Gender Equality Scheme Report 2008

Report to Council on Gender Equality

1. Context

(i) This is the first Annual Gender Equality Report presented to Council following adoption of Aberystwyth University's (AU's) Gender Equality Policy and Action Plan in 2007.

(ii) This report outlines the progress the University has made during the previous year in responding to, and implementing, the Gender Equality Duty which came into effect in April 2007. In particular, it provides an overview of the institutional approach, a summary of actions undertaken, a brief analysis of data and an outline of priorities for the forthcoming year.

(iii) The report has been prepared by the Equalities Advisor, in consultation with various AU Officers and the Chair/members of the Equal Opportunities and Diversity Committee. It will be presented to Council in November 2008 and made available bilingually as a public document via the Equal Opportunities and Diversity website http://www.aber.ac.uk/en/equal-opps and from the Equality Advisor, Human Resources Department.

(iv) The Gender Equality Duty is part of the Equality Act 2006 and came into effect on 6 April 2007. It places a statutory duty on all public authorities, when carrying out their functions, to have due regard to the General Duty of:

- eliminating unlawful discrimination and harassment
- promoting equality of opportunity between men and women.

(v) The Gender Equality Duty also requires public authorities to have due regard to the need to eliminate unlawful discrimination and harassment against transsexual people. This includes people who intend to undergo, are undergoing or have undergone gender reassignment.

(vi) To support the process of planning, delivering, evaluating and reporting activities to meet the General Duty, there is also a series of Specific Duties. These duties have yet to be introduced by the Welsh Assembly Government and therefore are not available in Wales. While this means that AU has no statutory reporting requirement, a report has been published as a form of good practice.

(vii) In addition to the Gender Equality Scheme, AU has also implemented an Equal Opportunities and Diversity Policy, Disability Equality Scheme, Race Equality Policy, together with associated Action Plans. It has also published a statement on Age.

(viii) AU plans to develop a Single Equality Scheme in line with HEFCW's strategy and is in the process of consulting on and developing such a scheme.

> *Summary:* **This is the first Annual Report for Gender Equality. No specific duties have been introduced by the Welsh Assembly Government. AU plans to develop a Single Equality Scheme during the forthcoming year.**

2. Status of the Scheme, Action Plan and Impact Assessment

(i) AU published its Gender Equality Scheme and Action Plan in April 2007 following consultation with stakeholders. The outcome of consultation using an anonymous questionnaire to both male and female staff and students showed that a number of areas of AU's activities were highly rated in terms of meeting gender related needs. These included aspects of IT Services, Library, campus facilities and departmental facilities. However, some female staff considered three areas to be in need of improvement with respect to gender equality, viz. employment processes (e.g. recruitment, probation and promotion), pay and flexible working. It should be noted that while recruitment, probation and

promotion were given as examples of employment processes, they have not been substantiated as priority areas for improvement. However, it is recognised that monitoring mechanisms are required on promotional processes.

(ii)   Over the past year, the University has continued to focus its efforts on ensuring that equality, including gender, is considered within mainstream processes and on improving data collection and analysis.

(iii)   A summary of Gender Equality Scheme Action Plan tasks undertaken during the past year is shown below:

Gender Equality Scheme Action Plan - March 2007 to April 2008

Task No.	Area / Specific Task	Action / Development	Timescales	Completed ✓ / ✗
1 a	**Draft Gender Equality Scheme and Action Plan**	Collate and evaluate evidence from anonymous questionnaire consultation process.	Commencement Dec 2006 Completion Feb 2007	✓
b		Draft new Gender Equality Scheme to meet needs of consultation process, good practice and statutory requirements.	Commencement Feb 2007 Completion Mar 2007	✓
c		Draft Action Plan to complement policy and help implement achievable, realistic and measurable objectives.	Commencement Feb 2007 Completion Mar 2007	✓
d		Disseminate the draft Scheme and Action Plan.	Commencement Feb 2007 Completion Mar 2007	✓
2 a	**Development and completion of Gender Equality Scheme and Action Plan**	Develop and complete the final version of the Scheme and Action Plan in the light of the consultation exercise.	Commencement March 2007 Completion April 2007	✓
3 a	**Consultation and Communication**	Consultation on the development of the Scheme and Action Plan.	Completion March 2007	✓
b		Publish a hard copy of the Scheme and Action Plan and post a bi-lingual version on the Equal Opportunities and Diversity and Student Support websites.	Completion 30 April 2007	✓
c		Make the Scheme and Action Plan available in accessible formats as required.	Implementation April 2007	✓
d		Promote the Scheme and Action Plan through the weekly email, mandatory training to all staff and presentations to management and the governing body.		✓ **(see viii below)**
e		Publicise importance of adhering to Action Plan.		✓

