The Council, 9 July 2018

Annual Report of the Equality Diversity and Inclusion Committee 2017-18

Chair: Professor Gill Valentine

Secretary: Ms Gill Tait

This report forms the annual report to Council from the ED&IC. University Council have responsibility to ensure that the University meets the Public Sector Equality Duties under the Equality Act 2010. The development and implementation of actions to meet these responsibilities have been devolved by Council to the ED&IC.

In order to meet these obligations and to progress ED&I across the university, the ED&IC agreed on three strategic priorities in response to organisational challenges; developed a number of recommendations that formed an operating framework for ED&I (agreed by Council in February 2018 and attached as Appendix 1); and retained a focus on the two significant workstreams of Athena Swan and LGBT+ equality (evidenced in the main by remaining in the Stonewall Top 100). Collectively, these compliment and support the existing university KPIs to:
- Improve the percentage of female staff represented in leadership
- Improve the percentage of female professorial staff
- Reduce the gender pay gap

An update against the three strategic priorities, the recommendations, and the Athena Swan and LGBT+ workstreams follows. Council are asked to:

1) Note the report, including workforce information attached as Appendix 2.
2) Actively engage with recommendations a) and b) by reviewing its own TOR; and by considering EIAs where appropriate, and ensuring ED&I is taken into account, as part of any discussions or decisions made by Council.

The University Secretary and HR colleagues will work with the Chair of Council to write to all Council and Senate committees regarding the implementation of recommendations a) and b). For ease of reference, recommendations a) and b) are noted here:

a) That as part of the annual review of their ToR, all Council and Senate Committees ensure their ToR include reference to how they will progress ED&I within their remit. Members of key Council and Senate committees to attend meetings of the ED&IC according to a rolling timetable, to discuss how they are progressing ED&I within their areas, and to enable ED&IC to give assurances to University Council.
b) That any significant review or decision / change of university policy should be accompanied by an Equality Impact Assessment (EIA). All EIAs to be considered by the relevant committees and/or management teams.

Update against the three strategic priorities:

1. Improving the representation, progression and success of black and minority ethnic students and staff, both home and overseas.
   - Comprehensive data packs have been generated by a sub-group of ED&IC, HR, and Planning & Insight on BAME students and staff, and shared with Faculty ED&I Committees, to help them develop local actions against this priority. Annual packs will be circulated, with progress reported to the ED&IC.

   - A BAME Staff Network was launched in March 2018. Over 100 people have registered for the network and webpages have been developed. A second network meeting was held in June 2018 to elect the committee. The HRM for ED&I will meet the new Chair and Vice-Chair before the end of the academic year to plan activity going forward, and help align actions with University priorities.

   - The existing Futures mentoring programme (open to female academic staff) has been reviewed and relaunched: this is now targeted at female academic staff, and BAME academic staff (regardless of gender or gender identity). This was following ED&IC data analysis showing a pipeline drop-off of BAME academic staff, and ED&IC member-led discussions with professorial BAME colleagues to discuss ideas for career progression and barriers.

   - Whilst there are a number of pockets of BAME activity taking place across the institution, this is currently disjointed. The Chair of ED&IC is leading a mapping exercise to pull together BAME activity, working with Professor Wyn Morgan to inform a draft University strategy. A University task and finish group has been convened to feed into this strategy, with representation from staff and students: the first meeting was held in June 2018. A representative of the new BAME staff network will sit on the University BAME T&F group.

2. Addressing the challenges experienced by disabled students and staff, particularly those experiencing mental health difficulties.
   - The strategic framework for staff mental health at the University sits within the staff Health and Wellbeing agenda. A new suite of webpages to support staff mental health & wellbeing including line manager resources, and guidance to support staff in crisis situations and promotion of upcoming campaigns, was launched in May 2018.

