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1. Introduction

The Equal Opportunities Report summarises the areas of work co-ordinated by the Equality and Diversity Committee, the Race Equality Group, the Disability Equality Group and the work undertaken on the other equality strands: Gender, Age, Religion and Belief and Sexuality.

The raft of recent anti discrimination legislation (Disability Discrimination Act 2005, Equality Act 2006, Race Relations Amendment Act 2000, Employment Equality - Religion or Belief Regulations 2003 and Employment Equality – Age Regulations 2006) has placed very clear legal duties upon the University and the need to respond positively to these duties has been an important priority during 2006/2007.

The Disability Discrimination Act has required us to produce a Disability Equality Scheme (DES) with a three year Action Plan. (The DES was launched in December 2006 with a presentation on Deaf culture, and has been available on the web since December 2006). In order to write the Scheme we have had to demonstrate that we have consulted and involved Disabled and non – Disabled staff and students. Over the summer of 2006 staff responded to the questionnaire they had all been sent in July. The questionnaire sought their views on the needs of Disabled staff and students and on how effectively the University responds to those needs. A series of consultation meetings for Disabled staff and students was held in October/ November 2006. Disabled students were concerned about the failure of some teaching staff to respond to their particular needs and make reasonable adjustments. Disabled staff were concerned about access issues, levels of support and promotion opportunities. Flexible working arrangements were seen as a positive development. We already hold data on Disabled students and in order to improve data on Disabled staff a verification exercise was undertaken in November 2006. The number of staff who disclosed their status as Disabled increased from 2.1% to 6.7%. It is still likely that this figure is an under representation of Disabled staff as there are always issues about disclosure and fear of stigma. This is particularly true for staff with mental health issues. The DES is monitored by the Disability Equality

Group and is regularly updated to identify new priorities/initiatives and record when actions have been completed.

Following the same model as the DDA the Equality Act has required us to produce a Gender Equality Scheme including a three year Action Plan. Again in order to draw up the Scheme there has been a strong emphasis on consultation and involvement of all staff and students. In March/April 2007 all staff were invited to send their views /comments/reflections on issues of gender equality to the Equality and Diversity Manager and all of these are included in the Gender Equality Scheme. A further series of consultation meetings was held to which all staff and students were invited. Meetings were held on all 3 campuses. Feedback from staff focused on a number of issues, including Flexible Working, Work/Life Balance, Recruitment and Selection and Promotion Opportunities. In response to the under representation of women in more senior positions across the University and the feeling of some female members of staff that they feel unsupported and undervalued the University is establishing a Women's Network which will hopefully start to address some of these issues. The Network has funding from January 2008 for one year .Students were concerned about issues of safety and achieving Work/Life Balance. They talked about when during their careers would be the best time to start a family. The lack of positive female role models was also an issue. The GES was completed and made available on the web in April 2007. A Gender Equality Group has been established chaired by DVC Professor Janice Kay. It will monitor the effectiveness of the Action Plan as well as raise the profile generally of gender equality issues across the University.

The University's Race Equality Action Plan needed updating and this was written up following a consultation meeting with members of the Race Equality Group. The new three year Action Plan was made available on the web in July 2007. Again responsibility for monitoring the Action Plan lies with the Race Equality Group.

Each one of these Schemes requires the UoE to significantly improve the scope of its collection of data on both staff and students. We need to be regularly monitoring job applications, success rates, level of posts taken up, promotion and retention in terms of disability, gender, ethnicity and age. HR's new e-system should facilitate this process for 2007/2008. Similarly we need to much more systematically monitor our student applications, identify which Schools are particularly under-represented in terms attracting a diverse student body, offers made and take up of places as well as retention rates and performance and achievement. The Planning Team are proposing to provide much more detailed information on the experience of students from the different equality groups in 2007/2008. This information will be submitted to the Education Committee, the Equality and Diversity Manager, as well as to all Schools so they can identify any areas where discrimination may have occurred and take appropriate steps.

In October 2006 the Performance and Risk Steering Group considered the University's performance in relation to Equality and Diversity issues and the extent to which this posed a risk. The risk descriptor was 'failure to embed Equality and Diversity issues in all aspects of the University's life and to demonstrate a robust commitment to challenging discrimination and positively promoting equality'. This was only the second review of E and D after the first in March 2007 and it was again ranked seventh overall out of twenty six potential areas of risk It was hoped that the reduction figure would improve significantly by the time of the next review when existing (and possibly additional) controls would have had more time to have an impact. This would lead to a lower ranking, which means that E and D is thought to pose less of a potential risk. The inclusion of Equality and Diversity in the remit of the Steering Group is very significant as it is further evidence of the increasing importance that the University attaches to E and D issues.

