**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Thursday 23 June 2016

**Present**: Andrew Mullen AM Deputy Director of HR & Head of Faculty HR 11111111111111111111111111111111111111111(in the Chair) 111111111111 Professor Claire Alexander CA School of Social Sciences (Sociology) Dr Carolyn Abbot CAb Deputy Head of the School of Law

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

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

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

Patrick Johnson PJ Head of Equality and Diversity

 Victor Badilas VB HR Directorate Support Services Assistant

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

Jared Ruff JR Senior Faculty Research Manager

 Professor Georgina Waylen GW School of Social Sciences (Politics)

 Dr Sarah Mohammad-Qureshi SMQ Athena SWAN Coordinator

 Jayne Hindle JH Head of School Administration for Arts, 11111111111111111111111111111111111Languages and Cultures (SALC)

1. **Minutes of the meeting held on 03 March 2016**

The following changes were proposed:

* The title of “FoFO to be amended to “DoFO” in section 11
* The title of Dr to be placed before Sarah Mohammad-Qureshi’s name
* The word ‘that’ to be removed from page 6, section 11

Subject to these changes being noted, the minutes were agreed as an accurate record.

1. **Matters arising and update on action log**
	1. Appointment of SEED Athena SWAN SAT lead

 Dr Susie Miles was welcomed and introduced to the Group as the newly appointed lead of the SEED Athena SWAN Self-Assessment Team.

* 1. Circulation of Law Athena SWAN information

 It was noted that the job description for the Research Assistant supporting the Law work and a copy of the online survey questionnaire used to survey staff views were circulated to other members of the Working Group in March.

2.3 Dean and DoFO core brief presentation from 17 February 2016

 It was noted that although hard copies of the slides of the presentation had been circulated with the meeting papers in March, a copy of the slides was now available on HumNet at the following link:

 <http://www.humanities.manchester.ac.uk/humnet/committees/equalityanddiversity/>

2.4 Children on campus policy

 It was noted that although the University’s Child Protection Policy and provisions now contains a link to the University’s family friendly policy and provision, the communications launching the policy placed an emphasis on the presence of children on campus as a risk. AM had sent a suggested form of words to the Director of Compliance and Risk for possible use in future communications. This wording put the policy in a wider context in an attempt to “soften” the message.

2.5 Policy review

AM advised the group that following the conclusion of major negotiations with the trade unions on changes to a number of employment policies, suggestions advanced by the WG would be initiated. This was likely to be in September 2016.

**Action:** AM

2.6 Assessing and stimulating cultural change

 It was noted that further consideration of how best to approach this work would be taken forward in September 2016 by AM, CF and PJ and would be informed by issues identified and arising from the Athena SWAN preparation work in Schools.

**Action:** AM/CF/PJ

2.7 Information on gender composition of appointment shortlists

AM noted that although current University procedures generally allowed appointment panels to receive information on gender composition, it had been reported that the presence of non-UK national candidates could sometimes make it difficult to determine with certainty the gender of applicants.

2.8 Faculty web pages

The new Faculty equality and diversity website was launched in April. It has been well received and the page layout and design were good. AM noted the excellent support given by Faculty web officers in getting the pages up and running within a short period of time.

 2.9 Diversity in focus newsletter

 It was confirmed that members of the WG have been added to the circulation list for the newsletter.

 2.10 Meeting with Professor Jill Blackmore

It was reported that on 28 April 2016 Professor Blackmore had met with an invited audience comprising WG members, members of the University Race Equality Charter Mark WG and Faculty HR colleagues. The presentation was well received and generated a lively and positive discussion about the challenges of improving diversity in universities.

 2.11 ECU Charter Mark Panellists

It was noted that AM and DS had been appointed as panellists. AM had attended his first panel the previous day and DS was due to participate in his first panel in July. AM noted that the process was rigorous and panel members were well informed. Although it was noted that there were restrictions on panellists in terms of what they could share about the work of the panels, the experience should enable AM and DS to contribute to the process of guiding Schools in preparing their applications.

