Section A  Equal Opportunities Policy Statement

1. Intent

1.1 The aim of this policy statement is to communicate the commitment of the Vice Chancellor, University Council and senior management team to the promotion of equality of opportunity in the University of Huddersfield.

1.2 It is our policy to provide equality to all, irrespective of:
   • Age
   • Disability
   • Gender, including gender reassignment
   • Marital or civil partnership status
   • Pregnancy and Maternity
   • Race
   • Religion or belief
   • Sexual orientation

1.3 We are opposed to all forms of unlawful and unfair discrimination. All applicants, students, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. We recognise that the provision of equal opportunities in the University is not only good practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us and those who study here to develop their full potential so that the talents and resources of all will be utilised fully to maximise the efficiency of the University.

2. Scope

2.1 This policy applies to all those who work for (or apply to work for) the University and all those who study at (or apply to study at) the University

3. Commitments

3.1 We are committed to:
   • Promoting equality of opportunity for all persons
   • Promoting a good and harmonious environment in which all persons are treated with respect
   • Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
   • Fulfilling all our legal obligations under the Equality Act and associated codes of practice
   • Complying with our own equal opportunities policy and associated Equality Scheme

3.2 In meeting our general duty under the Equality Act we will have due regard in the development, delivery, evaluation and review of policy, service provision and procurement to the need to:

Equality Scheme 2015-18 (Updated December 2015)
• Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act
• Advance equality of opportunity between people from different groups
• Foster good relations between people from different groups

3.3 In meeting our specific duties we will develop and publish our equality objectives and set out how we will achieve them, reviewing progress on an annual basis. Information will be published annually and objectives will be reviewed every four years.
Section B  Employment Information

This section is based on the 2014-15 Annual Headcount Report. This section will be updated annually.

1. Average permanent staffing was 1816 in 2014/15 reflecting continuing growth in staff numbers.
2. Nationally full time work predominates within the sector and the University. Part time numbers increased but as a proportion of the total University workforce remained static. Part time working now accounts for 30% of the total workforce lower than the HE average of 32%. The use of fixed term contracts as a proportion of all temporary contracts decreased to 20.8%. The overall use of fixed term contracts as a percentage of the workforce remains low at 7.3% compared to a HE average of 19%. The use of fixed term contracts is highest for academic and research staff at 11% but this remains significantly below the equivalent HE figure at 25.8%. The use of fixed term contracts related to funding impacts upon research staff and maintaining good practice, including redeployment opportunities for staff at the end of contract terms, is pursued under the HR Excellence program to implement Concordat Principles.
3. The majority of staff are female (56.3%, stable for the last four years) and remains higher than the HE average of 55.5%. Gender distribution is not even throughout the grades or contract type. At the University, women make up 48% of academic staff, higher the HE average (45.6%). Female representation is unevenly distributed across the academic staff grades (40% grade 9, 50% Grade 8 and 51% grade 7). Women make up 66% of support staff and the variance between grades is greater (for example 70% at grade 2, 63% at grade 6 and 46% at grade 8). Whilst there are small improvements in representation in the higher support staff grades the overall pattern is relatively static. Researcher grades have a low female representation at 28% and this is reflected across all grades.
4. Female employment at grade 10 for head of department has had a small decline to 23% from 28.5% (from 26%) and the number of female heads is very low. A similar pattern is seen within the professoriate although there have been small improvements in female representation with females accounting for 30.3% (previously 24%) of the grade 10 positions and in the senior professoriate only accounting for 14.2% (previously 10.7%) of appointments.
5. Of the top 5% of earners only 29.63% (previously 24.4%) are female which is below the HE average of 31.9%. In terms of headcount the top 5% represents 108 employees. Of those only 32 are female.
6. Inequalities in representation are not replicated consistently in pay data. In terms of equal pay audits a gender difference of +/-5% would be considered significant and positive values indicate a pay differential in favour of females. For academic staff grades 7 and 8 variations in pay remain within +/-1%. At Grade 9 the pay gap widens to +2.43. Within grade 9 there is a positive variance in favour of female pay rates of +5.53% at Reader although headcount numbers of females remain under-represented in this role (22%). Within grade 9 leadership and management roles, pay differentials are +0.79%. Improvements in representation have been made at Senior Research Fellow and Principal Research Fellow but headcount numbers remain low. Securing greater representation at the higher grades and supporting female promotion routes to grade 9 would help to address the research pay gap. For support staff there is a predominance of female workers in lower paid positions and the large numbers of female staff represented in the key administrative grades (4, 5 and 6). Only in grade 8 is the pay gap significant at -5.77%. Above grade 6, only at

1 DLA Workforce Performance Indicators (2014)
2 DLA (2014)
3 DLA (2014)
4 DLA (2014)
5 DLA (2014)
6 DLA (2014)
Equality Scheme 2015-18 (Updated December 2015)
Grade 9 is the differential positive at 1.54%. The pay gap for all senior staff has remained stable at 6.24%. This group covers a very diverse but small range of posts and there are wide variations in job responsibilities. The pay gap for grade 10 is a positive variance of 1.33% and there has been a small increase in the proportional representation of females to 30.77% (from 28%). There remains a negative variance at head of department level (-3.99). The pay gap at Professorial level grade 10 is now a positive variance of 0.29%. For senior professorial staff the variance widens to -4.23% (a significant reduction on 2013/14 rate of -8.89%). Given the numbers, and the low relative representation of females, small movements in employment would significantly alter the gap analysis. Overall progress in the area of equalising pay within most grades continues to be positive. However, the main issues remain female representation for researchers and senior staff and job segmentation for lower graded posts.

