**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Wednesday 4 February 2015

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| **Present:** | Professor Colette Fagan | CF | Deputy Dean – Research (in the Chair) |
|  | Andrew Mullen | AM | Deputy Director of HR & Head of Faculty HR |
|  | Professor Helge Hoel | HH | Manchester Business School (People Management and Organisations Division) |
|  | Dil Sidhu | DS | Chief External Officer, MBS |
|  | Sarah March (vice Jayne Hindle) | SM | HR Partner |
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| **Apologies received:** | Professor Helen Gunter | HG | School of Environment, Education & Development |
|  | Dr Carolyn Abbot | CA | Senior Lecturer, School of Law |
|  | Dr Helen Ryder | HRy | Athena SWAN Coordinator |
|  | Jayne Hindle | JH | Head of School Administration for Arts, Languages & Cultures |
|  | Professor Claire Alexander | CAl | School of Social Sciences (Sociology) |
|  | Jared Ruff | JR | Senior Faculty Research Manager |
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| **In attendance:** | Natalie Thompson-Vassel | NTV | Directorate Support Services Assistant (Admin) |

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| **1** |  | **Minutes of the meeting held on 20 October 2014** |  |
|  |  | The minutes were accepted as an accurate record. It was noted that Professor Claire Annesley is leaving the University at the end of February to take up a post at the University of Sussex. |  |
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| **2** |  | **Matters arising** |  |
| 2.1 |  | Children on campus |  |
|  |  | Given the need to review the rationale for, and communication of, the University policy concerning children on campus in the WG’s report, AM is to meet with the Head of Compliance and Risk to discuss.  AM will also discuss with the Head of Equality and Diversity the best means of consulting with parents on the subject. | **Action:** AM |
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| 2.2 |  | Unconscious bias |  |
|  |  | AM undertook to forward a link on the Equality and Diversity web pages to a 95 minute online training course by an organisation called Skillboosters. This includes a 10 minute test. Colleagues who were able to complete the course were asked to provide feedback. <http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/training/understanding-bias/> | **Action:** AM/All |
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|  |  | The Head of Equality and Diversity is commissioning Pearn Kandola to deliver unconscious bias training to the University’s Senior Leadership Team and the University PSS Leadership Team. It is planned to use the content to roll out an in-house version facilitated by in-house trainers. In addition, the Head of Equality and Diversity is exploring the option of providing training to the Humanities Working Group using a facilitator who has delivered well regarded unconscious bias training on behalf of the Institute of Physics.  AM is to enquire whether or not he and/or CF are able to attend the training event facilitated by Pearn Kandola. | **Action:** AM |
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| 2.3 |  | Policy Review update |  |
|  |  | Most of the policy reviews had now been completed and submitted. AM will summarise the recommendations in consultation with CF and frame a package of proposals that could be discussed with HR colleagues before presentation to the trade unions at one of the regular Negotiating Group meetings. | **Action:** AM/CF |
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|  |  | The review of equality and diversity policy and practice submitted by CAl to be circulated. | **Action:** NTV |
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|  |  | An update on progress, including a summary of proposals will be brought to the May meeting of the Working Group. | **Action:** AM/CF |
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| 2.4 |  | Positive action |  |
|  |  | Am noted that JR had sent him a helpful link to pages on the Equality and Human Rights Commission’s (EHRC) web site which provided helpful illustrations of the difference between positive action and positive discrimination/affirmative action. AM to forward link to WG members by email.  <http://www.equalityhumanrights.com/private-and-public-sector-guidance/employing-people/managing-workers/career-development/using-positive-action-target-training-or-promote-wider-range-people> | **Action:**  AM |
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| 2.5 |  | Project Diamond |  |
|  |  | AM stated that he believed there was an equality impact assessment undertaken on the Project Diamond 1 recruitment campaign, which he was trying to obtain. He would also find out whether a similar assessment was carried out in respect of Project Diamond 2. | **Action:** AM |
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| 2.6 |  | Future meetings |  |
