

SINGLE EQUALITY SCHEME ACTION PLAN

Action for all equality and diversity action groups

Objective	Action	Target date	Lead	Desired outcomes Data published on University web pages for EQIA screening and accessible
<p>1. Analysis of statistics on all equality strands for students for more effective planning and enhance understanding of equality and diversity amongst the student community.</p>	<p>Schools to analyse and act on student data on equality strands for students by subject and course</p> <p>Introduce and implement Diversity Survey for Students</p> <p>Diversity awareness sessions to increase student participation in equality advisory groups</p>	<p>2012</p>	<p>Deans of Schools to include action in Local Plans (EQIA)</p> <p>Head of Student Services & Student Union</p> <p>Director of Planning, Data Integrity & Policy</p>	<p>To monitor customer service in meeting student needs and University equality and diversity objectives.</p> <p>Compare with HE sector data, local, regional and national data streams</p> <p>Data published on University web pages for EQIA screening and accessible</p>
<p>2. Analysis of statistics on all equality strands for staff for more effective planning.</p>	<p>Increase staff disclosure rates and improve disclosure at job application stage particularly for manual staff, researchers, and part time hourly paid lecturers</p> <p>Staff Diversity Survey – 2012. Extend caring questions to include those who care for adults including those with mental health illness or disabilities</p>	<p>2012</p>	<p>Associate Director of HR Strategy and Personnel</p>	<p>Continue to improve staff disclosure rates for BME and disabled staff to achieve 0% non-disclosure rates e.g. everyone declaring their ethnicity status and if they are disabled or not.</p> <p>Monitoring starters, leavers, promotions, etc to identify any trends such as occupational segregation, age profiling</p> <p>Diversity survey outcomes with accessible data on University web pages for EQIA screening.</p> <p>Compare with HE sector data, local,</p>

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				regional and national data streams Monitor Diversity Survey data against issues raised in May 2006 survey
3. Equality Impact Assessment (EQIA)	All new and current policies and procedures to be impact assessed	2010 to 2012	Director of Planning, Data Integrity & Policy Specific equality outcomes to be included as objectives within the appropriate equality advisory groups	Legal compliance and enhanced University experience for all staff and students. Use of statistical data e.g. HESA, National Student Survey, ECU/HEFCE surveys & good practices, staff diversity surveys, student diversity survey, etc to be more accessible to feed into EQIA
4. Assess impact of the Equality Act 2010	Review policies, procedures and practices to ensure that the University continues to meet equality legislation requirements	October 2010 – 2012	Associate Director of HR Strategy and Personnel, Head of LEPDU, Equality and Diversity Officer	To implement any changes required to policy and appropriate staff development needs
5. Continue to achieve equality related quality assurance award standards	1) Re-assessment for Investors in People – January 2011 & 2) matrix standard – Mar 2011	2010 – 2012	1) Head of LEPDU 2) Head of Student Services 3) Purchasing Manager 4) Head of Library 5) Equality and Diversity Officer	Achieved: 3) Fair Trade - October 2010 4) Centre for Excellence; 5) Job Centre Plus Two ticks disability standard – reassessed annually
6. Continue to embed equality and diversity in developments in learning and teaching	Embedding effective academic skills in the curriculum and CPD activities for teaching staff including equality and diversity curriculum design	2010 - 2012	Head of LEPDU/Teaching Fellows	More inclusive academic staff practices. University procedures address equality issues more proactively
7. Continue partnership	Involvement and participate	2010 - 2012	Head of Business	The University has signed up to the One

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working to support local community engagement	with strategic partners e.g. Bolton Council, NHS Bolton, Bolton College, etc on their diversity related issues		Development & External Partnerships	Bolton pledge designed to Create One Bolton. Joint diversity events e.g. World AIDS Day, Black History Month Work.
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Specific action for the individual equality strands - Disability Equality Scheme Action Plan 2010 – 2012