 2.12 Academic Promotions

It was noted that AM and CF would, in advance of the 2016/17 promotions round, examine the feasibility of adopting a “tariff reduction” approach such as that used by Monash University, Melbourne. This allowed for changes to presumptive levels of achievement to take account of defined personal circumstances.

**Action:** AM/CF

 2.13 British Standards Institute (BSI) Code of Practice

HH briefed the group regarding the development of a Diversity and Inclusion Code of Practice to which he and other AMBS colleagues are contributing. This is part of the wider work by the BSI in developing and promulgating codes of practice in the field of people management that are informed by the latest academic research. It also involves the Chartered Institute of Personnel and Development (CIPD) and is aimed at providing a set of standards to guide organisations in addressing diversity, particularly SMEs.

 2.14 University E&D objectives 2016-2020

 Following wide consultation in the University, it was noted that the final version of the document is now available on StaffNet and a link is included in the action log.

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

The WG received a draft version of terms of reference for consideration. These were intended to both guide the WG’s work and to communicate its role within the Faculty. AM noted that he had incorporated some elements from the Law SAT’s terms of reference.

AM asked colleagues to review and submit comments on the draft so that a final version could be finalised by the time of the next meeting of the WG.

**Action:** All

1. **Athena SWAN Charter Mark applications**

School representatives provided updates on progress in preparing applications.

4.1 SALC

JH had sent an update to AM to report at the meeting. She continues to act as the Chair of the School SAT, though the School is still seeking an academic lead to chair the Self-Assessment Team. The SAT has met once and is due to meet again in July.

SMQ has been helping the group by providing various pieces of data. The SAT is reviewing staff questionnaire templates and developing a schedule of the work required in support of the application process. The School aims to submit its application by the April 2017 deadline.

4.2 School of Law

CAb confirmed that the School of Law is planning to submit its Athena SWAN application in November 2016. CAb has received the results and report from the survey conducted with staff. As some of the issues emerging go beyond the remit of Athena SWAN, the School is organising a separate meeting to discuss them.

CAb reported that she was content with the progress made thus far and will continue to work on the application during the summer period. In reviewing the application requirements, CAb noted there are commonalities in the requests to the Schools insofar that data required for certain sections would be identical. It was suggested therefore that these work associated with such sections could be divided among the Schools to help make the process more efficient.

The School SAT is next due to meet in July and a draft of the application will be ready for sharing in September.

4.3 AMBS

HH reported that AMBS are aiming to submit their Athena SWAN application in April 2017. The AMBS SAT is broadly constituted and comprises 17 members. There will be six meetings of the SAT. Meetings are scheduled for 7 July and mid-September. The team also have a statistician to provide support. Ray Walmsley, a senior member of the School’s PSS staff is acting as a Project Manager is working with the SAT to prepare a schedule of work.

4.4 SoSS

CA reported that the School SAT had the necessary data and had split into two sub-groups to undertake different aspects of the work. The SAT is being supported by a Research Assistant. The School’s application and associated action plan will be developed over the summer with the aim of submitting in November 2016.

4.5 SEED

SM reported that she had been appointed to lead the work on 10 May and the SAT met on 31 May and is due to meet again on 18 July 2016. Senior PSS and junior academic staff have volunteered to be part, so the SAT’s membership will be broadly constituted. The next SAT meeting would consider a schedule of work and it planned to run a staff survey in September 2016.

It was agreed that collaboration between the School leads and SATs would be helpful in order to share learning and experience as well as in seeking possible efficiencies. HR Partners would be able to offer support as well as SM-Q.

1. **Unconscious bias training**

PJ reported that there has not been a decision on consideration of further roll out of the training at the University. The training had been generally very well received and the evaluation shows that it has been helpful in raising awareness of the issues. However, there is, so far, no quantifiable evidence that is has led to behavioural change. Any developments or plans will be reported to members of the WG.