   - A working group has been established (first meeting June 2018) consisting of representatives from Human Resources, Student Support Services, Security Services, ACS, Sport Sheffield and the Students Union, to collectively manage the mental health training provision for staff across the University, and to ensure connectivity between the HR and student mental health strategy.

   - Work is ongoing to develop a scheme of departmental mental health champions/advocates. This will be piloted initially in the Faculty of Science.

   - The University has re-committed to signing the Time to Change Pledge (by Spring 2019), which will entail a collective approach between HR, Student Services and the Students Union to work on a new University action plan.

   - The new Student Access to Mental Health Support (SAMHS) service launched in September 2017 to coincide with the new academic year. This service provides students with a single point of entry to receive help about mental health. Four new mental health professionals have been recruited to staff this service.

- During the academic year, the Staff and Disability Network chair stepped down. Work is now being planned to refresh and reinvigorate this important network.

3. Embedding diversity into workforce planning to create high performing teams
   - Significant work has been undertaken within HR to develop an approach to de-bias how we attract diverse applicants, specifically identifying the type of person for each vacancy that would help build diversity into each team, and developing the advert and About the Job (ATJ) to attract high quality, diverse talent.

   - Of the 16 posts appointed to through this approach to date, a greater diversity of applicants were attracted and 50% were appointed against identified characteristics, particularly with international candidates.

   - This Power of Difference approach continues to run with identified posts with a view to this being evaluated and becoming 'business as usual'.

   - In addition, the use of the Genuine Occupational Requirement (GOR, where, under the Equality Act, posts can be restricted to certain protected characteristics) is being used to recruit more female staff into the security team. Alongside this, actions are being taken to try to also attract BAME and LGBT+ applicants, for which the GOR cannot be used.

Please see Appendix 2 for an update against the recommendations to Council, agreed February 2018.

Update on Athena Swan and Stonewall

The University is one of only thirteen Silver Athena Swan institutions, and is due to seek renewal in November 2018. All of our STEMM departments plus Archaeology hold an Athena SWAN award (8 silver, 13 bronze). During 2018 a further 7 departments will submit for upgrades or renewals. In 2017, a Gender Pay Gap task and finish group was set up to analyse and review our gender pay gap data, and to develop holistic actions to address the workforce distribution which sees more female staff in lower grades, contributing to the GPG. This is now a working group reporting to the Gender Equality Committee who have oversight of the University's Athena Swan action plan, thereby ensuring all actions are fully integrated into one action plan. This places gender pay firmly within the formal governance structure. The working group will be reviewing the next set of data in June 2018.

The University is a Stonewall Top 100 organisation for the 5th year. Our transgender guidance has been included in Stonewall's new best practice guidance for supporting transgender staff, and our LGBT+ Staff Network are working with HR and colleagues to develop in-house training to support Open@TUOS allies (Open@TUOS is the University of Sheffield allies scheme to support LGBT+ staff and students). We have over 2,000 Open@TUOS supporters following a successful #RainbowLanyard campaign encouraging more staff to sign up. Accommodation and Campus Services now offer specific LGBT+ accommodation for student halls.

Julie Campbell, HR Manager, ED&I
June 2018

Appendix 1: Table of recommendations from the ED&IC agreed by University council, February 2018 with update.

