



The
University
Of
Sheffield.

The Equality Report

Working Together



Making a difference



Achieving excellence



Foreword

This report provides an overview of the equality action and initiatives that are taking place at the University of Sheffield.

The University's strategy is in part based on the guiding principles of working together and focussing on people and here at the University we believe all staff have an important role to play in delivering our academic strategy, so it is vital to create an environment where everyone can flourish and succeed.

We will continue to promote and develop a culture of excellence, innovation, inclusion, commitment and respect. We will encourage openness and transparency and we will develop a diverse community of highly motivated, fully engaged staff with a strong sense of belonging.

As you will see from the report our work is driven by the Equality and Diversity Board and supported by the University Equality and Diversity Strategy called 'Excellence Through Inclusion' which outlines how we will work with and listen to people from across the University, to help build a culture of inclusion.

Equality continues to be embedded throughout the University and we hope that this report highlights the ongoing commitment to inclusion and equality and the progress that continues to be made.

Andrew Dodman
Director of Human Resources

The University of Sheffield Staff Equality Annual Report 2011

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How to use this report

This report provides evidence of current equality initiatives at the University of Sheffield and details of our current profile.

The report is divided into 4 sections. Section one covers details of our engagement both across the University and externally, section two covers our policies and initiatives and section 3 covers statistical reports based on analysis of data. This section also shows how equality has progressed in these areas over time, using historical data and highlights key information through illustrative tables and charts. Section 4 links to other related reports.

A list of abbreviations and notes are provided below to clarify some of the terms used and how the data has been presented.

Abbreviations and Notes

Throughout the report the following abbreviations and themes are used:

H/C = Headcount

FTE = Full-Time Equivalent

FTC = Fixed-Term Contract

ART = Faculty of Arts and Humanities

ENG = Faculty of Engineering

MDH = Faculty of Medicine, Dentistry and Health

SCI = Faculty of Science

SSC = Faculty of Social Sciences

PSS = Professional and Support Services

Academic = for the purpose of this report 'Academic' includes all clinical and non-clinical staff with both teaching and research responsibilities. Teaching staff without research responsibilities are included in 'All Other Staff'.

MEO = Minority Ethnic Origin

All figures are based on 31 July data for each stated year or where appropriate for the academic year (1 August 10 to 31 July 11). For labelling purposes the year stated refers to the end of the academic year e.g. 2010/11 is referred to as 2011.

Promotion statistics are shown by year, for the promotion round, e.g. Promotions (2010) references the promotions round carried out during autumn 2010, resulting, for successful candidates, in promotions with effect from 1 January 2011.

Section 1 – Engagement & Involvement



Solutions to important problems depend increasingly upon collaboration: between staff and students, across disciplines and in partnership with others locally, nationally and internationally. We aim to build inclusive teams, maximising the benefits of difference and drawing on the skills and potential of the widest possible range of colleagues.

The University of Sheffield is committed to working with and involving people and this section refers to internal and external plans and future action.

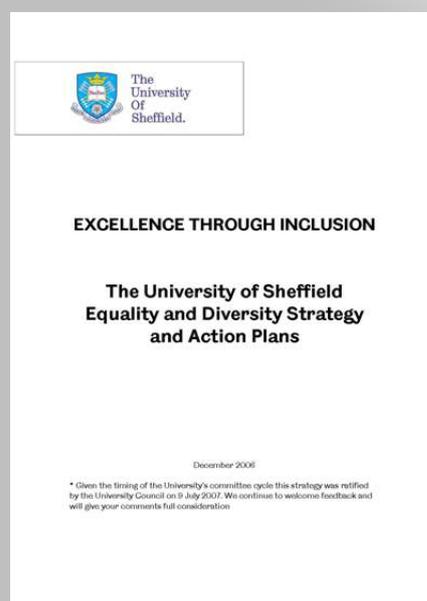
1.1 Excellence Through Inclusion

The University of Sheffield has an Equality and Diversity Strategy called ‘Excellence Through Inclusion’ which outlines how we will work with and listen to people from across the University, to help build a culture of inclusion.

At the University we recognise the potential for higher education to transform people’s lives and welcome a diverse range of students and staff to the University community. We embrace the challenge to make a positive difference to the culture of the University and beyond, where opportunities to excel are available to all, and will therefore continue to strive to create a University that is inclusive at all levels and in every system and process. Our vision for diversity remains as clear and consistent as always: to become a motivated and diverse University community, where staff and students demand the highest standards from each other and work together to maximise the benefits of difference.

Our Excellence Through Inclusion equality strategy enables us to continue to take a long term strategic approach to diversity and inclusion, whilst retaining the ability to deliver focussed actions to improve the experience and perceptions of specific diverse groups.

A copy of the full Excellence Through Inclusion Strategy is available at:
www.sheffield.ac.uk/equality/eti_strategy.pdf



1.2 Faculty Equality Action Plans

Academic faculties have developed equality and diversity action plans specific to their own areas and local issues. These plans were developed using detailed equality data and analysis to identify areas and inform future direction.

HR and faculties have worked closely together, and involved faculty staff in the development of plans. The faculties will report to the Equality and Diversity Board as part of the review cycle.

Further published action plans are available at:

www.sheffield.ac.uk/hr/equality/focus/eti

1.3 Equality Champions

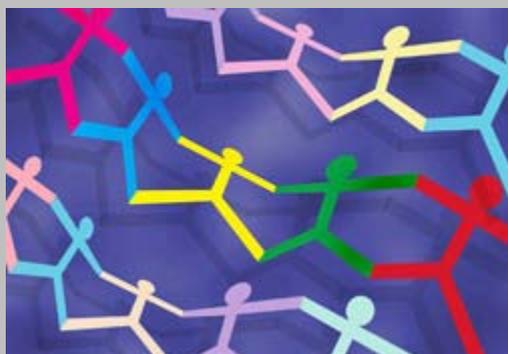
The University of Sheffield is in the process of developing Departmental Equality Champions. This will enable the University to develop a two way communication channel between the staff in their department and the Equality and Diversity Team, enabling knowledge of local issues to be addressed and embedding the equality agenda and ultimately helping our strategic vision of being one of the best universities in the world.

