

Faculty of Social Science – Excellence through Inclusion plan 10/11

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.

	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	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.	Heads of Department to communicate	Summer 10	Target: Faculty /departmental meetings are held at times that are accessible to staff. Outcome: All departments to consider the time that meetings are scheduled to ensure they are accessible to staff. Further action: Review of the impact of this initiative.	X		X				X	X

2	Work allocation	A review of the way in which work load is allocated and delivered across the Faculty in terms of teaching, research and administration.	FDO /HoD	Summer 10	<p>Target: Work is allocated transparently and proportionately within departments across the Faculty.</p> <p>Outcome: An understanding of how work is currently allocated and delivered within the Faculty's departments in terms of teaching, research and administration. Development of an action plan to address any outstanding issues. Further action: Ongoing role out of agreed work allocation framework</p>	x	x	x	x	x	x	x	x
3	Take up / Success of Women's Mentoring Scheme	Analysis to include; the take up of the scheme, an understanding of the success of the scheme within the Faculty, and an understanding of how it has been communicated.	HR / HoDs	Autumn 10	<p>Target: All individuals, who wish to, are able to access the Women's Mentoring Scheme. Outcome: An understanding of the take up and success of the Women's Mentoring Scheme. Further action: Development of an action plan to address any</p>			X					

5	Make up 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	Winter 10	<p>Target: Representative balance across the Faculty /departments in respect of those in strategic positions of responsibility.</p> <p>Outcome: 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>	x	x	x	x				
6	Make up of staff by grade and job role type across the Faculty	Building upon the current workforce information held in respect of the Faculty a further more detailed analysis of the make-up of staff in different roles and grades across the Faculty.	HoDs / Departmental Managers to work with HR	Winter 10	<p>Target: A representative workforce across the Faculty. Outcome: A greater understanding of the make-up of staff at different staffing levels. Future action: Development of action plan to address any outstanding issues.</p>	X	X	X	X				

7	Staff recruitment	Further targeted training for key individuals, including recruitment and selection co-ordinators, on diversity and equality issues.	Faculty / HoDs / HR	Spring 11	<p>Target: That all those involved in recruitment and selection and aware of committed to best practice and specifically equality and diversity issues pertaining to recruitment and selection. Outcome: The provision of further support and targeted training to individuals involved in recruitment and selection activities. Future action: An ongoing to commitment to review, identify and overcome skill gaps.</p>	X	X	X	X	X	X	X	X
---	-------------------	---	---------------------	-----------	---	---	---	---	---	---	---	---	---