**THE UNIVERSITY OF MANCHESTER**

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

Minutes of the meeting held on Wednesday 24 September 2014

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| **Present** | Andrew Mullen | AM | Deputy Director of HR & Head of Faculty HR (in the Chair) |
|  | Dr Carolyn Abbot | CA | Senior Lecturer, School of Law |
|  | Dr Helen Ryder | HRy | Athena SWAN Coordinator |
|  | Professor Helge Hoel | HH | Manchester Business School (People Management and Organisations Division) |
|  | Jayne Hindle | JH | Head of School Administration for Arts, Languages & Cultures |
|  | Professor Helen Gunter | HG | School of Environment, Education & Development |
|  | Dil Sidhu | DS | Chief External Officer |
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| **Apologies received** | Professor Colette Fagan | CF | Deputy Dean – Research |
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| **In attendance** | Dr Melanie Taylor | MT | Head of Safety Services, Compliance and Risk |
|  | Natalie Thompson-Vassel | NTV | Human Resources |

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| **1** |  | **Minutes of the meeting held on 23 June 2014** |  |
|  |  | The minutes were accepted as an accurate record. |  |
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| **2** |  | **Introduction of new member** |  |
|  |  | Dil Sidhu was introduced and welcomed to the Group. Dil is Manchester Business School’s Chief External Officer and gave a brief overview of his career to date. It was also noted that Jared Ruff would replace Jane Hallam as the Faculty Admin. representative at future meetings. |  |
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| **3** |  | **Matters arising** |  |
|  | 3.1 | Athena Swan Action plans  AM confirmed that HRy had provided this information and it would be incorporated into the Working Group’s draft report | **Action:**  AM |
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|  | 3.2 | Disaggregation of BME staff data  The categorisation of the BME staff data provided in the first reports had been clarified, such that it referred to BME UK, BME EU (excluding UK) and non-EU BME.  Following the decision to aggregate the academic data to Faculty level, given the small numbers, the data had been recirculated on this basis and included with the meeting papers. An aggregated version of the PSS BME staff data had also been circulated. |  |
|  |  | In addition to the issues already identified, the aggregated data showed that BME staff are disproportionately represented amongst teaching only staff and formed 19 per cent of the total. |  |
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|  | 3.3 | Academic promotions  The data on Faculty academic promotions was circulated to the Group as planned and showed:   * That the proportion and number of women promoted to SL was up from 2013-from 47 per cent to 54 per cent and 8 to 13 respectively. * The proportion and number of women promoted to Chair was down slightly. * Twice the percentage of the pool of eligible men applied for Chair when compared to women. * The same proportion of men and women applied to SL level. |  |
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|  | 3.4 | University childcare provision  AM reported that he raised at the University Nursery Committee meeting the suggestion that staff are put off applying for places by long waiting lists. The Dryden Street Nursery Manager acknowledged that there are waiting lists for some rooms, but neither she nor the two parents representatives were aware of the view was that it was not worthwhile putting a child’s name down.  HH asked whether or not there was an issue with the quality of the childcare provision as many men and women take a career break to look after their children rather than sending their child to nursery. The attitude to childcare may be linked to women returning to work. AM stated that the parents of children at Dryden Street Nursery rate it highly for a range of reasons-both education and the social mix are examples cited. |  |
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|  | 3.5 | Recruitment data  This had been recirculated and was aggregated due to the small numbers at School level. The headlines from the data for the period 1 August 2013 to 31 July 2014 were as follows:  *Academic staff*   * Women formed 41 per cent of applicants at Lecturer level at and 34 per cent at SL level; * A similar percentage of men and women were shortlisted at Lecturer and SL level; * A similar proportion of men and women were successful at the interview stage for Lecturers, though women’s success rate was twice as high at SL level; * There is no problem attracting BME candidates to apply for academic posts at any level with the figure representing 31 per cent of the total; * 14 per cent of white candidates shortlisted, 10 per cent of BME candidates shortlisted; * Success rates at interview for White and BME are 24 and 22 per cent respectively; * Overall 22 per cent of appointments were BME * Figures suggest that there is no problem with the BME pipeline, though there is a possible issue at shortlisting stage; * The data sample is too small to come to a conclusion on cases at Chair level.   *Research staff*   * For gender figures show similar numbers at application and shortlisting stage, though men are more successful at interview stage; * The BME applicant pipeline is fine at 27 per cent of applicants, but BME candidates are much less likely to be shortlisted and appointed at interview stage than white candidates.   *PSS staff*   * 17 per cent of applicants are BME, so no problem with pipeline; * BME applicants are less likely to be shortlisted than white candidates and half as likely to be appointed at interview stage, so this needs further investigation; * Men form only 32 per cent of applicant pool, but perform as well as women at shortlisting and interview stages. |  |