The purpose is to develop a network of people who can champion equality and diversity strategy/issues at local level and provide feedback at faculty/university level.

1.4 Staff Networks

The University welcomes and supports a number of staff networks.

Staff networks are run by staff for staff and bring together people from all faculties, departments and services that identify with the group.



Staff networks fulfil various functions including providing opportunities for social interaction, peer support and personal development. Staff networks can also contribute to the development of University policies and working practices.

The University of Sheffield recognises the value of self organised groups in creating an environment that respects the diversity of staff and enables them to derive maximum benefit and enjoyment from their involvement in the life of the University.

The networks create an opportunity for staff with personal interest or experience in one of these areas to meet and to share information, and provide peer support and networking. They help the University to connect directly with the needs of these particular groups of staff, and to recognise the effect policies may have and the changes we need to make to

improve staff experiences. However, the exact nature of each group will be largely set by its members, so each can be different.

Please follow the links below for information about existing staff networks:

- Disabled Network
- Harassment Network
- Lesbian, Gay, Bisexual and Transgender (LGBT) Network
- Women's Network



1.5 Female Academic Progression Action Plan



Female Academics Progression Action Plan was launched in April 2009 and reviewed and updated in March 2010 and April 2011. This plan brings together existing and planned action in the area of female academic progression under key themes.

The plan is informed and steered by a Steering Group comprising female academic members from each of the five academic faculties. The University have focussed on integrating many of the actions into faculty action plans, whilst retaining some overarching themes (mentoring and female only development).

Further information is available at:
www.sheffield.ac.uk/equality/fapap_april_2011.pdf

1.6 Staff Wellbeing

The University Staff Wellbeing Portal brings together resources and information about how the University promotes staff wellbeing.



The portal offers sections on Policies, guidance and information, sources of support, looking after yourself, and Support for managers.

Further information is available at:
www.sheffield.ac.uk/hr/wellbeing

1.7 Corporate Social Responsibility

A sub-group was formed in 2009 to ensure that the principles of Corporate Social Responsibility are embedded in the University strategy and are taken into account in key decisions. The sub-group will ensure that good CSR practice influences and informs and is seen as the norm for University operations.



Specifically, the sub-group aims to:

- Advance understanding of CSR within the University in terms of energy and environment, student relationships, relations with society at large, and human resource practices.
- Champion CSR projects and initiatives.
- Advise on the management of the University's environmental, social and economic impacts and set aims, objectives and timescales to optimise them.
- Lead on reporting of CSR impacts, communicating progress on managing those impacts internally and to external stakeholders.
- Identify and mitigate legislative and business risk from CSR impacts.
- Maintain lines of communication with, and influence, relevant committees including Health & Safety, Fairtrade Group and Equality & Diversity.

Further information is available at:

www.sheffield.ac.uk/externalrelations/corporateresponsibility

1.8 Wider Activity

The University of Sheffield is proud to be part of a number of external groups, to have delivered a number of high profile events and to have received a number of awards as detailed over the page.

1.8.1 Groups

The University Equality Team is an active member of a number of external groups including:

- Russell Group Equality and Diversity
- North East Universities Equality and Diversity Group (Regional Equality Network)
- LGB&T Council (The Russell Group forum on Sexual Orientation and Gender Identity)
- LGBT Multi Agency Group
- Equality and Diversity City Wide Network

1.8.2 Events

- Celebrated the centenary of International Women's Day on 8 March 2011 with a week of events highlighting the achievements of Sheffield women and included the highly successful 'Women of Steel' event, hosted jointly with Sheffield City Council
www.sheffield.ac.uk/hr/equality/iwd/schedule
- Once again proud to sponsor the high profile Sheffield Pride annual event created to celebrate the LGBT community within Sheffield and throughout the world and were represented on the day by members of the University LGBT Staff Network
- The University celebrated LGBT history in February with a month of events including a Research Seminar on the provision of LGBT fiction to children in UK public libraries, a City wide networking event and a health seminar on discrimination affecting the quality of health and social care the LGBT community receives
www.sheffield.ac.uk/hr/equality/involved/lgbtnetwork/history2011
- The successful drama based training for residential mentors on bullying and harassment, focussing specifically on LGBT related issues, was repeated as part of the induction process for all new mentors.
- The University launched Help u - the University's free and independent support line for advice
www.sheffield.ac.uk/hr/aboutus/news/stories/helpu
- University's Advanced Research Manufacturing Centre (AMRC) with Boeing hosted Yorkshire launch of Meg Munn MP's pamphlet 'Unlocking Potential', on the under-representation of women in STEM.
- University Involvement in nationwide research project on behalf of the Equality Challenge Unit and The Open University, in relation to Black and Minority Ethnic Origin staff (BME) and non BME staff (both academic and other) in Higher Education that contributed to the Report on 'The Experience of Black and Minority Ethnic Origin Staff in Higher Education in England'
- The University advertised a number of internal and external events including Black History Icons, Worlds Mental Health Day Arts Exhibition, Deaf Awareness Workshops, Gay Icons, International Day of Persons with Disabilities, the month of Ramadan and many more
www.sheffield.ac.uk/hr/equality/bulletin



1.8.3 Awards

- HR Department won the 2011 UHR Universities Human Resources Talent Challenge Award for Excellence in HR in Higher Education for its Female Academic Progression work at the UHR 2011 Annual Conference



- HR Department was shortlisted for the HR Excellence Awards 2011 for 'Best Workplace Diversity Strategy' – the only University nominated for any of the awards



- Mentoring programmes for women were shortlisted for an Opportunity Now award in the Advancing Women in the Workplace category - the only University to be shortlisted for any of the awards.

