**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Thursday 15 May 2014

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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 |
|  | Dr Carolyn Abbot | CA | Senior Lecturer, School of Law |
|  | Professor Claire Alexander | CAl | School of Social Sciences (Sociology) |
|  | Professor Helen Gunter | HG | School of Environment, Education & Development (Education) |
|  | Jayne Hindle | JH | Head of School Administration for Arts, Languages & Cultures |
|  | Professor Helge Hoel | HH | Manchester Business School (People Management and Organisations Division) |
|  | Jane Hallam | JHa | Head of Faculty Planning & Compliance |
| **Apologies** | Professor Claire Annesley | Can | School of Social Sciences (Politics) |
|  | Mariam Attia | MA | Research Development Officer |
|  | Dr Helen Dutton | HD | Athena SWAN Coordinator |
| **In attendance** | Natalie Thompson-Vassel | N T-V | Human Resources |

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| 1 |  | **Minutes of meeting held on 5 March 2014** |  |
|  |  | The minutes were agreed as an accurate record of the previous meeting. |  |
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| 2 |  | **Matters arising from previous meeting** |  |
| 2.1 |  | Athena SWAN action plans  HD to provide a summary overview of the Athena SWAN actions at the next meeting. | **Action: HD** |
| 2.2 |  | Disaggregation of BME staff data  CF confirmed that work to provide a breakdown of BME staff data into UK and non-UK BME categories was in progress and a further update would be provided as soon as possible. | **Action: AM/HD** |
| 2.3 |  | Recruitment data  AM informed the meeting that the recruitment information was proving more difficult to retrieve using the new Jobtrain reporting tool than initially anticipated. AM stated that E&D colleagues working with HR’s Recruitment Team hope to be in a position to issue the data on Monday 19 May. AM apologised that the data has not been available sooner. |  |
| 2.4 |  | Removal of Other White category  AM noted that the reason there was no data entered against the Other White category in data issued in the staff dashboards was that HESA now aggregated all white staff for reporting purposes. This means that the White British category in the datasets provided covered white staff of all nationalities. The E&D unit would change headings in future data sets accordingly. |  |
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| 3 |  | **Review of School/Faculty Admin commentaries** |  |
|  |  | CG thanked WG members for returning their commentaries by the due date as requested. CF confirmed that everyone had received copies with their meeting papers. |  |
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| 4 |  | **Draft Working Group report** |  |
|  |  | CF stated that the Draft Interim Working Group report would have to be submitted the following day to the Dean’s Advisory Group (DAG) for its meeting on 19 May and for Humanities Policy and Resources Committee (HPRC) for its meeting on 23 May. The report was intended to provide those fora with a reminder of the Group’s remit as well as a report on progress to date.  CF invited colleagues to give comments on the draft report which she and AM had worked together to produce at speed. |  |
|  |  | WG members commented in general terms that the draft interim report was a helpful and informative summary of its Stage 1 work. Some minor drafting comments were made, which it was agreed would be incorporated into the revised version of the interim report to be forwarded to DAG and HPRC. | **Action: CF** |
|  |  | CAl raised an issue regarding the groups classed as BME and the sub-categories the BME category encompasses. CAl noted that within the Russell Group the number of Black and Black-Caribbean Professors is very low. Similar to the picture for the Russell Group overall, , there are a significant number of Chinese and Asian staff in, for example, Manchester Business School, which skews the overall picture for BME representation within academia. CAl stated that evidence shows that the UK labour market prospects of the Asian and Chinese population are much better than for those of Black origin. CF stated that she would revise the interim report to cover this point. | **Action: CF** |
|  |  | HG noted that there was a need within SEED to drill down and look at the patterns within the data in order to take a more informed view. For example, it may be that in some disciplines linked to professions, the ethnic composition reflected the professional cohort (e.g. education) and therefore our control over this “pipeline” was limited. |  |
|  |  | CF stated that she would modify the contents as discussed and confirmed that the Equal Pay information in the initial draft would be summarised further as more detailed information was in the public domain on StaffNet. All agreed that they were happy with the draft report to be forwarded to DAG and HPRC on this basis. | **Action: CF/AM** |
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|  |  | HH raised a concern regarding the lack of role models for those who are LGBT and/or disabled. HH suggested that all underrepresented groups needed a diversity champion so that they were all “seeing people like me” within the institution.  It was agreed that this was certainly a matter that warranted and that role model diversity deserved further consideration in relation to the action plan to be developed as part of Stage 2.. | **Action: CF/AM** |
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| 5 |  | **Recruitment data** |  |
