

Gender Equality Action Plan

April 2007 - 2010

Meeting the Gender Equality Duty			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Draft Policy and Scheme with Action Plan, according to requirements 	<ul style="list-style-type: none"> policy in place and accessible to all students and staff , covers all areas of legislative duty 	Diversity Manager	Complete by May 2007
<ul style="list-style-type: none"> Redraft Equal Opportunities Statement 	<ul style="list-style-type: none"> Statement which is clear, accessible and in line with recent policy developments 	Diversity Manager	August 2007
<ul style="list-style-type: none"> Undertake to impact assess all university policies for effect on gender equality 	<ul style="list-style-type: none"> University can be seen to be consistent in promoting equality and eliminating discrimination 	Impact Assessment Group	2007 -April 2010
AIMS –1. PROMOTE EQUALITY OF OPPORTUNITY			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Set up network of diversity and equality professionals from collaborative institutions 	<ul style="list-style-type: none"> Develop parallel documentation with the University of Kent and Canterbury and Christchurch University. Students studying at other institutions are protected by parallel policies 	Diversity Manager	Oct. 2007 – Oct. 2008
<ul style="list-style-type: none"> Ensure all publicity and documentation project a positive image of the university as welcoming to all regardless of gender or sexuality 	<ul style="list-style-type: none"> Encourages a diverse intake with realistic expectations of the university community 	Director of Development & Communications	Ongoing
<ul style="list-style-type: none"> Continue to pursue best practice in employment practices 	<ul style="list-style-type: none"> staff confident they will receive fair treatment with due regard to circumstance 	Personnel	Ongoing

AIMS –2. ELIMINATE DISCRIMINATION			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> • Take action to reduce pay gap 	<ul style="list-style-type: none"> • Gender balance improved across grades and status 	Personnel	Ongoing
<ul style="list-style-type: none"> • Ensure staff do not suffer detriment when returning from maternity or parental leave 	<ul style="list-style-type: none"> • Improved return and retention rates after maternity leave. Parents more confident about taking leave to share care 	Personnel	Ongoing
<ul style="list-style-type: none"> • Make the procedures for dealing with harassment and bullying more effective for both staff and students 	<ul style="list-style-type: none"> • Greater confidence in reporting Zero tolerance demonstrated 	Diversity Manager	Feb. 2008

Objectives – 1. REDUCE PAY GAP			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> • Conduct 'pay gap' review (i) [Equal pay audit] 	<ul style="list-style-type: none"> • Differences and possible causes identified, actions to reduce gap proposed 	Personnel Diversity Manager	Ongoing Complete by January 2009

OBJECTIVES – 2. IMPROVE MATERNITY/PARENTAL CONDITIONS			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> • Review Maternity and parental leave arrangements 	<ul style="list-style-type: none"> • Possibly improved conditions of service relating to maternity and parental leave 	Personnel Diversity Manager	Ongoing Complete by May 2008
<ul style="list-style-type: none"> • Take account of the Work and Families Act [2006] with a view to moving towards best practise 	<ul style="list-style-type: none"> • Clear information available for parents and potential parents about entitlement and removal of any stigma in taking the leave allowed 	Personnel	Ongoing
<ul style="list-style-type: none"> • Plan for, and properly resource, maternity cover arrangements 	<ul style="list-style-type: none"> • Pressure on all staff reduced, less likelihood of resentment about leave arrangements 	Personnel	Ongoing

OBJECTIVES – 3. DEVELOP A FLEXIBLE WORKING, WORK/LIFE BALANCE POLICY			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> • Existing group to continue to develop policy. Job sharing and part-time working, for senior as well as junior posts, to be part of the flexible working options 	<ul style="list-style-type: none"> • University wide understanding of the arrangements which can be made to enable care responsibilities, and greater participation in family and community life, to be undertaken alongside work responsibilities. 	Personnel Diversity Manager	Ongoing Complete by Oct. 2008

