

| Actions  | Lead responsibility                        | Timescale  | Our target / outcome  | Disability | Race | Gender | Age | Transgender | Sexual Orientation | Religion or Belief | Maternity / Pregnancy |
|--|--|--|---|------------|------|--------|-----|-------------|--------------------|--------------------|-----------------------|
| <b>1 Addressing academic gender imbalance</b>  |  |  |   |            |      |        |     |             |                    |                    |                       |
| 1.1 Continue to hold regular meetings of the Female Academics' Progression Action Plan Steering Group  | ADHRM and HR Adviser, Business Development | <i>to be agreed</i>  | Actions in plan achieved<br>Steer provided to relevant policies and projects across the department and institution<br>Annual lunch for female professors held with key points fed into current initiatives and future planning<br>Profile of issues and action in this area raised. |            |      |        |     |             |                    |                    |                       |
| 1.2 Continue to report to UEB on progress in this area, and seek approval of recommended action  |  |  |   |            |      |        |     |             |                    |                    |                       |
| 1.3 Continue to review the Action Plan on an annual basis, and update as necessary   |  |  |   |            |      |        |     |             |                    |                    |                       |
| 1.4 Continue to co-ordinate an annual lunch for female professors, hosted by the VC.   |  |  |   |            |      |        |     |             |                    |                    |                       |
| 1.5 Gender and other equalities pay gaps: undertake equal pay review. Establish a working group to examine any apparent gaps and suggest actions to address them. Implement a range of agreed actions where appropriate. | HR advisor, Reward and Benefits            | Equal Pay Review by July 2010. Establish group and get suggestions by October 2010 | Set of actions to be implemented and evaluated by undertaking another equal pay review in 2012  | x          | x    | x      | x   |             |                    |                    |                       |
| 7.2 Hold a female progression event to raise awareness of  | HR advisor, Reward and                     | Hold an event in 2010-11   | Increased awareness and understanding of promotions   |            |      | x      |     |             |                    |                    |                       |

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| promotion routes and criteria.   | Benefits   | academic session  | process and criteria. Continued reduction in gap between male/female promotion recommendation rates   |   |   |   |   |   |   |   |   |   |
| <b>2 Supporting the creation of a sustainable workforce.</b>   |  |   |   |   |   |   |   |   |   |   |   |   |
| 2.1 Work with faculties to develop equality action plans, and support faculties and professional services departments to achieve their actions.  | Lead SHR Advisors<br>Business Support, SHR Advisor<br>Equality | July 2010 for completed faculty action plans, and ongoing support | All faculties have an e&d action plan. Faculties and departments demonstrate progress against actions via the EDB   | x | x | x | x | x | x | x | x | x |
| 2.2 Extend current monitoring under University staff system to include all protected characteristics covered by the Equality Act, and develop webpages on key opportunities to collect data and FAQs | S/HR Advisors, Equality and Business Solutions                 | Aug 2010 for system change and FAQs                               | E-Recruitment and MyJob systems include extended monitoring by EO group; information and FAQs developed on benefits of monitoring; increase in disclosure of disabled staff from current figure of 2.8%; disclosure of sexual orientation and religion or belief. | x | x | x | x | x | x | x | x | x |
| 2.3 Develop dashboard of standard EO reports with information available at University, faculty and departmental level, for use in action planning and monitoring.                                    | S/HR advisors, Business Solutions and Equality                 | Dec-11  | Suite of EO reports developed; HR staff trained on using reports; figures used to inform target setting and faculty planning.   | x | x | x | x | x | x | x | x | x |
| 2.4 Continue to monitor the recruitment and career progression of staff by gender, race, disability and age  | SHR Advisor, Business Solutions                                | Annually  | Annual workforce information report, including summary EO data, published and used for internal planning and monitoring purposes.   | x | x | x | x |   |   |   |   |   |
| 2.5 Develop appropriate monitoring of training course attendance, to cover access to training by age, race, gender and   | HR advisors<br>Staff Development                               | Dec. 2011   | System in place for monitoring staff take-up of training and development. Provision is inclusive for all groups   | x | x | x | x |   |   |   |   |   |