f			Continue to update AU's Equal Opportunities and Diversity web pages on a six-monthly cycle, including links to relevant policies, action plans, reports and other sources of information.		✔
4	a	**Improving Employment Processes**	Review recruitment, selection, development and promotion process for any gender bias. To include recruitment, probation and promotion processes for staff.	Implementation April 2007 Completion April 2008	Ongoing
5	a	**Address any Under-representation of Women or Men in Specific Areas of the Workforce**	Continue to review, monitor and develop initiatives to improve the representation of women and men in the workforce.	Implementation May 2007 Completion April 2008	Ongoing
6	a	**Family Friendly and Work-Life Balance Initiatives**	Develop policies and practices to enable employees to balance work and family responsibilities.	Implementation May 2007 Completion Feb 2008	✔ Ongoing **(see ix-x below)**
7	a	**Equal Pay Audit**	Conducting a comprehensive Equal Pay Audit.	Implement prior to Framework completion (proposed April 2008)	Scheduled after implementation of Framework Agreement
8	a	**Training**	Provide gender awareness training for all staff through implementation of mandatory e-learning training.	Implementation March 2007 Ongoing	✔ Ongoing **(see vi-viii below)**
9	a	**Monitoring**	Collect statistical data on staff and students on an annual basis.	Implementation of data gathering Feb 2008 for reporting in May 2008	✔ **(see section 4 below)**
	b		Streamline data collection and monitoring where possible.		✔ Ongoing
	c		Continue to review monitoring mechanisms for **Staff** Recruitment, Retention, Promotion and Development; **Student** Recruitment, Retention and Progression; **Visitor** presence.		✔ Ongoing
10	a	**Annual Reporting**	Report annually on progress on Gender equality and on the implementation of the Scheme and Action Plan, and embed this report in a general Equalities Report.	Implement Feb 2008 for reporting May 2008	✔
11	a	**Impact Assessment and Mainstreaming**	Include Gender in the Equality Impact Assessments of all policies and procedures.	Implementation November 2006 Completion October 2007 Review in 3-year cycle (April 2009)	✔ EIA ongoing **(see iv-v below)**

b		Impact assessment of family friendly and flexible working practices, sexual harassment polices, student complaints, disciplinary procedures and other such related polices and practices.	Implementation April 2007 Completion Feb 2008	✔
c		Publish results of impact assessment and schedule a further review in 3-year cycle.		Ongoing
12 a	**Management and Governance**	Continue to embed gender equality issues into the business and decision making processes of the University at all levels.	Continued implementation	✔
b		Hold briefing sessions to ensure members of the governing body are aware of the Scheme and their own responsibilities in relation to it.	Briefing to Council and updates as required.	✔ **(see vi-vii below)**

(iv)   AU's Equality Impact Assessment (EIA) screening process for all equality strands commenced in December 2006 and includes Gender equality as an impact assessment strand. Following dissemination of and training in the EIA process, over 300 University policies were screened by over 35 departments/sections.

(v)   Prior to an EIA Screening Report and the identification of potential risk areas, AU needs to screen further key policies in order to ascertain their impact on staff, students, visitors and applicants. It is also proposed to expand the exercise further and consult with staff and students in order to identify any policies/practices with potential or known detrimental impact. Following this process, a full EIA impact will be implemented.

(vi)   A comprehensive hands-on training delivery strategy was delivered in 2007 to over 260 members of staff including members of Council, the Senior Management Team and Heads of Departments. This included a session delivered in Welsh and a specific training session for Human Resources Department.

