**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Monday 20 October 2014

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

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| **1** |  | **Minutes of the meeting held on 24 September 2014** |  |
|  |  | The minutes were accepted as an accurate record. |  |
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| **2** |  | **Matters arising** |  |
|  | 2.1 | Children on Campus |  |
|  |  | It was noted that the policy as outlined at the last meeting treated the presence of children on campus as being primarily a matter of risk. This was considered by the Group to be an inappropriate tone given the University’s stated position as a family friendly organisation. Given this and as it is evident that the policy is unevenly communicated and implemented across the University, it was agreed that the matter should be highlighted in the WG’s final report and raised with the Head of Compliance and Risk.  HR highlighted that the *Returning from maternity, paternity or adoption leave support group* was the most appropriate of the existing staff network groups to consult on the subject. AM undertook to discuss the question of consulting with parents with Patrick Johnson, Head of Equality and Diversity. | **Action:** AM  **Action:** AM |
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|  | 2.2 | Unconscious bias training |  |
|  |  | AM noted that he was due to meet with Patrick Johnson on the possibility of the Group receiving pilot training on unconscious bias and would report back on the outcome. | **Action:** AM |
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| **3** |  | **Policy Review Update** |  |
|  |  | AM informed colleagues that there were still some policy reviews that were outstanding and that these would have to be submitted by no later than 5 November to be incorporated into the final report to go to HPRC on 13 November.  As reported at the last meeting, reviews had been received as follows:   * Promotions polices, guidelines and procedures (Helen Gunter) * Recruitment and appointments policy and procedures including honorary appointments and internal appointments to academic management roles (Jayne Hindle/Carolyn Abbot) * Working conditions including Dignity at work, Consensual relationships and Stress at Work (Helge Hoel)   The outstanding reviews were:   * Pay including equal pay audit data and market pay policy (Claire Annesley) * Probation and training including HNAP (Colette Fagan) * Equality and diversity policy and practice (Claire Alexander)   In reviewing policies, colleagues had been asked to consider their effectiveness, levels of awareness within the Faculty and the need for any additional measures. CF had sent guidance to Group members in the summer and it was agreed that this should be recirculated.  Once all reviews had been received, AM would discuss with the relevant “owners” within HR, so that the feedback could be considered as part of the regular reviews of the content and operation of the policies. | **Action:**  CAn/Cal/CF   |  | | --- | | **Action:** NTV |   **Action:**  AM |
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| **4** |  | **School and Faculty Admin – Action plans update** |  |
|  |  | AM noted that he was meeting with Jared Ruff (JR), who was taking over from Jane Hallam (JH) as the representative for the Faculty Admin, in order to brief him on the work of the Group to date and the taking forward of measures highlighted in the earlier report submitted by JH. | **Action:** AM |
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|  |  | DS reported that a working group has been set up in MBS to devise and take forward an action plan and that its first meeting had taken place the previous week. |  |
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|  |  | CA reported that in Law an initial meeting had been held to which all staff had been invited, and approximately 30 staff attended. Specific outcomes/issues arising were as follows:   * Colleagues had asked for legal clarification as to how far colleagues could go in taking positive action to address the underrepresentation of BME and female staff or whether there was guidance on what is currently being done in the University. * It was decided that a Committee would be set up in order that they embed E&D considerations into the running of the School. It was also decided to include disability and LGBT matters as part of the work. * Colleagues had also asked about the impact of targeted appointments made as part of Project Diamond. |  |
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|  |  | In response to the positive action query, it was noted that whilst it is unlawful in the UK to positively discriminate, it would be possible to provide some guidance on and examples of positive action. This could also highlight examples of positive discrimination that would be unlawful.  AM undertook to check whether there was an equality impact assessment undertaken on Project Diamond campaign and whether or not its outcome was available for circulation. | **Action:** CF/AM  **Action:** AM |
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|  |  | Colleagues were reminded that the action plans emerging from the work within Schools would be collated to consider common themes in order that, where appropriate, a Faculty-wide approach could be taken.  It was also noted that the Group should remain focused on a limited range of focused tasks, as there were risks in failing to deliver if too many actions were initiated. |  |
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| **5** |  | **Finalising the Working Group’s report** |  |
|  |  | Colleagues were reminded that CF and AM would be finalising the report for consideration by HRPC on 13 November. This would build on the interim report produced earlier in the year. A version of the report will be circulated to the Group by email in week commencing 3 November. | **Action:** CF/AM |
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| **6** |  | **Communications plans** |  |
|  |  | It was noted that the work of the Group had been communicated in Humanities eNews in April with an interim report being presented to Faculty managers at the Dean and Director of Faculty Operations Core Brief meeting on 11 June.  It was agreed that it was important to use communications channels to highlight the additional work undertaken at both School and Faculty level. Specifically, it was important that work undertaken and work in progress were highlighted such as the policy review work and development of action plans including positive action initiatives. To this end, AM and CF would consult with the Faculty’s Head of Communications And Marketing after the report was submitted to HPRC. | **Action:** CF/AM |
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| **7** |  | **Further work and ongoing role of the Group** |  |
|  |  | It was agreed that the Group should continue to meet to continue the work it has started and to monitor the impact of the emerging action plans. The Group provided an excellent forum to share and discuss experience and progress, and to help communicate what was happening generally within the University such as in the Race Equality Charter Mark Working Group.  It was agreed that the Group should meet in February, May and October each year. The May meeting would be in advance of the mid-year APR E&D review and the October meeting in advance of the end of year E&D APR review. |  |
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| **8** |  | **Any other business** |  |
|  | 8.1 | Academic Promotions |  |
|  |  | CAn referred to a presentation given by Professor Aneez Esmail, former Associate VP for Social Responsibility regarding the role of the Schools Promotion Committee where he emphasised that SPCs should seek to be supportive and not just gatekeepers. CAn noted that this is an important message to be communicated as there is confusion as to the role. CF stated that the Faculty promotions guidelines had recently been reviewed by AM to include a more prominent and detailed reference to equality and diversity considerations. | **Action:** AM |
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| **9** |  | **Date of the next meeting** |  |
|  |  | It was agreed that the next meeting would be scheduled early in February 2015, but that developments would be communicated to the group via email in the meantime. | **Action:** NTV |