The Equality and Diversity Manager has continued to work closely with members of the University's Equality and Diversity Coordinators network as well as the Personnel Policies Officer (E and D). It continues to be very important that the post of Equality and Diversity Manager is located within the Executive Suite and good communications exist between the Manager and DVC responsible for Equality and Diversity issues, Professor Mark Overton. It is also very valuable to maintain links with other local as well as regional HEIs, HEEON and the ECU. Outside HE different Voluntary Organisations (Devon and Exeter Racial Equality Council for example) as well as statutory organisations like DCC and Devon Equality Partnerships are a valuable source of information as well as support. It is important that UoE is seen to make a positive contribution to the local community on issues of E and D and the partnership working around Black History Month 2006/Bicentenary 200 Group did just that.

It has been important to establish a much more coherent policy around Equality and Diversity Training across the University. From October 2006 all new staff as part of their induction participate in a half day's E and D mandatory training which is delivered by the E and D Manager. A training programme was also devised for staff involved in decision making for the RAE which focused on issues of E and D. The training was delivered in January/February 2007. The E and D Manager co-trained with an outside consultant.

We also now have an online Disability Awareness Training Package available to all staff as well as general E and D training online to support staff who have undertaken other interactive E and D Training. Throughout the year there has been a programme of awareness-raising on Harassment and Bullying issues to student groups as well as different staff teams. The E and D Manager has also had input on some courses (eg Radiography on mainstreaming Equality and Diversity in the workplace) as well as specific training, (recruitment and selection procedures for the Clinical Psychology Course). The DRC runs training programmes for staff to extend their knowledge of current legislation and strategies to support disabled students. E and D training is also mandatory for staff involved in recruitment and selection.

Training is one of the most effective ways the UoE can demonstrate its commitment to equality in a visible and active way.

2. Equality and Diversity Committee

With effect from 2005 the Equal Opportunities Group became the Equality and Diversity Committee. The membership has been reviewed and broadened and therefore ensuring representation from all schools and services.

The Equality and Diversity Committee has continued to be chaired by the Vice Chancellor, demonstrating the commitment to equality and diversity from the Senior Management of the University. The Committee covers all aspects of equality and diversity, including race, gender, disability, sexual orientation age and religion and belief. Formally established in May 2002 the Committee meets termly.

Because of the new system of 'dual assurance' the E and D Committee will become the E and D Advisory Group with effect from September 2007. The Group will continue to provide a useful forum for informal discussions on the implications of decisions/actions, an opportunity for members to identify possible future actions and be somewhere where information about new policies or initiatives is passed on to all Schools and Services. It is important that we are seen to be open and transparent in our decision making. The Advisory Group will be chaired by the Deputy Vice Chancellor, Mark Overton, who is responsible for Equality and Diversity.

3. Race Equality Group

The REG is a sub-group of the Equality and Diversity Committee. It was established during the academic year 2002/03 and has been responsible for driving the comprehensive Race Equality Policy and corresponding action plan and now the RES Action Plan 2007/2010. REG is chaired by Deputy Vice Chancellor, Professor Mark Overton. Members (staff and students) have been recruited from nominations and interested volunteers from across the University, and following the meeting in October 2007 between the VC and BME staff all those staff were also invited to join the group.

The Group meets termly and key areas of progress during 2006/2007 include:

- The University now has strong links with Devon and Exeter Racial Equality Council with Kate Devlin an elected member of their board. Kate is also the elected chair of Plymouth Racial Equality Council's Personnel Subgroup.
- The University was a sponsor of the Respect Festival in Exeter in July, a week long celebration of multicultural art, music, theatre etc. Kate was a member of their planning group alongside Tess Nixon from the University's Community Action Team.
- The Guild and University held a Respect on Campus day in June.
- In July the UoE hosted a conference on BME people and mental health issues. The focus was on a report produced by Hikmat, a local voluntary organisation.
- The UoE is now represented on Exeter Racial Incidents Advisory Group which meets in the DEREK offices.
- In July 2007 every member of staff was sent a form for reporting incidents of discrimination, including racial incidents.
- The VC held a lunch time meeting with BME members of staff in October 2006. All BME staff were invited to participate and 26 BME members of staff came to the meeting and were able to raise their concerns about a number of issues.
- In October the UoE held its first Black History Month programme of events, which included an exhibition based on archive material from the Gale Morant archive about a plantation in Jamaica. The material was presented from the perspective of the enslaved people. Baroness Pola Uddin also gave a lecture on the place of Muslims in 21st-century Britain as part of the University's successful Shaping the Future lecture series. The Chancellor, Floella Benjamin answered questions following the screening of her film 'Black Joy'.
- In December 2006 the VC held a meeting with representatives of Muslim student groups in order to allay any concerns they may have felt about recent Government statements on British Universities and Muslim students.
- The UoE initiated and coordinated meetings of the Bicentenary Group which included voluntary and statutory groups across the City. It organised a series of events in the City and Region to mark the abolition of the Slave Trade. This included DCC passing a resolution condemning Slavery both past and present. The Gale Morant exhibition was on display at County Hall to lend support for the motion.
- Images on web and in PG and UG promotional literature now reflect diversity.