(vii)   A publication from the Equality Challenge Unit and Higher Education Equal Opportunities Network, entitled "Equality and Diversity: Responsibilities and Challenges, A Short Guide for members of Governing Bodies of HEIs" dated March 2007 was distributed to all members of Council in October 2007, as supplementary guidance following the above Equality training.

(viii)   AU's bilingual mandatory diversity e-learning programme, which includes a training module on Gender Equality, was piloted twice during 2007 and was released to all staff with active email accounts in June 2008. This training programme has a specific module on Gender and links to AU's Gender Equality Scheme and Action Plan. AU is now writing to all staff with inactive email accounts to ascertain their support and learning requirements.

(ix)   AU has updated many of its Family Friendly policies during the last year, e.g.

Flexible Working Policy	March 2008
Adoption Policy	May 2008
Maternity Leave	April 2007
Keeping In Touch Form	May 2008
Paternity Policy & Procedure	September 2007
Parental Leave	Due September 2008
Compassionate Leave	March 2007

(x)   New policies that have recently been implemented include Dignity and Respect (May 2008), Health and Wellbeing (May 2008). Discipline for Allied/Support staff was also updated in January 2008. Policies that are pending approval in September 2008 include Parental Leave, Absence Management, Recruitment and Selection, Retirement and Whistle Blowing.

(xi)   Further initiatives are being considered for the forthcoming year including a Cycle to Work Scheme and Employee Assistance Programme.

(xii)   It is planned that the Gender Equality Scheme and Action Plan will be incorporated into a Single Equality Scheme, together with Race and Disability Policies over the forthcoming year, and will also include the strands of Age, Religion/Belief and Sexual Orientation. Outstanding tasks, which will be listed as priorities in section 5 below, *Conclusions and Priorities*, will be incorporated into a Single Equality Scheme approach.

Summary: AU has assessed the implementation of tasks on the Gender Scheme Action Plan. Tasks which remain outstanding will be shown at the end of this report. Policies have been screened (EIA) and many new policies have been established during the previous year.

3. Further Activities to Embed/Mainstream Gender Equality

(i)   The Equal Opportunities and Diversity Committee, which is a joint committee of Council and Senate, met three times during year 2007/8. The Committee continues to co-ordinate AU's equal opportunities and diversity strategy, formulate policy, monitor its implementation, advise on legal developments and promote/disseminate best practice.

(ii)   The Committee is currently planning a Single Equality Scheme and is considering the need to establish Equality and Diversity Champions in departments.

(iii)   AU (Finance Department) introduced a Childcare Voucher scheme in February 2008 which is part of the University's approach to work-life balance. This benefit should assist in attracting and retaining employees by make savings in childcare costs.

(iv)   AU is represented on the Steering Committee of the Women's Universities Mentoring Scheme (WUMS) which aims to promote and facilitate professional development for women working in Welsh universities with its inter-university (12 Welsh partner HEIs) partnership. Two members of staff, one a mentor the other a mentee, are currently participating in the scheme in AU.

(v)   The Equalities Advisor has distributed a publication published by the Royal Society of Chemistry *Planning for Success: Good Practice in University Science Departments* http://www.rsc.org/ScienceAndTechnology/Policy/Documents/Diversity.asp to all AU's Science Departments. This good practice guidance aims to improve working conditions for both men and women and in doing so improve retention rates of women scientists.

(vi)   The Pro Vice-Chancellor and Chair of Equal Opportunities Committee, HR Director and Equalities Advisor attended a ECU/HEFCW Equal Pay Conference, in Cardiff in July 2008.

(vii)   The Equalities Advisor regularly attends networking events, e.g. ECU Wales Liaison Group, Ceredigion Equality and Confidence Board (Dyfed-Powys Police) and Work-Life Balance network (Chwarae Teg) as well as conferences, e.g.

Equality Exchange Annual Conference (Equality and Human Rights Commission) and Embracing Diversity, Building Pathways into University (NEWI) in June 2008.

(viii) A women's roundtable network took place in early 2008 and another meeting will be organised for the forthcoming semester.

Summary: **Activities carried out during the previous year include developing the strategy for a Single Equality Scheme, participation in the Women's Universities Mentoring Scheme and networking meetings.**

4. Gender Monitoring

(i) Baseline statistics on the gender composition of AU's staff and students have been collated for this report, together with some demographic indicators.

