Appendix 1: Single Equality Scheme Action Plan 2009/10
Progress Report

Status	Detail
Completed	The action has been completed and no further work is required at this time.
Completed and Ongoing	The action has been completed and further work has been identified
Underway	The action is underway and no further action will be required at this time.
Under review	The action has been temporarily suspended and is under review.
Integrated into Year 2 Action Plan	Initial timescales have not been met or the initial action has been completed and further work has been identified. The action has been carried over and integrated into the Single Equality Scheme Year 2 Action Plan.
Suspended	The action has been suspended for the foreseeable future and will remain under review

Objective:1	Promote dignity, respect and understanding within the University and wider community

Priority	Action	Status	EA	Lead
1.1 Foster a harassment, discrimination and bullying 'zero tolerance culture' throughout the University	Undertake an equality impact assessment on the University's Dignity at Work and Study Policy	Integrated into Year 2 Action Plan	All	HE&D
	Launch the University's Dignity at Work and Study Policy using a variety of methods to promote the Policy and associated support to staff and students	Completed	All	HE&D
	Deliver the Dignity at Work and Study training sessions outlined for senior managers, line managers and all staff incorporating these sessions where appropriate into the STDU open programme	Completed and Ongoing	All	HSTDU
	The University's Senior Management Teams to provide a visible commitment to the Dignity at Work and Study Policy	Completed and Ongoing		D&H PSS HFA
	Develop and promote a Dignity at Work and Study online resource for staff and students	Completed and Ongoing	All	HE&D
	Establish and manage the Harassment Advisors and Mediators Network	Completed	All	HE&D HSSS HPR&EE
	Undertake an equality impact assessment of the University's Grievance Policy	Completed	All	HPR&EE
1.2 Undertake a campaign that promotes the principles of understanding and valuing difference in our community promoting positive images	Design and disseminate a University of Manchester Diversity Calendar identifying key religious dates and national campaigns such as age positive, time to change, BME and LGBT history month	Completed and Ongoing	All	HE&D
	Outline a programme of promotional activities using a variety of methods promoting understanding and the value of difference within our community	Completed and Ongoing	All	HE&D D&H PSS
	Investigate ways in which the University's conference facilities	Integrated into Year 2	D	DSTARS

Priority	Action	Status	EA	Lead
	advertising and marketing team can further promote positive images around disability, religion or belief and sexual orientation	Action Plan	RB SO	
1.3 Develop and make available a portfolio of equality and diversity training sessions and guidance for staff and students using a variety of methods	Promote participation in the Diversity in the Work Place online training session for staff	Completed and Ongoing	All	HE&D D&H PSS HFA
	Pilot the online Equality and Diversity Training Programme for students with MHS and with Hall Mentors and Wardens in Residences	Completed	All	HE&D
	Advertise widely the good practice that takes place across the University to promote equality and diversity	Completed and Ongoing	All	HE&D
	Explore how the training 'Managing somebody in crisis' can be integrated into existing training programme for the staff who support students	Under Review	D	HSTDU
	Explore how the training 'Mood Swings – Supporting Staff with Mental Health Difficulties' can be integrated into existing training programme for line managers	Under Review	D	HSTDU
	Design and pilot a workshop based training session for academic staff and management teams 'Working in an International Community'	Completed	N	HE&D
	Deliver the Equality Impact Assessment Training Programme to the HR Equality Impact Assessment Working Group	Completed	All	HE&D
	Deliver the Equality Impact Assessment Training Programme to the representatives in the Pastoral Care Services	Integrated into Year 2 Action Plan	All	HE&D
	Re-examine the diversity related information available on the intranet to staff who support students and explore the possibility	Underway	All	HSSS

Priority	Action	Status	EA	Lead
	of creating a 'One Stop Shop' of information, training and guidance for those who support students			
	Rollout and evaluate the equality and diversity training programme and guidance package outlined for wardens and hall mentors	Integrated into Year 2 Action Plan	All	PCGM HE&D
1.4 Expand the University's Staff and Student Equality Network Groups	Implement processes that promote staff network groups to other staff through internal communication mechanisms on a regular basis	Completed and ongoing	All	HE&D HE&D DCM&PR
	Work with the Student Union to support the re-launch of the disabled student society	Under Review	D	HDSO
	Investigate developing an LGB Staff Network Group	Completed	SO	HE&D
	Investigate developing an International Staff Network Group	Completed	N	HE&D