4. Disability Equality Group

The DEG was also set up as a sub-group of the Equality and Diversity Committee and was established in response to the acknowledgement that although the Disability Resource Centre provided an excellent one-stop shop for staff and students there was no cohesive body to drive through University-wide initiatives relating to disability. DEG is

chaired by Deputy Vice Chancellor, Professor Janice Kay, and members were also recruited from nominations and interested volunteers across the University, with a particular emphasis on involving disabled staff and students.

The Group meets termly and key areas of progress during 2006/2007 include:

- The Disability Equality Scheme and Action Plan were completed in December 2006 with substantial input from Disabled staff and students.
- DEG now have a very clear role around monitoring and evaluating the DES.
- We are continuing to work towards achieving the Positive about Disability status and Mindful Employer Charter.
- The verification exercise in November 2006 led to 6.7% of staff disclosing that they identify as Disabled, which is a significant increase from our original figure of 2.1%.
- External signage on the Streatham Campus was completed in July 2007.
- Internal signage is being piloted in the Amory Building Summer 2007.
- The Guild, International Office and E and D Manager worked in partnership on Diversity Week in February 2007. Events included lessons in BSL for staff and students.
- UoE was featured in Remploy's 'Leading the Way' Awards 2007.
- Disabled staff in particular were able to use the 'personal circumstances' form when submitting work for inclusion in the RAE.
- The introduction of Flexible Working for all staff was one of the areas of potential improvements proposed by Disabled staff during consultation for the DES. During 2006/2007 Personnel & Staff Development have been developing Flexible Working practices across the University.
- There has been an expansion of the Student Counselling Service.
- The Cause for Concern guidelines have been rewritten.
- Information about the on-line Disability awareness programme is now included in the induction information sent out to all new staff.

5. Policy Developments

5.1 During 2006/2007 a Working Group on Flexible Working was established to review current working arrangements within the University and to make recommendations to senior management to extend flexible working where appropriate. Following the Group's report to VCEG in May 2007, the following was agreed:

- A pilot flexible working hours scheme to be developed for Professional Services. Pilot to take place within Finance Services between September 2007 and March 2008 with a view to introducing to other Services with effect from October 2008.
- School Managers to work with Personnel & Staff Development to codify existing arrangements (for Schools which already have flexible working arrangements) and to develop a policy on flexible working for each individual School, extending examples of good practice where possible.

6. Review of Equality and Diversity Action Plan

The Equality and Diversity Action Plan for 2006-2007 incorporates six main headings and follows the same structure as that of the RES, DES and GES Action Plans:

- Strengthen Structures to Support Equality and Diversity
- Promote and Celebrate Equality and Diversity
- Improve Recruitment, Selection, Grading and Promotion Procedures

- Inaugurate a Process of Auditing, Monitoring and Review
- Review Existing Policies and Develop New Ones
- Maintain an Effective Staff Development Programme Open to All Staff

A copy of the new Action Plan for 2007-2008 is provided in Appendix (1)

- 6.2 Areas of significant progress in 2006-2007 which are not detailed elsewhere include:
- Committee system has been targeted as the mechanism where new policies are discussed and agreed upon. All Committees have been requested to include considerations of E and D in all future discussions and decisions.
 - The establishment of an LGBT self supporting group for staff members.
 - Policy on default retirement age completed in line with new legislation October 2006.
 - Working group set up to consider Religion and Belief.
 - Consultation meeting held with students on proposals for Religion and Belief Policy.
 - Diversity Week successfully held by the Guild during February 2006.

7. Protection of Dignity at Work and Study

In the academic year 2006 – 2007 there have been 40 ‘cases’ of alleged harassment handled by the University’s network of harassment advisors. This equates to more than three times the number of cases during 2005 – 2006 which was 13. Unsurprisingly this has also resulted in an increase in the amount of advisors’ time spent dealing with cases. Although recording the exact amount of time spent is difficult as it could include telephone or email communication, preparation for attendance at meetings as well as one to one discussions, we do know that this has been in excess of 50 hours. The increase in numbers of reported cases and advisors’ time was expected following the re-launch of the Protection of Dignity at Work and Study policy and recruitment of additional advisors at the beginning of the academic year and indicates that the re-launch was at least as successful in raising peoples’ awareness of the existence of the policy and of the network of advisors.

8. Monitoring

8.1 Students

Students	2003/04	2004/05	2005/06	2006/07
BME Backgrounds	9.94%	11.48%	10.7%	11.1%
Students who have declared a disability	4.89%	5.37%	5.7%	7%

8.2 Staff

A variety of employment-related data including an analysis of gender, ethnicity and disability of all staff on the main payroll, is monitored on behalf of Council by the HR Committee.

