



Cardiff
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University

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2017/18

STRATEGIC EQUALITY PLAN - PROGRESS REPORT







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1. Awareness Raising



Objective	Targets	Level 2 accountability
<p>Ensure equality initiatives are visible and owned</p> <p>Promote good-practice and positive news</p> <p>Achieve externally accredited recognition</p>	<p>Gender equality:</p> <ul style="list-style-type: none"> • Institutional level Athena Swan Bronze award for STEMM activity by November 2017 • All Schools to have a Bronze level award, and at least one School a Silver level award, by April 2019 • Institutional level Athena Swan (Gender Charter) Silver accreditation by November 2019 <p>Achieve the Race Equality Charter (REC) Bronze award by July 2020</p> <p>Retain membership of the Stonewall Diversity Champions programme and ranking in the Workplace Equality Index (Gay, Lesbian, Bi-Sexual and Transgender)</p> <p>Achieve the 'Disability Confident Employer' kite mark awarded by the DWP</p>	PVC Student Engagement




We will primarily, but not exclusively, achieve these targets through:


MECHANISMS	PROGRESS UPDATE	STATUS
<p>Staff induction & training</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Unconscious Bias Training: <ol style="list-style-type: none"> i) Roll out to Governors ii) Roll out to School and Units (initially those involved in Recruitment and Selection). 	<ul style="list-style-type: none"> • An Unconscious Bias training e-module is available on Cardiff Met's Organisational Development Learning Pool site. The training is available in two parts and has been promoted through a variety of internal channels. Part 1 is targeted at all staff involved in recruitment and selection, while part 2 is a supplementary module for those staff with line management responsibilities. 	


<p>iii) All staff</p> <ul style="list-style-type: none"> Review the newly created E&D e-modules and translate into Welsh (determine costs and identify budget) 	<ul style="list-style-type: none"> Following the implementation of the training, some members of staff have expressed their interest in providing access to their students to help supplement their courses. A review following feedback of the module will be completed in the 2018-19 reporting period. The University has implemented its own Equality in the Workplace e-module which is mandatory for staff to complete as part of their induction. As the module has been developed in-house it has the capacity to be easily updated and amended in response to any legislative changes. Under the new Welsh Language Standards modules which are part of the current induction process are required to be translated into Welsh. This is currently being done by the Welsh Language. Although our Unconscious Bias module currently falls outside of these parameters, positive action is being taken by the University to explore whether the provider can provide the course in Welsh. All University Governors were provided with the Advance HE (formerly ECU) 'Governing bodies, equality and diversity – A handbook for governors of Welsh higher education institutions'. Equality and Diversity updates are also provided to the Board of Governors through the Secretary and Clerk to the Board of Governors who previously chaired the University's Equality & Diversity Delivery Group. 	
<p>Student induction, advice & guidance</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Ensure E&D is built into student induction processes 	<ul style="list-style-type: none"> An Adapt Builder working group has been set up at the University to help improve the delivery of online training to staff and students. The potential to embed Equality and Diversity training into the student induction process is currently being explored. 	
<p>Initiatives & events</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Use national / global calendar dates to promote the University's E&D priorities including BHM, LGBT History Month, 	<ul style="list-style-type: none"> The University is currently engaging with national Equality & Diversity related calendar. Key dates are promoted across the University. New internal communication channels such as Yammer have allowed information to be more readily communicated to staff and students simultaneously. E&D Team, Chaplaincy, Student Services, Students' Union and International & Partnerships Office will continue to work together to ensure key dates and events are promoted and celebrated. 	