- Ranked as one of only two Universities to feature in the top 50 in the UK the Times' list of the top 50 employers for women
www.sheffield.ac.uk/hr/aboutus/news/stories/times50



- Proud to be included in the latest Stonewall Workplace Equality Index, the definitive national benchmarking exercise for showcasing Britain's top employers for lesbian, gay and bisexual (LGB) staff

www.sheffield.ac.uk/equality/involved/lgbtnetwork/stonewall



The University is proud to be a Stonewall Diversity Champion, a Two Ticks employer, Athena Swan Bronze awarded and recognised by Opportunity Now as an exemplar employer, Achieved Investor In People standard and received the NHS Stop Smoking Scheme award.



Section 2 – Policy



This section provides an overview of the University of Sheffield Council statement on Equality of Opportunity, the Equal Opportunities Policy and Code of Practice and other guidance, support and initiatives available.

2.1 University Council Statement on Equality of Opportunity and Diversity

The University of Sheffield is fully committed to eliminating all forms of unfair discrimination in all of its activities, and in respect of all students, staff, visitors, contractors, members of Council and other committees, and its governance arrangements and relationships with the wider community.

The University is committed to treating all people with dignity and respect equally, irrespective of any of the 'Protected Characteristics' as defined by the Equality Act 2010. The protected characteristics are age, disability including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The University's Policy on the Recruitment & Employment of Ex-Offenders will also be taken into account.

If you wish to view the full statement it is available at:
www.sheffield.ac.uk/hr/equality/links/eo_statement

2.2 Equal Opportunities Policy and Code of Practice

The University of Sheffield is an Equal Opportunity Employer. The following statement, relating to staff, is pending approval by the University Council:

The University of Sheffield, in accordance with the general intention of its Charter, confirms its commitment to a comprehensive policy of Equal Opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities and are given Equal Opportunities within the University. The aim of this policy is to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice. The University is committed to a programme of action to make this policy fully effective.

It is the University's policy as an employer to treat all people with dignity and respect, equally irrespective of any of the 'Protected Characteristics' as defined by the Equality Act 2010. The protected characteristics are age, disability including mental health, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The University's Policy on the Recruitment and Employment of Ex-Offenders will also be taken into account.

Full details of the policy and the code of practice are available at:
www.sheffield.ac.uk/hr/az/eopolicy

2.3 Equality and Diversity Web

The University has dedicated Equality and Diversity web pages which include information on:

- Our Current focus and activities,
- Strategy and Equality Board
- Policies, Guidance and information
- Support
- Useful external links and Information
- Training Opportunities
- How to get involved
- News/ Bulletin Board
- Equality Act Implications and Guidance



Further information is available at:
www.sheffield.ac.uk/hr/equality

2.4 Policies



The University has dedicated Guidance and Support web pages which include information on:

- Contract Management
- My job & my team
- Academic Staff information
- Staff Review and Development
- Employee & Management Procedures Including Grievance/Harassment
- Leaving Employment
- Honorary and Visiting Titles
- Types of leave Including: Maternity/Partner Leave
- Work Life Balance Including Flexible Working

2.5 Equality & Diversity Board (EDB)

As a University, we believe that we can only achieve real long-term success by including – not excluding – all the people who contribute to the organisation, whether students, staff, suppliers or business partners. The Equality and Diversity Board’s role is to ensure that this value of excellence through inclusion is embedded throughout the University’s activities.

Chaired by a serving or former Pro Vice Chancellor, the EDB champions its mission of excellence through inclusion by developing strategy, monitoring equality and diversity matters in the University, evaluating action and progress made in key areas of business activity across the organisation, and providing support and guidance where needed to promote equality of opportunity and eliminate unfair discrimination.

Terms of reference, membership and further details are available at:
www.sheffield.ac.uk/hr/equality/links/edb

2.6 Equality Impact Assessment (EIA)

The University will carry out EIAs to ensure that the institution is not discriminating unlawfully, and that it is positively promoting equality and diversity.

An EIA is a process which enables the University to assess the impact of proposed and existing policies and services in relation to their impact on different groups of people.

The aim of an EIA is to eliminate discrimination and produce positive outcomes for equality.



The University Executive Board (UEB) has made a commitment that all policy proposals, project plans and strategy documents presented to the Board are accompanied by evidence that consideration has been given to an Equalities Impact Assessment.

All proposals to introduce a new policy or service or to change an existing policy or service should be accompanied by an EIA. The responsibility for undertaking an EIA lays with the person proposing/developing/reviewing a policy or service and it should be done during its inception/initiation.

Further information is available at:
www.sheffield.ac.uk/equalityanddiversity/eia

2.7 Equality Training

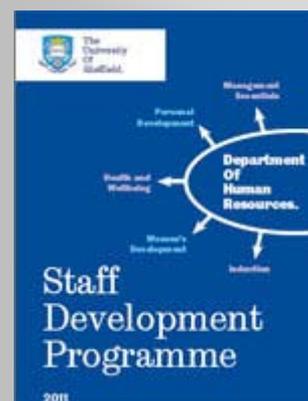
The University Staff Development Programme contains a wide range of courses with an emphasis on Management Effectiveness and Personal Development, including Cultural Awareness and Women's Development courses (inc. Mentoring).

Impact is an HR-led University-wide scheme for female academics. It is a six-month mentoring programme which runs each year commencing in January. The programme is aimed at helping women Lecturers develop their careers.

Futures is an HR-led University-wide scheme for female academics who are interested in pursuing senior governance and leadership roles. It is six-month programme where participants are mentored by, and in some cases work shadow, one of the University's senior leaders. The aim of the Futures programme is to increase the pool of female academics who are contributing to the governance and leadership of the University. This programme is aimed at female senior lecturers that have been in post for at least a couple of years, but is also open to newly promoted female readers, and female professors.

There is also a range of E-Learning Courses:

- Challenging Behaviour: Dealing with bullying and harassment in the workplace
- Disability Confident
- Equal Opportunities & Diversity Essentials
- Equality Impact Assessment
- Gender Matters
- Managing Diversity
- Sexual Orientation
- The Diversity Challenge
- Understanding Bias
- Under Pressure



These courses are available to new and existing staff, as well as the Pansophix Useful Guides Library.

Further details of all equality training are available at:
www.sheffield.ac.uk/hr/sd/staff/sdprog

2.8 Two Ticks



The University of Sheffield is committed to equal opportunities and has successfully applied for and achieved the disability Two Ticks symbol.

