

Appendix 1

University of Aberdeen
Public Sector Equality Duty
Equality Outcomes Action Plan
2017 – 2019

Outcome 1: The principles of Equality and Diversity will be a day-to-day consideration within all of the University's activities, both strategically and operationally				
Action	Evidence	Responsible person	Timeline	Success Measure
1.1 Provide additional guidance within the committee paper template regarding equality impact assessment	Standard of equality impact assessments demonstrate new guidance is required	Equality and Diversity Adviser	September 2017	Increase in understanding of equality impact assessment process measured by increased quality of equality impact assessments
1.2 Provide additional training on equality impact assessment for appropriate staff	Feedback from consultation on the Outcomes indicated this would be welcomed		July 2017	Deliver 4 training sessions by Q1 2018
1.3 Examine our existing and future pay practices for all our staff including part-time workers, those on fixed-term contracts or contracts of unspecified duration.	Equal Pay Review	Director of Human Resources	Ongoing and all actions complete by September 2018	Equal pay statements available
1.4 Undertake regular monitoring of the impact of our practices and report at least every three years.				Gender pay gap reduces
1.5 Provide training and guidance to managers and				Pay Policy published by Q3 2018
				Pay and benefits training for managers delivered by Q1 2018

<p>supervisory staff involved in decisions regarding pay and benefits.</p> <p>1.6 Discuss and agree our equal pay policy with representatives of the recognised campus trade unions.</p>				
1.7 Deliver Transgender awareness training to student-facing staff	Results of focus groups with student groups	Equality and Diversity Adviser working with Staff and Postgraduate LGBT Network	December 2017	Training delivered Feedback on training positive with identified gaps in support reviewed
1.8 Develop Transgender Guidelines for staff and students	Results of focus groups with student groups	Equality and Diversity Adviser working with Staff and Postgraduate LGBT Network	December 2017	Guidelines developed and publicised
1.9 Review annually the new remit, composition and membership of the Advisory Group on Equality and Diversity	Consultation suggested that the Advisory Group on Equality and Diversity should widen its membership	Vice Principal, People Strategy	Annual review in advance of the first meeting of the academic year – November 2017	Review undertaken and changes implemented where appropriate
1.10 Monitor the impact and effectiveness of the new remit, composition and membership of the Advisory Group on Equality and Diversity	1 year review and discussion at AGED meeting	Equality and Diversity Adviser	May 2018	Review complete
1.11 Deliver on equality objectives within the University's Outcome Agreement with the Scottish Funding Council	SFC Outcome Agreement	Director of Planning working with Equality and Diversity Adviser	2017/2018	Objectives achieved
Outcome 2: Staff will have greater understanding of their responsibilities in Equality and Diversity and apply this in their practice to positively advance equality				

Action	Evidence	Responsible person	Timeline	Success measure
2.1 Ensure all staff complete the mandatory Equality and Diversity training	70% of all staff have completed the mandatory Diversity in the Workplace module	Director of Human Resources working with Directors and Heads of School	June 2018	100% completion rate
2.2 Develop a plan for implementing unconscious bias, either face-to-face or on-line delivery	Feedback from sessions already undertaken indicated that all staff should be trained in unconscious bias	Equality and Diversity Adviser	June 2017	Plan developed and implemented Training available to all staff
2.3 Monitor the uptake of the student on-line equality training	Figures on the uptake of training	Senior Careers Adviser working with Equality and Diversity Adviser	Ongoing with annual figure produced	100% of First Years completed
2.4 Measure feedback from the training and assess impact			April 2017	Feedback sought and results used to inform changes/additional interventions
Outcome 3: The University will be an inclusive community where staff and students are able to fulfil their full potential in their work or studies				
Action	Evidence	Responsible person	Timeline	Success measure
3.1 Review support offered to disabled staff and implement changes where appropriate	Staff Disability Network consultation	Equality and Diversity Adviser	September 2017	Review conducted Recommendations from review implemented
3.2 Monitor the success rates in the promotion process to ascertain impact of 'blind review' and report back to Promotions Review Group	Promotion success rate data	Equality and Diversity Adviser	June 2017 and June 2018	Analysis of promotions data by protected characteristics shows proportionate success rates
3.3 Deliver promotions awareness sessions for staff	Promotion success rate data Feedback on promotions process	HR Partners	July 2017	2 awareness sessions delivered before the 2018 promotions round
3.4 Implement monitoring of the impact of the Widening Participation REACH project in relation to protected characteristics	Link between widening participation initiatives and Equality and Diversity	Head of Widening Participation	ongoing	Monitoring by protected characteristics implemented Data used to improve admission rates in under-represented groups
3.5 Implement actions arising from the Attracting Diversity project, including the	Phase 3 targets for the project	Head of Widening Participation	September 2018	Identified actions implemented