<p>International Women's Day</p>	<ul style="list-style-type: none"> • The LGBT+ Staff Network has continued to work alongside the University and Students' Union team to promote and celebrate LGBT+ equality at Cardiff Met. <ul style="list-style-type: none"> ○ Staff and Student representatives attended Pride 2017 to celebrate and represent the University. A number of senior members of staff including the University's President and Vice-Chancellor showed visible support in the build up to Pride. ○ Cardiff Met hosted a community Farmers Market on our Llandaff campus. Alongside the Chair of our LGBT+ Staff Network, the market owners marked and celebrated LGBT History Month. The market was held on our University campus but was open to the public to attend. ○ Alongside representatives from the LGBT+ Staff Network and Equality Team, members of the Cardiff Metropolitan University Staff Football Team helped organise a mixed friendly match with Cardiff Dragon (Wales' only LGBT football team). This game built on a growing relationship with the Dragons and helped mark LGBT History Month and supported the Football vs Homophobia campaign. Rainbow laces were distributed and Football vs Homophobia T-shirts were worn by the team to highlight their visible support for advancing LGBT+ equality. The event was also supported and attended by former International Wales Goal Keeper, Neville Southall. ○ Cardiff Met hosted a Stonewall LGBT Inclusive Sports Coaches Programme at our Cyncoed campus. The aim of the training was to empower sports coaches to be active change agents, creating more inclusive environments in their teams. The course would also give coaches the knowledge, tools and confidence to tackle homophobic, biphobic and transphobic language and bullying, and create a sports team where LGBT young people can take part and be fully themselves. • Each year, the International Partnerships Office organises a celebration of culture and diversity in the form of a week-long event called Global Week. International students showcase their traditions by offering samples of food, demonstration of crafts, music, games etc. During Global Week 2018, students and staff participated in activities including an internationally themed fashion show, a talent show, martial arts classes, international film night and a global village. As one of the aims of this event is to aid integration and understanding of other cultures, this year the IPO worked with a local charity organisation and invited asylum seekers and refugees onto campus to join in the celebrations and to meet students to share their stories over lunch. 	
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	<ul style="list-style-type: none"> • Cardiff Met has continued to engage with the BME community in South Wales, particularly through organisations such as Race Council Cymru, Black History Month Wales and our widening access programmes. Cardiff Met attended and sponsored the Black History Youth Awards while also joining in the celebration of Black History Month in its 10th year across Wales. Professor Sushila Chang - Deputy Vice Chancellor (Academic) at Cardiff Metropolitan University, presented the 'Outstanding Academic Achievement' award on behalf of the University. 	
<p>Communication mechanisms</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Ensure the E&D Annual Report is produced in a more engaging format, including the use of infographics and an executive summary • Update staff on E&D initiatives e.g. through a regular HU section in Staff News, Twitter, campus screens 	<ul style="list-style-type: none"> • Following a review of the University's previous Equality & Diversity Annual report for the 2015/16 reporting period it was decided to streamline the Annual Report to make it a more engaging and accessible document. Work will continue to make the document as accessible as possible. • Initiatives and Events have been continuously promoted through a variety of communication channels throughout the current 2017/18 reporting period. Communication channels will be reviewed in the upcoming 2018/19 period in order to ensure effective promotion of E&D initiatives and events. 	 

