdown of staff recruited as part of the PD1 campaign had been collated and presented to the University’s HR Sub-Committee. The information did not include details of average starting salary. AM to obtain the information and circulate to the Group for information.

**Action:** AM

* 1. Further analysis of recruitment and promotions data

It was noted that up-to-date recruitment data and an up-to-date staff profile would be included in the mid-year report to go to the Humanities Policy and Resources Committee (HPRC) in June.

**Action:** AM

Note: Information had been gathered for the Race Equality Charter Mark Self-Assessment Team showing a disaggregation of recruitment data into UK and non-UK BME categories. This information would also be included.

* 1. Equality and Diversity in the student profile and in the social responsibility input to the curriculum/Training of students

CF noted that she would take up the recommendations in these areas from the WG’s report with Professor James Thompson, the AVP for Social Responsibility.

**Action:** CF

* 1. Disability data

PJ noted that in order to address the apparent underreporting of disability by staff, all staff would be asked to update their personal details, including equality and diversity information, through MyView. The number of staff who have reported a disability has doubled in the last year, but it was hoped this additional attempt would improve reporting yet further. The campaign would coincide with World Diversity Day on 21 May.

* 1. Fixed term contracts

AM noted that data is being collated to show gender/ethnicity profile of academic staff on fixed term/permanent contracts and teaching/teaching and research contracts. It will be included in the mid-year report to go to HPRC in June and will be circulated to the WG for information.

**Action:** AM

* 1. Monitoring of progress

AM noted that although a table showing the various actions and planned milestones was circulated with the minutes of the last meeting, an up-to-date version had not been circulated with the agenda. In future, the table would be circulated with both the minutes and the agenda and would show an up-to-date picture of progress.

**Action:** AM

* 1. Induction booklet

AM noted that a link to the content of the booklet was included in the minutes of the previous meeting.

1. **School and Faculty Admin. plans**

It was noted that an update on progress on plans was required for inclusion in the mid-year report to HPRC. As such representatives were asked to submit by no later than Friday 29 May an up-to-date version of their action plans in a tabular form with a description of actions and progress to date.

**Action:** School/Faculty Admin. reps

Verbal updates were provided by representatives to highlight specific initiative or issues covered in the written updates included with the meeting papers. Higholights are set out below:

* In Law CAb has held a constructive meeting with UCU. A meeting had also taken place with CF and AM to discuss how to promote an inclusive culture. CAb had also held helpful discussions with HRy with a view to the School submitting an early application for the expanded Athena Swan charter mark. These focused on promotion and appointment procedures.
* CA reported discussions in SoSS about the possibility of panels receiving information on the profile and progress of applicants by gender and ethnicity at the beginning of the interview process. Some colleagues on the School management team had, however, been resistant to this idea. Although it was recognised that it could be difficult to establish the ethnic profile of candidates part way through the recruitment process, given the information is reported separately to HR, it should be possible to report on gender profile. AM and CF undertook to investigate this further

**Action:** AM/CF

* HH reported that MBS is to pilot a promotions workshop in the autumn for female and BME academics only and plans are in hand for the design of the content.
* Colleagues reported a general enthusiasm for the roll out of unconscious bias training.
* The need for School and Faculty intranets to have prominent links to equality and diversity policies and information was also highlighted.

1. **E&D data for School management teams and research Centre/Institute heads**

AM referred to the information included with the papers showing a gender and ethnicity breakdown of staff occupying management roles within Schools, Faculty Admin and Research Institutes. An initial analysis of the data showed that over 57 per cent of roles were occupied by women. This exceeded the Faculty’s target of 47 per cent. However, only 5.5 per cent of roles were occupied by BME staff, which fell some way short of the Faculty target of 15 per cent. These figures masked significant variations across the Faculty. For example, only 17 per cent of management roles in Research Institutes were occupied by women whilst 17 per cent of the same roles were occupied by BME staff.

AM noted that the figures should be treated with some caution as there may be some double-counting where the same individuals sit on more than one management team. It would also be helpful to check the difference between PSS and academic management roles. It was noted that once this additional work had been completed the information would be included in the mid-year report to HPRC.

