

## SoSS Equality and Diversity Action Plan: Update May 2015

<b>Aim</b>	<b>Action</b>	<b>Update</b>	<b>Responsibility</b>	<b>Date</b>
To establish internal staffing targets for gender equality within the range of 40-60%	To develop DA level forms of monitoring on all staff recruitment/appointments; to develop DA level action plans to address identified issues	Aspirational targets agreed at SPRC; HoS to obtain data on all recent appointments; HR to provide breakdown of applicants and shortlists for all appointments; monitored and evaluated annually by HoDAs/HoS	HR lead; HoDAs; HoS	From immediate effect and ongoing
To reflect staffing targets at shortlisting stage (40-60% of shortlisted candidates to be women)	To monitor shortlisting for all appointments and develop DA level action plans	As above	As above	As above
To ensure representation of women at all levels in career development, promotion and leadership roles	To revise SoSS mentoring policy to (a) incorporate all research staff and (b) establish mechanisms to support career progression; to monitor promotions outcomes	Changed date of SoSS promotions committee to ensure time for revisions to applications; have revised mentoring policy accordingly; monitoring of promotions and leadership teams	HoS, HoSA, HoDAs	As above – to be examined annually
To establish internal staffing targets for ethnic/racial equality to achieve 15% for academic staff and 12% for PSS staff	To develop DA level forms of monitoring on all staff recruitment/appointments; to develop DA level action plans to address identified issues	Aspirational targets agreed at SPRC; HoS to obtain data on all recent appointments; HR to provide breakdown of applicants and shortlists for all appointments; monitored and evaluated annually by HoDAs/HoS	HR lead; HoDAs; HoS	From immediate effect and ongoing
To reflect staffing	To monitor	As above	As above	As above

targets at shortlisting stage (as a minimum expectation)	shortlisting for all appointments and develop DA level action plans			
To ensure representation of BME staff at all levels in career development, promotion and leadership roles	To develop and establish mechanisms to support career progression for BME staff; to monitor promotions outcomes	To monitor BME promotions and makeup of DA and School roles; to ensure suitable mentoring arrangements; to provide advice/support for promotion applications	HoS, HoSA, HoDAs	As above – to be examined annually
To embed E&D at DA levels; to establish E&D Reps in each DA and reporting lines to DER	To identify suitable E&D leads at DA level and establish links to DER through existing committee structure	Agreed at SPRC – E&D leads to be identified by HoDAs	HoDAs; DER;	By July 2015
To roll out ‘unconscious bias’ training to all HoDAs, SEG members and colleagues involved in appointments, promotions etc.	To make available tailored training to relevant staff and Senior Leadership Team	SEG/HoDAs have trialled online training and fed back to SEG and Equality and Diversity Working Group; DER to undergo tailored training on 1 <sup>st</sup> July 2015	DER, HoS, HoSA	By December 2015
To roll out unconscious bias training to all staff in SoSS	Provide tailored training to all academic advisors, those in leadership roles	Will revisit after SLT have undergone training	DER, HoS, HoSA	By July 2016