<p>Networks & feedback</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> Implement recommendations from the EDEG Review of Effectiveness Networks: <ul style="list-style-type: none"> i) Establish a Mental Health and Well-Being Network (working with HU Steering Group) ii) Establish a pan-University E&D Network 	<ul style="list-style-type: none"> Following a number of organisational changes at Cardiff Met, the Equality and Diversity Delivery Group has been under considerable review over the 2016/17 and 2017/18 period to ensure that it is functioning appropriately in order to drive the University forward to achieve its strategic objectives. The Pro-Vice Chancellor of Students, Jacqui Boddington has been appointed Chair, while membership and reporting pathway of the group has also been reviewed. The revision of membership, to include more senior members of staff will give EDDG a more strategic position at Cardiff Met in order to make decisions and actions following meetings and drive forward positive change. Following the revision of membership and to maintain grassroots activity the University will look to develop an Equality Forum to allow discussions around specific Equality items to continue. During the 2017/18 period work has been undertaken to develop a Mental Health and Well-being Network to help support the University 'Time to Change Wales' action plan. Discussions are still currently ongoing. Following the amendment of membership of the Equality and Diversity Delivery Group, the development of an Equality Forum coordinated by Staff Networks will be explored to allow a greater number of staff to contribute to the development of E&D activity at Cardiff Met. On International Women's Day (8th March 2018), Cardiff Metropolitan University Women's Staff Network was launched, following 6 months of planning. The network aims to celebrate the successes of women, while also providing a platform for all staff to discuss issues around and experiences of gender and equality. To celebrate the launch of the network, the network hosted an expert panel where issues around gender, higher education, STEM, sport, Brexit and Wales were discussed. Speakers included: 	  
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	<ul style="list-style-type: none"> ○ Professor Sushila Chang - Deputy Vice Chancellor (Academic) at Cardiff Metropolitan University. She has a research interest in biotechnology and during her career Professor Chang has held posts in Europe, Singapore and Australia. ○ Professor Laura McAllister - Professor of Public Policy in the School of Law and Politics at Cardiff University. Her research is focused on Welsh politics and the devolution journey and is also a member of the Football Association Wales Board of Trustees. In 2014 Professor McAllister received an honorary degree from Cardiff Metropolitan University for her work in sport and Welsh devolution politics. ○ Dr Rachel Minto - Research Associate in the School of Law and Politics at Cardiff University. She is a member of the Wales Governance Centre and her work focuses on Brexit and UK devolved politics, with a particular interest in gender and equality. ● Two short MetTalks were held in the Zen Bar, Students Union, Llandaff on following topics: <ul style="list-style-type: none"> ○ Talking About the 'F' Word (Kirsten Stevens-Wood) ○ Pink and Blue: Letting Toys Be Toys (Leanne Freeman) ● An inter-faith staff and student network has been established following approval by the Equality & Diversity Delivery Group in March 2018. This will be supported by the University Chaplaincy and Students Union. ● Informal discussions have taken place around the development of a BME Staff Network in the upcoming 2018/19 reporting period. 	
<p>Academic & managerial committees</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> ● Ensure the University's Risk Register includes E&D priorities 	<ul style="list-style-type: none"> ● The Civic and International Equality & Diversity Officer met with representatives from the Strategy Office during the 17/18 period to ensure that E&D risks are considered as part of the University's Risk Register. This will reviewed annually. 	


<p>Applications for external accreditation (Athena SWAN, REC, Stonewall, Disability Confident Employer)</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Athena SWAN: <ul style="list-style-type: none"> i) Support the CSE and CSAD Bronze Award submissions ii) Deliver the Institution Bronze Award Action Plan iii) Deliver the CSHS Bronze Award Application iv) Deliver the CSS Silver Award Application v) Implementation of project management software to support evaluation and monitor of action plans 	<ul style="list-style-type: none"> • Cardiff School of Education and Cardiff School of Art and Design both established Athena SWAN SAT's in the 2016/17 period and have continued to progress during 2017/18. CSAD are aiming to submit for a Bronze application in 2018. • The Civic and International Equality & Diversity Officer met with colleagues from CSM to discuss the development of a school SAT. They are aiming to establish a SAT in the upcoming 2018/19 period. A CSM representative currently sits on the Institutional Athena SWAN SAT. • Cardiff Met launched a new Cardiff School of Technologies in March 2018 and since the School's inception the Dean has joined the institutional Athena SWAN SAT. • Following a number of organisational changes at Cardiff Metropolitan University, Prof Katie Thirlaway has been appointed as the Chair of the University Institutional SAT, taking over from Prof Scott Fleming. Work is ongoing to deliver on our action pan and continue to drive positive change. The University will be applying for a Bronze renewal in November 2019. • Both CSS and CSHS were successfully awarded Athena SWAN Bronze awards following their submissions in April 2017. Both schools are now delivering on their action plans. • The use of project management software has been explored. Currently the institutional action plan is monitored by the Equality Team and Chair of the Institutional Athena SWAN SAT. School action plans are administered at a local level, with regular updates being provided the Institutional Athena SWAN SAT. 	
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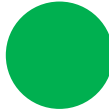
<ul style="list-style-type: none"> • Implement feedback from the Stonewall WEI 2017 and submit the 2018 Index. • Deliver actions from the Disability Confident Employer Self-Assessment • Establish Race Equality Charter SAT 	<ul style="list-style-type: none"> • Feedback on the University’s Stonewall 2017 application was received following consultation with Stonewall Cymru representatives. This meeting was attended by the Civic and International Equality & Diversity Officer and Chair of LGBT+ Staff Network. The University was ranked 185th in the UK. Cardiff Met will look to build upon the recommendations of Stonewall Cymru for the September 2018 submission. The upcoming period 2018/19 will see the WEI as a fixed item on the Equality and Diversity Delivery Group Agenda. • The University conducted a Disability Confident Self-Assessment in September 2017 and was awarded level two ‘Disability Confident Employer’. The period of this award is from September 2017 - September 2019. • The University is making preparations ahead of beginning to work towards the Institutional Race Equality Charter Mark. Discussions have been held with representatives across the University who are interested in taking this forward. Race Equality has become a fixed item on the Equality and Diversity Delivery Group agenda. 	
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2. Embedding and Enhancing



