

## APPENDIX A



PRIFYSGOL CYMRU  
Y Drindod Dewi Sant  
UNIVERSITY OF WALES  
Trinity Saint David

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# Equality Action Plan

## 2012-2016

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### General Objectives

1. Ensure that staff, students and third parties comply with the University's Strategic Equality Plan and are aware of their individual responsibilities and standards of behaviour

	<b>Action</b>	<b>Reason for action</b>	<b>Outcome</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Progress</b>
1.	Ensure that staff and students are made aware of University policies and procedures in relation to equality during induction.	Meet legislative requirements  In response to consultation and engagement	Inclusion in induction process	HR  Deans, Director of Student Services	April 2012  September 2012	
2.	Advise third party staff during initial negotiation processes and include Trinity Saint David (TSD) Strategic Equality Plan with tender documents.	Meet legislative requirements  Ensure improved awareness and understanding by third parties	Relevant documentation provided to third parties	Estates and Facilities	May 2012	
3.	Prepare revised version of TSD Dignity at Work statement to encompass all stakeholders	Ensure improved awareness and understanding by all stakeholders	Revised TSD Dignity at Work statement	HR	May 2012	
4.	Issue copy of Strategic Equality Plan and Dignity at Work statement to clients of TSD	Ensure improved awareness and understanding by clients	Dignity at Work statement issued to clients	Estates and Facilities	May 2012	
5.	Provide guidance to ensure that contracts for goods and services provided to the University are evaluated and awarded in compliance with all equality and	Ensure legislative compliance by contractors	Guidance provided and contracts evaluated with	HR, Estates and Facilities	September 2012	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
	procurement legislation		regard to equality			
6.	Ensure that external participants on recruitment and selection panels are advised of TSD's Strategic Equality Plan and standards in respect of equality.	Ensure that equality matters are given full consideration in the recruitment and selection process	Relevant documentation provided to external panel members	HR	September 2012	
7.	Ensure that University marketing and publicity materials reflect the University's Strategic Equality Plan.	Promote the University as an inclusive environment for work and study	Inclusive marketing and publicity materials	Marketing	April 2012	
8.	Ensure that TSD's REF-Equality Code of practice is developed and implemented in line with the Equality Act and that the Code is appropriately communicated and disseminated to relevant staff.	Ensure that staff with protected characteristics are not discriminated against during the REF exercise	Code of practice developed and implemented	Senior Research and Development Officer, Dean of Humanities, E&D Committee	July 2012	

2. Enhance awareness and understanding of staff and students in relation to equality and diversity

3. Develop the knowledge and skills of staff and students in relation to equality and diversity

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
9.	Deliver equality training to staff and students.	Meet legislative requirements  Ensure improved awareness and understanding by staff and students	Training delivered to staff and students	HR, Student Services	September 2012	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
		In response to consultation and engagement				
10.	Invite equality champions to speak at TSD	Ensure improved awareness and understanding by staff and students  In response to consultation and engagement	Presentations delivered by E&D champions	E&D Committee	May 2012	
11.	Implement MARSHALL online training package for staff	Ensure improved awareness and understanding by staff	Training completed by staff	HR	April 2012	
12.	Provide information resources for staff and students on an equality intranet page	Ensure improved awareness and understanding by staff and students	Resources published on equality intranet page	HR	April 2012	

### 4. Ensure effective consultation on equality matters with both internal and external stakeholders

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
13.	Consult on the University's Strategic Equality Plan with internal and external stakeholders.	Meet legislative requirements	Enhanced Strategic Equality Plan	HR, E&D Committee	Ongoing	
14.	Maintain and increase participation in staff and student equality focus groups including those who share a protected	Improve participation and engagement by	Increased participation in equality focus	HR, Marketing, Students Union	May 2012 and ongoing	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
	characteristic	staff and students on equality matters  In response to consultation and engagement	groups			
15.	Encourage dialogue with relevant groups in the community with a view to enhancing communication and consultation on equality matters	Enhancing communication and consultation on equality matters  In response to consultation and engagement	Improved links with relevant groups in the community	HR, E&D Committee	Ongoing	
16.	Develop and maintain effective working relationships with a range of equality organisations and networks	Enhancing communication and consultation on equality matters	Effective relationships formed with equality organisations and networks	HR, E&D Committee	Ongoing	

### 5. Monitor and report on the diversity profile of staff and students annually

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
17.	Collect and review relevant equality data from staff, prospective staff and students of TSD.	Meet legislative requirements	Data presented and analysed in Annual Report	HR, Registry, Student Services	Ongoing	
18.	Extend data collection in relation to staff, prospective staff and students to include religion or belief and sexual orientation	Meet legislative requirements	Data presented and analysed in	HR, Registry	September 2012	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
			Annual Report			
19.	Provide an inclusive and supportive environment to encourage disclosure of all protected characteristics	Promotion of an inclusive environment for work and study  In response to consultation and engagement	Increased disclosure of protected characteristics	HR, Student Services	Ongoing	
20.	Report on the diversity profile of staff	Meet legislative requirements	Data presented and analysed in Annual Report	HR	March 2013	
21.	Report on student achievement and progress.	Meet legislative requirements	Data presented and analysed in Annual Report	Registry	March 2013	
22.	Respond to outcomes of equality monitoring	Meet legislative requirements	Data presented and analysed in Annual Report	HR, Chair of E&D Committee	March 2013	

