

Bath Spa University - Equality Action Plan

It will be the responsibility of the University's Equality and Diversity Steering Group (EDSG), with the support of the Diversity Champions/ Representatives and HR, to monitor and report on progress against this plan and to prompt the lead(s) to take further action if necessary.

The plan is updated annually to show the most recent actions taken, and EDSG will identify further key actions and/or areas of focus for each successive year of the plan. Most of the identified activities have no or very little budget implications, however a budget is secured annually by the Director of HR to provide funds if needed to deliver on key actions.

The two key areas for improvement the University will focus on from 2016 to 2017 will be gender and ethnicity. The specific actions relating to these areas of work are detailed below. Please note that wherever possible EDSG will, in consultation with student representatives, also try and identify an area for improvement which acknowledges and supports the varying needs of a diverse student body.

Objective	Action	Lead / Owner	Department	Outcome / Measures	Timescale	Progress Monitoring
1. Athena Swan Accreditation	To investigate and initiate progression towards obtaining Athena SWAN award	Chair of EDSG		Creation of a dedicated Athena SWAN resource to support the accreditation process.	Award to be achieved by 2020	
2. Equality Activities to promote inclusivity across Staff and Students at BSU	Annual Equalities Week to promote the discussion around equalities issues. Equality Forum in conjunction with University of Bath to build	Chair of EDSG		Equalities Week and Equality Forum to be arranged annually	To be created rolled out and reviewed annually	

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	on the collaboration and widen the discussion.					
3. Inclusive recruitment processes across Bath Spa University	Monitor and review Staff applications through each stage from application to offer	Director of HR	HR	There is equality in all stages of staff recruitment. Raised awareness of trends for workforce planning purposes/ to enable greater understanding of any bias.	Ongoing with annual review	
	Adopt as policy requiring mixed gender interview panels for all college posts.	Dean of Academic Unit	IFE CoLA BSAD	Draft policy, agreement from VCEG, communication plan to staff to implement. Mixed gender panels for all interviews.	Currently in place, to continue indefinitely.	
	Applying wider cultural diversity to interview panels where possible also.	Dean of Academic Unit	IFE BSAD		Currently in place, to continue indefinitely.	
	Ensure Chair of Panel trained in Equalities interviewing	Dean of Academic Unit	IFE	Training completed through online Equality training tool	From September 2016	

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Inclusive recruitment processes across Bath Spa University						
	Interview and recruitment training to be undertaken for all staff involved in recruitment and promotions, including Unconscious Bias training.	Dean of Academic Unit	BSAD IFE	Training underway and completed through online training tools, and in house recruitment training sessions.	From September 2016	
	Positive Communication to support and encourage females to apply for senior roles - welcoming of applications and informal enquiries from across the College for all internal promotions	Dean of Academic Unit	CoLA BSAD IFE		From September 2016	
	Recruitment trend assessments - further data esp. comparison of promotion rates for female staff within and departing the Department/Academic Unit	Director of HR	HR Requested by BSAD CoLA	HR to provide further breakdown of recruitment data by department/academic unit for greater understanding and action of promotional rates of female staff within BSU and those leaving BSU	From September 2016	

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	Monitor and review diversity balance throughout the recruitment pool for the School. In particular BME and Senior academics.	Dean of Academic Unit Director of HR	HR BSAD	HR - to provide regular breakdown of data for department/ academic unit	Ongoing with annual review	
	Monitor and review applications and appointments of senior academics and BME applications and appointments for all vacancies	Director of HR		A fair and transparent process for appointing senior academics and improved gender representation for senior academic roles. A fair and transparent process for staff appointments and improved BME representation amongst academic and professional services	Ongoing with annual review	
4. BSU will create opportunities to develop staff with protected characteristics	Identify future leaders and encourage participation in Developing Leaders Programme (DLP)	Dean of Academic Unit	IFE CoLA BSAD	Positive action applied to underrepresented characteristics (where known).	Next round of Future Leaders Programme (Anticipated	

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					to be from Nov 16)	
	<p>Identify up to two participants per year in LFHE's Aurora programme for women (note: participants to be Developing Leaders Programme Graduates)</p> <p>BSAD to disaggregate the DLP and Aurora - number of participants to be pro rata to size of school</p>	Dean of Academic Unit	<p>IFE</p> <p>CoLA</p> <p>BSAD</p>	<p>Identify participants each year to participate in the programme - from each participating department. (BSU required to have at least 4 in total)</p> <p>Identify internal Aurora champion for BSU</p> <p>Identify mentors for Aurora participants</p>	<p>Next round of Aurora intake.</p> <p>Cardiff dates from 13th Jan 2017, or London session 2 from March 8th</p>	
	Opportunities for career progression within the School/University identified and developed above Senior Lecturer, or Grade 9 or above.	Dean of Academic Unit	BSAD		TBC	
	Increase proportion of women at Programme Leader grade or above to reflect the overall % of women in IFE.	Dean of Academic Unit	IFE	This will depend on vacancies at senior leadership level	TBC	
	Develop the talent pool of	Dean of	BSAD	Investment required, to	TBC	

