



**Diversity Actions
Arising from Diversity Day –
13th March 2018 Cannon Bridge House**

ACTIONS

What	Who	When	Network(s)
Procurement/ commissions			
Procurement Process Include Accessibility statements	Meryl Hayward	End of September 2018	Disability
All new HE commissions should outline how they will impact/benefit diverse audiences	Kath Buxton	April 2019	All
Recruitment			
Establishment of a central recruitment team with clear aims to increase diversity. These aims include: Recruitment and diversity briefing sessions with each manager Reviewing Job Description content (incl. degree requirements), the advert, application form, assessment, selection and the candidate's experience of joining the organisation. Increasing the awareness of us as an inclusive employer	Meryl Hayward Adala Leeson Catherine Brown Tom Godbehere Andy Livingston	1.7.2018 and on-going. Aim to increase the attraction and retention of all under-represented groups by April 2020	All but especially Race

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<p>through: improved D&I web content and social media messages e.g. mental health at work,</p> <p>Writing consistently engaging and inclusive adverts including a diversity strapline</p> <p>Using more diverse advertising channels</p> <p>Creating a more accessible application form</p> <p>The new Early Careers Resourcing Advisor will focus on improving early careers/youth initiatives across the organisation</p> <p>Creating an effective induction for all new employees to ensure that diverse needs are understood and met.</p> <p>Improved evaluation and reporting of the impact of our work to increase diversity</p>			
<p>Community Managers: a priority for recruitment</p>	<p>CR</p>	<p>2018/19 FY</p>	<p>All</p>
<p>Set up Positive Action Alumni Group to discuss</p> <ul style="list-style-type: none"> - what jobs they would want - How we can support them - talk to DCMS about 	<p>Deborah Lamb</p> <p>Sandra Stancliffe</p>	<p>End September 2018</p>	<p>Race</p>

What	Who	When	Network(s)
flagging up job opportunities to them interesting jobs available at HE			
Workplace/Culture			
Involve diversity networks in reviewing induction content to ensure it directly addresses different needs of more diverse staff joining us (i.e. asking about prayer rooms)	HR	End 2019	All
<p>Make clear HR process for flagging up workplace discrimination issues on network intranet pages and brief chairs how to signpost HR and TU support to network members in case of discriminatory workplace culture.</p> <p>HR to promote message that this is taken very seriously at HE when possible in communications.</p>	<p>Networks Meryl Hayward</p> <p>HR</p>	<p>Flag up existing systems by end 2018 in internal comms.</p>	All
<p>Accommodation Strategy board: look at data around accessibility</p> <p>Check accessibility data of offices (access audit if needed)</p>	<p>Mike Payne</p> <p>Pauline Simpkins</p> <p>Duncan Wilson</p> <p>Rosie Sherrington</p>	<p>End of April 2018</p>	<p>Disability</p>

Look at ways to prevent extra stress for people with disabilities/protected characteristics i.e. promoting flexible working, training staff on 'questions not to ask' etc.	Networks to make recommendations to HR/ET champions	On-going	Disability/All
Recognise contribution to improving diversity in Annual Recognition Scheme and PDR policies. The Ad Hoc Recognition scheme is available to SID Review Group or managers to use to recognise particular contributions to advancing equality and diversity.	Tom Godbehere SID Review Group/managers	June 2018	All
Explore the possibility of freeing up time in Network chair's workload to allow them to dedicate time to making the networks effective at supporting and promoting diversity at HE.	Executive Team	End 2018	
Networks to identify vision for what they want to achieve and promote on intranet/through internal	All networks	End 2018	All

communications			
Examine and address any Gender Pay Gap with a published action plan	Duncan Wilson with HR and Gender network	End 2018	Gender
Produce a staff mental health action plan in conjunction with Mind. Train Mental Health first Aiders to support staff.	Tom Godbehere	On-going	Mental Health/Disability
HR Policies			
Health & sickness policy – promote and raise awareness of how policy works in specific examples i.e. menopause, period pain, gender identity. Add menopause and period pain as sickness absence reasons.	Tamsin Succony with advice from networks (LGBTQ, Gender, Mental Health) with internal comms	April 2019 End 2018	Gender
Shared parental leave on equal terms with maternity leave to be explored	Meryl Hayward HR Hannah Saxton Lianna Francis Kelly	End 2018	Gender
Make processes to get the right equipment/adjustments simpler and clearer	Michael Bishop to co-ordinate from process point of view on advice from	End FY 2019	Disability

	disability network		
Communications/Public Engagement			
Guidance how to use/set description of pictures in twitter	Camilla Garces Bovett	June 2018	Disability
5% target of LGBTQ content for ETL reflecting LGBTQ through social media	Gill Grayson (Tony Watson)	End 2019	LGBTQ
Guidance how to use/set description of pictures in twitter	Celia Richardson on advice from Camila Garces Bovett	End 2018	Disability
Training			
Make training about diversity mandatory: including refreshers approx. every three years for those that have done the e-learning already and ensure that all starters do diversity training. Make training on specific diversity themes available to all staff	Lianna Francis-Kelly coordinate with Uta L, Rosie S and Tom G	End 2018	All
Bespoke ET training on the diversity areas they are championing ET to report back to organisation on what they have learnt and are	ET champions to take training Network chains to source training	All ET to have undergone training by end 2018	All

doing			
Stonewall leadership training for ET - ET LDP	Uta & LGBTQ network	2019/20 FY	LGBTQ
Networks to source peer learning partners excelling in diversity in their area to discuss best practice with	Staff diversity networks	End 2018	All
Networks to identify at least one speaker to do a lunch and learn for the organisation per year.	Staff diversity networks	Ongoing	All
Audit trainers and presenters/panellists that we use for diversity i.e. gender percentage	Training team	End FY 2019	All
Staff networks to produce simple organisational diversity thesaurus to guide staff on terminology.	Staff diversity networks	October 2018. To be reviewed annually.	All
Governance			
Network Chairs to meet with ET champion annually	ET and Networks	6 months after each diversity day	All
All staff networks to meet together annually with all ET as part of Diversity Day	ET and Networks	Annually	All
Make process of commissioners and advisory panels appointment more transparent	Celia Richardson	Next time up recruit	All
Ensure a process for staff to influence criteria + who	Siobhan O Donaghue		

to approach to encourage more diverse nominations			
Diversity in governance: discuss at Heritage 2020 and report back to HE staff	Sandra Stancliffe, Deborah Lamb for HE & sector	End 2019	All
Entries in Corporate Plan Consult on relevant sections - language - priorities	Deborah Lamb	Every year	All
Report to ET on this action plan twice a year	Rosie Sherrington	Twice a year	All
Report to Commission on Diversity once a year	Duncan Wilson Rosie Sherrington	September 2018	All
Partnerships with organisations that have to share good practice at improving diversity outcomes RICS, Arts Council	Diversity Networks to also research for all HE Meryl Hayward Adala Leeson Tom Godbehere	End 2018	All