8. Within the academic year 2013-14, the maternity return rate remained high at 96%, with 28 women returning. Flexible work options continue to be widely used to support returners, with the majority returning to part time work.

9. The University has an older age profile than the sector average but in the main reflects the pressures of an aging workforce, low turnover and entry levels for many posts which require higher level study or professional body qualification.

10. The number of staff declaring a disability has increased slightly to 3.9% (previously 3.8%) and is slightly lower than the HE average of 4.2%. Academic staff representation is 4.8% which is higher than the HE average of 3.7.

11. Black or minority ethnic (BME) representation showed an increase to 18% from 16% and remains above the HE average of 11.5%. The “not declared” rate has now fallen to below 2% and is currently 1.3%. This small increase continues the trend of slow but steady progress in increasing the diversity of the workforce.

12. There is no comparative benchmarking data available on sexual orientation numbers in other Universities. There is no hard data on the number of lesbians, gay men and bisexuals in the UK as the national census does not ask people to define their sexual orientation. The non-return rate for existing staff has reduced to 16.2% (from 17%) but remains relatively high compared to other data categories, excluding religion. The non-return rate for religion and belief remains the highest category although this has fallen for the last three years and now is 18.6%.

13. The majority of applicants are “White British” (55.7%) and the split between males and females was evenly matched. Representation of BME groups at shortlisting was 32% and 23% at appointment (both higher than the rates in 2013/14 at 23% and 19%). Overall conversion rates for BME groups stayed static on last year at shortlisting at 12% (compared to total conversion rate of 15.5%) and decreased slightly from 18% to 17% for appointment (compared to total conversion rate of 23.4%) and trail behind the equivalent figures for White British applicants (17.9% and 26.6% respectively). Training approaches in recruitment and selection are continuously reviewed to ensure that the impact of preconceptions or unconscious bias do not adversely affecting recruitment practice.

14. The University received more female applicants but the gap between male and female applicants closed at 49% male and 51% female. Female conversion rates at shortlisting and appointment were higher than male conversion rates.

15. Applications from people with disabilities increased to 4.7% from 3.6%. Due to the two ticks symbol this group had a much higher conversion rate at shortlisting. Overall appointments accounted for 4.9% of all appointments, but actual numbers are very small.

16. Those declaring themselves “heterosexual” accounted for 84.9% of applicants. Applicants from overseas increased to 6% of total applications. Four overseas appointments were made.

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7 DLA (2014)
8 DLA (2014)
Equality Scheme 2015-18 (Updated December 2015)
Employees have a right to equal opportunity. The University seeks to provide a coherent and effective programme of equal opportunity in order to make full use of the abilities of the entire workforce.

**a) Recruitment**

1. When advertising job vacancies, the University will ensure that advertisements:
   - Are placed in publications that do not restrict or exclude applicants on grounds of their protected characteristic
   - Do not prescribe requirements unrelated to the actual requirements of the job
   - Address issues of under representation by encouraging applications from under-represented groups
   - Address issues of under representation by placement in media which will facilitate a wider potential audience relevant to the post.
2. When using employment agencies and job centres the University will ensure that the agency operates an equal opportunities policy.
3. The University will not recruit solely through the recommendations of existing employees.
4. Selection criteria and tests will relate to job requirements only. In particular:
   - A standard of English higher than that needed for the safe and effective performance of the job or clearly demonstrable career pattern will not be required
   - Applicants will not be disqualified because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for safe and effective performance of the job
   - The University will accept overseas qualifications where equivalence is established
   - Reasonable adaptations and adjustments will be made to the recruitment process to secure accessibility for applicants with disabilities
   - Selection tests which contain irrelevant questions or exercises on matters which may be unfamiliar to ethnic minority applicants will not be used (for example, general knowledge questions on matters more likely to be familiar to indigenous applicants)