Objective: 2	**Attract and select a diverse range of talented people to work and study at the University**

thinkdifferently equality and diversity

Priority	Action	Status	EA	Lead
2.1 Promote the University as a destination of choice for staff and students from a variety of backgrounds	Promote the University as an employer of choice through the job opportunities website and taking part in jobs and opportunities fairs both generic and diversity specific promoting the support and services available at the University.	Completed and on-going	All	DHR
	Continue to build links with the local community through organisation such as Central Manchester Employers Alliance, Job Centre Plus helping to develop a more diverse workforce	Completed and ongoing	All	DHR
	Ensure all student ambassadors are aware of the diversity related support and services available to prospective students	Underway	All	HU/GR&WP
	Explore the possibility of identifying a number of disabled student ambassadors	Integrated into Year 2 Action Plan	D	HDSO
	Review the information available to all students regarding the support and services available to disabled students, those with caring responsibilities and those who wish to observe religious practices prior to application and prior to arrival at the University	Under Review	D G RB	HSM&A
2.2 Expand the equality and diversity training and guidance available in recruitment selection and admissions of staff	Implement and evaluate the revised and extended staff recruitment and selection training modules designed by the Staff Training and Development Unit	Completed and ongoing	All	HSTDU
	Design guidance and pilot a workshop for recruiting managers that looks at the use of reasonable adjustments for job applicants and employees	Underway	D G RB	HE&D HP&EE HDSO

Priority	Action	Status	EA	Lead
and students	Integrate training in equality and diversity issues into the 'Manchester Admissions Essentials' training programme. Work towards making the core sessions in Recruitment and Admissions Development programme mandatory	Completed	All	HSM&A
2.3 Improve recruitment, selection and admission staff and student equality data monitoring and reporting mechanisms	Improve the quality of the recruitment short listing equality data provided by Faculties to the University's Operational Performance Review	Completed	D G R	HFHR
	Undertake a pilot project to integrate a web based recruitment application that will support the maximisation of resource link improving the quality and security of the equality data collected and analysed	Underway	All	PLR&SBR
	Establish interim monitoring and reporting mechanisms that identify the number of applications made to the Guaranteed Interview Scheme through the Disability Two Tick positive action initiative	Underway	D	PLR&SBR
2.4 Introduce a variety of selection tools and techniques that promote fairness and transparency in the staff and student selection process	Undertake a series of pilot studies that will inform proposals on student selection for applicants from educationally disadvantaged backgrounds	Completed	All	HU/GR&WP
2.5 Consider the	Publish the 'Staff Recruitment and Selection Policy' equality	Underway	All	PLR&SBR

Priority	Action	Status	EA	Lead
impact of staff and student recruitment, selection and admissions practices on equality	impact assessment and action plan			
	Monitor the impact of local recruitment processes by scrutinising the equality recruitment data in Faculties throughout the year identifying potential positive action initiatives	Underway	D G R	HFHR
	Publish the 'Student Admissions Policy' equality impact assessment and action plan	Completed	All	HSRAID
2.6 Develop targeted positive action initiatives in staff recruitment and selection	Provide work placements for disabled people through organisations such as Pure Innovations and Aspire	Completed	D	DSTARS
	Implement the positive action recommendations identified as part of the Professional Support Services (PSS) positive action working group	Underway	All	HE&D
	Implement the positive actions plans identified through the University's operational performance reviews to promote equality in recruitment of academic and support staff	Completed and ongoing		HFHR D&H PSS HFA
	Encourage and support schools with programmes of study in Science, Engineering and Technology to work towards Silver and Gold Athena Swan Awards	Completed and ongoing	G	HE&D
	Benchmark the University's activities to promote equality for lesbian gay and bisexual staff against the criteria set in Stonewall's Workplace Equality Index	Underway	SO	HE&D

Objective: 3	Create an environment that encourages and supports all staff and students to actively engage with the University and realise their full potential

Priority	Action	Status	EA	Lead
3.1 Improve the employee equality data available for analysis	Undertake a employee equality data audit across the University collecting data on age, disability, race, religion or belief and sexual orientation	Integrated into Year 2 Action Plan	All	HP&EE D&H PSS HFA HE&D
3.2 Ensure staff and student induction programmes promote the diversity related support and services available at the University	Include the online resource guide 'Arrival Guide for International Staff' in information sent to International staff prior to arrival in the UK	Underway	N	HFHR
	Include diversity related support, services and facilities in corporate and local inductions and the staff handbook	Underway	All	HE&D
	Include the online 'diversity in the work place' training module as part of the University's induction programme	Underway	All	HSTDU D&H PSS HFA
3.3.Provide the support mechanisms that allow staff and students to remain in study and work	Provide a annual report to the Equality and Diversity Forum on the disabled staff service provision	Underway	D	HDSO
	Pilot a series of staff groups that help to support disabled staff to either remain in work or ease the transition back to work	Underway	D	HDSO
	Promote the disabled staff support services to disabled staff who work in traditionally 'hard to reach staff groups' (STARS, Estates and Jodrell Bank)	Completed and Ongoing	D	HDSO
	Finalise the review of the student disability coordinators	Integrated into Year 2 Action Plan.	D	HDSO

