



MANCHESTER METROPOLITAN UNIVERSITY

DISABILITY EQUALITY SCHEME ANNUAL REPORT 2007

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DES Scheme Annual Report 2007

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Disability Equality Scheme Annual Report 2007

This is the first annual report on the University's Disability Equality Scheme the purpose of which is to monitor and show progress against the University's Disability Equality Scheme (DES) Action Plan.

In our scheme we set out our commitment to eradicate discrimination, harassment and victimisation on the grounds of disability, and give emphasis to the need to promote positive attitudes towards disabled people and to encourage participation by disabled people in public life. The action plan which accompanies the scheme sets out how we intend to deliver this commitment.

MMU's DES was revised and submitted to the Commission for Equality and Human Rights on 8 October 2007. An important area highlighted for improvement related to information gathering and analysis. This has been reflected in our revised plan and we are aiming to report in more detail next year, as equality data becomes available.

I am pleased to report that after a slow start steady progress is now being made against the action plan, particularly in relation to equalities impact assessment following the creation of a dedicated Equalities Impact Assessment (EIA) team.

In order to keep up the momentum the regular review of the DES action plan and progress chasing with those responsible for action has been made a priority for the Equalities and EIA teams by the Development & Training Manager.

A review of the action plan will be a standing item on the agenda for the Disabled Staff Forum which meets once per term. In addition a progress update will be given at each meeting of the University's Diversity and Equal Opportunities Committee.

All public bodies were required to produce their first annual report on or before the 4th December 2007. Thereafter the timing of the report can be changed to create a better fit with other existing reporting mechanisms as long as reports are still produced annually. In future years the annual report will be submitted to the DEOC for approval during the summer term in order for it to be published and used to inform the University's strategic planning process which begins annually in October.

Gill Hemus
Human Resources Director

One Year On

1. Planning, management and reporting

Action	Progress
<p>1. Impact assess relevant policies</p>	<p>Impact assessment planning and briefing sessions have been run for Heads of Department and senior managers.</p> <p>90% of briefings have been achieved with a further 2 scheduled for early December 2007. Briefings have been held with:</p> <ul style="list-style-type: none"> • Directorate • Human Resources (HR) managers and staff • Head of Marketing • Director of Financial Management • Centre for Academic Standards and Quality Enhancement • Services Director • University Registrar • University's Secretary <p>Briefing meetings have also been held with:</p> <ul style="list-style-type: none"> • Trade Unions • Students' Union • Student Support Officers • The Black and Minority Ethnic Staff Forum <p>Impact assessments are now being planned and scheduled to take place against the Equality Impact Assessment Programme 2007 – 2009.</p>
<p>2. Include (disability) equality objectives into faculty and service plans</p>	<p>Equality briefings will be arranged to help managers develop plans.</p> <p>Starting with the Business School on 30/11/07.</p>
<p>3. Develop equality performance indicators</p>	<p>Employment targets, including disability targets were approved by the Finance and HR Committee 31/10/07.</p>

	<p>Faculty / service level targets are to be agreed with HR in January 2008.</p>
<p>4. Carry out data mapping exercise to identify gaps</p>	<p>3 projects have been set up to support impact assessment work:</p> <ol style="list-style-type: none"> 1. Mapping policies and services 2. Reviewing data 3. Centralised consultation <p>An initial report detailing gaps in employment data went to the senior HR team in November 2007.</p> <p>A review of student data will commence in December 2007 with the Planning and Management Information Team.</p>
<p>5. Review governors appointment process and introduce monitoring</p>	<p>University Secretary has met with the Equal Opportunities Officer (EO) to review the appointment process and annual monitoring is already in place.</p> <p>A short note on improving Board representation and the role of Diversity Champion went to Vice Chancellor on 23/11/07. This will also go to the Nominations and Governance Committee in January 2008 for consideration.</p>
<p>6. Identify Board Diversity Champion and provide clear remit</p>	<p>The Diversity Champion is Richard Bide.</p>