The disability symbol is a recognition given by Jobcentre Plus to employers based in Great Britain who have agreed to take action to meet five commitments regarding the employment, retention, training and career development of disabled employees.

2.9 Women Academic Returners Programme

The award winning Women Academic Returners' Programme (WARP) continues to provide targeted support to returning women academics and researchers when returning to work after maternity or carers' leave.

WARP was launched on 31 January 2006, and to date 71 places have been awarded to 65 women and since the scheme was introduced in January 2006, the turnover rate of maternity returners has decreased from 25% to 14% and the female staff who have taken part in the scheme have generated £1.8m in research capture since receiving WARP funding



Further details are available at:

www.sheffield.ac.uk/hr/equality/support/warp

2.10 Monitoring

Our goal is for a fully inclusive University community, where staff and students demand the highest standards from each other, and work together to maximise the benefits of difference. We want to build a diverse, motivated and inclusive culture where people are able to be themselves and feel supported and valued.

By considering our workforce profile, we are able to reflect on our services, ensure we are getting things right in our policies, and identify any gaps for particular groups and develop targeted initiatives. Trend data also helps us to measure the impact of our initiatives and ongoing equality work.

We encourage all staff to update their equality information via the myJob staff system which enables disclosure of all protected characteristics

Further information is available at:

www.sheffield.ac.uk/hr/equality/focus/monitoring

2.11 Equal Pay Audit

The University has now completed three full Equal Pay Reviews. These were carried out in 2003, 2006 and 2009. These reviews monitor the impact of reforms to pay structures at the University, particularly the Framework Agreement in 2005, and will continue to provide evidence for further reforms, for example the forthcoming 2012 review will be the first to measure the immediate impact of the recent Professorial and Professorial Equivalent Pay Schemes.

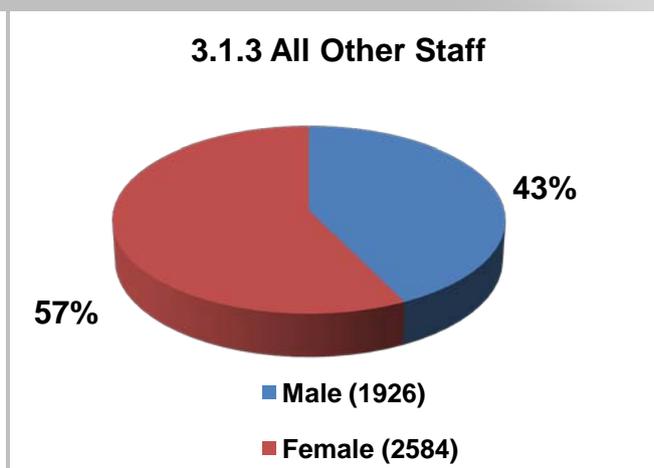
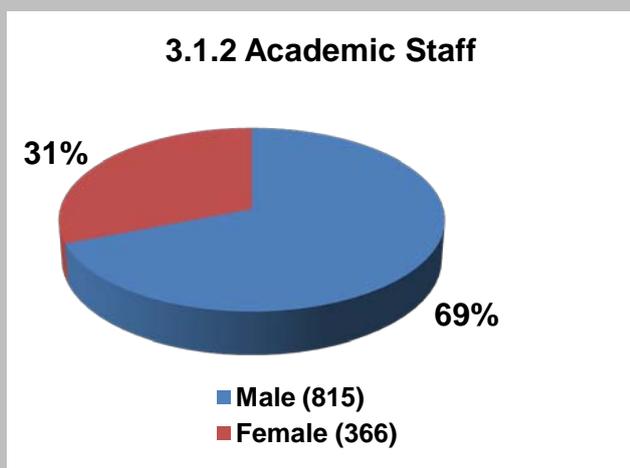
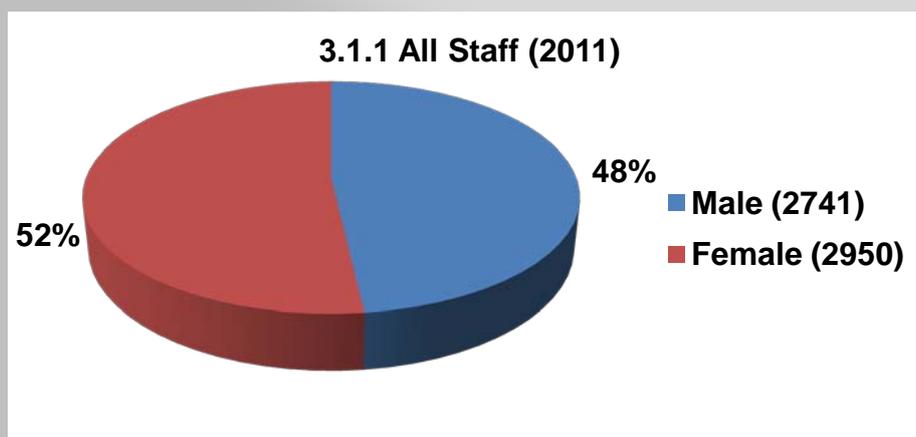
Further details are available at:

www.sheffield.ac.uk/hr/equality/focus/equalpayreview

Section 3 – Data Analysis by Protected Characteristic

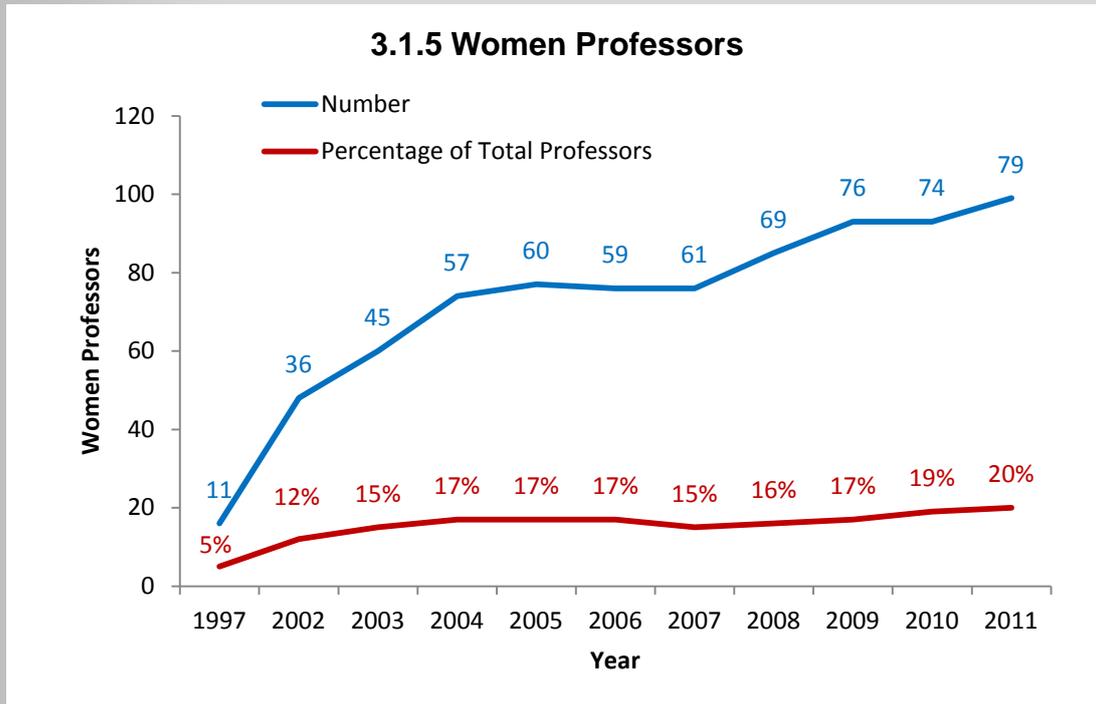
3.1 Gender

3.1.1 Gender (2011)



3.1.4 Gender by Faculty (2011)

Faculty	Female	%	Male	%	Grand Total
Faculty of Arts and Humanities	151	53%	134	47%	285
Faculty of Engineering	228	26%	659	74%	887
Faculty of Medicine Dentistry and Health	693	61%	451	39%	1144
Faculty of Science	314	40%	479	60%	793
Faculty of Social Sciences	348	53%	313	47%	661
Professional & Support Services	1216	63%	705	37%	1921
Grand Total	2950	52%	2741	48%	5691



3.1.6 Recruitment Success Rates by Gender (2011)

The recruitment success rates show the percentage of each eligible pool that is successful at each stage of the recruitment process.

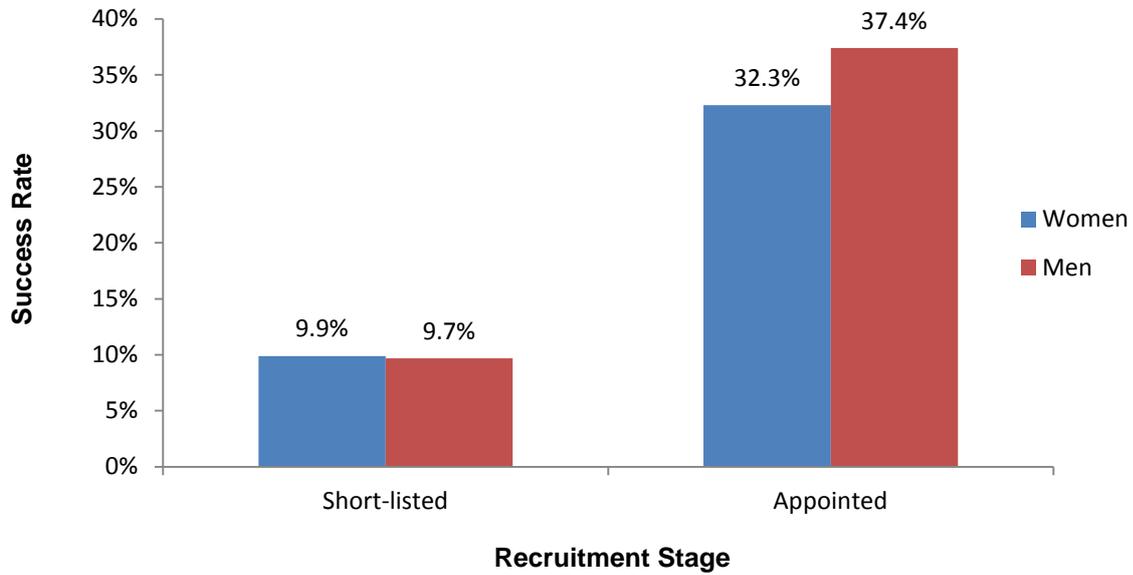
E.g. from all the female applicants, 9.9% were shortlisted and 32.3% of the women shortlisted were appointed. Of all the male applicants, 9.7% were shortlisted and of these 37.4% were appointed.

Ideally the success rates between the groups compared should be equal at each stage of the recruitment process.

3.1.7 Recruitment by Gender

Recruitment Stage	Women	Men	Unknown
Applicants	14,098	12,786	1,998
Shortlisted	1,400	1,236	159
Appointed	452	462	138

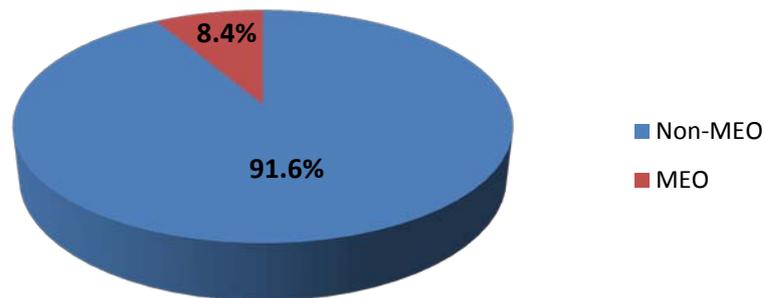
3.1.8 Recruitment Success Rate (2011) - Gender