(ii) Internal information sources for the 2006-07 report include Management Information Services and Human Resources Department. External sources include the 2001 National Census.

(iii) **Demographic Comparators:** The table below shows the gender breakdown of female / male residents by Country (Wales) and County (Ceredigion):

CENSUS DATA APRIL 2001 by Gender	Ceredigion Unitary Authority Population	Total Percent by Gender	Wales Country Population
All People	74941		2903085
Females	38395	51.23%	1499303
Males	36546	48.77%	1403782

(iv) **Staff Monitoring:** Staff data (since 2005) illustrates that AU continues to reflect a balanced gender workforce in terms of recruitment and employment:

STAFF TOTAL: By Gender (Female / Male							*Note: Data collated August 2008*	
	Jul 2005	%	Oct 2006	%	Oct 2007	%	Aug 2008	%
FEMALE	913	49.51%	898	50.14%	942	50.03%	1104	49.80%
MALE	931	50.49%	893	49.86%	941	49.97%	1113	50.20%
TOTAL	1844		1791		1883		2217	

(v) Data monitoring is now carried out (manually) on the recruitment and selection process. Information extracted from the HR information system Cyborg for 2008 is based on payroll data for primary (main) posts only and excludes any secondary posts for staff.

(vi) The gender breakdown of all grades for full-time and part-time staff (total complement of 2217) in August 2008 is shown as follows:

Prime Pay Grade	Female		Male		Prime Pay Grade	Female		Male	
	FT	PT	FT	PT		FT	PT	FT	PT
Academic Comp.1			*		Head Chef CH4			*	
Academic Comp.2	*	*	*		JIB Gas Fitter			*	
Academic Comp.3	*		5		JIB Adv.Plumber			9	
Academic Comp.5			*		JIB-Electrician			7	
Academic Lib. 2	*	*	*		Lecturer A LECA	31	*	36	*
Academic Lib. 3	*	*	*		Lecturer B LECB	41	5	77	9
Academic Lib. 5			*		Manual 3 IncHol		9		9

Prime Pay Grade	Female		Male		Prime Pay Grade	Female		Male	
Academic Rel. 1	10	6	13	*	Manual Staff 1		87	6	43
Academic Rel. 2	51	16	45	*	Manual Staff 2	5	18	60	19
Academic Rel. 3	19	*	25	*	Manual Staff 3	5	*	*	*
Academic Rel. 4	*	*	*	*	Manual Staff 4	*	*	12	*
Academic Rel. 5	*		7		Minimum Wage 1		*		*
Academic Rel. 6	*		12		Minimum Wage 2		7		6
Agricultural 1			*	*	Other Staff	31	113	80	73
Agricultural 2			*		Other Related 1	9	25	8	8
Agricultural 3	*		5		Other Related 2	9	14	14	*
Agricultural 4			*		Other Related 3	*	11	9	
Chef CH2			6		Other Related 4			*	
Clerical One	*		5		Other Related 5			*	
Clerical Two	10	13	*	*	Professor PROF	7		71	*
Clerical Three	60	46	18	9	Research One A	16	5	24	7
Clerical Four	63	37	13	*	Research One B	5	*	5	*
Clerical Five	29	*	6	*	Research Two	*	5	9	*
Clerical Six	11	*			Research Three			*	
Computer Op. 2			*		Senior Lecturer	15	*	53	5
Computer Op. 3	*				Sous Chef CH3		*	*	*
Computer Op. 5	*		*		Technical A TEA	5	*	6	*
Glenview C/Care	*	19			Technical B TEB			*	
Grade A - IGER		7	10		Technical C TEC	*	*	*	*
Grade B - IGER	*	6	10		Technical D TED	10	*	28	*
Grade C - IGER	21	8	19		Technical E TEE	5		17	*
Grade D - IGER	8	*	12		Technical F TEF	*		8	
Grade E - IGER	8	*	10		Technical G TEG	*		*	
Grade F - IGER	*		12	*	Technical H TEH			*	
Grade G - IGER			*		Not on Grade	*	84	*	61
					Total	**529**	**575**	**832**	**281**

TOTAL FEMALE	**1104**	**49.80%**
TOTAL MALE	**1113**	**50.20%**
TOTAL ALL STAFF	**2217**	

Note: figures under the value of 5 have been anonymised (with an asterisk) so as not to identify certain members of staff.