### 6. Review, develop and implement inclusive policies, procedures and practices

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
23.	Establish and implement an Equality Impact Assessment (EIA) process as a clear and transparent system to evidence that policies, procedures, and decisions have been checked for impact.	Meet legislative requirements	EIA process implemented and embedded across the University	E&D Committee, HR, Deans, Heads of School/Unit	2012-2014	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
24.	Provide guidance and training to staff on the EIA process	Improve awareness and understanding of the EIA process	Training provided	HR	September 2012	
25.	Review procedures (e.g communication) in light of the creation of the new University particularly with regard to multi-campus activity	In response to consultation and engagement	Procedures reviewed and communicated	E&D Committee, HR	December 2012	

## Disability

7. Provide an accessible, safe and inclusive environment for staff, students and the wider community.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
26.	Be cognisant of the Equality Act, particularly in relation to disability, when planning and designing the infrastructure and preparing the Estates Strategy	Meet legislative requirements	Included in Estates Strategy	Head of Estates and Facilities	Ongoing	
27.	Continually improve access to University facilities.	Provide an accessible environment  In response to consultation and engagement	Improved access to University facilities	Estates and Facilities	Ongoing	

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28.	Review emergency evacuation procedures for disabled campus users and provide relevant training as required.	Compliance with Health and Safety requirements	Revised emergency evacuation procedures and training provided	Estates and Facilities, HR, Student Services	September 2012	
29.	Encourage the use of University facilities by disabled individuals and groups.	Promotion of an inclusive environment for work and study	Increased use of University facilities by disabled individuals and groups	Students Union, Estates and Facilities	Ongoing	

### 8. Enhance awareness and understanding of the needs of disabled students and staff

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
30.	Provide guidance and training to staff on supporting disabled students.	Improve awareness and understanding  In response to consultation and engagement	Training provided	Student Services	September 2012	
31.	Ensure that staff are aware of the guidance and support available for disabled staff.	Improve awareness and understanding  In response to consultation and engagement	Guidance and support provided	HR	September 2012	
32.	Provide training to relevant staff in identifying and responding to mental health issues.	Improve awareness and understanding	Training provided	HR, Student Services	September 2012	



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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
33.	Develop mechanisms to increase levels of disability disclosure amongst staff and students.	Promotion of an inclusive environment for work and study  In response to consultation and engagement	Increased levels of disclosure	HR, Student Services	September 2012	
34.	Ensure that staff are given the opportunity to disclose a disability.	Promotion of an inclusive environment for work	Individual records updated annually	HR	Annually	

### 9. Improve educational opportunities and employment prospects of disabled staff and students

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
35.	Continue to enhance the learning support provided for disabled students.	Promotion of an inclusive environment for study  In response to consultation and engagement	Enhanced learning support provision	Student Services	Ongoing	
36.	Work with Faculties and Schools to further develop inclusive curricula.	Promotion of an inclusive environment for study	Further development of inclusive curriculum	Student Services	Ongoing	
37.	Ensure that recruitment procedures take into consideration the needs of disabled applicants and staff	Meet legislative requirements	Full consideration given to	HR, Registry	September 2012	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
			equality matters in the recruitment process			

10. Ensure effective participation in University life by disabled staff and students. This will include all aspects related to employment or studies on or off campus.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
38.	Continue to encourage and increase involvement of disabled staff and students in University activities.	Promotion of an inclusive environment	Increased involvement in University activities by disabled staff and students	Students' Union, Student Services, Provosts	Ongoing	
39.	Develop and maintain effective working relationships with different disability groups within TSD and those external to the organisation.	Enhancing communication and consultation on equality matters	Improved links with disability groups	E&D Committee, HR, Student Services	Ongoing	

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### Race

11. Increase the ethnic diversity of the staff and student body within the University community.

	<b>Action</b>	<b>Reason for action</b>	<b>Outcome</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Progress</b>
40.	Increase applications and enrolments of staff and students from a diverse ethnic background by targeting specific publications and opportunities for attracting a diverse range of people.	Promotion of an inclusive environment  In response to consultation and engagement	Increased applications and enrolments from individuals from diverse ethnic backgrounds	Marketing, HR	September 2013	
41.	Ensure a wider dissemination of job vacancy opportunities amongst different race equality networks	Promote the University as an inclusive working environment	Increased applications from individuals from diverse ethnic backgrounds.  More diverse staff profile	HR	September 2012	