Action	Owner	Update June 2018
a) That as part of the annual review of their ToR, all Council and Senate Committees ensure their ToR include reference to how they will progress ED&I within their remit. Members of key Council and Senate committees to attend meetings of the ED&IC according to a rolling timetable, to discuss how they are progressing ED&I within their areas, and to enable ED&IC to give assurances to University Council.	Chair of ED&IC, Provost and DVC	A session has been held with committee secretaries, and a presentation and discussion has also been held at Human Resources Management Committee on these recommendations.
b) That any significant review or decision / change of university policy should be accompanied by an Equality Impact Assessment (EIA). All EIAs to be considered by the relevant committees and/or management teams.	Chair of ED&IC, DVC and Provost	EIA template, guidance and webpages currently being updated.
c) That all faculties adopt a 20% Faculty model for Chairs of Faculty ED&I Committee, with clear ToR to support University ED&I priorities.	Faculty VPs	Next steps: Meeting with University Secretary and Chair of Council.
		All faculties now have a Faculty ED&I Committee with a 20% role for the Chair (bar MDH where the FDO has taken on this role). All Chairs have been briefed on university ED&I priorities, and have been asked to develop local actions that will contribute to these university priorities.
d) That Faculty ED&I Committee Chairs are responsible for setting and cascading local targets relating to University ED&I objectives, reporting against these to their own faculties and to the ED&IC.	Chair of ED&IC, Provost and DVC	
e) That a Professional Services ED&I committee is convened, as a sub-group of the PSF; reporting back to the PSF and the ED&IC.	Chair of ED&IC, Provost and DVC	A Professional Services ED&I committee is being convened and draft TOR have been agreed by the ED&IC. Reporting structure is due to be discussed by the Provost and DVC with the Professional Services Leadership Group.
f) That the Chairs and Vice-Chairs of Staff Networks receive a 5% workload allocation to carry out their role. Roles to be undertaken on a three-year basis. Note: 5% equates to circa 1 day per month.	Chair of ED&IC, Provost and DVC	Faculty VPs have been asked to support and implement this recommendation by the Provost and DVC. Guidance to managers is being developed.
g) That the Staff Networks review and agree their ToR and priorities with the Chair of ED&IC, Provost and DVC, and include that the Network links with the appropriate Student Committee or Network. Support	Chair of ED&IC, Provost and	Network chairs have been briefed on the recommendation to review ToR and are working to identify joint activities.