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	BAME candidates in Art and Design, and IFE (national issues) - and raise profile of BSAD/ IFE/BSU diversity overall.	Academic Unit	IFE	support increase of research/leaderships to address current challenge; and to establish a Graduate Assistant/Fellowship scheme in Art & Design fields to encourage new role models and champions		
5. BSU will embed equality and diversity through the curriculum	Review curriculum content to ensure equalities embedded in programmes	Dean of Academic Unit	IFE		From September 2016	
	Review standard texts to ensure reflection of diverse communities and learners	Dean of Academic Unit	IFE		From September 2016	
	Review Ed Leadership L7 module and CPLHE to ensure equalities and diversity embedded	Dean of Academic Unit	IFE		From September 2016	
6. BSU is Inclusive in its Web and Marketing Practices	The University website is optimised for enabling technologies and meets or exceeds the Website Content	Head of Web and Digital	Web and Digital		Ongoing with annual review	

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	Accessibility Guidelines (WCAG)					
	All marketing materials and events consider and account for differing protected characteristics and pro-actively encourage inclusivity in the branding of the University	Head of Marketing	Marketing	More people from identified groups apply to the University to work or study	Ongoing with annual review	
7. BSU will promote Equality and Diversity awareness through training of staff	Promote and monitor completion of the current equal opportunities training and induction for staff	Director of HR	HR	All new starters to complete online training as part of induction process, and be supported adequately to implement equal opportunities policy.	Ongoing with annual review	
	University to develop good practice in and raise awareness of mental health and wellbeing amongst students and staff.	Director of HR Students Union Liberation Reps	HR Students Union Student Services	Mental Health First aiders to be identified and trained within BSU. Wider training on mental health awareness to be made available to all staff.	Starting October 2016	

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		Student Services		Increased awareness and support of students and staff with mental health issues.		
8. BSU will support and promote engagement with Equality and Diversity for Students and Staff	<p>Monitor any Student complaints for any equality issues</p> <p>Monitor staff disciplinaries and grievances for any equality issues</p>	<p>Complaints Officer</p> <p>Director of HR</p>		<p>There are no equality related issues leading to student complaints or disciplinaries and grievances.</p> <p>Where there are, that they are addressed to prevent further issues occurring.</p>	Ongoing with annual review	
9. BSU will support inclusion for all students	Monitor and review Student applications through each stage from application to offer	Head of Student Services	Student Services	<p>There is equality in all stages of student recruitment.</p> <p>More people from identified groups study at the university.</p>	Ongoing with annual review	
	Monitor reasons for withdrawals and degree classification	Head of Student Services	Student Services	There are no equality-related issues leading to student withdrawals, and degree classifications.	Ongoing with annual review	

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BSU will support inclusion for all students	Monitoring the recruitment of young full-time degree entrants.	Widening Participation and Access Manager	WP	<p>Baseline data – 11.8%</p> <p>Achieving 12.5% for 16/17 academic year.</p> <p>13% for 17/18 academic year</p> <p>Lifting of student number control from 2015/16 and potentially the fee cap makes it difficult to predict any impact this and the drive to widen access across the sector might have on future recruitment.</p>	Ongoing to be reviewed annually	
	Monitoring the recruitment of all undergraduate BME entrants.	Widening Participation and Access Manager	WP	<p>Baseline data – 7.9%</p> <p>Achieving 8.5% for 16/17 academic year.</p> <p>9% for 17/18 academic year</p> <p>Lifting of student number control from 2015/16 and potentially the fee cap makes it difficult to predict</p>	Ongoing to be reviewed annually	

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BSU will support inclusion for all students				any impact this and the drive to widen access across the sector might have on future recruitment.		
	Monitoring the recruitment of mature full-time degree entrants.	Widening Participation and Access Manager	WP	Baseline data – 19.0% Achieving 19.9% for 16/17 academic year. 20.4% for 17/18 academic year. Lifting of student number control from 2015/16 and potentially the fee cap makes it difficult to predict any impact this and the drive to widen access across the sector might have on future recruitment.	Ongoing to be reviewed annually	
	Monitoring student retention - HESA T3a - No longer in HE after 1 year , Young, full-time, first degree entrants qualify or	Widening Participation and Access Manager	WP	Baseline data – 93.2% Achieving 93.7% for 16/17 academic year.	Ongoing to be reviewed annually	

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	continue at same university. Target and milestones were calculated on rolling average of data from 2010/11 to 2012/13.			94% for 17/18 academic year.		
	Monitoring Student retention - HESA T3b - No longer in HE after 1 year & in low participation neighbourhoods (POLAR 3) (Young, full-time, first degree entrants), qualify or continue at same university. Target and milestones were calculated on rolling average of data from 2010/11 to 2012/13.	Widening Participation and Access Manager	WP	Baseline data – 92.4% Achieving 92.8% for 16/17 academic year. 93% for 17/18 academic year.	Ongoing to be reviewed annually	
	Monitoring Student retention - HESA T3c - No longer in HE after 1 year & no previous HE qualification (Mature, full-time, first degree entrants), qualify or continue at same university. Target and milestones were	Widening Participation and Access Manager	WP	Baseline data – 89.3% Achieving 91% for 16/17 academic year. 91.5% for 17/18 academic year.	Ongoing to be reviewed annually	

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	calculated on rolling average of data from 2010/11 to 2012/13.					