



UCFB
EQUALITY AND DIVERSITY ACTION PLAN
2013-16 (DRAFT 1) – September 2013

This Action Plan covers all equality strands as defined in the Equality Act 2010: age, disability, race, religion or belief, gender re-assignment, marriage and civil partnership, pregnancy and maternity leave, sex.

No	Protected Character	Objective	Action	Lead	Deadline	Progress as at November 2013
1	All	Review student achievement data against the protected characteristics to ensure that UCFB practices promote equality.	Provide annual report to the Academic Quality Committee detailing student data against the protected characteristics. Take action if student attendance, retention and success rate achievements, for cohorts, with a protected characteristic, are below the average.	Chair of the Academic Quality Committee	Annual Report completed by Dec 13.	Action plan to be presented to the next appropriate committee
2	All	Ensure SMT maintain a link and commitment to equality and diversity.	Ensure that the SMT attends at least two AQ Committees a year and also attends one E&D event a year.	Chair of the Academic Quality Committee	May 2014. Annual attendance monitoring	E&D event established
3	All	Ensure that the staffing profile matches the local population in terms of protected characteristics.	Review staffing profile for protected characteristics against the profile of the local demographics and set targets for recruitment.	Provost	December 2013.	Review of staffing profile undertaken in Sept 13.
4	All	Ensure that student surveys examine E&D themes.	Review student surveys to ensure that E&D themes are incorporated.	Head of Marketing	December 2013.	
5	All	Ensure that programme review and enhancement have assessments against equality and diversity criteria and those Equality and Diversity Impact Measures are set for all programmes.	Review SED and ensure that SMART EDIMs are included for all programmes.	Chair of the Academic Quality Committee	Nov 2013. And annually thereafter	Summary of any identified issues to be presented to next AQ Committee with recommended action

6	All	Ensure that all policies support UCFB commitment to equality and diversity.	Ensure that all policies are subject to equality impact assessment	Lead for each policy	Before approval and amendment of each policy	
7	All	Ensure that all staff recruitment is conducted in accordance with Safer Recruitment guidelines.	Safer Recruitment is followed.	Provost	September 2013	Safe recruitment procedure in place
8	All	Ensure that all staff are trained in equality and diversity and that three yearly updating training takes place.	Identify appropriate training for staff and plan for all staff to be trained with refresher training every three years.	Quality Manager	May 2014. And annually thereafter	Progress monitored monthly
9	All	Establish and maintain support for protected strands.	Promote support for staff and students and identify support for them via the AQ Committee	Chair of the Academic Quality Committee	On-going.	Themes established
10	All	Achieve 'Positive About Disabled People' award for all sites.	Ensure the UCFB achieves the award	TBC	TBC	TBC
11	All	Ensure that a process exists for dealing with complaints and that discrimination in the process is avoided.	Review current policy and procedure to ensure that it is not discriminatory in any way.	Head of Student Services	December 2013.	
12	All	Ensure that all employees are appropriately rewarded and that there are no equal pay issues.	Conduct a gender pay analysis every 12 months and identify corrective action, if needed.	Provost	January 2014.	
13	All	Make all marketing and public materials available in a range of formats.	Respond to requests for materials to be made available in alternative formats. Ensure the publication of equality and diversity issues and developments in newsletters and committee reports.	Head of Marketing	2014.	
14	All	During any procurement process UCFB will seek the endorser's commitment to equality and diversity and this will become selection criteria for contracts where appropriate.	Review and (if necessary) update Procurement Guidelines.	Head of Finance	January 2014.	
15	All	Ensure that materials are made available on the VLE that support the embedding of equality and diversity including a calendar of the main religious festivals.	Upload calendar of main religious festivals. Review materials on the VLE and adapt where necessary.	Academic Heads	December 2013.	

No	Protected Characteristic	Objective	Action	Lead	Deadline	Progress as at (date)
16	All	Ensure that E&D is embedded and promoted in seminars and lessons	Audit lesson observations to ensure that equality and diversity issues are taken account of. Develop a bank of equality and diversity learning materials for teachers to use. Train staff as appropriate	Chair of the Academic Quality Committee and Head of Academics	December 2013.	
17	Disability, race sexual orientation and gender discrimination	Ensure that awareness of these protected characteristics are promoted in both the staff and student communities.	Provide specific training and lessons to promote awareness of disability, race sexual orientation and gender discrimination issues. Promote awareness through use of posters and displays.	Academic Heads	July 2014 Progress to reviewed annually	
18	Age	Review the attendance patterns and success rates.	Review past retention and success rates and develop an appropriate action plan.	Chair of the Academic Quality Committee	July 2014.	
19	Sexual orientation	Provide a forum and support network through the Student Union / Council	Provide support and resources for the Thematic group	TBC	On-going	
20	Disability	Ensure that UCFB facilities and access meets the needs of students, staff and visitors with mobility and other disabilities.	Review and audit existing facilities and plan for improvements to access where they are necessary.	SMT	On-going	
21	Faith and belief	Provide multi-faith rooms at all sites and ensure that they are available to staff and students.	Maintain, support and promote multi-faith rooms at both sites. Promote the access to these rooms to ensure widest possible use.	TBC	On-going	
22	Pregnancy and maternity	Ensure the students and staff who are pregnant or nursing receive appropriate support in their studies or employment	Ensure that Risk Assessments are completed by managers for all pregnant and nursing students and staff. Take appropriate action based on individual needs where appropriate.	SMT	On going	Risk assessments undertaken for pregnant and nursing staff and students.
23	All	Schedule of UCFB wide events to promote E&D in general and issues connected with protected characteristics	Published programme of events	Academic Heads	Annual	