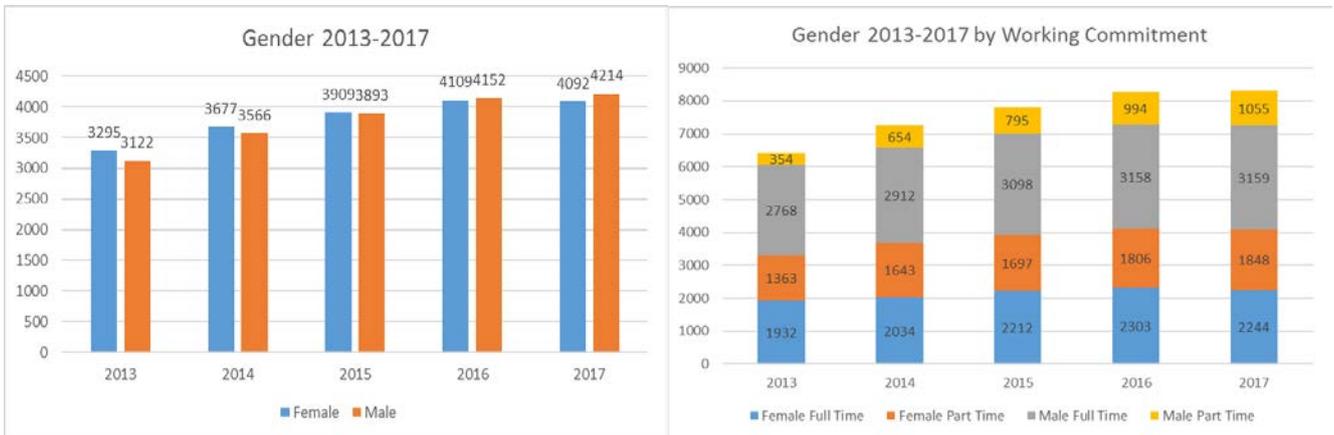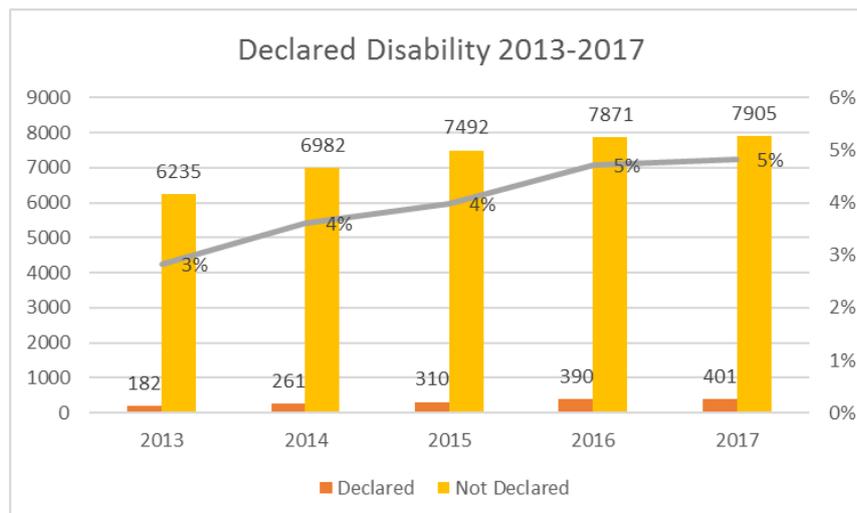| Action	Owner	Update June 2018
from VPs and PSF is vital for this to work, to ensure HoDs are supportive and allow this time.	DVC	
h) That an appropriate allocation of time is awarded to the Chair of departmental Athena Swan SATs of 5% per year, rising to 10% in a submission year, funded by departments and faculties.	Faculty VPs / Chairs of Faculty ED&I Committees.	The Provost and DVC has written to Faculty VPs asking them to implement this recommendation.
i) That all departments undertake an initial review and reflection of ED&I, and the Faculties of Arts and Humanities, and Social Sciences, are encouraged to consider whether to seek formal Athena Swan recognition, in the context of support for the University's REF preparation and submission. FDRIs asked to reflect on the implications of requirements about the research environment in REF 2021.	Faculty VPs / PSF / HoDs / FDRIs	To be discussed with faculty ED&I chairs, FDRIs and the Director of Research Services before the end of the academic year.
j) That there is a 5% allocation, facilitated via the WAM, for the Chair of the GEC to lead on Institutional Athena Swan activity, and other gender related activity.	Chair of ED&IC, Provost and DVC	A new chair of the Gender Equality Committee has been appointed (note: the new chair, who will lead on Institutional Athena Swan activity, and other gender related activity, is the Chair of the Faculty of Science ED&I committee and, in this instance, will carry out the GEC chair as part of her existing 20% allocation for the faculty role).
k) Set up a central procedure to coordinate intuitional bids and projects relating to ED&I, ensuring relevant stakeholders are involved.	Chair of ED&IC, , Provost and DVC / University Secretary	To be discussed with the University Secretary during the meeting to discuss the implementation of recommendations a) and b).
l) Support for the principle of online and face-to-face mandatory training for staff, to include Unconscious Bias, ED&I essentials, and training relating to mental health. This work to include the consideration of an appropriate system to host, book and report training and development across the institution.	Director of HR & CCs	Proposal is currently being scoped out, to ensure the development aligns with priorities of current Working Groups, and Task and Finish Groups, on these topics.

The University Of Sheffield.