9. The Disability Resource Centre

- 9.1 The DRC has seen many developments over the year 2006–7. As the service has developed locally to provide more unified support for students with specialist tutors taking on permanent contracts and becoming more involved with the individuals learning Plan process, the DRC has also become a part of the student experience in the Academic Services restructuring to provide a much more joined-up approach to delivering services and enable us to work more closely with other services.
- 9.2 Due to the restructuring of the Academic Office and creation of Student Services in September with Keith Zimmerman as its new Director. Sue Odell retired in September. She had been a pillar of support to the DRC and members of staff since its beginning. With the beginning of a new academic year the DRC will be working with Sara Doherty the Head of Student Experience, as well as Student and Academic Services as a whole.
- 9.3 Some of the Services offered by the DRC have been restricted by a severe lack of space within the DRC. INTO have provided some rooms within their working space to enable the DRC to offer their services; however there have still been limitations to the service. PMS have again provided a room in order that the DRC can provide support to students at St Luke's. The DRC training room has been converted into two teaching rooms to help alleviate space difficulties, and it has been possible to make use of other rooms through the booking system for staff development activities and meetings. Due to the increase in staff there has been a need to be more flexible in the appointment booking and use of rooms.
- 9.4 Links with Cornwall DRC equivalent have been very positive. The Accessibility Service staff in Tremough have visited the DRC. The new Manager in Tremough, Gaynor Astbury, will be a valuable link.
- 9.5 Andy Cunningham joined the DRC team as Disability Advisor in January. He started during a peak time of year for the DRC, just before the first semester exams, and has been able to take all this in his stride as well as dealing with a wide variety of complex issues.
- 9.6 This year the Manager of the DRC, Hazel Went, began an building audit by contacting Building Managers regarding the accessibility of their building and any work recently undertaken. In the main the response has been very positive and the information provided helpful. The aim is to collate this information into a database to replace the out of date accessibility information on the DRC website, which was created in 2002. This will be a useful resource for staff, students and visitors to access internal and external accessibility – related information regarding any building on campus.
- 9.7 There has been a greater awareness of the Fitness to Study process this year amongst staff, the full text can be found at <http://www.admin.exeter.ac.uk/calendar/live/council/health>
This is a supportive procedure as an alternative to the disciplinary procedure. It is initiated by concerns raised when a student's health or disability or behaviour caused by their health or disability, impacts on their study or health and safety. The procedure can be initiated at any of the three levels, based on the nature of the concerns or perceived level of risk. The Mental Health Advisors can support staff to use this procedure if they have particular concerns about the progress of any students.
- 9.8 Staff in the DRC participated in the training for Resident Tutors and Student Mentors. This is a valuable source of support for students, and members of DRC staff have been in contact with Resident Tutors over the year regarding support for students in their accommodation as a result of their disability or medical condition, for example fatigue, mobility or mental health issues. The DRC supports applications where students are

registered with the DRC and would be substantially disadvantaged if they could not re-enter University accommodation.

- 9.9 For the forthcoming year there will be a programme of invited speakers who will talk to the DRC Staff Team about their various activities. It is hoped this will improve DRC staff awareness of and liaison with services within and outside the University.
- 9.10 In November 2006 Sara Doherty became Assistant Director of Student Services, to provide support to Keith Zimmerman. Hazel Went became acting Manager of the DRC, the post was made permanent in June 2006 as Sara took up her role as Head of Student Experience.

10. Equality & Diversity Committee – Plans for 2007-2008

- 10.1 DEG, REG and GEG to provide a focus for race, disability and gender equality and, working with the Equality and Diversity Advisory Group, drive forward a programme of promoting equality and diversity. It is important that the existence of the three specific groups is not seen to marginalise the other equality groups and we must also focus on issues around age, religion and belief and sexual orientation.
- 10.2 The Equality & Diversity Manager and lead officer for EO within Personnel to continue to work with Schools and Services (and specifically with E&D Coordinators)) to ensure all Schools and Services are aware of their different duties around E and D.
- 10.3 During 2007/2008 ensure that the UoE starts a University-wide programme of Equality Impact Assessments (EIAs). HEFCE says this means looking at policies (formal plans, procedures etc), practices (more informal procedures or ways of doing things), provisions (ways of providing for the needs of people, like building access and workspace) and criteria (reference points for decisions, assessments etc) UoE has a legal duty to carry out Equality Impact Assessments. This duty is enforceable. It currently extends to race, gender and disability. However it is likely this duty will extend to age, religion and belief and sexual orientation.
- 10.4 A key element of effective EIAs is the ongoing involvement of staff and students from the different equality groups. It is therefore important that we build on consultations undertaken as part of the GES and DES and develop a framework for ongoing consultation with staff and students from the different equality groups.
- 10.5 The other key element to an effective system of EIA is the collection of accurate quantitative and qualitative data on both staff and students to evidence areas of significant disadvantage/discrimination. It will be important to ensure appropriate reporting against the variety of new monitoring systems set up and identify further actions as appropriate.
- 10.6 Reporting Racial/Discrimination Incidents – During July 2007 all staff were sent a copy of a Reporting Incidents of Discrimination Form and there was an awareness-raising article in News In Brief. This now needs to be followed up with further awareness-raising among students. From January 2008 there will be a designated member of staff who will be based in the Guild and at St Luke's and provide 2 x 2hours per week confidential support and advise for the recipients of racism. This service needs to be promoted.
- 10.7 Maintain awareness of anti-Harassment and Bullying Policy and promote role of Harassment Advisors throughout the University staff and students.