OBJECTIVES – 4. TEACHING, LEARNING AND THE CURRICULUM			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> All schools examine curriculum for possible gender bias 	<ul style="list-style-type: none"> Adjustments to curriculum as necessary. Learning experience enhanced 	Heads of schools Academic staff	Ongoing – complete by 2010
<ul style="list-style-type: none"> Schools offering subjects traditionally attractive to a particular gender consider the support offered to minority gender students. 	<ul style="list-style-type: none"> Programmes become more attractive to the gender previously less likely to apply or to succeed 	Heads of Schools	Ongoing
<ul style="list-style-type: none"> Programme marketing examined for gender bias 	As above	Academic Staff Development & Communication Diversity Manager	January 2008
<ul style="list-style-type: none"> Investigate joint working with collaborative institutions to develop an e-learning module focussing on Teaching and the Curriculum 	<ul style="list-style-type: none"> University of Greenwich and collaborative institutions become leaders in the provision of Diversity training in Teaching and the Curriculum Academic staff have access to practical training to develop inclusive teaching practice and develop programmes with diversity issues embedded within them. 	Personnel Learning Enhancement Co-ordinators	October 2008
OBJECTIVES – 5. FACILITIES			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Security and lighting to be improved where necessary in grounds and car parks 	<ul style="list-style-type: none"> staff and students feel safer, more likely to attend evening courses and activities 	Director of Facilities Management	Ongoing
OBJECTIVES – 6. PROCUREMENT			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
Ensure companies working on university sites have appropriate policies in place relating to equalities and conduct	<ul style="list-style-type: none"> Students and staff protected from discriminatory treatment 	Director of Facilities Management	Ongoing
Ensure organisations used for student placements have policies in line with University requirements	<ul style="list-style-type: none"> students treated with respect, University and placements working to same values and standards re equalities 	Head of RERA Head of Guidance & Employability	October 2008
Objectives – 7. Student behaviour and Discipline			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
Very clear statements in literature and during induction sessions about unacceptability of bullying and harassment and of consequences if flouted	<ul style="list-style-type: none"> More reporting by victims, less bad behaviour 	All staff Students involved in induction events Director of Student Affairs Personnel	October 2007

BREACHES OF POLICY			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Consider how victims can be protected during the complaints process 	<ul style="list-style-type: none"> Possibly revised complaints procedure Greater confidence in reporting 	Diversity Manager Head of Exams & Standards Personnel	March 2008
<ul style="list-style-type: none"> Consider sanctions with an educational outcome 	<ul style="list-style-type: none"> More positive outcomes (restorative justice, community service) 	Head of Exams & Standards Personnel	March 2008

IMPLEMENTATION OF THE POLICY			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Updated equal opportunity statement is communicated to all staff. Those who are responsible for university publications are informed of the need to update 	<ul style="list-style-type: none"> New equal opportunity statement contained within prospectuses, student orientation pack, staff induction pack and other relevant publications. 	Diversity Manager Director of Recruitment & Admissions	April 2008
<ul style="list-style-type: none"> Students informed via the portal and in registration information for the next academic year 	<ul style="list-style-type: none"> Cannot claim they do not know or understand their responsibilities 	Director of Student Affairs Director of Information & Library Services	Sept'07

ACCOUNTABILITY AND RESPONSIBILITY			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Staff reminded, in communication referred to above, of their responsibility to be pro-active in promoting equality and eliminating discrimination 	<ul style="list-style-type: none"> All staff are aware of their individual and professional responsibilities 	Heads of schools Diversity Manager Personnel	October 2007
<ul style="list-style-type: none"> Structure e-learning CPD package to include section on individual responsibility 		Diversity Manager Personnel	March 2008

CONSULTATION			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Continue to invite contributions to help inform annual report and 3 year review 	<ul style="list-style-type: none"> Policy constantly under scrutiny, adjusted annually as appropriate 	Diversity Manager Personnel	Ongoing
<ul style="list-style-type: none"> Invite anonymous contributions to enable those who feel vulnerable to disclose difficulties they have experienced and needs not met within policy. This could be particularly significant for issues relating to sexuality 	<ul style="list-style-type: none"> More realistic information to inform policy review 	Diversity Manager Personnel	Ongoing

