

Faculty of Social Science – Excellence through Inclusion plan

The Faculty of Social Sciences is committed to equality of opportunity for all. With 13 departments spanning a wide range of subject areas this is essential to our success in research, teaching and our involvement in the local community. The Faculty has identified and developed a number of objectives to build upon and take forward the progress that has already been made to achieve a working and learning environment which is inclusive and maximises the potential of all staff and students. Embedding our achievements and meeting our targets will ensure the Faculty continues to be world leading in both research and education. This action plan and progress made against it will be reviewed once a semester by the Faculty Steering Group (FSG) and annually by the Faculty Executive Board (FEB). Key issues will be discussed with the University's Equality and Diversity Board (EDB) and reported to the University Council.

Our Commitment:

The Faculty of Social Sciences is committed to achieving Excellence through Inclusion.

Our Goal:

To create a Faculty culture which is recognised as an inclusive and supportive place to work and study, where people consider equality and diversity in all aspects of their work, and where our processes and practices support the creation of this culture.

Our Action Plan:

We will do this by addressing potential inequalities, and pro-actively identifying and sharing existing good practice. The actions in our plan have been developed as a result of: our review of Faculty staff data; key equality and diversity related University priorities; and the wider legal context.

Reviewing Our Success:

We aim to create a Faculty culture where staff and students from all backgrounds feel included and are encouraged to reach their full potential.

	Key Issues to be addressed	Actions	Lead Responsibility	Timescale	Our target/outcome	Disability	Race	Gender	Age	Transgender	Sexual Orientation	Religion/Belief	Maternity Pregnancy
1. Faculty of Social Sciences													
1.0 (2010/11)	Timing of departmental and faculty meetings and social gatherings.	Faculty agreement that business meetings are held at times that are most easily accessible to staff. Departmental and Faculty wide social events are wherever possible planned well in advance to allow time for people to arrange caring cover.	HoD's to communicate	Originally identified Summer 2010, however an ongoing commitment.	<p>Existing Target: Faculty / Departmental meetings to be held at times that are accessible to staff.</p> <p>Action: All departments to consider the time that meetings are scheduled to ensure they are accessible to staff.</p> <p>Dec 2011 update Target has been communicated to all departments and compliance can be demonstrated by analysis of the times of meetings.</p> <p>Further action:</p>	X		X				X	X

					On an on-going basis continue to review the impact of this initiative. Sept 2012 update Regular review of impact at FEB									
2.0 (2010/11)	Work allocation Framework (WAF) Introduction of WAF to ensure duties and responsibilities are allocated fairly and transparently.	A review of work allocation and delivery across the Faculty in terms of teaching, research and administration.	FDO / HoD	Summer 2010 - completed	Existing Target: The fair and transparent allocation of work within departments across the Faculty. Action: The successful Implementation of WAF across the Faculty. Further action: A review of the Implementation of the agreed work allocation framework. Dec 2011 Update Work Allocation Framework used across all departments and considered throughout the	x	x	x	x	x	x	x	x	x

					year. Action Completed.									
2.1 (2011/12)	Understanding whether the introduction of WAF in departments has impacted on full time/ part time staff differently.	Consider issues surrounding full time / part time allocation and how part time work is proportionally distributed.	HOD's	Autumn 2012	<p>New Target: (Building on 2.0) To ensure that the application of WAF does not disproportionately effect part time staff.</p> <p>Action: All departments to review the application of WAF amongst their part time workforce.</p> <p>Further Action: Ongoing commitment to review future requirements</p>	x	x	x	x	x	x	x	x	x

					and commitments. Sept 2012 update This project work on-going									
3.0 (2011/12)	Equality Faculty Steering Group.	Creation of a Faculty Steering Group to meet once a semester to review equality and diversity issues. This will be part of FSG.	FEB / HR	Originally identified Semester one 2011, ongoing as described.	New Target: To “embed principles” of equality and diversity within the Faculty Action: Creation of a Faculty Steering Group to meet once a semester to review Faculty strategy and equality statistics. Terms of reference to be developed and agreed. Further Action: Ongoing	x	x	x	x	x	x	x	x	x

					<p>commitment to review equalities and to update FEB.</p> <p>Sept 2012 update</p> <p>Steering group meeting as agreed above to discuss any issues.</p>								
4.0 (2011/12)	Take up / Success of Women's Mentoring Scheme.	Analysis to include; the take up of the scheme, an understanding of whether participants felt the scheme was a success and whether information and learning has been shared.	HR / HoDs	Semester One 2012	<p>New Target: A review of the success of the University wide scheme and whether the provision is valued and beneficial from an individual and Faculty perspective.</p> <p>Action: HR to meet with those who have undertaken mentoring to feedback to FSG. To ensure that all individuals, who wish to, are able to access the Women's</p>			x					

					<p>Mentoring Scheme.</p> <p>Further action: Development of an action plan to address any outstanding issues, to feed into FSG.</p> <p>Sept 2012 update</p> <p>Discussions taken place with some individuals, however an ongoing action</p>									
4.1 (2011/12)	Academic career development event.	Academic career development event to be organised to include career development, promotion and cv writing guidance.	HR / HODs	Identified Spring 2012, taking place Semester One 2012	<p>New Target: To increase the understanding of the career development opportunities and support available to Academics across the University.</p> <p>Action: To help ensure a diverse population of senior academic staff across early / mid / late</p>	x	x	x	x	x	x	x	x	x