Objective	Targets	Level 2 accountability
<p>Fit-for-purpose and effective University-level frameworks for promoting equality</p> <p>Local leadership of equality promotion within Schools & Professional Services</p>	<p>Increase the proportion of women holding senior management positions from 25% to 33% by 2019.</p> <p>Increase the proportion of women holding professorships from 17% to 25% by 2019.</p> <p>Increase the proportion of women on influential committees at University-level from 33% to 46% by 2019.</p> <p>Reduce identified gender pay gaps for work of equal value to below 5% by 2020</p> <p>Reduce the difference between the proportion of staff (7.6%) and Cardiff-based students (16.8%) who can speak Welsh.</p>	<p>PVC Student Engagement</p>




We will primarily, but not exclusively, achieve these targets through:

MECHANISMS	PROGRESS UPDATE	STATUS
<p>HR policies/mechanisms & organisational practice</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> Deliver the Welsh Language Standards action plan 	<ul style="list-style-type: none"> In order to monitor the university's progress in implementing the Welsh Language Standards the university has approached the Standards a separate distinct project. It has created a high level project board which has agreed a project plan detailing how the university will meet the standards and designated a project team with member across all 	

<ul style="list-style-type: none"> • Establish procedures for promoting diversity within interview panels • Review the extent to which opportunities for flexible working, part-time working and job shares are promoted when advertising vacancies • Review the extent to which the University presents itself as an E&D 'friendly' employer when advertising vacancies 	<ul style="list-style-type: none"> • All interview panel members must completed Recruitment and Selection training prior to sitting on a panel. This training covers the Equality Act/protected characteristics and types of discrimination. • The whole recruitment process, including job advertising, will be reviewed under the new People Strategy in 2018/19. • The University has worked to ensure that the University's job advert page is linked appropriately to the University's Equality & Diversity web-page, providing prospective employees an overview of Cardiff Met's commitment to advancing Equality, Diversity and Inclusion. A good understanding of Equality & Diversity is also an essential criteria within job specifications. 	
<p>Health & wellbeing</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Deliver the Time To Change Wales action plan 	<ul style="list-style-type: none"> • The University has continued to make progress against the Time to Change Wales action plan, providing relevant training, promoting mental health awareness days and working closely with the Students' Union. • Cardiff Met's Health and Wellbeing Team have worked to develop a one day 'Managing Mental Health in the Workplace' course. This course is currently being implemented alongside Mental Health First Aid training. Managers attending the course were also provided with a manual to act as a guide to assist them managing mental health and wellbeing in the workplace, but also raise awareness of mental health and wellbeing issues and provide signposting. • In May 2017 the University hosted Time to Change Wales Pledged Organisations Workshop which brought together organisations from across South Wales to share best practice and discuss the existing challenges. 	

