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|  | | People Services Equality and Diversity Action Plan 2015-16 | | | | | |  |
|  | *GCU Equality Outcome* | |  | *Steps for implementation* | *Owner* | *Due Date* | *Progress/*  *Measures* | *RAG status* |
| 1 | The University has clear leadership on equality and diversity, supported by a strong infrastructure to support mainstreaming of equality and diversity and delivery of our Equality Outcomes | |  | 1.1 Equality Champion for Directorate responsible for raising as regular agenda item at SMG and Directorate team meetings  1.2 EIA included as standard item in Directorate PIDs (Project Implementation Documents)  1.3 EIA of staff policies routinely assessed  1.4 Establish procedures for monitoring the EIA of staff policies  1.5 Provide EIA guidance in specific projects:  (a) Workforce Planning  (b) Selection Methods  (c) Organisational Change  1.6 Undertake EIAs on specific projects:  (a) Academic Workload Planning | Deputy Director  Deputy Director  Deputy Director  Deputy Director  Project Lead  Project Lead | Ongoing  Oct 2015  Jul 2015  Jul 2016  TBC  TBC | 1.1 Formal discussion every 3 months (ongoing)  1.2 Added to template (complete)  1.3 All staff policies include an EIA (complete)  1.4 Evidence of EIA monitoring (not yet started)  1.5 Completed EIA guidance (not yet started)  1.6 Completed EIAs (not yet started) |  |
| 2 | Students and staff understand equality, diversity and dignity so that they are able to participate in an inclusive learning and working environment, to promote good relations between people from different groups | |  | 2.1 Directorate staff have appropriate awareness of equality and diversity through completion of:  (a) Equality & Diversity online training  (b) Unconscious bias training  (c) Mental health awareness training  2.2 Appropriate, relevant and up-to-date content on equality and diversity is delivered through internal training programmes:  (a) People Passport programme  (b) Equality & Diversity online training  (c) GCU Aurora programme support  2.3 Provide appropriate awareness and support for Equality Champions, Harassment Contacts and others with E&D responsibilities  2.4 Provide proactive and consistent case management advice on E&D related issues  2.5 Develop appropriate guidance for staff and managers on E&D related topics:  (a) Flexible Working  (b) Return from Parental Leave | Deputy Director  Deputy Director  E&D Advisor  Casework/ E&D Advisor  Project Lead | Ongoing  Annually  Ongoing  As required  TBC | 2.1 All Directorate staff completed training by Jul 2015 (TBA for new starts)  2.2 Content for each programme reviewed at least annually (ongoing)  2.3 Feedback from Equality Champions and others supported  2.4 Cases successfully concluded  2.5 Appropriate guidance developed (not yet started) |  |
| 3 | The University environment is physically accessible to students, staff and stakeholders | |  | 3.1 Recruitment candidates routinely invited to highlight any special requirements  3.2 Training course participants routinely invited to highlight any special requirements  3.3 Champion achievement of Business Disability Standard to improve experience for disabled staff (and other groups by extension) | Prof Svc Manager  Prof Svc Manager  Director of People | Ongoing  Ongoing  TBC | 3.1 Candidate information provided on website  3.2 Information included in joining instructions  3.3 Working group on Disability established and meets regularly |  |
| 4 | The University’s marketing and communications activities across all Schools and Directorates actively promote equality and reflect the diversity of the University’s students and staff | |  | 4.1 Documents are produced in line with GCU guidelines, and published on GCYou  4.2 Full accessibility of electronic materials (e.g. Powerpoint slides) to be encouraged by:  (a) Accessibility guideline team briefing  (b) Audit of selected materials  4.3 Staff opinion surveys are conducted using accessible tools (e.g. survey monkey) and also provided on paper where required  4.4 Good practice/ success stories relating to E&D are shared and communicated widely:  (a) to the People Services team  (b) to internal stakeholders - comms plan  (c) externally – via web/ social media | Deputy Director  Proj/ Gov Co-ord  Deputy Director  Director of People/  E&D Advisor/ Internal  Comms | Ongoing  Feb 2016  Ongoing  Ongoing | 4.1 Hard copy documents reviewed for People Services identity in 14/15  4.2 Directorate staff aware and implementing Powerpoint accessibility guidance (not yet started)  4.3 Fully accessible pulse survey (Feb 2016)  4.4   1. Stories shared at People Services team meeting (Dec 15) 2. Internal comms plan for 2015-16 3. Regular updates online |  |
| 5 | The University has a comprehensive and robust set of student and staff equality and diversity data that will give us an accurate picture of our University community, and enable us to undertake accurate analysis of under-representation | |  | 5.1 Annual Workforce Report includes routine reporting of staff equality and diversity data  5.2 Annual HESA Report includes routine reporting of staff equality and diversity data  5.3 Equality & diversity data provided for specific projects:  (a) Athena Swan submission  (b) Business Disability submission  (c) Academic Promotions  (d) Remuneration Committee  (e) Equal Pay Audit  5.4 Develop reports on staff with new E&D perspectives:  (a) Job applicant data  (b) Fixed term staff  (c) Succession ‘pools’  (d) Career trajectories  (e) Flexible working  (f) Decision-making group membership | Workforce Analyst  Workforce Syst Adv  Workforce Analyst  Workforce Analyst | Sep 2015  Oct 2015  Oct 2015  TBC  Annual  Annual  Ongoing  TBC | 5.1 Annual Report presented to EB (complete)  5.2 HESA submission data validated (complete)  5.3 Useful reports provided (in progress)  5.4 Useful reports provided (not yet started) |  |