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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 meetings1.2 EIA included as standard item in Directorate PIDs (Project Implementation Documents)1.3 EIA of staff policies routinely assessed1.4 Establish procedures for monitoring the EIA of staff policies1.5 Provide EIA guidance in specific projects:(a) Workforce Planning(b) Selection Methods(c) Organisational Change1.6 Undertake EIAs on specific projects:(a) Academic Workload Planning | Deputy DirectorDeputy DirectorDeputy DirectorDeputy DirectorProject LeadProject Lead | OngoingOct 2015Jul 2015Jul 2016TBCTBC | 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 training2.2 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 support2.3 Provide appropriate awareness and support for Equality Champions, Harassment Contacts and others with E&D responsibilities2.4 Provide proactive and consistent case management advice on E&D related issues2.5 Develop appropriate guidance for staff and managers on E&D related topics:(a) Flexible Working(b) Return from Parental Leave | Deputy DirectorDeputy DirectorE&D AdvisorCasework/ E&D AdvisorProject Lead | OngoingAnnuallyOngoingAs requiredTBC | 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 supported2.4 Cases successfully concluded2.5 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 requirements3.2 Training course participants routinely invited to highlight any special requirements3.3 Champion achievement of Business Disability Standard to improve experience for disabled staff (and other groups by extension) | Prof Svc ManagerProf Svc ManagerDirector of People | OngoingOngoingTBC | 3.1 Candidate information provided on website3.2 Information included in joining instructions3.3 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 GCYou4.2 Full accessibility of electronic materials (e.g. Powerpoint slides) to be encouraged by:(a) Accessibility guideline team briefing(b) Audit of selected materials4.3 Staff opinion surveys are conducted using accessible tools (e.g. survey monkey) and also provided on paper where required4.4 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 DirectorProj/ Gov Co-ordDeputy DirectorDirector of People/E&D Advisor/ InternalComms | OngoingFeb 2016OngoingOngoing | 4.1 Hard copy documents reviewed for People Services identity in 14/154.2 Directorate staff aware and implementing Powerpoint accessibility guidance (not yet started)4.3 Fully accessible pulse survey (Feb 2016)4.41. Stories shared at People Services team meeting (Dec 15)
2. Internal comms plan for 2015-16
3. Regular updates online
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| 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 data5.2 Annual HESA Report includes routine reporting of staff equality and diversity data5.3 Equality & diversity data provided for specific projects:(a) Athena Swan submission(b) Business Disability submission(c) Academic Promotions(d) Remuneration Committee(e) Equal Pay Audit5.4 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 AnalystWorkforce Syst AdvWorkforce AnalystWorkforce Analyst | Sep 2015Oct 2015Oct 2015TBCAnnualAnnualOngoingTBC | 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) |  |