**Action:** AM/CF

1. **University updates**

5.1 Race Equality Charter Mark –update

PJ summarised the process by which the work to support the application had been undertaken and noted that the University’s application for Charter Mark status had been submitted to ECU on 24 April. The University expected to hear the outcome by early July. PJ tabled copies of the action plan (attached as appendix 1) associated with the application and noted that a group would continue to meet to monitor and oversee their completion. He highlighted some of the issues the University was seeking to address through the actions.

5.2 Shared Parental Leave Policy

AM noted that the new policy, which was circulated with the meeting papers, took effect from April 2015 and reflected changes to legislation. It was too early yet to judge the extent to which mothers will share their leave entitlement with partners or how it might reduce the disadvantage to career progression women can experience through taking maternity leave.

5.3 Expanded Athena SWAN Charter

It was noted that the Charter Mark has been expanded to include non-STEM areas and support staff as well as academic/research staff. It will also recognise work undertaken in advancing trans staff as well as gender equality. By dint of the awards it has already received in STEM areas, the University automatically receives a Bronze award at institutional level under the expanded Charter Mark.

It was noted that Humanities Schools should be well placed to make successful applications due to the work already undertaken to identify and address equality and diversity issues. Consideration would be given to the timing and sequencing of any applications from the Faculty’s Schools. The nature and level of support available from the Equality and Diversity Unit would also be clarified.

**Action:** CF/AM/PJ

* 1. Staff survey 2015 – timetable for results

It was noted that the results from the staff survey which were to be published in early June would be a rich source of information about the views and perceptions of staff on matters of equality and diversity. A specific report showing results based on gender, ethnicity and disability would be published, but, to date, it was not known when it would be published and in what form.

1. **Unconscious bias training – feedback and update**

Colleagues were asked to comment on the online course, details of which had been circulated after the last meeting. Although the content was sound, the general feedback was that the course was too long and too simplistic, and that the subject was best covered in a conventional training setting to allow discussion of the issues.

PJ added that the online training was only intended as a basic introduction. A more advanced session was to be developed and made available for all staff involved in recruitment and promotion decisions. Pearn Kandola had been commissioned to deliver training to SLT and PSSLT in June, and CF and AM had been invited to attend one of the sessions. PJ was keen to pilot a course with the WG and he would liaise with AM to organise a date in late June or early July.

**Action:** AM/PJ

1. **Communication plan**

AM and CF were to propose plans in the mid-year report for promulgating details of the WG’s work to date as well as ways of improving the web presence.

**Action:** AM/CF

1. **Policy review update**

AM is to include an update on plans as part of the mid-year report.

**Action:** AM

1. **Positive action proposal**

AM has been working with HR colleagues to develop a means of offering additional support to BME PSS candidates in response to the finding that BME applicants are significantly less likely to be shortlisted than White applicants. The pilot is likely to be in Humanities for one year. Before the proposal can be finalised, AM and HR colleagues need to determine how applicants would be made aware of the support through the Jobtrain system. In addition, the role and remit of colleagues providing the support had to be clarified and colleagues trained. It will be critical that there is a clear limit to the support to prevent the action becoming positive discrimination.

It was noted that the initiative also formed part of the Race Equality Charter Mark application and, subject to evaluation of its impact, could be rolled out on a wider basis.

**Action:** AM

1. **Equal Pay Audit 2015**

AM informed colleagues that a Working Group had been formed to oversee the conduct of the second of the University’s biennial audits. The scope of this year’s audit was to be extended to cover Grade 9 and professorial staff. AM would chair the Working Group and CF was also a member. The first meeting of the Group was to take place on 29 May at which it was aimed to agree both terms of reference and milestones.

1. **Mid-year progress report to June meeting of HPRC**

It was noted that an up-to-date report on the work of the WG would go to the meeting of HPRC to take place on 18 June 2015.

1. **Date and duration of next meeting**

The next meeting will take place at 3.30p.m. Wednesday 11 November 2015 and will last for one and a half hours.