TRAINING			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Purchase Equality e-learning package 	<ul style="list-style-type: none"> Staff and students have access to quality training via e-learning. Awareness of equality and diversity issues raised 	Personnel Diversity Manager	September 2007
<ul style="list-style-type: none"> Develop staff induction to include updated equality element 	<ul style="list-style-type: none"> All new staff receive diversity and equal opportunity information, and copies of relevant policies Greater awareness of issues 	Personnel Diversity Manager	December 2007
<ul style="list-style-type: none"> Develop Equality training to include understanding of transexuality and Gender Re-assignment, and the regulations which relate to them 		As above	March 2008

PLANNING			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Equality Action Plan developed, updated each year 	<ul style="list-style-type: none"> Equality work planned and scheduled for the next academic year 	Diversity Manager	Ongoing
<ul style="list-style-type: none"> Investigate mechanisms to embed equality planning in strategic, school and office planning cycle. 	<ul style="list-style-type: none"> Recommendations to develop systems to embed equality planning university-wide. These to be included in the updated Equality Action Plan. 	Diversity Manager Personnel	April 2008
<ul style="list-style-type: none"> Equality and Diversity Annual Report produced 	<ul style="list-style-type: none"> Annual report produced, linking in with external reporting processes 	Diversity Manager	March 2008

MONITORING			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> • statistical data to be analysed for significance to gender equality • additional data to be gathered if necessary 	<ul style="list-style-type: none"> • statistical information fed into Equality Planning, helps to provide measurable outcomes • gaps in understanding nature and possible causes of inequality uncovered 	Diversity Manager Planning & Statistics	Ongoing
<ul style="list-style-type: none"> • Continue to monitor complaints of bullying and harassment 	<ul style="list-style-type: none"> • identify sources/causes and possibly frequent locations of incidents, able to target training or assemble evidence for action 	Diversity Manager Personnel	Ongoing
<ul style="list-style-type: none"> • Advizor database – development of an equality project. 	<ul style="list-style-type: none"> • New statistical database has been set up to deliver equality statistics to trained users – allowing for greater flexibility in examining statistical data 	Planning & Statistics	October 2008

PUBLISHING			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Equality Scheme published on the intranet, and all students and staff contacted electronically to alert them to its presence 	<ul style="list-style-type: none"> All staff and students are aware of existence of the new Scheme 	Diversity Manager	September 2007
<ul style="list-style-type: none"> Paper copies of the Equality Scheme circulated to Heads of Schools and Offices 	<ul style="list-style-type: none"> All Heads and Managers have access to, and have read, the new Equality Scheme 	Diversity Manager	September 2007
<ul style="list-style-type: none"> Equality links to Diversity web pages 	<ul style="list-style-type: none"> Diversity and Equal Opportunities indexed on the intranet, giving easier access to students or staff looking for relevant information 	Diversity Manager Student Affairs ICT	October 2007
<ul style="list-style-type: none"> Develop Diversity web pages links to all related policies, clear information on support services, information on student and staff consultations 	<ul style="list-style-type: none"> Diversity web pages provide a wealth of related information, giving a one-stop-shop for equality and diversity issues 	Diversity Manager Diversity Officer Student Affairs ICT	February 2008

IMPACT ASSESSMENT OF POLICIES			
TASKS	OUTCOME	RESPONSIBILITY	TIMESCALE
<ul style="list-style-type: none"> Impact Assessment Committee to oversee this area 	<ul style="list-style-type: none"> Committee has been established which has oversight of the impact assessment process and ensures quality in the process 	Diversity Manager Secretary & Registrar	Ongoing
<ul style="list-style-type: none"> Programme of Impact Assessments planned and carried out 	<ul style="list-style-type: none"> Impact Assessments are scheduled for the next 3 years, meeting legislative duty 	Impact Assessment working group	Ongoing