development of appropriate resources				
3.6 Submit an application for the Stonewall Workplace Equality Index 2018	Action plan arising from previous submissions	Equality and Diversity Adviser	September 2017	Application submitted Improvement in ranking
3.7 Develop a calendar of Wellbeing events	Feedback from third Wellbeing Day indicated that staff and students would value calendar of on-going events	Director of Health, Safety and Wellbeing in conjunction with Head of HR Specialist Services	September 2017	Calendar developed and publicised Monitor feedback from events
3.8 Roll out No Bystander pledge	Feedback from launch of the No Bystander pledge	Head of HR Specialist Services	Ongoing engagement	All Directors and Heads of School signed up to the pledge Awareness of pledge increased and measured through Staff Survey
3.9 All academic areas to apply for Athena SWAN award by April 2017	University KPIs Athena SWAN Action Plan	Heads of School working with Athena SWAN Officers	April 2017	Applications submitted
3.10 Develop British Sign Language Plan	Scottish Government consultation	Equality and Diversity Adviser	October 2018	BSL Plan developed following consultation Implementation and impact monitored
3.11 Monitor the impact of Brexit on staff and student experiences and provide ongoing support	Local/internal and national consultation	Director of HR Director of Student Life	ongoing	Appropriate consultation with staff and students undertaken Actions taken in line with government guidance
3.12 Develop a communication plan for promote networking, development and mentoring opportunities for all protected characteristics	Aurora feedback questionnaire Feedback from International Women's Day Conference Discussions at Equality Network Groups	Equality and Diversity Adviser Communications	Communication plan developed by June 2017 ongoing	Communication plan developed and implemented
3.13 Monitor the impact of the Project SEARCH initiative on the interns and the staff supporting them across the University	Currently limited data regarding the impact of the Project, other than data regarding the number of interns who secure employment	Executive Assistant and Policy Officer Equality and Diversity	Implement feedback by September 2017	Data gathered Engagement with placement providers and interns undertaken Changes implemented where appropriate
3.14 Equality and Diversity Research Group to provide	Creating a robust data set in relation to the projects on	Equality and Diversity Research Group Leader	First report due May 2017	Advisory Group on Equality and Diversity involved in establishing

project progress reports and clear outcomes to Advisory Group on Equality and Diversity	which to base future policy decisions/initiatives on	Equality and Diversity Adviser	Results of research due May 2018	outcomes for the Research Group
3.15 Monitor the effectiveness of the LGBT Boxing initiative	Monitor levels of involvement in the initiatives	Equality and Diversity Adviser	March 2018	Number of individuals participating
3.16 Monitor the effectiveness of the Aurora Leadership Development Programme	Monitor numbers of participants	Equality and Diversity Adviser	September 2017	Number of individuals participating
Outcome 4: The diversity of the University community will be celebrated and recognised so that all staff and students are respected and valued				
Action	Evidence	Responsible person	Timeline	Success measure
4.1 Develop guidance on mental health and wellbeing for Personal Tutors and Line Manager	Mental Health Working Group discussions and associated action plan	Director of Health, Safety and Wellbeing, working with Equality and Diversity Adviser	September 2017	Guidelines developed and publicised
4.2 Develop and deliver training for Academic Line Managers and Personal Tutors on: Promoting equality Dealing with equality-related staff or student concerns Supporting disabled staff	Feedback from ALMs and PTs	HR Partners	Training sessions delivered by September 2018	Sessions delivered and feedback received and used to inform future sessions
4.3 Develop a method of capturing the impact / value of the equality network groups	External benchmarking Discussion at Senior Women's Network Steering Group meeting	Equality and Diversity Adviser	September 2017	Template developed and implemented
4.4 Undertake annual equality monitoring of court	Court membership equality profile data	Secretary to Court Equality and Diversity	November 2017	Equality Monitoring report delivered to UMG and Court

membership and report to UMG and Court		Adviser		
4.5 Achieve accreditation as a Carers Positive employer	External benchmarking Results of Equality and Diversity questionnaire	Head of HR Specialist Services	September 2018	Accreditation achieved by September 2018
4.6 Develop a Carers Network		Equality and Diversity Adviser	November 2017	Network established by Q4 2017
4.7 Re-instate the Parents Network	Athena SWAN submissions/action plans	Equality and Diversity Adviser working with Athena SWAN Officer	September 2017	Parents Network established
4.8 Establish Race Equality Network	Discussions at Advisory Group on Equality and Diversity Discussions at Race Equality working Group	Equality and Diversity Adviser	November 2017	Network established Network providing support to members Network feeding in to University policy development
4.9 Monitor trends in relation to equality issues reported through the Employee Assistance Programme and take action to address staff concerns	Management reports from providers of Employee Assistance Programme	Head of HR Specialist Services	Ongoing	Reports received and analysed Equality-related concerns addressed through policy/guidelines/briefings
4.10 Monitor trends in relation to equality issues reported through the Staff Wellbeing Coordinators and Mental Health Champions	Feedback sessions/monitoring forms	Equality and Diversity Adviser	Ongoing	Reports received and analysed Equality-related concerns addressed through policy/guidelines/briefings
4.11 Develop and implement welcome sessions for international staff and their families	Staff profile data Anecdotal feedback that welcome sessions would be helpful	Head of HR Partners/HR Partners	First sessions to be delivered by April 2017 and ongoing from then	Sessions introduced Feedback sought and changes made where appropriate
4.12 Principles of Equality and Diversity to be linked with the development of the Employee Engagement Strategy/Action Plan	Employee Engagement Working Group meetings Equality Network Groups meetings	Head of HR Specialist Services	Ongoing with a view to finalising Employee Engagement Strategy by June 2017	Employee Engagement Strategy agreed and fully recognises and incorporates equality and diversity principles and considerations
4.13 Undertake data cleansing exercise	Gaps in staff profile data Requirement to increase	Head of HR Specialist Services/Equality and	June 2018	Increased levels of return on equality monitoring

	engagement with the equality monitoring process	Diversity Adviser		
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