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42.	Ensure that all marketing materials are inclusive and reflect the range of students and staff from diverse ethnic backgrounds.	Promote the University as an inclusive environment for work and study  In response to consultation and engagement	Inclusive marketing and publicity materials that reflect diversity of students and staff	Marketing	April 2012	
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12. Ensure effective participation in University life by staff and students of different ethnicities, race and nationalities.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
43.	Actively engage in initiatives involving students from communities with a range of ethnic backgrounds.	Promote the University as an inclusive environment for study	Initiatives established involving students from a range of ethnic backgrounds	Deans of Faculty, Heads of School/Unit	2012-2013	
44.	To develop and maintain effective working relationships with different racial groups within TSD and those external to the organisation.	Enhancing communication and consultation on equality matters	Improved links with racial groups	E&D Committee, HR, Student Services	Ongoing	

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### Gender

13. Improve gender balance in certain subject areas and non-traditional areas of work.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
45.	Actively promote participation in the WUMS mentoring scheme	Encourage women to aim for senior positions	Proportion of women in senior positions maintained	HR	May 2012	
46.	Actively encourage applications from male/female students within certain subject areas where these groups are under represented.	Under representation of males/females in certain subject areas  In response to consultation and engagement	Increased applications by males/females in relevant subject areas	Deans of Faculty, Heads of School Marketing	2012-2013	
47.	Monitor statistics by gender in the uptake of flexible working opportunities	Promotion of an inclusive working environment	Uptake of flexible working opportunities monitored and analysed	HR	March 2013	

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### Gender Re-assignment

14. Provide a safe, inclusive and supportive environment for transgender staff and students.

15. Promote transgender equality within the University.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
48.	Provide advice, guidance and training to staff and students on transgender issues.	Improve awareness and understanding of transgender issues  In response to consultation and engagement	Training, guidance and support provided	HR, Student Services	September 2012	
49.	Develop and enhance links with relevant organisations e.g LGBT Excellence Centre.	Enhancing communication and consultation on transgender matters	Improved links with relevant organisations	E&D Committee, HR	May 2012	

### Sexual Orientation

16. Provide an inclusive and supportive environment for staff and students in relation to sexual orientation

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
50.	Provide advice, guidance and training to staff and students on LGB issues.	Improve awareness and understanding of LGB issues	Training, guidance and support provided	HR, Student Services	September 2012	

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	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
		In response to consultation and engagement				
51.	Develop and enhance links with relevant organisations e.g LGBT Excellence Centre.	Enhancing communication and consultation on LGB matters	Improved links with relevant organisations	E&D Committee, HR	May 2012	

## Age

17. Provide an inclusive environment for staff and students irrespective of age.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
52.	Monitor impact of abolition of Default Retirement Age (DRA) on staff age profile	To gain a better understanding of the impact of the abolition of DRA on staff	Results monitored and analysed	HR	March 2013	
53.	Ensure effective support mechanisms are in place for mature students	Promotion of an inclusive environment for study  In response to consultation and engagement	Guidance and support provided	Student Services	Ongoing	

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### Religion and belief

18. Ensure provision of an inclusive and supportive environment which meets the religion and belief requirements of a diverse staff and student body.

	<b>Action</b>	<b>Reason for action</b>	<b>Outcome</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Progress</b>
54.	Provide advice, guidance and training to staff and students on religion and belief issues.	Promote good relations and improve awareness and understanding of religion and belief  In response to consultation and engagement	Training, guidance and support provided	HR, Student Services, International Office	September 2012	
55.	Ensure the University has appropriate multi-faith prayer room provision	Provide an inclusive environment  In response to consultation and engagement	Appropriate provision provided	Estates and Facilities	2013	
56.	Promote the support available through the University's Chaplaincy.	Promote an inclusive environment for work and study	Role of the Chaplaincy promoted	Chaplaincy	Ongoing	



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### Marriage and Civil Partnership

19. Ensure that staff who are married or in a civil partnership do not suffer discrimination.

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
57.	Monitor data on marriage and civil partnership to establish whether any discrimination is apparent.	Meet legislative requirements	Data presented and analysed	HR	March 2013	

### Pregnancy and Maternity

20. Provide a supportive environment to staff and students in relation to pregnancy and maternity

	Action	Reason for action	Outcome	Responsibility	Timeframe	Progress
58.	Provide advice, guidance and support to students who are either pregnant or give birth whilst at University.	In response to consultation and engagement	Guidelines and support provided	Student Services	September 2012	
59.	Review University policies in relation to pregnancy and maternity.	Promote an inclusive environment for work and study  In response to consultation and engagement	Policies reviewed	HR	December 2012	

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### Gender Pay Action Plan

21. Ensure that pay issues relating to equality are monitored and addressed where appropriate.

	<b>Action</b>	<b>Reason for action</b>	<b>Outcome</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Progress</b>
60.	Undertake further gender pay audit during next academic year in order to monitor and maintain the parity of pay between males and females.	Ensure that there is equality in pay for all staff	Gender pay audit completed	HR	Annually	