

Equality Action Plan 2016/17 – November 2016 Update

(Derived from Equality Report 2016 - Approved SMG August 2016)

Objective	How	Responsibility	Specific Targets	Progress to date
<p>1. Reduce inequalities in learning and teaching programmes (through regular review of degree attainment gaps, programme selection, assessment and teaching tools)</p>	<p>Within individual programme areas, Programme Leaders need to identify attainment gaps and other areas of inequality, take appropriate action to address them within their area of responsibility and report regularly on progress. This will need to be evidenced during the programme approval process.</p> <p>The University should continue to seek advice and recommendations from the rest of the sector and from the Equality Challenge Unit to address University-wide degree attainment gaps wherever possible. Particular regard should be paid to ethnicity, disability and gender gaps and relevant action should be planned when recommendations are provided.</p>	<p><i>SMG/ Programme Leads/Quality</i></p>	<p>Programme Leaders to carry out equality analysis as part of programme approval process</p> <p>Equality analysis paperwork to be approved by Inclusion Co-ordinator</p> <p>Review new recommendations as released by ECU/others and take action as advised in order to continue to see overall positive trends in relation to degree attainment gaps Report progress annually on website (Summer)</p>	<p>Ongoing as programmes go through approval process</p> <p>Guidelines already provided in approval process to ensure sign off before programme approval reviews</p> <p>Review University data in April 2017 and publish summary August 2017</p>
<p>2. Increase numbers of BME students</p>	<p>Marketing will continue to lead the 'increasing student diversity' project team through the ECU research project, providing proposals and when approved, implementing</p>	<p><i>Marketing/ECU Project Team</i></p>	<p>2016/17 - review appropriate University data and compare with external data 2017/18 - work with other</p>	<p>Data requirements awaiting action by Info & Planning team</p>

	<p>recommendations across the University with the guidance of the Senior Management Group. During 2016/17, the project team will need to review appropriate data to understand any reasons for lack of ethnic diversity. During 2017/18 (or earlier if possible) Marketing will work with other institutions in the group, and the ECU, to develop and deliver initiatives to improve this, providing recommendations and an action plan by end 2018.</p>		<p>institutions in the group, and the ECU, to develop and deliver initiatives to improve ethnic diversity, providing recommendations and an action plan by end 2018.</p>	
<p>3. Incorporate 'unconscious bias' awareness into relevant staff development programmes</p>	<p>HR should ensure that awareness of 'Unconscious Bias' is incorporated into appropriate internal development programmes for 2016/17.</p>	<p>HR</p>	<p>Review development programmes and agree how unconscious bias will be incorporated into appropriate training by end AY 2017</p>	<p>UB incorporated into Leadership Foundation programme for Snr Managers. Expected to be incorporated into recruitment & selection training. Will ask ECU to deliver UB training as 2016 free consultative day.</p>
<p>4. Monitor staff applicant data with regard to staff diversity and agree an action plan if no progress seen by September 2017</p>	<p>HR will need to monitor applicant/successful applicant data and, if no improvement is seen in 2015/16 data*, agree actions with the Senior Management Group to be put in place for September 2017. (*Successful applicant data must show proportionality to numbers of applicants)</p>	<p>HR</p>	<p>Review 2015/16 applicant data by April 2017 and <i>if required*</i> agree an action plan for AY 2017/18</p>	<p>HR monthly data report now in place which should support early identification of trends</p>
<p>5. Create opportunities for</p>	<p>HR should continue to offer suitable opportunities for staff.</p>	<p>HR</p>	<p>Review provision & implement by end AY 2017</p>	<p>Sickness absence policy currently being updated with</p>

staff to broaden their mental health knowledge/awareness				view to implementing Health & Wellbeing training and revised Occ Health process in this year
6. Provide inclusivity guidance to include alternative assessments process	Additional inclusivity guidance for staff/students should be rolled out to include (but not limited to) an alternative assessments process.	<i>Inclusion Coordinator/LTSE C/Head of Registry</i>	Suggest and agree an alternative assessments process by end Semester A 2016 to put in place through rest of academic year.	Interim process in place – requires review and formal approval
7. Review equality analysis process to ensure prioritisation of impact assessment of key policies and decisions	Simplify the equality analysis process for policies and decisions to prioritise ‘high’ risk, over-arching policies and decisions and ensure this process becomes a regular part of University business.	<i>Inclusion Coordinator/SMG</i>	Agree a process by end Semester A 2016 to put in place through rest of academic year.	EA is being undertaken consistently as part of programme validation and revalidation but is currently inconsistently applied to policies and processes beyond that
8. Ensure disabled students are supported with regard to note taking/ study assistance	Processes are required to be put into place to ensure disabled students continue to be supported as appropriate following DSA changes.	<i>Inclusion Coordinator</i>	Agree new process for allocating non-medical help and put in place for Summer 2016 Review regularly	Funding approved August 2016 New processes in place August 2016, including appeal process for students Drafting review process currently so that students can provide termly feedback on their support
9. Ensure new projects consider accessibility	Continue to consider accessibility when redesigning areas/refurbishments.	<i>Estates Manager/SMG</i>	Ensure accessibility is fully considered and included as part of the co-location of student facing services	Planning is in process; accessible, gender-neutral toilets and ramps are being included – on-going
10. Prioritise timetabling and ensure numbers	Continue to prioritise timetabling and reduce number of changes.	<i>PVC Student Experience/Head of Technology &</i>	Review effectiveness of Timetabling Policy changes and put in place actions for	Timetabling Policy has been revised and responsibilities/deadlines for

<p>of short notice changes are reduced</p>		<p>Information</p>	<p>improvement by January 2017</p>	<p>request submissions clarified.</p>
<p>11. Publish summary equality report</p>	<p>The requirement to publish information to demonstrate compliance with the Public Sector Equality Duty within the Equality Act 2010 (at least annually) remains. The University has committed to the publication of new data by the end of summer 2016. Marketing will provide this publishable report by the end of August.</p>	<p>Inclusion Coordinator/SMG /Marketing</p>	<p>Summary equality report to be published by August 2016</p>	<p>Published on website August 2016</p> <p>COMPLETE ACTION</p>
<p>12. Share full equality report with all staff and provide action plan of equality objectives to SMG</p>	<p>This report (when approved and finalised) should be shared via the Staff Newsletter and the recommendations shared within teams through Heads of Services/Faculties to ensure the equality objectives are progressed. An action plan will be forwarded to SMG in September 2016 to ensure responsibilities and timescales are clear. Progress to be fed back to the Inclusion Coordinator in April 2017 to inform future equality work.</p>	<p>Inclusion Coordinator/SMG /Heads of Services & Departments</p>	<p>Full report to be shared with staff September 2016</p> <p>Action plan to be provided regularly to SMG for review throughout AY</p> <p>Progress on all equality objectives above to be provided to Inclusion Coordinator by April 2017 for inclusion in 2017 Equality Report</p>	<p>Published on staff newsletter September 2016</p> <p>Report approved by SMG members August 2016</p>

Lynda Tout

Inclusion Coordinator