Equality Information: Staff

Content

thinkdifferently equality and diversity

1. Introduction

There are a number of mechanisms by which the University collates analyses and uses equality information for staff. The following report provides an overview of the University's information gathering activities that investigate how University processes affect the staff life cycle. It provides the basis for a review of the equality information we collect and how we use.

2. Members of decision making bodies

2.1   Overview

The University's constitution and structures are supported by a number of officers and committees, which include:

- Officers of the University
- Board of Governors membership
- General Assembly membership
- Senate membership
- Memberships of School boards

The University's 2011 Athena Swan submission collated information on the gender balance of the senior leadership team and other influential committees.

2.2   Key points
- In June 2010 Professor Dame Nancy Rothwell FRS was appointed President and Vice-Chancellor of the University. At that time all the Vice-Presidents and Associate Vice-Presidents were male. Since then, a female professor has been appointed as Associate Vice-President for Teaching, Learning and Students.
- The President's Senior Leadership Team has 11 members. Of these, two (18%) are female: the President and Vice-Chancellor herself and the Director of HR.
- Determined efforts are made to secure a balance of male and female members on key University committees.

3. Recruitment and Selection

3.1   Overview

- The application and recruitment process is currently monitored by race, gender and disability. This information is broken down and analysed by Faculty and reported to the Equality and Diversity Forum and through the University's Annual Performance Review.
- A new web based application programme 'job train' was launched in November 2011 which aims to improve and expand the equality information available. The equality information we will collect and monitor in future will include age, disability (including application to the two tick's scheme), gender, nationality, race, religion or belief and sexual orientation.

- A breakdown of the recruitment data for academic and professional support staff is available on the Equality and Diversity StaffNet pages.

4. Current Staff

4.1 Overview

- Our current staff profiles are currently monitored by age, gender, race and disability. This information is broken down and analysed by Faculty and reported to the Equality and Diversity Forum and through the University's Annual Performance Review.
- This information is benchmarked and set against previous year's figures, HESA data from other Russell Group Universities and across the UK, and the Annual Population Survey, Manchester, the North West and the UK.
- In 2011 the University launched a new online self-service management information system and a number of activities have taken place to improve and expand the equality information we hold on our staff.
- A breakdown of the data for current staff is available on the Equality and Diversity StaffNet pages.

5. Redeployment

5.1 Overview

- The University, in partnership with the campus trade unions, seeks to maintain and enhance its viability and efficiency in order to safeguard the current and future employment of its staff. However there may be changes from time to time for example in organisational requirements which may affect staffing needs.
- The University's Redeployment Policy outlines when consideration for redeployment will be given.
- Monitoring information on redeployments is collected on age, gender, disability and race.

6. Career Development

6.1 Overview

- The University's Staff Training and Development Unit offer a number of leadership and management training courses and programmes to staff. It is possible to extract equality information on the uptake of the development opportunities available.
- The University operates an annual promotions procedure for academic staff. Academic promotions are currently monitored by gender and race and a reported through the Annual Performance Review.
- A breakdown of the data for Academic Promotions is available on the Equality and Diversity StaffNet pages.

7. Pay Information

7.1   The University completed its pay and grading (HERA) process in September 2010. The implementation of the [JNCHES Framework Agreement for the Modernisation of Pay Structures](#) aimed to:

- Link with the national pay spine in a clearly defined manner;
- Support the achievement of equal pay for work of equal value, with the application of pay points to staff being transparent, consistent and fair;
- Base the allocation of staff to grades on the outcomes of agreed job evaluation methodology;
- Apply common grading across all staff groups;

7.2   Working in partnership with campus trade unions, it has been agreed that the University will commence the first equal pay audit within one year of the appeals process being completed.

8. Workplace Environment and Practices

8.1   Overview

- The University's [Dignity at Work](#) policy is monitored through an annual report to the Equality and Diversity Forum and the bi-annual Staff Survey Dignity at Work Report.
- The University has a [Flexible Working Policy](#) for both academic and professional support staff.
- As part of the University's Athena Swan submission 2 online surveys about flexible working have taken place, firstly in 2008 and then again in 2011. Survey A was for academic line managers (Deans, Heads of School, Group and Division) and Survey B was for academic staff. The survey's aimed to establish the understanding and use of the policy.
- Training to promote equality and diversity at the University includes [Diversity in the Workplace](#) and [Equality and Diversity Issues in Recruitment](#).