Objective	Action	Target date	Lead	Outcome
1. Disability awareness training to be mandatory for all staff	All new and existing staff received training Action to be monitored via the PDP process as appropriate.	2010 - 2012	Chair of Equality and Diversity Committee/Head of LEPDU	General disability awareness training for all staff to be ongoing. Tailored training for supporting academic staff in accessible curriculum delivery.
2. Disability implication outcomes of the University's Condition Survey	Survey completed - disability implications to be identified and incorporated into Estates Strategy 2010-2012	2010 - 2012	Executive Director (Resources), Facilities Manager	An accessible campus plan with target dates for improvements to be formulated into the Estates Strategy long term maintenance plan.
3. Analysis of statistics for disabled students	Schools to analyse and act on data on disabled students by subject and course	Include action on Local Plans.	Deans of School	Improved support for disabled students.
4. Analysis of statistics for disabled staff	Increase number of staff declaring a disability or no disability compared to not known category. Produce University guidance for disabled staff and their managers.	2010 - 2012	Associate Director of HR Strategy and Personnel	Increased number of staff declarations. Improved support for disabled staff: Positive reasonable adjustment (s) for staff at return to work interviews and PDP processes
5. QAA Code of Practice	Ensure that the University is meeting QAA Code of Practice requirements.	Make recommendations on revised QAA Code of Practice	Disability Advisory Group/ Deputy Vice Chancellor/Pro Vice Chancellor/Director of Academic Quality	Recommendations and compliance with updated Code of Practice.

Specific action for the individual equality strands - Gender and Sexual Orientation Equality Scheme Action Plan 2010 – 2012

Objective	Action	Target date	Lead	Outcome
1. Ensure a fair pay system is applied	Undertake a pay and gender monitoring process to Identify evidence of any pay gaps in terms of salary, promotion pay, pay progression, allowances and bonuses	August 2012	Associate Director of HR Strategy and Personnel	Equal Pay Audit. Software purchased – delay due to late HERA implementation Reduce any evidenced gender pay gaps and comply with Equality Act 2010 requirements on publishing pay gaps
2. Student data analysis by gender to identify specific trends	Gender data analysis for all key performance measures	2010 - 2012	Deans of School, Student Liaison Officers Gender and Sexual Orientation Advisory Group	Identify trends or barriers and recommend strategies or interventions in specific areas e.g. lower achievement in young men, participation of women in SET programmes, disciplinary, etc
3. Awareness raising on revised Gender Re-assignment policy	Current policy revised in line with new guidance from the Equality and Challenge Unit (ECU).	2010	Associate Director of HR Strategy and Personnel & Head of Student Services. 1) Equality and Diversity Officer 2) Head of LEPDU	Publication of Gender Identity and Sexual Orientation leaflets on web and in student induction packs. Include in: 1) Diversity sessions with students 2) Diversity staff development
4. Programme of options for flexible working (subject to operational requirements) for staff to include flexi time and home working on a formal University wide basis	Implement process and monitor progress as part of the new framework agreement/harmonisation	July 2012	Associate Director of HR Strategy and Personnel	Set up working parties with recognised trade unions to discuss harmonisation issues which may include sickness schemes, holiday entitlement, working hours, and other employment benefits, as well as flexibility in working practices appropriate to the achievement of the University's strategic aims

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<p>5. Promote support and awareness raising for carers within staff and student communities</p>	<p>Awareness raising for Caring support and services in conjunction with Bolton Council - Promote annual Carers Week (June)</p>	<p>September 2010 and ongoing</p>	<p>Gender and Sexual Orientation Advisory Group</p>	<p>Attendance at Bolton Council's Gender, Sexuality and Caring Group. Links with Bolton Council's web pages on facilities available for those who care for people living in the Bolton borough.</p>
<p>6. Improve awareness of LGBT issues for student and staff population</p>	<p>Promotion of and participation in local, regional, national events i.e. World Aids Day (1st December); Manchester Gay Pride (August); LGBT history month (February); HEFCE LGBT survey (2009); prejudice faced by LGBT groups in football (FA), etc.</p>	<p>2010 - 2012</p>	<p>Gender and Sexual Orientation Advisory Group, Student Union</p>	<p>Improve awareness of LGBT related issues: Student Union to participate in local and regional events Student Union policy on dignity and respect for LGBT students in sports clubs Promote events on web, staff and student bulleting and Student Union radio station World Aids Day event at University of Bolton - 2010</p>

