Humanities Equality and Diversity Action Log-Progress as at 9 March 2016

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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 | As WG members believed that policy still places was too great an emphasis on children as a risk, AM to convey this view to the Director of Compliance and Risk. |
| 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. 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. | June 2016 | AM |  |
| 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). | Tbc 2016 | CF/AM |  |
| 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 | 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). | July 2016 | AM |  |
| 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. 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 (date tbc). | April 2016 | CF/AM/PJ | Production of new Faculty pages in hand. To be launched by April 2016. WG members to receive an advance preview. |
| 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 | WG members would welcome an opportunity to meet with Professor Blackmore to discuss:   * How to promote cultural change in Schools and Faculties * Relevant initiatives taken at other institutions * Developing positive action initiatives. |
| 1. WG members to be sent details of how to apply to be an ECU Charter Mark panellist. | November 2015 | AM | **Completed** |
| 1. Revise terms of reference of Working Group to better reflect progress and plans. | June 2016 | AM | To be submitted to WG members in advance of meeting on 23 June 2016. |
| 1. Athena SWAN Bronze Applications to be submitted by Schools | November 2016 | School leads/CAb | CAb to submit details 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 | AM/CF to consider in advance of 2016/17 promotions round. |
| 1. BSI Code of Practice on Diversity and Inclusion-HH to circulate details of work in which he has been involved. | June 2016 | HH |  |
| 1. Draft University level E&D objectives for 2016-2020. Any comments to be submitted to PJ by 11 March. | 11 March 2016 | All |  |

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