|  |  | NTV is to arrange meetings for May and October. | **Action:** NTV |
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| **3** |  | **School and Faculty Admin. Action plans – update** |  |
|  |  | CF noted that some action plans were still outstanding. It was agreed that WG members from Schools and the Faculty Administration would be asked to provide an update on progress against their plans by 20 March 2015. | **Action:** All |
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|  |  | CF noted that JR has been looking at practices outside the University and how organisations have used positive action initiatives to coach and support BME applicants through the job application process. This is particularly pertinent in circumstances where the pipeline of BME applicants is fine, but where the success rate of BME applicants at application stage is lower than for White British and other groups. AM is to discuss further with JR to explore the feasibility of adopting such an initiative. | **Action:** JR/AM |
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| **4** |  | **Final report of the Working Group** |  |
|  |  | CF noted that the final report and its associated recommendations for next steps were signed off by HPRC on 4 December 2014. | **Action:** AM |
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| 4.1 |  | Communication plans |  |
|  |  | CF noted that there had been an item in Humanities eNews in November. In addition, she and AM had presented plans and findings to date at a Faculty core brief meeting in June 2014.  AM and CF are to meet with Marie Gray, the Faculty Head of Communications and Marketing to discuss a communications plan. In particular, they need to consider how best to communicate what our E&D profile looks like (with updated headline analysis from the 2014 report), what the WG has done to date, what we are working on now in Schools and to raise awareness of the policy framework within which we operate and signpost initiatives on the equality and diversity web site. This should be coordinated with the work led by Patrick Johnson, and perhaps communicated via, the HR Equality and Diversity web page which Patrick maintains. The communications will be completed by the end of May. AM/CF will report on plans and progress at the next meeting. They will also report on progress to the HR Sub-Committee as part of the mid-year APR review. | **Action:** AM/CF |
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| 4.2 |  | Staff consultation and engagement |  |
|  |  | The need for staff consultation and engagement on the report was also important to explore perceptions and experiences of organisational cultural barriers which obstruct progress towards diversity and equal treatment. One option was the use of a mini-survey, though the forthcoming staff survey will provide a useful indicator on how much progress has been made since 2013 (e.g. in terms of staff perceptions on bullying and harassment and of the University’s commitment to matters of equality and diversity). AM and CF will discuss further and report back on a proposed approach. | **Action:** AM/CF |
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| 4.3 |  | Further analysis of the recruitment and promotions data |  |
|  |  | An up-to-date data set would be obtained showing recruitment figures for 2014. Academic promotion data for 2015 would also be fed into this. This would allow a consideration of potential positive actions interventions to be conducted in the light of the new data.  A discussion took place regarding disaggregating the staff profile into UK and non-UK as well as breaking it down to more granular categories of ethnicity. It was recognised that in the case of the latter, it could be problematic due to the small numbers. AM stated that this issue had also been raised at a meeting of the Race Equality Charter Mark Self-Assessment Team and that this work should therefore probably move forward in a joint effort. AM will work with HR colleagues to ensure that recruitment data is in future disaggregated to show UK and non-UK BME categories. | **Action:** AM  **Action:** AM |
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| 4.4 |  | Monitoring of Pay Gaps |  |
|  |  | It was agreed that notwithstanding that the University was undertaking institutional equal pay audits every two years, the Faculty would examine pay gaps at local level on an annual basis. | **Action**: AM |
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| 4.5 |  | Analysis of the Gender and BME profile of School and Institute leadership positions |  |
|  |  | AM to collate information to bring to the May meeting. | **Action:** AM |
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| 4.6 |  | Equality and Diversity in the student profile and in the social responsibility input to the the curriculum |  |
|  |  | CF confirmed that she would discuss these recommendations with the AVP for Social Responsibility, James Thomson ( JT) and with Professor Clive Agnew (VP for teaching, learning and student experience) . | **Action:** CF |