- 10.8 Continue to monitor the composition of the key decision making groups to improve representation by gender, ethnicity and disability.
- 10.9 Identify budget for E and D Manager to hold.
- 10.10 Ensure E and D is firmly embedded in University's decision-making processes and that the new system of dual assurance has embedded into its processes considerations of E and D and that all University committees include E and D within their terms of reference and in all their discussions and decisions, in line with legislative need to demonstrate robust systems which positively promote equality.
- 10.11 Deliver second Black History Month October 2007 building on success of first BHM 2006.
- 10.12 E and D Manager to continue to deliver E and D training to all new staff as part of University's induction programme. Manager to continue delivering briefings across all Schools and Services highlighting different aspects of E and D. Develop overall strategy around E and D training.
- 10.13 Continue to build on links with local community groups and continue involvement with Respect, DEREK, Black History Month (involving other local community groups and organisations) in order to maintain a positive and visible presence in the City.
- 10.14 In partnership with student LGBT group and staff LGBT group and Intercom Trust deliver programme of events for LGBT Month February 2008.
- 10.15 Campaign for affordable childcare to be available to more staff on site, at times which will fit in with their working day as part of GES Action Plan (extend to Cornwall Campus).
- 10.15 Ensure that we comply with new Age legislation in terms of our student body. Establish working group to look at accommodation issues.
- 10.16 In consultation with different student and staff members produce a policy around Religion and Belief and promote throughout the University.
- 10.17 Create an Equality and Diversity website which is visible/informative/engaging and reflects the University's commitment to welcome diversity and challenge discrimination.

Appendix (1)

Equality & Diversity Action Plan 2007/08

ITEM	ACTION	RESPONSIBILITY	BY WHEN	MONITORING/PROGRESS
1	STRENGTHEN STRUCTURES TO SUPPORT EQUALITY AND DIVERSITY			
1.1	<p>Ensure we have met all our legislative requirements to produce and regularly update</p> <ul style="list-style-type: none"> - Disability Equality Scheme - Gender Equality Scheme - Race Equality Action Plan (updated July 2007) - Policy on Transgendered Staff - Policy on Religion and Belief - Policy on LGBT Staff 	<p>KD and DP</p> <p>KD</p> <p>KD and DP</p>	<p>July 2008</p> <p>July 2008</p> <p>July 2008</p>	<p>Completed December 2006 – to be monitored by DEG. Annual Progress Review to be completed Dec 2007</p> <p>Published April 2007</p> <p>Published July 2007 – to be monitored by REG</p>

1.2	Gender Equality Group (GEG) to be established and play a lead role in monitoring GES Action Plan and share and disseminate good practice in Schools and Services to promote Gender Equality issues			
1.3	Establish a University – wide Network for all female staff which will provide support / information and voice	Network Facilitator / E and D Manager / GEG	January 2008	<p>Appoint Facilitator (0.5 FTE) for fixed term of one year to establish and support network (January 2008) who will:</p> <ul style="list-style-type: none"> • Recruit membership from among academic and non-academic staff at all levels • Establish a programme of workshops • Create regular networking opportunities • Facilitate mentoring scheme • Evaluate the project • Build in measures to ensure the project becomes self supporting
1.4	Equality and Diversity Advisory Group to play lead role in monitoring E and D Action Plan. Members/Coordinators to share and disseminate good practice in Schools and Services and have input into drawing up new actions and identifying priorities	E and D Advisory Group	Ongoing	
1.5	Increase the frequency of reporting of equality and diversity issues to SMG and Senate	DVC, Secretary & Registrar	Ongoing	
1.6	Identify a budget to create an Equality & Diversity Unit (Need for a visual presence in designated location)	VC, DVC, Secretary & Registrar		<ul style="list-style-type: none"> • New Equality & Diversity Manager post to be located within Executive Suite, reporting directly to DVC – Resources. • Budget identified for E&D Manager to manage. <p>* <u>Need to mainstream budget for 2007/2008</u> *</p>