Priority	Action	Status	EA	Lead
3.4 Promote equality through the use of flexible working and studying options	Extend the use of the flexible working policy to support all staff including but not limited to staff approaching retirement, disabled staff and those who wish to observe religious practices	Completed and ongoing	A D RB	HPR&EE
	Promote the use of flexible working options through a set of case studies 'flexible working in practice'	Underway	All	HPR&EE HE&D
	Design and disseminate information and guidance 'A flexible approach to working arrangements the benefits' for line managers on the use, benefits and application of flexible working options for staff	Integrated into Year 2 Action Plan.	All	HPR&EE HE&D
	Identify and promote widely to teaching staff and students the potential flexible study options available to students with caring responsibilities, disabilities and those who wish to observe religious practices	Under Review	D G RB	HT&LSO HE&D
3.5 Ensure University employees receive equal pay for work of equal value	Undertake an equality impact assessment on the implementation of the JNCHES framework agreement for the modernisation of pay structures at the University of Manchester	Underway	All	HPR&EE
3.6 Ensure a Manchester education promotes equality and understanding between groups of students	Identify the potential institutional barriers that affect degree attainment of undergraduate students	Completed and ongoing	All	HT&LSO
	Implement the revised suite of careers and employability programmes for international students and graduates	Completed	N	DMLPC&E
	Work with international alumni and recruiters to develop four international employability zones including utilising interactive technologies	Completed	N	DMLPC&E
	Offer targeted mentoring programmes for BME, disabled, international, LGBT and women students	Completed and ongoing	All	DMLPC&E

Priority	Action	Status	EA	Lead
3.7Ensure equality of opportunity is promoted through the University's career development opportunities and academic promotions processes	Design and disseminate specific guidance that promotes the understanding and consideration of reasonable adjustments during the promotions process	Integrated into Year 2 Action Plan.	D	HE&D
	Explore the career development opportunities available to support staff and identify the potential barriers to engagement in relation to age, disability gender and race	Underway	R	HE&D
3.8 Develop targeted positive action initiatives in career development and promotions	Monitor the impact of local promotions processes at School level identifying potential positive action initiatives	Underway	D G R	HFHR
	Implement the actions identified for Faculties through the University's operational performance review to promote equality in academic promotions	Underway	D G R	HFA
	Put in place a career development initiative that targets BME staff at grades 3 & 4 in STARS	Completed	R	HSTARS
	Identify a package of career development opportunities for staff in grade 1 positions in Estates and monitor by equality	Under Review	D G R	DE
3.9 Better understand the experiences of staff and students	Investigate the experiences of disabled students at the University	Underway	D	HSS&S HDSO SRO
	Investigate the experiences of lesbian gay and bisexual students at the University	Underway	SO	HE&D
	Undertake an exploration of the structure of friendships amongst International PGT students at the University	Completed	N	HSS&S SRO
	Investigate the experiences of Trans staff and students at the University	Completed	T	HE&D
	Investigate the experiences of those students who wish to observe religious practices	Underway	RB	HE&D

Priority	Action	Status	EA	Lead
	Review how the staff survey can be used to better understand equality related issues for staff	Completed	All	HE&D HPR&EE DCM&PR

Objective: 4	Ensure the campus buildings and policy infrastructure reflects the diverse needs of the University community

Priority	Action	Status	EA	Lead
4.1 Ensure University buildings are accessible to staff and students	Continue to implement the recommendations identified through the University's disability access audit	Completed and ongoing	D	DE
4.2 Promote equality through the student residential experience	Undertake an equality impact assessment of the University's Pastoral Care Services	Integrated into Year 2	All	DSTARS PCGM
	Undertake a pilot to provide alcohol free spaces within the Residences communal areas	Underway	RB	STARS
4.3 Promoting equality through procurement	Publish and monitor the actions identified as part of the equality impact assessment carried out on the University's procurement strategy	Under Review	All	DF