Appendix 2. Staff Data: as at 31.07.17

As part of the Public Sector Equality Duties, Universities are expected to publish annual data on their workforce by protected characteristic. The University regularly monitors its workforce data to assess the impact of its policies: this aspect will be further strengthened by implementation at committee level of equality impact assessments for all significant reviews and decisions.
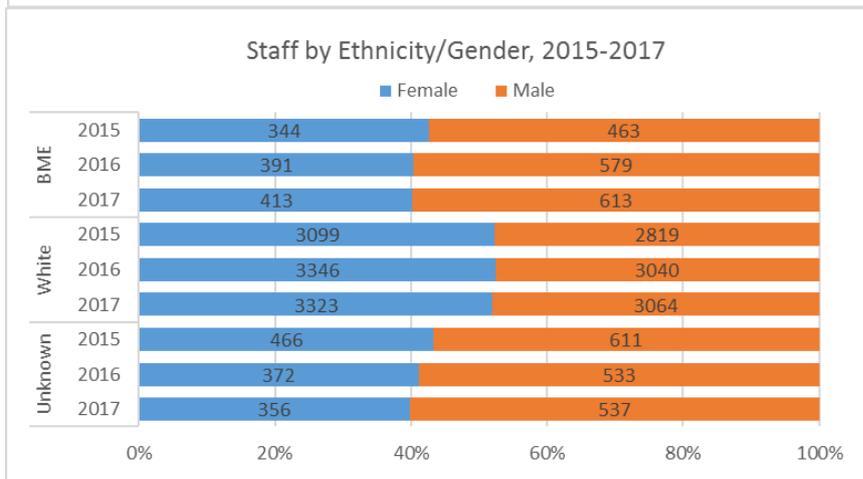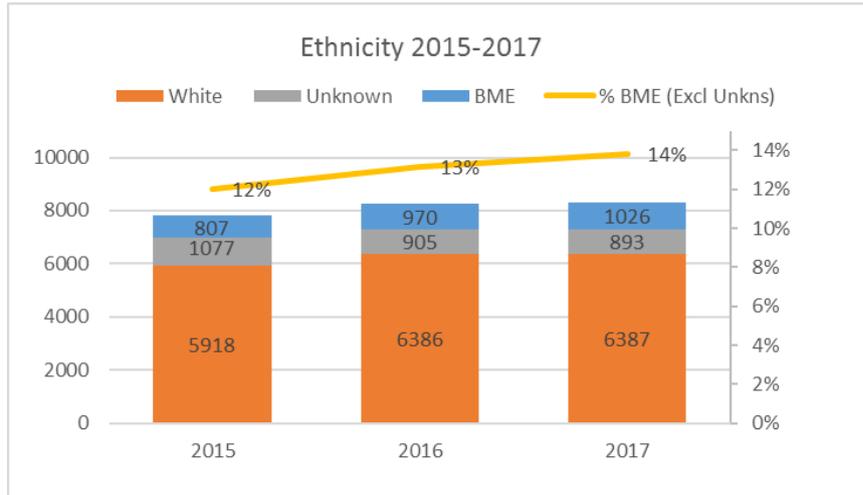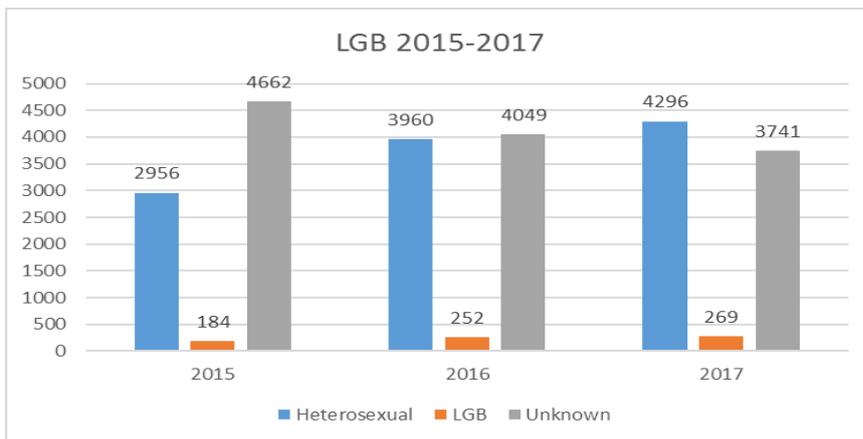
Staff Profile: Gender

Staff Profile: Disability

Staff Profile: Ethnicity

Ethnicity 2015-2017

	White	Unknown	BME	% BME (Excl Unkns)
2015	5918	1077	807	12%
2016	6386	905	970	13%
2017	6387	893	1026	14%