1.7	<p>Consultation/Involvement with all diverse groups within the University to participate in open meeting to identify concerns/issues</p>		Ongoing	<ul style="list-style-type: none"> • VC had meeting with BME members of staff (24 Oct '06) • Focus group meeting with Disabled members of staff and students Nov '06 • Religion and Belief consultation - March 07 • Gender consultation exercise – April 07 • BHM 07, consultation activities included
1.8	<p>Set up rolling programme of impact assessments across the University for all Schools and Services in terms of gender, race and disability (and extend out to LGBT, Race and Religion and Age) with identified priorities Evaluate all practices, policies, procedures and structures making extensive use of consultation processes and up accurate data</p>	E and D Manager	Ongoing	KD to visit Portsmouth University 27 November to explore different models for IA
1.9	<p>E and D included in Risk Assessment by Performance and Risk Steering Group. Risk descriptor is 'failure to embed E and D in all aspects of the University's life and demonstrate a robust commitment to challenging discrimination and positively promoting equality'</p>			<p>In October 2006 E and D was ranked 7 out of 26 areas of potential risk. In October 2007 E and D was ranked 13 out of 26 areas of potential risk. The decision to reduce the risk posed by E and D represents an acknowledgement that despite the considerable challenges posed by the new legislation and the undoubted existence of prejudice and discrimination within the University community improvements have been made in terms of how we respond to these factors.</p>
1.10	<p>Establish a robust system for recording Racial incidents and structures to provide support for students Need to promote reporting system to students and establish support network</p>		Ongoing monitoring	Policy launched July 2007 – all staff sent form for reporting racial incidents

1.11	Ensure all staff and students are aware of Harassment and Bullying Policy		Ongoing monitoring	Briefings for HS and B & E staff October 07
1.12	Work towards obtaining Positive About Disability (Two Ticks Status)	Personnel Policies Officer and DEG		
1.13	Ensure the new system of Dual Assurance has at its heart a commitment to challenging discrimination and promoting equality and that every decision is made in the light of considerations of implications for E and D	DVC and Lay-Lead	Ongoing	
1.14	All University Strategic Plans to include E and D	DVC and Lay-Lead	Ongoing	
2	PROMOTE AND CELEBRATE EQUALITY AND DIVERSITY			
2.1	Devise an annual calendar of events to celebrate key events and festivals such as black history month, Chinese new year, Eid and Diwali, Internationally themed Lemmy's	REG, Guild and International Office	Ongoing	<ul style="list-style-type: none"> • Key religious dates incorporated into university online calendar • On-line links to BBC Religious Calendar and Multi-faith NET included on university E and D webpages.

2.2	Develop partnerships/links with community (to include involvement with Exeter Respect Festival) and organisations such as DREC (Devon Racial Equality Council) and Living Options (Advocacy Voluntary Org for Disabled people)	REG / DEG / GEG	Ongoing	<ul style="list-style-type: none"> • Devon Race Equality Council KD elected member of DREC executive KD Chair Personnel Sub Plymouth REC • University key sponsor of Exeter Respect festival again for 2006/2007. • Links also with: <ul style="list-style-type: none"> Intercom Monitoring Group Drive Living Options Plymouth REC Devon Equality Partnerships ECU ERIAG School of Psychology E & D Group SELL E & D Group Fawcett Society • Black History Month 2007, working in partnership with DCC offered varied programme of events and consultation activities. The exhibition 'Devon and the Slave Trade' is touring Devon community centres • Partnership working with Intercom for LGBT History Month – February 2008 • University hosting touring exhibition about women and body image
2.3	Celebrate Black History Month 2007	KD, NG, JD, EA, LC	October 2007	<ul style="list-style-type: none"> • Programme running throughout October/November/December with emphasis on community involvement/consultation.
2.4	Promote and support 'Celebrate Diversity' Event – in partnership with Guild and International Office February 26 2007	DEG, REG, Guild and International Office		<ul style="list-style-type: none"> • Diverse range of activities/performances which all focus on benefits of diversity have been organised for this event
2.5	Work in Partnership with the Guild on Disability Awareness Week in Semester 2	DEG / E and D Manager		

2.6	Work in partnership with Guild on 'Kick Racism Out Football' Tournament	REG / E and D Manager		
2.7	Review the university's image (publications/website) and the relationship between equality and diversity and corporate marketing in support of student recruitment	DEG, REG & Publications Office	Ongoing	
2.6	Build on links with local HEI's to build local networks		Ongoing	<ul style="list-style-type: none"> • Meeting with E and D staff at Portsmouth University • E&D contacts established at Plymouth, Bath and Bristol universities.
2.7	Identify suitable mediums for communication and updates of equality and diversity initiatives and achievements	E & D Committee	Continue to communicate updates	<ul style="list-style-type: none"> • 'In Brief' newsletter to be used to promote events / achievements. • E&D Coordinators to disseminate information to Schools/Services re initiatives. • Exepose covers range of E and D issues.