(vii)   AU is employing a balance of male and female staff, i.e. females 49.8% and males 50.2%. Women at AU are more likely to work part-time than male staff as shown as follows:

Female		Male	
FT	PT	FT	PT
24%	26%	38%	13%

(viii)   In certain grades female staff members are predominant, e.g. Clerical Staff. In senior posts, such as, Academic Related 6, Lecturer B, Senior Lecturers and Professors, male staff are predominant; this is a known sector wide issue. Initiatives such as impact assessing and monitoring the career progression of staff may assist in redressing such gender imbalances.

(ix) **Student Monitoring:** A breakdown of students by gender is shown for the current and previous year. AU has marginally more female than male students.

Registered UG and PG students by Gender in 2006/7

Gender	UG	PG	Other	Total	% UG/PG
F	3400	1213	2457	7070	52.33
M	3391	811	1235	5437	47.67
	6791	**2024**	**3692**	**12507**	100.00
		8815			

Registered UG and PG students by Gender in 2007/8

Gender	UG	PG	Other	Total	% UG/PG
F	3338	1155	3112	7605	52.35
M	3363	726	1458	5547	47.65
	6701	**1881**	**4570**	**13152**	100.00
		8582			

Note: Data collated April 2008 and 'Other' category could be repetitions of UG/PG staff.

(x) Further student data, e.g. through surveys, questionnaires, etc. was not available.

Summary: ***This brief analysis shows that AU continues to recruit and employ a balance of genders. Women at AU are more likely to work part-time in comparison to male staff, whereas senior posts are more likely to be occupied by men. AU continues to have marginally more female than male students***

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5. Conclusions and Priorities

(i) In recent years the University has revised its approach to the promotion of equality to ensure a focus on embedding equality and diversity across its functions.

(ii) Within its Strategic Plan, AU aims to: (a) comply with legislative requirements for equality and diversity; (b) continue to embed equality and diversity in all areas of its functions and activities and operate in a manner which provides equal opportunities for all; and (c) continue to develop a culture in which students, staff and visitors are treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences are valued.

(iii) AU is in the process of developing a 'multi-strand' Single Equality Scheme and aims to intersect gender equality with other strands of equality. This will better reflect the multiple identities (race, gender, etc.) of AU's staff and students. The Gender Equality Scheme and Action Plan will therefore be merged into a Single Scheme combining all 6 strands of gender, race, disability, age, religion/belief and sexual orientation.

(iv) AU continues to work proactively with external partners and organizations to collaborate and share good practice in gender equality issues.

Priorities for 2008/09

(v) AU will seek to address the following priorities during the 2008/09 academic year:

a. To continue to mainstream gender equality across its functions

b. Address any outstanding and ongoing tasks in the Action Plan, i.e.

Priorities:

Item 4a   Improving Employment Processes: AU will continue to review recruitment, selection, development and promotion processes for any gender bias;

Item 5a   Address any under-representation of women or men in specific areas of the workforce (e.g. senior posts): AU will continue to review, monitor and develop initiatives to improve the representation of women and men in the workforce;

Item 7a   Equal Pay Audit: AU will conduct an Equal Pay Audit following the local implementation of the Framework Agreement to ensure that these systems are not discriminatory on the grounds of gender. (Note: An initial audit was carried out in January 2006, prior to the introduction of the Framework Agreement);

Item 11a-c   Impact Assessment and Mainstreaming: AU will continue towards completion of the EIA exercise and reporting process.

Ongoing Tasks:

Item 8a   Training: Mandatory e-learning training to be delivered to non-active email users following evaluation of training/support needs;

Item 6a   Family Friendly and Work-Life Balance Initiatives: AU will continue to develop policies and practices to enable employees to balance work and family responsibilities;

Item 9a-c   Monitoring: AU will continue to streamline and update monitoring mechanisms. Also to continue work to identify both quantitative and qualitative information sources to improve analysis and inform decision making.

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