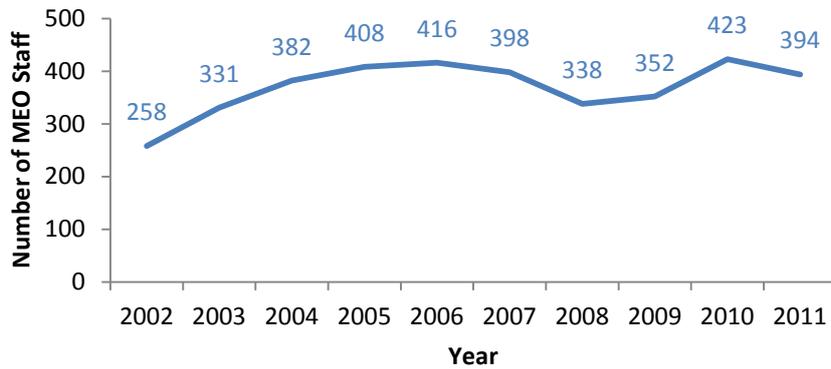
3.2 Ethnicity

3.2.1 Ethnicity (2011)

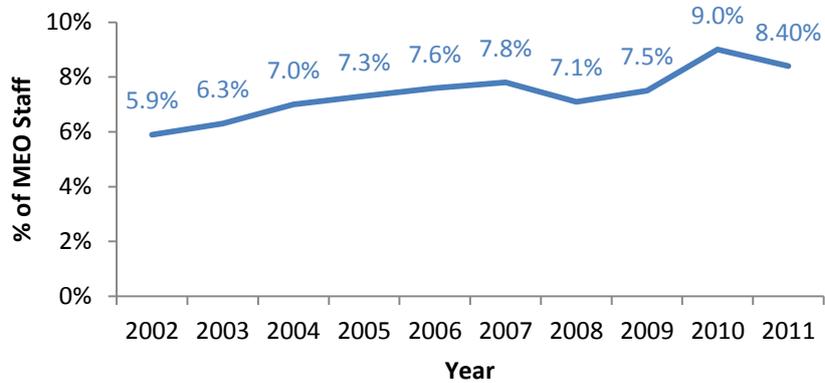
3.2.1 Total Staff (2011) - Ethnicity Known = 4675



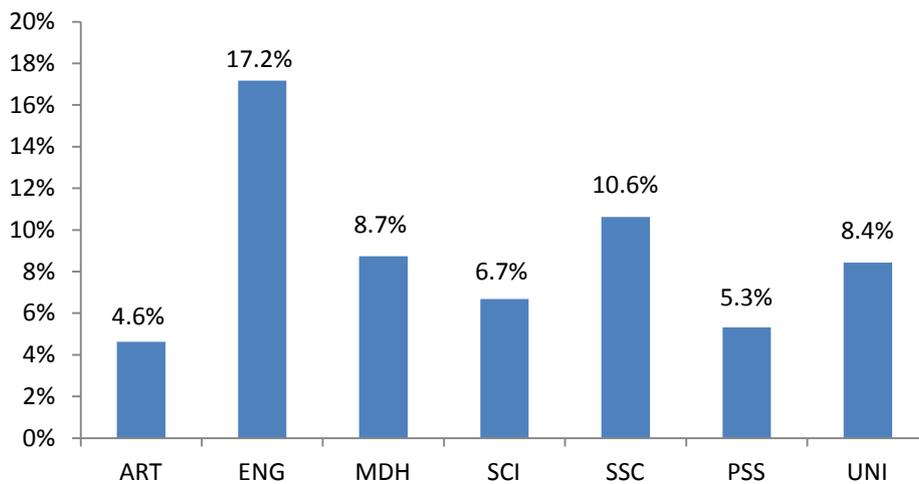
3.2.2 Number of Staff of Minority Ethnic Origin (2002-2011)



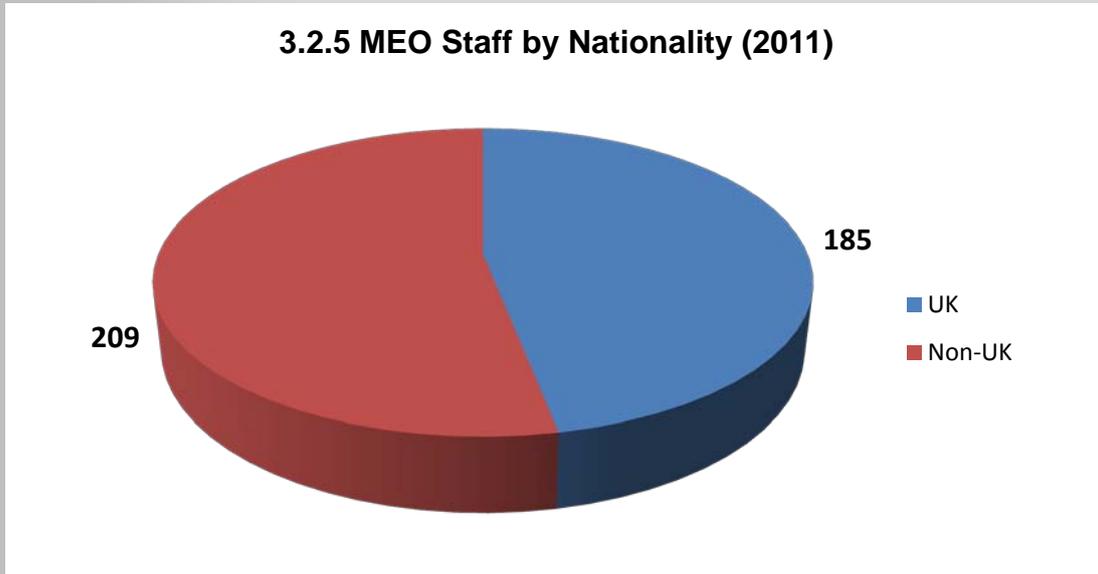
3.2.3 Percentage of Staff of Minority Ethnic Origin (2002-2011)



3.2.4 % of MEO Staff by Faculty (2011)



3.2.5 MEO Staff by Nationality (2011)



3.2.6 Recruitment Success Rates by Ethnicity (2011)

The recruitment success rates show the percentage of each eligible pool that is successful at each stage of the recruitment process.

