

**ANNEX 1: EDI OBJECTIVES 2013-15 – STAFF – UPDATE JANUARY 2014**

Objective	Description	Target
Key Objective	To enhance equality, diversity and inclusion performance within the University measured by the staff survey question: 'I believe the University is committed to equality of opportunity for all of its staff.'	To achieve 10% increase of those agreeing with the above statement in 2014 staff survey results compared to 2012 results.

Objective 1	To ensure the University's HR policies and procedures are fully in line with its commitment to Equality, Diversity and Inclusion.
Objective 2	To achieve upper quartile performance in the areas of EDI in comparison to similar HEIs and local public sector employers.
Objective 3	To raise awareness of the Equality Act 2010 and our legal responsibilities with our staff through the development of a communication and training programme.

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Objective	Action	Success Measure	Lead Responsibility	Target Completion Date	Action Already Taken	Progress/Further action planned
<b>OBJECTIVE 1</b>	<b>To ensure the University's HR policies and procedures are fully in line with its commitment to Equality, Diversity and Inclusion.</b>					
1.1 To review recruitment & selection activity within the University to understand why a low % of the overall number of applicants identifying themselves as BAME are shortlisted for interview and to address any issues identified.		To increase the number of shortlisted BAME applicants by 10%.	E Dagnall HR Business Partner	Sept 2014	Project group set up with HR & OCSLD to review recruitment and selection training provision.  HR auditing of shortlisting in place to identify any issues.	Review on hold pending development of new HRIS – instigate April 2014
1.2 Conduct a full Equality Impact Assessment of the University's recruitment & selection procedure & develop an action plan to address any findings.		Completed EIA	E Dagnall HR Business Partner	Sept 2014		As above
1.3 Review EIA process to identify improvement opportunities and implement best practice.	Undertake EIA review.	Revised EIA process in place	C Morris, HR Manager	Sept 2014	Terms of reference and timeline agreed.	Review put on hold due to urgent priority of implementing new HRIS – instigate April 2014
1.4 To complete an	Undertake Equal Pay	Report and action plan	C Morris/E Dagnall	January 2013	Initial draft completed; to be	<b>Completed</b>

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Equal Pay Review to ensure the equality of the University's pay profile taking into account all protected characteristics and fractional employment.	Review	presented to EDI Advisory Board			finalised following consultation process.	Review of Associate Lecturer pay instigated as a result. No other issues.
1.5 To increase the collection of data relating to religion and belief and sexual orientation which can be used to inform University policies and initiatives.		Increased collection of data	E Dagnall, HR Business Partner and R Ogilve, HR Manager	October 2013	EDI monitoring form revised in line with updated HESA monitoring categories produced and in preparation for new HRIS.	Revised awareness campaign to be launched with instigation of new HRIS and employee portal facilities in April 2014.
1.6 To review the monitoring processes for grievance, discipline and capability cases within the University to enhance accuracy and identify any themes.	Revise data base	Complete review by September 2012.	HR	September 2012		<b>Completed.</b> HRIS to take account of monitoring requirements
1.7 To conduct a REF EIA to inform November 2013 REF submission		EIA undertaken	E Dagnall, HR Business Partner and S Taylor	December 2013		In hand for presentation to REF Sub-group January 2014.
1.8 To publish a statistical report on the University's performance in the area of Equality and Diversity.		Report to be published by December 2012.	EDI Advisory Group	Reported in December annually		In preparation to be presented to EDI Advisory Group 29/01/14
1.9 Review and update University's Flexible Working Policies and procedures to take account of latest	Review and update Flexible working policy.	Revised Flexible working policy available via intranet	C Morris, HR Manager	July 2013		<b>Completed.</b> Communicate policy and promote benefits of flexible working to Managers and provide guidance and support

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research, new technology and feedback from employees.						to foster enabling culture towards flexible working.
<b>OBJECTIVE 2</b>	<b>To achieve upper quartile performance in the areas of EDI in comparison to similar HEIs and local public sector employers.</b>					
2.1 To ensure that the University's online presence is in line with industry benchmark.	Review EDI website.	Website updated	E Dagnall, HR Business Partner	Sept 2014	In process of creating new front page to create foundation for on-line presence.	On hold due to personnel changes. Revise April 2014. Build supporting pages and additional related links including dedicated page for Athena SWAN.
2.2 To achieve chartered status under the Mindful Employer Initiative.		To obtain chartered status by July 2013.	HR/Occ Health			On hold pending 2014 staff survey. Will consider against University-wide wellbeing agenda.
2.3 To achieve re-accreditation of the Two Ticks Symbol.	Undertake review with representative from Job Centre.	Successful review November 2012.		Reaccredited November 2012. Reviewed annually.		<b>Completed.</b> Review January 2014.
2.4 To achieve the European Commission HR Excellence in Research Badge.	Status achieved Spring 2012. See separate action plan in Appendix B.	Submission March 2012.	Alistair Fitt, PVC RKT			<b>Completed</b> Self- assessed review January 2014
2.5 To achieve Athena SWAN accreditation	Application submitted November 2012. See separate action plan in Appendix c.	University Bronze level accreditation by July 2013.				<b>Completed</b> Working on individual accreditation at Bronze level for TDE and silver level for HLS.
<b>OBJECTIVE 3</b>	<b>To raise awareness of the Equality Act 2010 and our legal responsibilities with our staff through the development of a communication and training programme.</b>					
3.1 To develop in conjunction with Faculty,	See action plan identified as result of	To evidence an increase in number of	Claire Morris, HR Manager and	January 2015	Women in SETs September 2013 actions widened	On hold pending further analysis of recruitment and

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Directorate & senior Leadership a mentoring scheme to encourage women , BAME & disabled staff to apply for senior roles.	Athena SWAN submission.	applicants from women, BAME and disabled staff to senior roles.	OCSLD		to include BAME & disabled staff	retention data and consultation with OCSLD.
3.2 To increase the usage of the University's online retirement planning tool.	Develop programme of promotional activity in conjunction with internal communications & OCSLD.	To increase usage by 20%.	E Dagnall, HR Business Partner & OCSLD	Reviewed Annually in September		Ongoing.
3.3 To conduct a review of the University's Career Development website to identify its impact on protected groups establishing an action plan to enhance usage and remove any barriers identified.		Complete review by March 2013.		OCSLD		On hold pending appointment of new staff developers.
3.4 To introduce an on-line EDI training package to supplement Welcome to Brookes induction session.		EDI training package on line		January 2012	Trial programme completed. Programme to be rolled out to all new employees.	<b>Completed</b> On-line training mandatory for all new staff.
3.5 To develop a network for employees with carer responsibility.		Network established by September 2012.		2013	Joint event with Carers UK	<b>Completed</b>
3.6 To develop an action plan which addresses EDI issues arising from		Action plan developed by September 2012.	PVC-Deans		Department / Faculty action plans in place.	Audit of plans to be undertaken and working group to prioritise key actions.

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the 2012 Staff Survey.						
3.7 Develop profile and staff utilisation of University's Disability & Dyslexia service.	Invite disabled representatives to contribute to development of services	Increase in number of staff using services	E Dagnall, HR Business Partner and Head of Disability Service	Reported annually in September		Review to be linked with Two Ticks re-accreditation 2014. Policy on staff support via Disability and Dyslexia Service to be developed and approved.

Measures: 1. Legal compliance      2. Participation rates      3. External benchmarking      4. Statistical profile      5. Staff Survey