	<ul style="list-style-type: none"> • To help mark World Mental Health Day in October 2017, an event was organised by the University to open up a discussion around Mental Health with guest speakers including former Wales international rugby union player turned extreme endurance athlete and television presenter, Richard Parks and the Pro Vice Chancellor (Students) at the University of Worcester, Ross Renton. Workshops were held in the morning and afternoon for staff and students to attend. • The workshops covered a variety of topics and were delivered by staff and students; <ul style="list-style-type: none"> ○ Health and Wellbeing Initiatives for staff and students at Worcester University ○ Experience of undertaking MHFA training and the story of his first use helping a fellow student. ○ School of Hard Knocks and the Role it plays with young adults and developing wellbeing + planning a Wellbeing retreat for adults living with cancer. ○ Wellbeing in the Performing Arts ○ Wellbeing and Student Athletes – balancing the athlete – student identity 	
<p>Student recruitment, admissions & assessment</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Review admissions procedures and make enhancements referenced to best practice & sector developments 	<ul style="list-style-type: none"> • All University publications and advertising maintains a diverse and representative mix of people with different characteristics. Information is provided in both Welsh and English where relevant to the target market. Documents are mostly created in print format with downloadable PDFs available online so that documents can be viewed in a larger format. Documents can also be made available in alternative formats upon request. • Dietary requirements are checked for every event and mobility needs are assessed according to different event specifications. • Through Athena SWAN activities the University of implementing optional equality monitoring during open days to allow the University to evaluate its recruitment practices further. 	


<p>Portfolio & curriculum review & development</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Conduct review of the curriculum for inclusivity and diversity 	<p>Director of Learning Enhancement</p> <ul style="list-style-type: none"> • During the 2017/18 period, a Workshop was run by LTDU on inclusive curriculum and included conversations about developing students’ cultural competency and aspects of otherness related to gender and sexuality but also the other protected characteristics. This included inclusive language, but also about using inclusive teaching materials etc. 	
<p>Physical environment & facilities</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Provide breast-feeding / expressing rooms on all campuses, accessible to both staff and students • Provide gender-neutral toilets on all campuses • Provide baby change facilities on all campuses • Ensure cubicles are available in all existing changing rooms 	<ul style="list-style-type: none"> • No specific rooms provided although some Schools/Units have explored space that is available and made appropriate arrangements. • There are currently no gender neutral toilets, however the University is commitment ensure that some are provided on campus. This will be explored in the 2018/19 period. • Baby Changing facilities are available in both Students’ Union buildings on Llandaff and Cyncoed. • No progress here but will continue into the next reporting period. • See Appendix II for further Estates and Facilities update 	

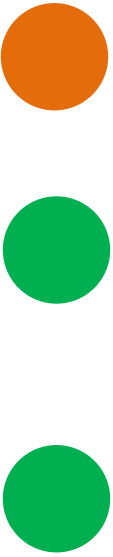

<p>Marketing/publicity, displays, signage</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Monitor use of the protocol for the imagery used to promote the University, ensuring an appropriate representation of staff and student diversity 	<ul style="list-style-type: none"> • Through various Equality, Diversity and Inclusion initiatives at the University, including Athena SWAN, the imagery used in promoting Cardiff Met has been reviewed across a number of the Schools. A more comprehensive central review will be required in the upcoming 2018/19 reporting period. 	
<p>Procurement</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Update the Modern Slavery Statement to include Welsh Government requirements 	<ul style="list-style-type: none"> • Modern Slavery Statement was published by 31st Jan 2018 in response to legislative requirements. 	
<p>School & Professional Services Planning</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Include reports from each School & Professional Service Unit within the annual E&D Report • Deliver mandatory E&D training to students as part of EDGE 	<ul style="list-style-type: none"> • A new section was developed during the production of the 2016/17 annual report, titled 'Good Practice at Cardiff Met'. Relevant equality related information is included within this section of the report. • The Cardiff Met Students' Union ran an Equality and Diversity seminar, focused on understanding your own and organisational responsibility within Equal Opportunities Policy and Equal Opportunities Legislation in order to help recognise and challenge possible discriminatory practices. An online E&D module for students is currently being explored, based on the current mandatory Staff E&D module. 	