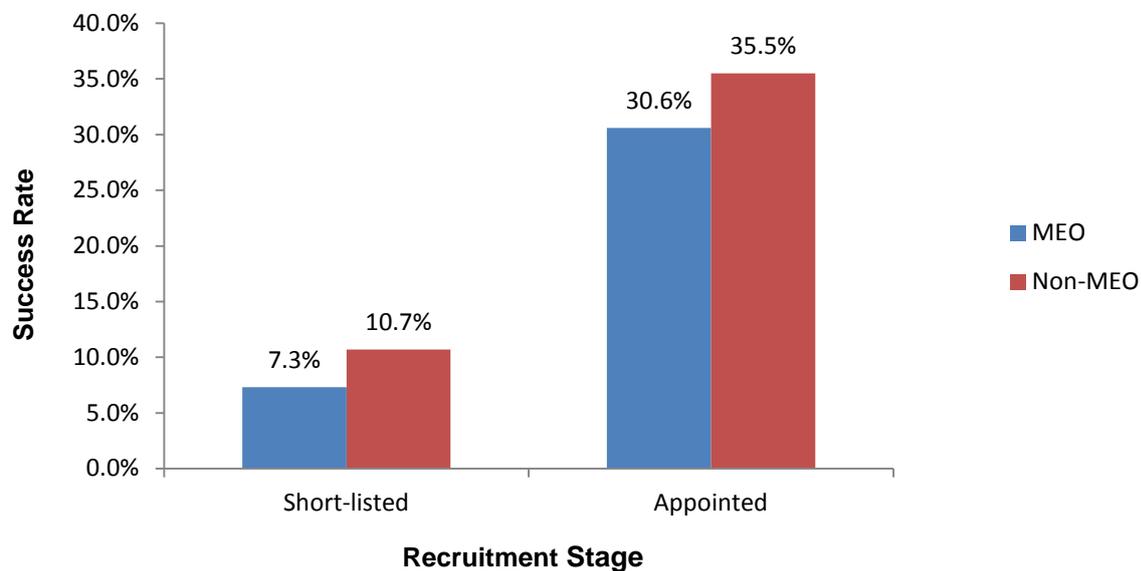
E.g. from all the MEO applicants, 7.3% were shortlisted and 30.6% of the MEO applicants shortlisted were appointed. Of all the non-MEO applicants, 10.7% were shortlisted and of these 35.5% were appointed.

Ideally the success rates between the groups compared should be equal at each stage of the recruitment process.

3.2.7 Recruitment by Ethnicity

Recruitment Stage	MEO	Non-MEO	Unknown
Applicants	6,837	19,639	2,406
Shortlisted	500	2,101	194
Appointed	153	746	153

3.2.8 Recruitment Success Rate (2011) - Ethnicity

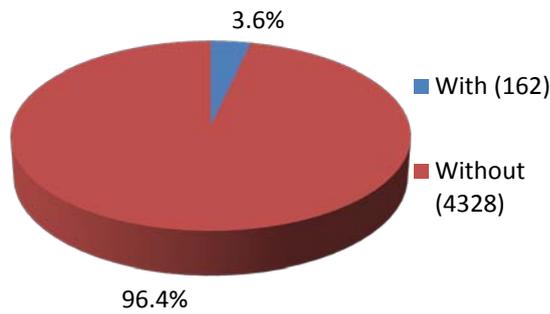


3.3

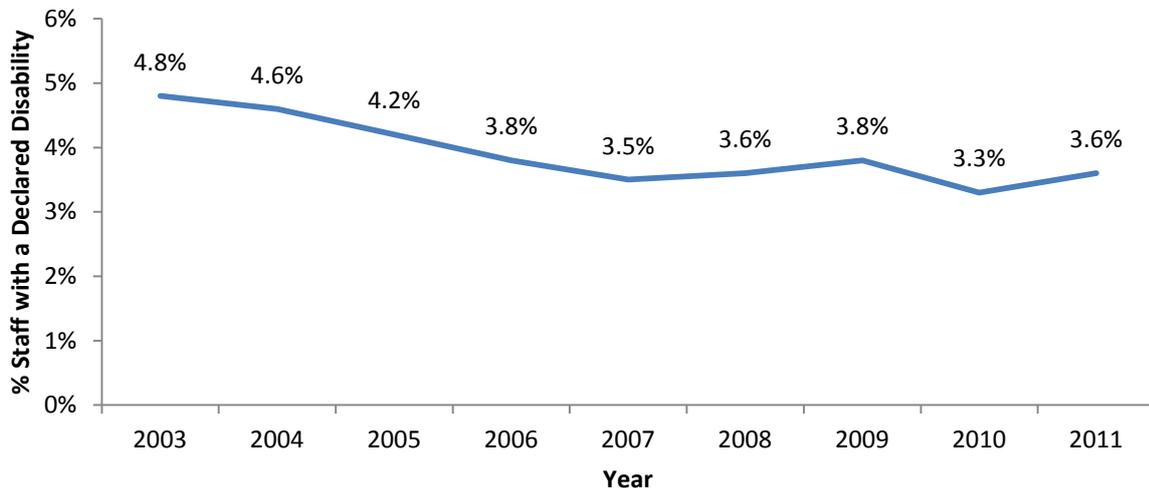
Disability

3.3.1 Disability Type	Number Of Staff (2011)
Blind/visually impaired person	2
Deaf/hearing impaired person	25
Mental health system user	7
Person with dyslexia	23
Person with learning difficulties	4
Wheelchair user/have a mobility impairment	10
Unseen disability (e.g. diabetes, epilepsy, asthma)	68
A disability not listed	34
Total staff with a declared disability	162
Total staff - disability status known	4490