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| **4** |  | **Children on campus** |  |
|  |  | Dr Melanie Taylor (MT) was invited to the meeting to provide clarification on the University’s policy on children coming on to campus and into its buildings. MT highlighted that the current University Policy and Guidance on Children on University Premises was being revised and was shortly to be re-launched.  MT stated that in general terms staff bringing their children onto campus should be discouraged. However, she noted that there was information available about how to undertake risk assessments for when it was necessary to bring children into buildings (i.e. for short periods when there was an unforeseen breakdown in childcare) in exceptional circumstances, so that staff were able to fulfil their duties.  In discussion, it was noted that there was a general lack of awareness about the existence of the policy and the need for risk assessments. It was agreed that the re-launch provided a good opportunity to publicise it and that the use of FAQs would be an additional means of raising awareness of the policy and its provisions. MT agreed to feedback these views to colleagues in Risk and Compliance responsible for revising and re-launching the policy.  It was also highlighted that the policy and guidance should cover students who might bring their children on to campus. MT also agreed to draw this to the attention of her colleagues so its application to students could be made clear. |  |
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| **5** |  | **Review of Policies** |  |
|  | 5.1 | Review of Stress at Work , Dignity at Work and Study and Consensual Relationships policies |  |
|  |  | It was noted that HH’s helpful review of these policies had been circulated with the papers. AM undertook to feed these back to the relevant “owners” within HR, so that they could be considered as part of the regular reviews of the content and operation of the policies. | AM |
|  | 5.2 | Review of recruitment and appointment policies |  |
|  |  | It was noted that CA and JH had undertaken a comprehensive review of recruitment and appointment policies which had been circulated with the papers. They had highlighted gaps in policy, issues regarding accessibility and awareness, and a need to review the content of training. AM undertook to raise these matters with HR colleagues. | AM |
|  | 5.3 | Review of promotion arrangements |  |
|  |  | HG noted that she had submitted a note about an initial review of the processes and highlighted the following as matters for consideration:   * Having clearer guidance as to how individual circumstances are taken into account (e.g. part-time working, maternity leave, long term absence); * Cross-referencing in policies to the equality and diversity policy; * Widening consideration out beyond gender and ethnicity to other protected groups; * Considering a framework through which policies are assessed-perhaps through an Equality and Diversity Code of Conduct.   It was agreed that these matters would be considered in finalising the content and recommendations in the Group’s final report. |  |
|  | 5.4 | Outstanding reviews |  |
|  |  | It was noted that the outstanding reviews would have to be submitted in time for the finalisation of the Group’s report. |  |
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| **6** |  | **School and Faculty Admin Action plans – report and discussion on progress** |  |
|  |  | It was noted that work was well underway in SALC, SEED, Law and MBS in devising action plans, and that working groups had been convened to oversee the devising and implementation of plans. The need to engage with a wide constituency of colleagues and to gain sponsorship from the Head of School was discussed. Colleagues were also reminded to involve their designated HR Partner in supporting the work.  It was noted that Jared Ruff would be taking work forward for the Faculty Admin. AM undertook to obtain an update from Social Sciences. |  |
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| **7** |  | **Next steps and plan for finalising Working Group’s report** |  |
|  |  | AM noted that the Working Group’s report is due to go to HPRC on 11 November. IT was agreed that a further meeting would be scheduled for mid-October to discuss the content of the report, the future role of the group, on-going work and the appropriate means, content and timing of communicating the Group’s work to date. | **Action:** NTV |
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| **8** |  | **Summary of other business** |  |
|  | 8.1 | Unconscious bias training |  |
|  |  | AM noted that ECU has devised unconscious bias training and suggested that the Group’s members might pilot the training. HG informed the meeting that there was already similar training provided by STDU. HG to send the links to AM. | **Action:** AM/HG |
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|  | 8.2 | ECU-Race Equality Charter Mark accreditation |  |
|  |  | It was noted that the first meeting of the University’s Race Equality Charter Mark Working Group was due to take place on 29 September and that the President & Vice-Chancellor and Registrar, Secretary and Chief Operating Officer were hosting a lunch with the group immediately afterwards. |  |
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|  | 8.3 | Appointment of new AVP for Social Responsibility |  |
|  |  | In his new role as Associate Vice-President for Social Responsibility, Professor James Thompson will be taking over the equality and diversity brief for which Professor Aneez Esmail was responsible. |  |
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| **9** |  | **Date of next meeting** |  |
|  |  | Monday 20th October from 11:00 – 12:00 in the HR Boardroom, 1st Floor, Simon Building. |  |