Specific action for the individual equality action groups – Race Equality Action Plan 2010 - 2012

Objective	Action	Target date	Lead	Outcome
<p>1. Student data analysis by ethnic minority to identify specific trends</p>	<p>Monitoring student data to identify ratios by ethnic minority</p>	<p>2010 - 2012</p>	<p>Deans of School, Student Liaison Officers</p>	<p>Identify trends or barriers and recommend strategies in specific areas e.g. improving the success and attainment of black and minority ethnic students</p>
<p>2. Identify bias in student assessment</p>	<p>Ethnicity data analysis for all key performance measures</p>	<p>2010 - 2012</p>	<p>Race Equality Advisory Group/Information Officer</p>	<p>Achieve student outcomes that are comparable across all students irrespective of their racial/ethnic backgrounds</p>
<p>3. Cultural awareness training for academic staff</p>	<p>All new and existing academic staff to receive training</p>	<p>2011 - 2012</p>	<p>Head of LEPDU</p>	<p>Tailored training for supporting academic staff to assist them in dealing with student groups that are culturally mixed including International students who may have different expectations and learning needs</p>

Specific action for the individual equality action groups – Age Action Plan

Objective	Action	Target date	Lead	Outcome
1. Review default retirement age	Review staff retirement policy	July 2011	Associate Director of HR Strategy and Personnel	Revised Retirement Policy
2. Promote good practice in relation to under-18s on campus	Review existing policies and legal framework	July 2011	Head of Student Services, Deans of School,	Identify the different obligations that staff have to under 18s and draft guidance as appropriate
3. Establish the conditions for effective implementation of Apprenticeships	Review the viability of introducing apprenticeships in professional service areas	July 2011	Associate Director of HR Strategy and Personnel, Head of Strategy, Policy and Planning	Encourage participation in the sector. Assist succession planning

Specific action for the individual equality action groups – Faith and Spirituality (Religion and Belief) Action Plan

Objective	Action	Target date	Lead	Outcome
1. Analyse student and staff data to enable the catering service to deliver appropriate dietary requirements i.e. Halal, kosher, etc	Implement collection of data for religion and belief for staff	2011	Associate Director of HR Strategy and Personnel Head of Student Services Advisory Group on Faith and Spirituality	Improved appropriate catering provision for staff and students
2. Certification of Halal and any other special dietary foods (kosher)	Muslim Chaplain to discuss with Catering Manager	2011	Advisory Group on Faith and Spirituality	Greater confidence about the authenticity of Halal and other special dietary foods
3. Provision of different times for Jummah Prayers (Muslim Friday Prayers)	Co-ordinate with Bolton College different times for Friday Prayers. Agreement for members of University, Bolton College and Bolton Sixth Form	2010	Executive Board Advisory Group on Faith and Spirituality	Provision of more convenient breaks for Friday Prayers within classes. Easier timetabling with less clashes with Friday Prayers

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	College to access each other's faith provisions			
4. Timetabling reasonably accommodates the diverse needs of students and staff	Information on key religious days that may cause timetabling problems.	2010	Advisory Group on Faith and Spirituality Dean of Quality and Standards Deans of School	Ensures that the timetabling of exams avoids key religious holy or rest days, or times for prayers, where possible
5. Mark the National Interfaith Week, World Aids Day and other "community cohesion" events	Organise speakers and displays for National Interfaith Week, World Aids Day	2011	Equality and Diversity Officer Advisory Group on Faith and Spirituality	Greater awareness of the importance of faith issues for the cohesion agenda Greater awareness for the issues around AIDS
6. Staff training concerning practical issues of working with those of other faiths	Organise joint "faith diversity" session with Bolton College	2012	Advisory Group on Faith and Spirituality Head of LEPDU	Greater understanding among staff about faith issues and education Greater support for students