				<p>career academics to provide excellent networking opportunities and facilitate the sharing of good practice and experience.</p> <p>Future Action: Ongoing commitment to the development of staff. Possible implementation of similar events across other career paths, identified by the Faculty Steering Group. On-going feedback to Faculty.</p> <p>Sept 2012 update Event being organised with Faculty Training & Development Manager, during Semester one academic year 2012/13</p>									
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5.0 (2010/11)	Communications review.	A review of communication material to ensure that images and wording are appropriately representative. This would include all Faculty and departmental websites.	HoDs / Departmental Managers	Identified Summer/ Autumn 2010. Ongoing commitment.	Existing Target: Inclusive communications. Action: To take steps to ensure that all Faculty and departmental web pages and communications are sensitive to the target audience, appropriately representative, inclusive and produced in a way that positively reflects the University's commitment to diversity and equality. Future action: Ongoing commitment to review future communications, link to wider University review.	X	X	X	X	X	X	X	X
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5.1 (2011/12)	Ongoing Communications Review.	Include a link to the University's Equality Strategy – Excellence through Inclusion on the Social Sciences Faculty homepage. Input into University review being undertaken by Digital Content Advisors in preparation for 2012.	Departmental Managers / HR	Identified Spring 2012, reviewed by Faculty Steering Group on an ongoing basis.	<p>Existing Target: (Building on 5.0) Continued commitment to representative communications. Action: To take steps to ensure that the Faculty's equality strategy positively reflects the University's commitment to diversity and equality. Future action: Ongoing commitment to review future communications to ensure representation.</p> <p>Sept 2012 update Communications reviewed by Faculty Steering Group – on a ongoing basis.</p>	x	x	x	x	x	x	x	x
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6.0 (2010/11)	Analysis of the makeup of staff in key roles of responsibility across the Faculty.	An analysis of those who have specific roles of accountability and responsibility across the Faculty including: HoDs, Faculty Directors, Departmental Directors of Research and Teaching and Departmental Administrators.	HoDs / Departmental Managers to work with HR	Fist initiated Winter 2010, Faculty Steering Group review and will do so on an on-going basis.	<p>Existing Target: Representative balance across the Faculty /departments in respect of those in strategic positions of responsibility.</p> <p>Action: An understanding of the current make up of the Faculty / departments in terms of key positions.</p> <p>Further action: Development of action plan to address any outstanding issues.</p> <p>Dec 2011 update Analysis completed, results show a balanced representation, identifies no specific areas of concern to address.</p> <p>However review to be undertaken twice yearly</p>	x	x	x	x				
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					feeding into FSG. Sept 2012 update Continuation of twice yearly reviews. Again no specific areas of concern to report.								
6.1 (2011/12)	Continued commitment to collect equalities data.	Encourage all Faculty staff to update EO data in uBASE. Data to be sought after appointment and uBASE updated.	Departmental Managers / HR	Identified as an action Summer 2011, to be continued into academic year 2012/13	New Target: (Building on 6.0) To be able to report accurately on equality characteristics across the Faculty. Action: To strengthen the understanding of the make-up of staff across the Faculty and to produce accurate reports. Future action: Commitment to continue to monitor equalities data and review the way in which this information is gathered. For example, future	x	x	x	x		x	x	

					<p>methods may include data input via MUSE Self Service.</p> <p>Sept 2012 update</p> <p>Project work (in conjunction with Business Solutions) to identify best methods of gathering data.</p>									
7.0 (2010/11)	Encourage representation on decision making committees.	Review how people are chosen for committees within the Faculty. Consider how to encourage participation and consider inclusive involvement.	HoDs / Departmental Managers to work with HR	New target Spring 2012, ongoing review.	<p>Existing Target: Clear communications and process for membership of committees and key working groups. Encourage diversity of committee representation.</p> <p>Action: To review representation on committees.</p> <p>Future Action: Development of action plan to address any outstanding issues.</p>	X	X	X	X					

					<p>Commitment to keep under review.</p> <p>Sept 2012 update</p> <p>Item considered at Faculty Steering Group. Project work review to identify any issues, methods of communication and specific actions.</p>									
8.0 (2010/11)	Staff recruitment	Further targeted training for key individuals, including recruitment and selection co-ordinators, on diversity and equality issues.	Faculty / HoDs / HR	Spring 2011 and an ongoing into 2012/13	<p>Existing Target:</p> <p>To ensure that all those involved in recruitment and selection are aware of, and committed to, best practice, specifically equality and diversity issues pertaining to recruitment and selection.</p> <p>Action:</p> <p>The provision of further support and targeted training to individuals</p>	X	X	X	X	X	X	X	X	X

				<p>involved in recruitment and selection activities.</p> <p>Future action: An ongoing commitment to review, identify and overcome skill gaps.</p> <p>Sept 2012 update Under review, on- going action.</p>									
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