2.8	<p>Promote E and D across the university to both staff and student groups</p> <p>Work towards Stonewall gay friendly employer status</p> <p>Develop anti racist training programme with students from School of Drama to be made available to students April 2007</p>	<p>KD</p> <p>KD, T&D Manager and FM</p>	<p>Ongoing</p> <p>February 2008</p>	<ul style="list-style-type: none"> • Training / briefings delivered to: Library CLAUD SELL English Radiography Psychology Resident Tutor Training and Mentors SMG Personnel Academic Services • Involve LGBT group in reviewing our performance, identify targets • Training to focus on 'the student experience' being developed by Fiona Macbeth and TKD.
2.9	<p>All campus signage to be accessible and to promote accessibility (eg campus and building foyer maps to indicate accessible routes, ramps, toilets, lifts, fire refuges, first aid, internal phones/emergency numbers)</p> <p>Information on campus accessibility to be available on the web</p>		<p>External signage to be completed by July 2007 Internal signage being piloted in Amory Other schools to be invited to purchase same model</p>	

2.10	Promote equality through the University website: <ul style="list-style-type: none"> The University's website celebrates achievement of under represented groups within subject areas for students and provides positive images to encourage participation The website ensures that we celebrate the achievements of our women, BME and disabled senior academics and managers 		2007 - 2008	
2.11	Create Equality and Diversity website: E and D webpage to be visible/informative/engaging and reflect the University's commitment to welcome diversity and challenge discrimination. To be regularly updated and send out a positive messages to all potential and existing employees, students and visitors		2007 - 2008	
2.12	British Asian Theatre Event An international conference at the Drama Department UoE with emphasis on community involvement	CAP,REG, and E and D Manager and different local / regional voluntary BME organisations	March 2008	
3	IMPROVE RECRUITMENT, SELECTION, GRADING AND PROMOTION PROCEDURES			
3.1	Review recruitment and selection procedures to ensure that they meet best practice.	Personnel Policies Manager	Ongoing	<ul style="list-style-type: none"> Being conducted as part of the work required to obtain the Positive About Disability status and Mindful Employer Charter (as detailed within the DEG Work Programme).
3.2	Develop fair and transparent criteria for promotion and regrading which are understood, accessible and shown through monitoring to be consistently applied.	Personnel Policies Manager	Ongoing	

3.3	Monitor and report on the use of appointment to posts without open advertisement.	Personnel Policies Manager	Ongoing	
3.4	Investigate opportunities to advertise posts in BME media.	Personnel Administration Team Manager	Ongoing	<ul style="list-style-type: none"> • DRIVE now being used by HS. • PAT Manager to investigate opportunities to advertise posts in range of suitable publications eg. Caribbean Times, The Nation.
3.5	Equal Pay audit to be carried out. Second audit post-implementation of Framework Agreement.	Director of Personnel		<ul style="list-style-type: none"> • First audit carried out beginning 2005. • Spring 2007 Equal Pay Audit completed and report submitted to HR Committee and E&D Committee
3.6	Develop process which captures data for applications and appointments of senior manager posts which are not advertised externally	Personnel and Staff Development		
3.7	In revising the Human Resources Strategy, set new equality targets and devise an action plan to support their achievement	Personnel and Staff Development		
3.8	Ensure the provision of accurate up to date and timely raw application data and baseline data to GEG, DEG and REG	Personnel and Staff Development		
3.9	Include an equality clause in all new job descriptions	Personnel and Staff Development	July 2008	Equality issues promoted through raising awareness via job descriptions. University staff who are aware of their responsibilities and rights under current equality legislation and University policies
3.10	Monitor number of applications from prospective BME students, numbers who receive offers and numbers who take up places	Admissions		
3.11	Monitor BME, female and disabled student retention/success rates by School	Planning Team		

4	INAUGURATE A PROCESS OF AUDITING, MONITORING AND REVIEW			
4.1	Initiate reporting of key performance data to Equality & Diversity Advisory Group and Council to monitor consistency of approach across the University, including the impact of policies and procedures by gender, race and disability	E & D Advisory Group / Planning Office / SPARC	Impact Assessment exercise ongoing (DES/GEG/REG)	<ul style="list-style-type: none"> • Risk Assessment completed for 2007/2008. (E and D ranked 13 out of 26 areas of University activities in terms of posing greatest risk). • Education Committee to annually review performance of BME, Disabled and Male/Female students. • 10 October 2006 - Council recommended all committees to include E and D in terms of reference.
4.2	Revise School and Services Equality Action Plans to address staffing inequalities and set targets.	E & D Coordinators		<ul style="list-style-type: none"> • To be completed at beginning of each academic year (staffing data required will be more readily available once replacement HR system is introduced in April 2008).
4.3	Gather statistical data on progression and attainment by ethnicity, gender and disability	Planning and Performance Team	Dec 2007	
4.4	Monitoring within employment data for all staff, study leave approvals and fixed term contracts	Personnel and Staff Development	2007 - 2008	
4.5	Identify by gender: Proportion of female Directors of Research; Heads of Schools; Heads of Learning and Teaching; Part time staff and Promotion	Personnel and Staff Development	2007- 2008	
4.6	Identify proportion of 'not submitted' members of staff who are female, BME or disabled under RAE exercise	Personnel and Staff Development	2007-2008	
4.7	Identify the proportion of members of staff who are women, BME and disabled who have benefited from the CBR Scheme	Personnel and Staff Development	2007-2008	
4.8	Identify the number of 'red circled' members of staff who are female, from a BME background or disabled	Personnel and Staff Development	2007-2008	