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|   |   |            | staff and staff on maternity leave   |   |   |   |   |   |   |   |   |   |
| 3.6 Accessibility of training provision – include question on booking form to ask whether people have any special requirements; ensure course locations are accessible to all. Publicise accessibility at 301 and availability of loop system | HR Assistant, Staff Development and Safety Services | Sep-10     | All courses/provision to be fully accessible to all groups, which may mean changing location of courses to meet needs  | x |   |   |   |   |   |   |   |   |
| 3.7 Review mechanisms and responsibilities for identifying and resourcing adjustments for disabled staff, and monitor the implementation of adjustments   | HR Advisor, Equality                                | Dec – 2011 | Clear and well communicated guidance for managers and disabled staff on providing reasonable adjustments   | x |   |   |   |   |   |   |   |   |
| <b>4 Supporting skills development in handling major change.</b>  |   |            |  |   |   |   |   |   |   |   |   |   |
| 4.1 Undertake equality impact assessments for each policy area to be reviewed; roll out EIA guidance and training.  | SHR Advisors policy; HR advisor Staff Development   | Ongoing    | An assessment is undertaken for each policy and actions addressed, with regular reviews (at least every 3 years); guidance is available for departments to undertake their own EIAs. | x | x | x | x | x | x | x | x | x |
| 4.2 EIAs are undertaken for University restructures, as appropriate   | SHR Advisors, Business Support                      | Ongoing    | Assessments are carried out and collated centrally   | x | x | x | x | x | x | x | x | x |
| 4.3 Organise training for key groups of staff in Mental ill-Health  | S/HR Advisors, Equality                             | Dec-10     | Pool of staff trained in 'MH First Aid'  | x |   |   |   |   |   |   |   |   |

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| 4.4 Continue mandatory training for Chairs of Interview Panels  | HR Manager, Recruitment strategy            | Oct. 2009 - December 2010                    | Further 10 sessions held and well attended, including professors  | x | x | x | x | x | x | x | x |
| 4.5 Undertake focussed EO briefings for specific groups of staff (EDB, HRMC committee, and targetted training as required)  | ADHRM and SHR Advisor, Business Development | Dec 2010 and ongoing                         | Relevant groups of staff briefed on their responsibilities for EO; targetted training held as required                                  | x | x | x | x | x | x | x | x |
| 4.6 E&D workshops included in central programme of training; EIA session available for departments.   | HR Advisor, Staff development               | Sep. 2010 and ongoing                        | Quantitative target of sessions held to be agreed   | x | x | x | x | x | x | x | x |
| <b>5 Competitiveness in the sector</b>  |   |  |   |   |   |   |   |   |   |   |   |
| 5.1 Undertake benchmarking exercises with Opportunity Now and Stonewall; consider New Deal for Disabled People (NDDP); and identify external awards to enter as appropriate | S/HR Advisors, Equality                     | Dec 2010, and ongoing                        | Improvement on gender equality rating from Silver to Gold demonstrating impact; Stonewall entry to act as a benchmark for future action | x |   | x |   |   |   | x |   |
| 5.2 Assess Exceptional Contribution Awards, particularly for age distribution; share data on ECAs/SRDS with relevant staff  | HR advisors, Reward and Benefits            | 01/07/2010                                   | Assessment of contribution not affected by age  |   |   |   | x |   |   |   |   |
| 5.3 Pension Scheme Review: ensure changes to USPS take into account the needs of all diversity groups.  | HR Manager, Reward and Benefits             | Implementation of changes to USPS April 2011 | Pension scheme accessible to all. Far greater participation rates in pension membership   | x | x | x | x | x | x | x | x |
| 5.4 Review the impact of the Two Ticks policy, including consultation with disabled staff   | HR advisor, Business Development            | Jul-11                                       | Assessment of Two Ticks undertaken and actions developed if appropriate   | x |   |   |   |   |   |   |   |

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| <p>5.5 Ensure external training consultants are aware of and meet the University's expectations with regards to ETI and EO policy and are using inclusive materials.</p> | <p>S/HR advisors, Staff Development, and Safety Services Staff</p> | <p>Ongoing</p> | <p>Produce checklist for external consultants and statement re our expectations re E &amp; D.</p> | <p>x</p> | <p>x</p> | <p>x</p> | <p>x</p> | <p>x</p> | <p>x</p> | <p>x</p> | <p>x</p> | <p>x</p> |
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