1. **Academic and research staff recruitment data May 2015 to April 2016**

The WG reviewed the recruitment and promotions data analysis documents. The following points were noted:

* Women formed 40% of all applicants to academic jobs in the Faculty, which was equal to the profile of its current workforce;
* Women and men were shortlisted at similar rates at all levels;
* A broadly similar proportion of women and men were appointed at the interview stage overall, but women were less successful at Lecturer and Professor level;
* Where ethnicity was declared, 32% of applicants were from BME backgrounds;
* BME candidates were less successful than White candidates at shortlisting and interview stage;
* Overall, 18.5% of appointments were from a BME background, which is higher than the level at which they are represented in the current workforce (14%);
* For research staff, women comprised exactly half of applicants;
* Women were more likely to be shortlisted for research posts and formed 63% of all appointments;
* BME applicants to research posts formed 41% of all applicants;
* BME applicants were less likely to be successful at the shortlisting and interview stages;
* Overall, BME candidates comprised 21% of all appointments made to research posts, which compares to 15% amongst the current workforce;
* As with previous analyses of data, the current analysis shows that there is no problem with the pipeline of BME applicants at applicant stage, but there are possible issues at the shortlisting and interview stages.

AM noted that he and PJ are visiting the University of Sheffield on 28 June 2016 to learn more about a pilot exercise in progress, which involves group recruitment in an attempt to advance diversity in recruitment.

It was noted that the current University recruitment system is not very sophisticated in terms of reporting – the University will seek to obtain better reporting functionality when it reviews options on the expiry of the licence of the current system in 2017.

1. **Academic staff promotions data 2016**

The group reviewed the data available from the 2016 promotions round.

* Women formed 40% of all promotion applications in the Faculty, which was equal to the profile of its current workforce;
* Overall, success rates for women were 5% higher than men, though the rate was lower for promotion to Professor;
* Women made up 44% of successful application to SL/Reader level;
* Women comprised 43% of successful applications to Professor level;
* Of the eligible pools of staff, 4.3% of BME staff and 4.9% of White staff applied for promotion;
* Success rate of BME applicants were lower than for White applicants.
1. **Academic and research staff profile**

The group reviewed the data available.

* Female representation at Lecturer level was up 1% to 48%;
* Female representation at Senior Lecturer level has fallen 1% to 38%;
* Female representation among the professoriate remains at 30%;
* Female representation across SL, Reader and Professorial ranks is still at 33%, which remains well below the Faculty target of 47%;
* Women form 40% of all academic staff, which is the same as in 2015;
* BME representation is now 18% at Lecturer (up 3% from 2015), 10% at Senior Lecturer/Reader (down 1%) and 10% at Professorial level (up 1%). The overall rate is 14% (1% higher than in 2015);
* BME representation at SL, Reader and Professorial ranks remains at 11%, which is below the Faculty target of 15%;
* Female representation amongst research staff is up 3% to 63%;
* BME representation amongst research staff is up 2% to 15%.

It was agreed that that data regarding staff turnover rates by gender and ethnicity would be useful. It was agreed that data would be presented at the next meeting of the WG together with an up-to-date breakdown by gender and ethnicity of staff on different types of contract and in leadership positions.

**Action**: AM

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1. **Mid-year APR update**

A copy of the update was received by the WG for information.

1. **University’s Research Strategy and equality and diversity considerations**

The WG received a confidential report submitted to the University Research Group (URG) and Humanities Research Strategy Committee (HRSC) prepared by Colette Fagan and Patrick Johnson on Equality and Diversity considerations for our Research Strategy.

CF will advise when and how the report’s content will be promulgated.

**Action**: AM/CF

 **11 Harassment issues**

The high profile resignation was noted of Sara Ahmed, a female professor at Goldsmiths, over incidences of sexual harassment of female students by male staff and the alleged failure of the university to address the issues.

 Members of the WG discussed the general issue of sexual harassment of female students and staff and how the University sought to address and prevent incidences. The following points were noted:

* The University of Manchester has a Consensual Relationships Policy with respect to staff-student relationships (see link):

 <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2752>

* The highest rates of alleged sexual harassment at the University concern students against students;

* The Equality and Diversity Unit is reviewing training provision regarding harassment;
* Incidences of inappropriate remarks based on gender have been reported in student UEQs.

**12 Date and time of next meeting**

Thursday 13 October 2016, 15:30-17:00