4.9	Develop process which captures data for applications and appointments of senior management posts. Extend process to cover all posts	Personnel and Staff Development	2007-2008	
4.10	Continue to monitor on annual basis membership of Committees in terms of Equality and Diversity	E and D Manager	Ongoing	
5	REVIEW EXISTING POLICIES AND DEVELOP NEW ONES			
5.1	Monitor the policy implications of all relevant legislation and advise on action.		Ongoing	
5.2	Review the Equal Opportunities Policy to ensure that it reflects monitoring requirements introduced by amendments to legislation.	E & D Manager	Dec 2007	
5.3	Review 'Reporting Racial Incidents' procedure	REG / KD	Ongoing	
5.4	Identify the communication and training needs associated with implementing the new policies	T&D Manager / KD	Structure to be in place Jan 2008	<p>Training initiatives to promote policies via:</p> <ul style="list-style-type: none"> • On-line E and D training - Dec 2006 • RAE Training on E and D Jan 07 • Staff inductions - Nov 2006 monthly • Briefings on Age and Harassment • Anti racist training
5.5	Develop positive actions to support the employment of disabled people	Director of Personnel	Ongoing	<ul style="list-style-type: none"> • Work towards applying for the Positive About Disability status and Mindful Employer Charter (as detailed within the DEG Work Programme) is underway.

5.6	Implement Flexible Working Policy	Personnel Policies Officer and Working Group on Flexible Working		For Professional Services: Pilot to be conducted within Financial Services October 2007 – March 2008. For Schools: Existing practices to be codified by Dec 2007 with a view to sharing best practice and encouraging FW within Schools where no formal policy exists
5.7	Review safety on campus : impact assess current policies, provision and procedures	GEG / E and D Advisory Group	2007 - 2008	
5.8	Review effectiveness of current anti Harassment Policy. Extend policy to include new technologies Recruit additional Harassment Advisors to ensure network reflects staff at different levels Analyse data in terms of gender, race, disability, age, religion and sexual orientation	E and D Manager / Personnel Policies Officer	Ongoing	
5.9	Develop Childcare Policy which ensures all staff and students have access to high quality and flexible childcare	Head of Student Experience / Deputy Academic Registrar / GEG		
5.10	Home working policy to be developed	Personnel and Staff Development		
6	MAINTAIN AN EFFECTIVE STAFF DEVELOPMENT PROGRAMME OPEN TO ALL STAFF			
6.1	Raise the awareness of managers to the need to reflect equality and diversity in all aspects of their activities		Ongoing	

6.2	Continue the mandatory training of all staff involved in recruitment and selection	T&D Manager	Ongoing	<ul style="list-style-type: none"> Ongoing for all staff involved in recruitment and selection process.
6.3	Introduce E and D training within the Certificate of Academic Practice	REG & T&D Manager		<ul style="list-style-type: none"> TKD to report to REG
6.4	Deliver induction training on E and D issues to ALL new staff	E and D Manager / T&D Manager	Dec 2006 and ongoing	<ul style="list-style-type: none"> KD commenced delivery of mandatory E&D training as part of induction for new staff.
6.5	Develop on – line Equality and Diversity Training Programme for all staff	T&D Manager / Personnel Policies Officer	Dec 2008	
6.6	Develop anti racism training	KD, DP, JM	Jan 2008	<ul style="list-style-type: none"> KD in discussion with JM.
6.7	Develop E&D drama-based training for all staff	T&D Manager, Personnel Policies Officer & E and D Manager	Oct 2007	<ul style="list-style-type: none"> Pilot due to take place 13 June 2007 with a view to rolling out programme of mandatory training for all staff over 3 year period wef beginning 2007/08. Training now (Oct 07) focusing on performance management and E and D and to be delivered to 300 senior managers at University 2007/2008 Drama based E and D Training (using same scenarios) to be rolled out to all staff 2008/2009
6.8	Develop specific E and D training for front-line staff who provide services for International Students	E and D Manager / International Office / School of Performing Arts	Jan / Feb 2008	Pilot due to take place Dec 2007
7	CONSULTATION, COMMUNICATION AND INVOLVEMENT			
7.1	Produce the E and D Action Plan in a range of formats, publicise its existence and request feedback	E and D Manager	Ongoing	
7.2	Develop a framework for ongoing consultation with staff and students	E and D Manger/ Personnel Policies Officer	Ongoing	
7.3	Continue to work in partnership with other representative bodies within Exeter to ensure synergy in activities wherever possible	E and D Manager	Ongoing	

7.4	Establish scrutiny group to monitor new and current policies	E and D Manager	Ongoing	
7.5	Black History Month 2007 used as opportunity to seek feedback comments on BHM itself but also how the University addresses issues of racial equality	E and D Manager and external consultant		
7.6	Encourage staff and students to be involved in range of events locally and regionally			