8.2   Dignity at Work

8.2.1   Grievances and Bullying and Harassment: Key Points

- Twenty six formal grievance cases were brought by staff during 2009/2010 (0.2% of all staff).
- There were relatively low numbers of formal grievances from BME (4%) and White British (69%) staff, in comparison to University profiles (BME: 15%; White British: 71%).
- 23% were from staff that identified as Other White Background, higher than the University population figures (14%).
- The highest number of grievance cases related to bullying and harassment, 31%. Of these cases 37% were not upheld and 38% were upheld, either in full or partially.

8.2.2 Staff Survey: Key Points

- Two thousand six hundred and thirty six members of staff (approx 23%) responded to the University's bi-annual Staff Survey. Overall the response to questions relating to Dignity at Work was positive.
- 73% of respondents believed that staff are treated fairly irrespective of their background, 70% felt their line managers were supportive and 54% felt the policies relating to equality and diversity are working.
- 53% of respondents were female. 70% identified themselves as White British, 6% as BME and 12% as Other White. 7% identified themselves as having a disability while 10% chose not the answer.
- Low numbers of BME staff and high numbers of disabled staff, in relation to the University population, replied to the survey (university profile BME 15% disabled staff 2%).

8.3 Flexible Working

8.3.1 Key Points
- There was a much higher response rate in 2008, with 72 line managers and 212 'managed' staff responding, compared with 45 and 92 respectively.
- There has been an increase in line managers' awareness of the flexible working policy, from 58% of those responding to 76%.
- There has been a large increase in formal requests for flexible working, from 9 to 57. The acceptance rate is 95%, compared with 89% in 2008. As it has been common practice for many years for academics to work flexibly on an informal basis, the increase in formal applications suggests that the added benefits of using the policy are being recognised.

8.4 Training

8.4.1 Key Points
- 38% of University staff have accessed the Diversity in the Workplace online training module.
- 256 members of staff undertook the training in Equality and Diversity Issues in Recruitment 2010/11.

9. Engagement

9.1 Overview
- The University is committed to the effective communication, involvement and consultation of a wide range of people.

- The [Equality and Diversity Forum](#) is chaired by the Associate Vice President for Social Responsibility and is attended by a number of representatives from around the University.
- There are a number of [staff network groups](#) that actively engage in consultation activities.
- A number of pieces of research have been undertaken on behalf of the Equality and Diversity Team. There are a series of focus groups that look at issues that specifically effect gender, disability, nationality, race, religion or belief, sexual orientation, and there is a piece of work looking at issues that effect Trans staff and students. Below are some of the key points that were raised at those focus groups.

9.2   Disabled Staff Key Points
- Career Development
- At job interview
- Information provided to other staff on appointment
- Induction period
- Access to courses
- Barriers to career development
- Barriers to Promotion
- Access to Work
- Flexible Working

9.3   Female Staff Key Points
- Career development
- Contractual status
- Lack of transparency on promotion
- Informal networks and inclusion
- Career breaks
- Performance and Development Reviews
- Barriers to management training
- Mentoring programmes
- Barriers to participation in Mentoring programmes

9.4   International Staff Key Points
- Getting ready to relocate: information and support need
- Accommodation
- Bank accounts
- Information and support needs on arrival
- International Staff Network
- Career development provision
- Cultural awareness

9.5   Religion or Belief Key Points
- Awareness and awareness raising
- Policy change on religion or belief
- Awareness raising: sensitivity about religious observance

9.6   LGB Staff Key Points
- An inclusive working environment
- Actions to improve equality for LGBT staff
- Barriers to coming out
- Anxiety over disclosure
- Actions to address barriers to coming out
- Awareness training
- Zero tolerance policy
- Ideas for developing awareness

9.7   Trans Staff Key Points
- Experiences at the University of Manchester
- Equality and Diversity Policy
- Creating a Welcoming Environment
- Promoting Positive Images
- The University Equality and Diversity Webpage
- Data Collection

10 References

University of Manchester Athena SWAN Bronze 2011 Application

University of Manchester Equality and Diversity Report of Focus Groups, Debbie Ellen, 2009

Trans Students and Staff at the University of Manchester, Dr Louis Bailey and Ryan Combs, 2009