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| 4.7 |  | Training of students |  |
|  |  | CF and AM to write to JT regarding the recommendation that the University can play a role in progressing equality and diversity in society through the way that it recruits and trains it students and supports those already in professional practice (e.g. many of our postgraduates in education, law and business). | **Action:** CF/AM |
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| 4.8 |  | Disability data |  |
|  |  | Although it is recognised that disability is not part of the WG’s remit, AM undertook to check and report back on plans being made by Equality and Diversity Unit to conduct an audit of staff disability. | **Action:** AM |
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| 4.9 |  | Fixed term contracts |  |
|  |  | Data will be collated to show gender/ethnicity profile of academic staff on fixed term/permanent contracts and teaching/teaching and research contracts. | **Action**: AM |
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| 4.10 |  | Monitoring of progress |  |
|  |  | AM agreed to produce a table showing various actions and planned milestones to circulate with the minutes. | **Action:** AM |
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| **5** |  | **Race Equality Charter Mark – update** |  |
|  |  | AM explained that the ECU Race Equality Charter Mark would be a similar accreditation to the Athena Swan awards for promoting gender equality. For organisations to secure the Charter Mark they have to provide evidence in the form of data, proof of progression of BME staff and the identification and promotion of good practice. The University set up a self-assessment team (SAT) chaired by Professor James Thompson, Associate VP for Social Responsibility to act as an advisory and consultative forum at key stages of the charter mark submission process and to support and contribute to identifying and promoting good practice and the development of the submission action plan.  (Claire Alexander and AM are members of the SAT).  Five sub-groups have been set up to take forward the work under the following headings:   * Data * Curriculum * Staff recruitment and selection * Values and culture * Career progression.   The University has to submit its application by 10 April 2015.  It was agreed that AM would enquire about the possibility of DS joining the SAT. | **Action:** AM |
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| **6** |  | **Other updates** |  |
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| 6.1 |  | UCEA Case study on gender pay gaps |  |
|  |  | AM highlighted Manchester's recent participation in a gender pay case study which involved a researcher coming from UCEA and interviewing James Thompson, Philippa Browning from UCU, Patrick Johnson and AM with CF providing her responses in written form. Following an approach by UCEA, AM has agreed to present to the Trade Unions at an event in March, as UCEA are impressed by the way we are approaching the issues. |  |
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| 6.2 |  | UCEA Gender equality charter mark |  |
|  |  | CF reported ECU's decision to extend Athena Swan principles and awards into non-STEM areas. The name of the award will be announced in April. The charter mark will encompass equality for men and trans-staff as well as women, professional and support staff, honorary staff and those on “atypical” contracts. (Athena SWAN will be extended to cover these areas). It was noted that the work to date should leave Schools in Humanities well placed to apply for the award. |  |
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| **7** |  | **BSI/CIPD Code of Practice** |  |
|  |  | HH informed the meeting that the British Standard Institute (BSI) is developing a Code of Practice with the Chartered Institute of Personnel and Development (CIPD) to cover diversity and social inclusion. The standards will be over and above the statutory standards and organisations will be able to apply for accreditation. HH noted that the BSI/CIPD would like to use Manchester as a possible pilot. |  |
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| **8** |  | **Induction booklet** |  |
|  |  | The new starters’ induction booklet was tabled to illustrate the high profile given to equality and diversity matters. WG members were impressed by the content as it demonstrates organisational commitment and presence. CF stated that it would be useful for all WG members to have sight of the information as colleagues are unlikely to have seen it before. NTV to send a link to the induction booklet. http://documents.manchester.ac.uk/display.aspx?DocID=21130 | **Action:** NTV |
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| **9** |  | **Date of the next meeting** |  |
|  |  | NTV to send a Doodle poll request in order to arrange a meeting in May 2015. | **Action:** NTV |