

## Monitoring EDI issues (incl Athena Swan) in SoSS

Date	Action	By	Notes
September	Student data on Awards – assess & Recruitment data from HR  Refine responsibilities within Action Plan  Colour code (traffic light system) actions	HoSO + HoSD + HR Lead  SR Director	Incorporate into progress columns on Action Plan  Once responsibilities refined send to SR Director  ↓ ↓ Highlight relevant progress (red, amber & green) in progress column.
October	Action plan to be shared, along with summary progress report,* with Equality & Diversity Committee  *Summary Report good news to be also included on the SR webpages.	SR Director	Receive feedback before we send out the relevant information/action points to the HoDs etc.  Identify any budgetary requirements to be discussed with HoS.
October	Faculty-level staff survey issued	DA (data) HoSD/HoSO/SR Director	Identify any EDI issues (relevant actions for approval by EDI committee)
Early December (1 <sup>st</sup> Dec is Census date)	Prepare figures on staff and students	DA (data)	Staff and Student data Both gender and ethnicity Disaggregated at the Department level Disaggregated at the level of big Degrees and along UG, PGT and PGR status

Mid December	Equality & Diversity information to be embedded on School intranet	SR Director/DA/ER team	
Late January	Identify key EDI issues from the data	SR Director	Share these with EDI and SR Committees
Early February	Circulate specific action points to staff responsible for actions	SR Director / HoSDA	Identify 2-3 key issues for each School Director/Office Manager/HoD.  Ensure Heads of Department are in the loop for communicating relevant issues.  Consider any other data from Russell Group Universities.  Request response by early May.
Early May	Responses to the SR Director communication	HoS, HoDs, HoSO, T&L/Research/PGR Dir	HoSDA to monitor/chase responses
Late June	Annual Report of EDI/SR activities	SR Director	Report includes: 1) Main initiatives from EDI and SR Committees 2) Action taken as part of the AS review process 3) Issues for the following year
November 2021	New Athena Swan Action plan due to be submitted	SR Director	

Key, HoS (Head of School), HoDs (Heads of Department), HoSO (Head of School Operations), HoSDA (Head of School Departments), HR (Human Resources lead), DA (School Data Mining expert), ER (External Relations), SR (Social Responsibility)

Updated DP 20.10.20