3.3.2 Staff Disability Status (2011) (Total Declared 4,490)



3.3.3 Percentage of Staff with a Declared Disability (2003- 2011)



3.3.4 Recruitment Success Rates by Disability (2011)

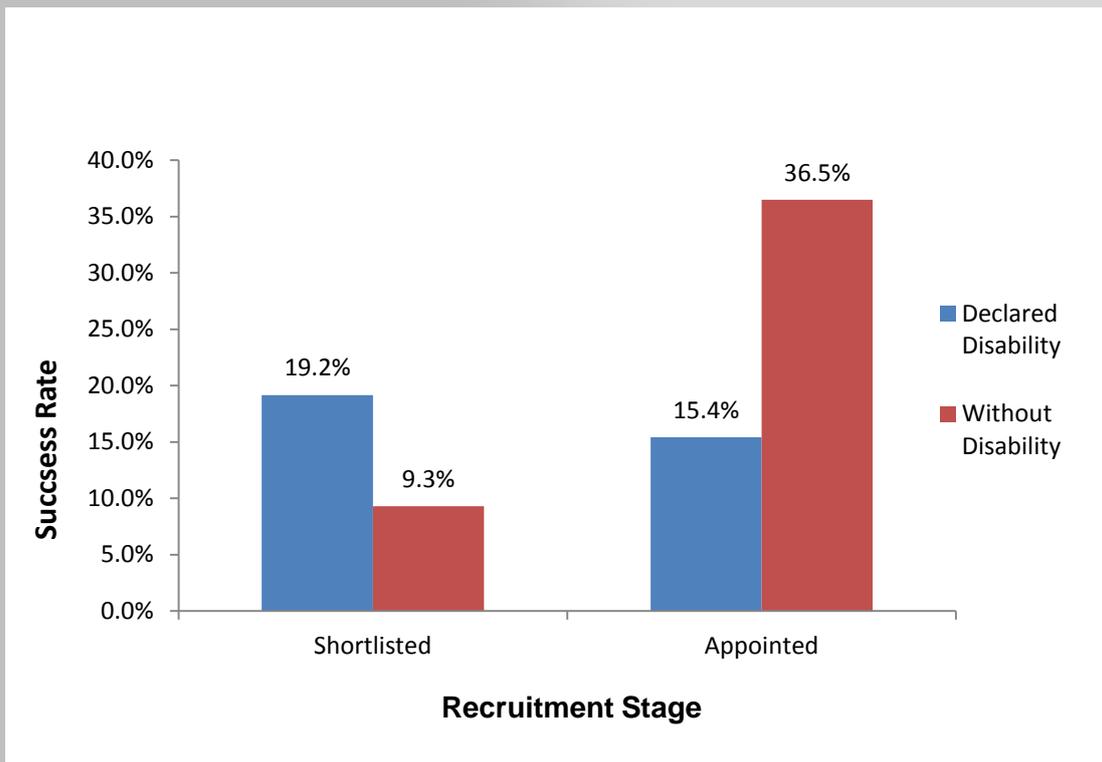
The recruitment success rates show the percentage of each eligible pool that is successful at each stage of the recruitment process.

E.g. from all the applicants with a declared disability, 19.2% were shortlisted and 15.4% of the applicants with a declared disability that were shortlisted were appointed. Of all the applicants without a declared disability, 9.3% were shortlisted and of these 36.5% were appointed.

Ideally the success rates between the groups compared should be equal at each stage of the recruitment process.

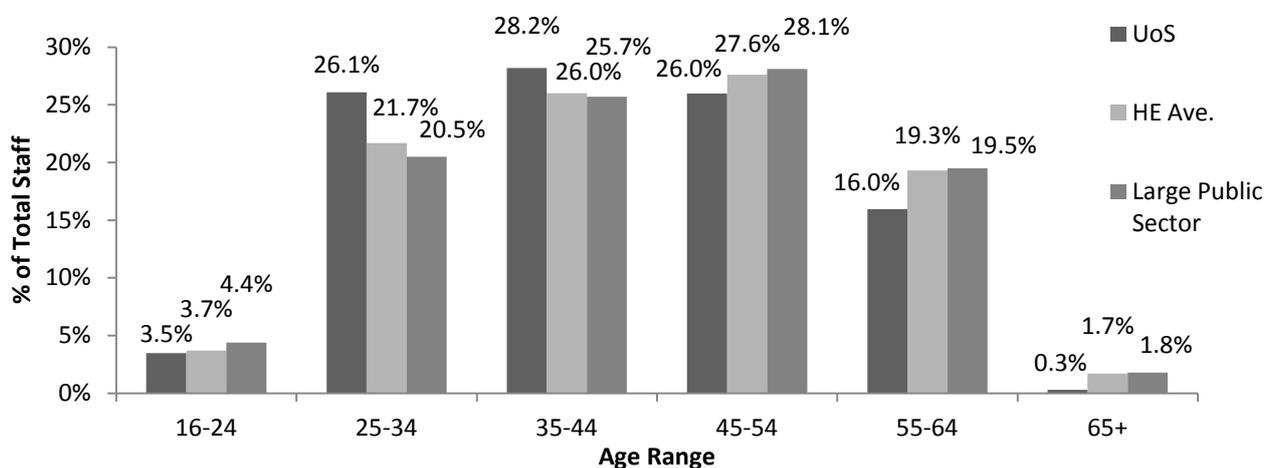
3.3.5 Recruitment by Disability

Recruitment Stage	Declared Disability	Without Disability	Unknown
Applicants	1,320	25,951	1,611
Shortlisted	253	2,412	130
Appointed	39	880	133



3.4 Age

3.4.1 Age Profile and External Benchmarks (2011)



* Data source – external benchmarks for HE Average and Large Public Sector Average: HR Benchmarking 2010 – Workforce Performance Indicators (DLA Piper)

3.5 Other

The University has implemented systems to capture data on all the protected characteristics and encourages all staff to update their equality information via the myJob staff system which enables disclosure of all protected characteristics. However due to the relatively low numbers and confidentiality involved we are unable to provide further information at present.

Section 4 – Report Links

Further information is available at:

4.1 Workforce Information Report:

www.sheffield.ac.uk/hr/az/wis

4.2 Disability Report & Gender Report

www.sheffield.ac.uk/hr/equality/policies-index

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