|  |  | AM noted that recruitment data should be available for dissemination on Monday 19 May. AM and CF will examine and "sense-check" it before it is circulated. The data will show the progression of candidates at application, shortlisting and appointment stage by ethnicity and gender by School/Faculty Admin. for each occupational group (i.e. PSS, Academic and Research) and at each level/grade. The data will include both external and internal candidates but not promotions. The way in which it is disaggregated will not present any issues of confidentiality.  The period for which data is being prepared is January to December 2013. It was not possible to provide comprehensive data before 2013 as Jobtrain has not been in place for longer. However, the data set could be used as a benchmark for analysis of later periods.  It was recognised that the recruitment data was critical in providing information about where blockage appoints appeared for underrepresented groups and in determining where and what type of positive action interventions might be implemented. | **Action: AM** |
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| 6 |  | **Academic promotions** |  |
|  |  | A discussion took place regarding the academic promotions data and whether it would be possible to provide data that showed the profile of candidates at School, Faculty and University stages over a period of years. AM agreed to consider. It was recognised the data that may not be readily available is for the profile of cases rejected at SPC stage | **Action: AM** |
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| 7 |  | **Equal Pay Audit information - further work** |  |
|  |  | AM informed colleagues that the data from the 2013 University-wide equal pay audit covered all roles below professorial/Grade 9 level. Although the outcomes were very positive in showing no need for immediate action, further audits would be conducted every two years with the next one due to commence in Spring 2015.  An audit of professorial pay within Humanities was currently being conducted and the results would be made available when they became available. The audit data would examine pay gaps for gender and ethnicity at zones E to C. Numbers in zones B and A were too small to provide any meaningful data. | **Action: AM** |
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| 8 |  | **Other issues** |  |
|  |  | Discussions took place about the equality impact of the following:   * the use of teaching focused contracts and the need to examine the equality impact of use of such contracts * academic promotions criteria * targeted recruitment of senior academics * internal recruitment of PDRAs. |  |
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| 9 |  | **Policy audit** |  |
|  |  | It was agreed that members of the Working Group would lead on an examination of groups of employment policies by the end of June in order to consider their effectiveness, levels of awareness of policies within the Faculty and the need for any additional measures.  a) Special Leave/Flexible Working **(Jane Hallam)**  b) Promotions polices, guidelines and procedures **(Helen Gunter)**  c) Pay including equal pay audit data and market pay policy **(Claire Annesley)**  d) Recruitment and appointments policy and procedures including honorary appointments and internal appointments to academic management roles **(Jayne Hindle/Carolyn Abbot)**  e) Probation and training including HNAP **(Colette Fagan)**  f) Working conditions including Dignity at work, Consensual relationships and Stress at Work **(Helge Hoel)**  g) Equality and diversity policy and practice **(Claire Alexander)**  CF undertook to send a guide as to what work needs to be done when analysing the policies. | **Action: CF** |
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| 10 |  | **Development of School/Faculty Admin. Action Plans** |  |
|  |  | It was agreed that by mid-July members should have developed and scoped arrangements for local action plans and have agreed priorities and timescales with HoS/Senior Leadership for progression in September. It was important that HoS signed up to the plans and that their support was visible. At that point, colleagues should work with their designated HR Partner and Athena SWAN Coordinator in seeking advice and support in taking plans forward.  It was recognised that SALC and Law may wish to move forward more quickly with their action plans.  CAl asked about level of support in Schools to engage with the work and commit to plans. CF stated that such support, in addition to that provided by the designated HR partner should be arranged through discussion with the School SLT. AM added that the Group has a mandate from Faculty, including HoS to develop appropriate actions within its wide-ranging remit.  It was agreed that the WG should meet again in mid-June with a relatively open agenda to discuss progress to date and to report back on any issues members wished to air within the WG. It was also recognised a further additional meeting would be helpful as work progressed further.  Other related matters were also discussed:   * The nature of change management in organisations. It was agreed that some expert facilitation could be helpful to assist WG members in fulfilling a role as a change agent and, in particular, in overcoming resistance. CF/AM undertook to consider options. * The possible use of “light touch” focus groups and staff surveys to inform finalisation of action plans * The need to share thinking at an early stage to avoid duplication of effort in devising plans for WG members and to benefit more generally from sharing ideas. | **Action: N T-V**  **Action: CF/AM** |
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| 11 |  | **Dates of the next meeting** |  |
|  |  | TBC |  |