Staff by Ethnicity/Gender, 2015-2017

		Female	Male
BME	2015	344	463
	2016	391	579
	2017	413	613
White	2015	3099	2819
	2016	3346	3040
	2017	3323	3064
Unknown	2015	466	611
	2016	372	533
	2017	356	537

Staff Profile: Sexual Orientation

LGB 2015-2017

	Heterosexual	LGB	Unknown
2015	2956	184	4662
2016	3960	252	4049
2017	4296	269	3741

Staff Profile: Gender Re-assignment

Is gender identity same as at birth?	No.
No	19
Yes	4111
Prefer not to say	32
Information not provided	4144

Staff Profile: Pregnancy and Maternity

Parental Leave Outcomes 2013-2017

Staff Profile: Age

Age 2013-2017
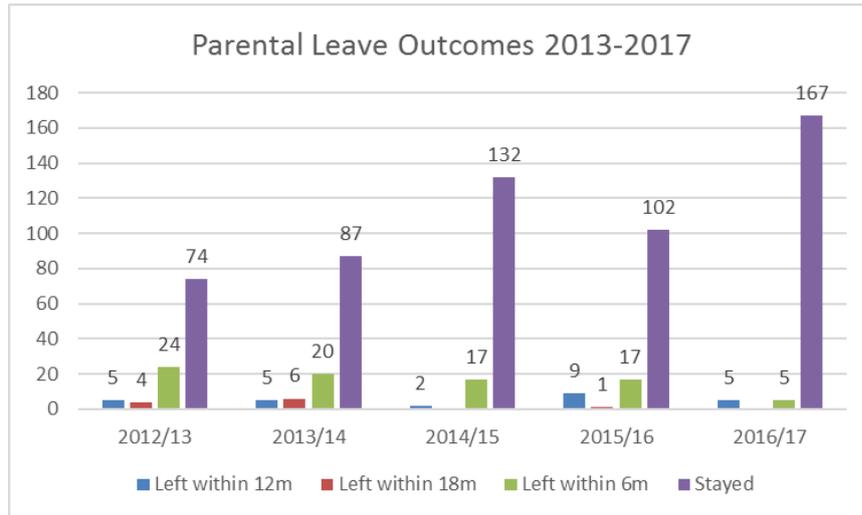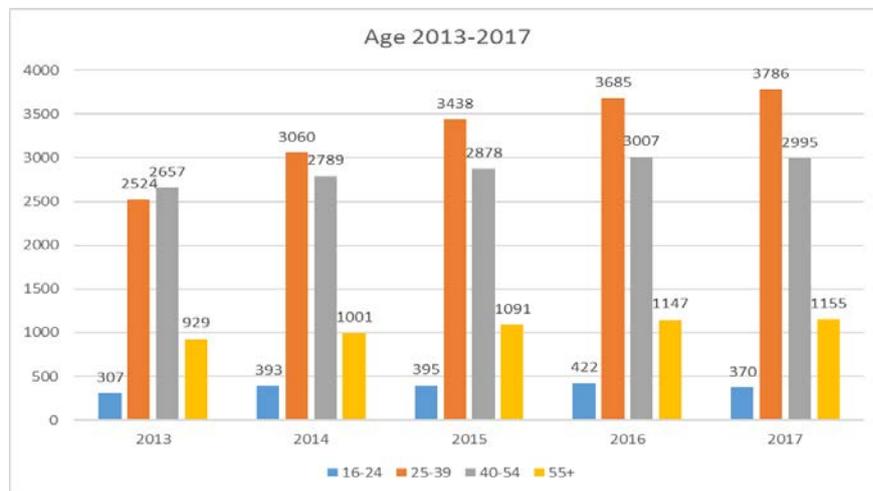
Staff Profile: Religion or Belief

Religion or Belief