3. Data Collection and Monitoring

Objective	Targets	Level 2 accountability
<p>Improve the quality, collection and monitoring of data</p> <p>Ensure that action follows analysis</p>	<p>To have evaluated staff and student race equality data and set appropriate targets by July 2017</p> <p>To have evaluated student engagement and outcomes data and set appropriate equality -related targets by July 2017</p> <p>Evaluate the impact of policy and practice on the cohesiveness of the student population, with particular focus on Race and Region or Belief, and set appropriate targets by July 2018</p> <p>Evaluate the relationship between the following combinations of protected characteristics on pay and representation within the University’s governance and management structures:</p> <ul style="list-style-type: none"> • Sex, Race, Age • Sexual Orientation, Marriage & Civil Partnership, Pregnancy & Maternity <p>And set appropriate targets by July 2018</p>	<p>PVC Student Engagement</p>

We will primarily, but not exclusively, achieve these targets through:

MECHANISMS	PROGRESS UPDATE	STATUS
<p>Management information</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Implement recommendations from the data-gap analysis 	<ul style="list-style-type: none"> • Substantial development of the University’s Qlikview Dashboard has taken place following collaborative work between the Civic and International Equality & Diversity Officer, Strategy Office and Human Resources. University is now readily able to report data in order to fulfil 	

<ul style="list-style-type: none"> • Produce and analyse intersectionality data • Identify Race Equality Charter data requirements and any data gaps • Ensure E&D Annual Report includes: <ul style="list-style-type: none"> i)disaggregated data to School / Unit level ii)analysis of data presented iii)benchmarked against national data 	<p>its Public Sector Equality Duty as well as supporting Athena SWAN, Stonewall Workplace Equality Index submissions.</p> <ul style="list-style-type: none"> • The capacity is now there to analyse internationality data. During the development of the fee and access plan, analysis was conducted to review the attainment gap between White and BME students as well as considering other characteristics such as Gender. Currently no standing reports produced. • To help improve the representation, progression and success of minority ethnic staff and students within higher education, the data requirements for the Race Equality Charter were reviewed and helped further enhance the University’s data provision. The University will now begin to explore the principles of Race Equality Charter mark, alongside the development of a BME Staff Network. The University will also continue to engage with key BME community groups, such as Race Council Cymru and Black History Month Wales. • Following a review of the University’s previous Equality & Diversity Annual report for the 2016/17 reporting period it was decided to streamline the Annual Report to make it a more engaging and accessible document. Due to the development of the Qlikview dashboard, data is readily available to allow for greater analysis, including benchmark data. 	
<p>Business Intelligence</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Review opportunities to develop more targeted Business Intelligence management information 	<ul style="list-style-type: none"> • Civic and International Equality and Diversity Officer and HR are continuously working alongside the Strategy Office in the development of appropriate Business Intelligence management information. 	

<p>Networks and feedback</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Monitor application of the Staff Networks Protocol 	<ul style="list-style-type: none"> • Draft Staff Network Protocol has been developed but not yet been implemented. The protocol is aimed at empowering academic and professional staff to engage in Staff Networks during working hours where possible to help drive positive change at the University. • In the upcoming 2018/19 period the Protocol will be published alongside a document outlining the process of establishing a University Staff Network. 	
<p>Equality impact assessments</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Review and enhance the Equality Impact Assessment Process (including pro-formas) • Ensure Equality Impact Assessment register is maintained and reported on annually 	<ul style="list-style-type: none"> • A review of the University's current EIA process has taken place and appropriate action has been taken to further embed EIA. The Head of the Secretariat developed a cover sheet for papers/policies going to committees to screen for whether an EIA has been completed. This will help ensure that EIA's are considered and Equality and Diversity related matters become embedded within University culture. • The existing EIA form and guidance, although appropriate, are currently under review following the implementation of the Welsh Language Standards and will be republished during the 2018/19 period, • Register is currently maintained. All current EIA's are sent through to the Secretary & Clerk to the Board of Governors. These are then deposited by the Civic and International Equality & Diversity Officer into a central archive. An annual report of EIA's was produced for the first time as part of the Equality and Diversity Annual report 2016/17. This has continued for the current 2017/18 period. 	 



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