**b) Shortlisting, interviewing and selection**

1. Staff responsible for shortlisting, interviewing and selection of candidates are:
   - clearly informed of selection criteria and of the need for their consistent application;
   - given guidance or training to the effects which generalised assumptions and prejudices about any protected characteristics can have on selection decisions;
   - made aware of the possible misunderstandings that can occur in interviews between persons of different cultural background.
2. Shortlisting decisions will be based on the information provided by applicants measured against the criteria listed in the person specification.
3. All applicants with a disability who match the essential criteria will be invited to interview in accordance with the University’s commitment to be a Disability Symbol user.
4. Reasonable adaptations and adjustments will be made to the selection process to secure accessibility for applicants with disabilities
5. Recruitment and selection outcomes will be monitored to assess the impact of those decisions and the results published annually

c) **Occupational requirements**

Where applicable, occupational requirements will be applied to application, promotion transfer and training procedures where such a restriction was essential and in accordance with Schedule 9 of the Equality Act

d) **Terms of employment, benefits, facilities and services**

1. All employment policies will be applied consistently and without unlawful discrimination.
2. Personnel policies and procedures will be monitored in order to assess whether equal opportunities is being achieved.
3. Equal pay audits will be conducted in accordance with guidance from the Equality and Human Rights Commission. Audits will be published.

e) **Training**

1. Training and development opportunities and the application procedure will be made known to all employees, in such a way as to ensure that no group is excluded or disproportionately under represented.
2. Staff responsible for selecting employees for training, whether induction, promotion or skill training will not apply selection criteria in a discriminatory manner unless an occupational requirement applies.
3. Selection criteria for training opportunities will be monitored to ensure that they are not indirectly discriminatory.

f) **Dismissal (including redundancy) and other detriment**

1. Staff responsible for selecting employees for dismissal, including redundancy, will not apply criteria in a discriminatory manner.
2. Selection criteria for redundancies will be examined to ensure that they are not indirectly discriminatory.

g) **Grievance, disputes and disciplinary procedures**

1. The University will not ignore or treat lightly grievances from members of staff about victimisation or discrimination. A bullying and harassment procedure will also operate.
2. In applying disciplinary procedures consideration will be given to the possible effect on an employee’s behaviour of the following:
   - Provocation of a discriminatory nature
   - Communication and comprehension difficulties.
   - Differences in cultural background or behaviour.
h) Communications and language training for employees

1. Difficulties in communication can endanger equal opportunity in the workforce. In addition, good communications can improve efficiency, promotion prospects, health and safety and create a better understanding between employers, employees and unions. The University will ensure that communications are as effective as possible.

2. The University will seek to provide, where reasonably practicable
   - Provision of interpretation and translation facilities, for example, in the communication of grievance and other procedures, and of terms of employment where individual employees are unable to access current format because of language or disability.
   - Training for managers and supervisors in the background and culture of ethnic minority groups.
   - The use of alternative or additional methods of communication, where employees find it difficult to understand health and safety requirements.

i) Monitoring equal opportunity

1. The University will regularly monitor the effects of selection decisions, personnel policies and procedures in order to assess whether equal opportunities in employment is being achieved.

2. Individual employee data is confidential and is collected solely for monitoring purposes. Information will only be reported in anonymised format.

3. Information will be carefully and regularly analysed, targets set to improve the diversity of the workforce and action plans developed.

4. Monitoring data will be published annually.

j) The responsibilities of individual employees

1. While the primary responsibility for providing equal opportunities rests with the employer, individual employees at all levels have responsibilities too. The following actions by individual employees would be unlawful:
   - Unlawful discrimination in the course of their employment against fellow employees or job applicants.
   - Inducing, or attempting to induce other employees, unions or management to practice unlawful discrimination. For example, they should not refuse to accept other employees from particular racial groups or refuse to work with a supervisor of a particular racial group.
   - Victimising individuals who have made allegations or complaints of discrimination or provided information about such discrimination.

2. To assist in preventing discrimination and promoting equal opportunities all employees must:
   - Co-operate in measures introduced by management designed to ensure equal opportunity and non-discrimination.
   - Draw attention of management and, where appropriate, their trade unions to suspected discriminatory acts or practices.
   - Refrain from harassment or intimidation of other employees.
• Co-operate in diversity training programmes
• Where appropriate, participate in discussions with employers and unions, to find solutions to issues of under representation
• Understand that any breach of this code of practice would be a breach of disciplinary rules
Section D   Employment Equality Objectives

In meeting the University’s general and specific duties under the Equality Act, the University will seek to:

a) Increase the number and proportion of female staff who are employed on senior staff contracts

This objective will be secured by continuing work in support of Athena SWAN and CONCORDAT and through the design and implementation of career development programmes including the LF AUORA programme, support for promotion, mentoring and coaching. Recruitment procedures, including promotional material, reviewed to encourage higher numbers of applications from qualified female applications for senior staff roles.

b) Increase the number and proportion of female staff in the top 5% of earners to match the sector median (as measured by the annual HR Benchmark survey by DLA Piper)

This objective will be secured by progression at this level and through the design of support and development programmes to increase the number of female staff securing these positions in the University. Progress will be measured through the annual gender pay audit.

c) Support a greater work-life balance for all staff

This objective will be secured by maintenance of a transparent workload for academic staff, development of a carers’ policy, reviewing approaches to assist staff in managing stress and building personal resilience.

d) Assist international staff with the transition to living and working in the UK

This objective will be secured through the review of appointment and induction practice and development of on-line support

e) Improve the staff monitoring data

This objective will be secured through encouraging staff to maintain their personal data through self-service