2. Students

Action	Progress
2.1 Develop Disclosure Policy	The policy is in the process of being drafted and will be finalised in January 2008.
2.2 Revise the Disability Discrimination Act Framework document	A first draft of the Framework was produced in April 2007. The finalised document will be ready to be launched in June 2008.
2.3 Develop guidelines on the Personal Learning Plan process	Guidance has been produced with clear information on the responsibilities of students and staff. This is available from the Learning Support web page: http://www.mmu.ac.uk/academic/studserv/learningsupport/plp.php
2.4 Promote support available through Student Services targeting part-time, international and potential students	<p>The pilot Student Information Points (SIPs) will help to disseminate information and promote support available through Student and academic related Services.</p> <p>Plans for evaluating SIPs next year will include looking at which students are using the service and levels of satisfaction.</p> <p>The Careers Service has produced a leaflet promoting their services specifically to part-time students.</p>
2.5 Ensure accessible communication and materials are provided during application, enrolment and induction	Central admissions staff will provide early notification to Learning Support of all applicants who have disclosed a disability.
2.6 Set key performance indicators for student retention	Performance indicators will be developed for the next strategic planning round in October 2008.
2.7 Analyse and publish progression, retention and drop out data	This will be discussed with the University Registrar and Head of Planning and Management Information during the student data review meeting in December 2007 (links to action point 1.4).

3. Employment

Action	Progress
3.1 Revise employment monitoring forms to collect information by disability categories	The form is being revised, taking into account best practice advice and existing student disability categories. This will be completed by December 2007.
3.2 Obtain feedback from job applicants on the recruitment process and take up of online recruitment	Initial survey of job applicants carried out in June 2007 and recommendations for improvement discussed with senior HR team. Actions to be discussed at the HR divisional team meeting in early 2008.
3.3 Impact assess policies on complaints, grievances, disciplinary, bullying and harassment	Work will commence from December 2007, once planning and time lines have been agreed with lead HR sponsor. All HR impact assessments will be re-screened by March 2008 with a view to conclude all full impact assessments by August 2008 (data and consultation arrangements permitting).
3.4 Follow up disclosure and co-ordinate access and support requirements 3.6 Communicate procedures for co-ordinating support through Access to Work	Re-scheduling meeting with Head of Personnel Services to review progress. (January 2008).
3.5 Review implications and resources required for extending student dyslexia assessments to staff	Discussed implications with Head of Disability Services at Bradford University on 6/11/07 and MMU's Head of Learning Development on 15/11/07. EO Officer will continue to explore options, including using an external provider.

<p>3.7 Conduct regular staff satisfaction surveys and include equality questions and monitoring</p>	<p>To conduct local 'intermediary' surveys piloting the 'Pulse' method in 2 or 3 areas within Student and Academic Services and the Services Group by January 2008.</p> <p>A full institution wide staff survey is planned in 2008/09.</p>
<p>3.8 Review what support is needed to help make progress towards achieving employment equality targets</p>	<p>Links to work relating to action point 3.2.</p>
<p>3.9 Include objectives for undergoing equality training within performance development reviews (PDR)</p>	<p>This requirement has now been incorporated into draft guidance for the new support staff PDR process. Similar guidance for academic staff PDR will also be issued in December 2007.</p>
<p>3.10 Target disability equality training at line managers and departments where there are disabled staff (where known).</p>	<p>Targeted disability equality training will now commence in January 2008.</p>

4. Communication and Involvement

Action	Progress
<p>4.1 Brief heads of department on the implications of the DES</p>	<p>Briefings on the revised DES (and Gender Equality Scheme) will now commence February 2008.</p>
<p>4.2 Publish details of the University's equalities budget</p>	<p>The complete budget will be clarified by May 2008 and details will be published on the equalities web page.</p>
<p>4.3 Organise student and staff focus groups to, for example, explore ways to improve disclosure and access</p>	<p>The Students' Union and Student Support Officers all work with disabled student groups and forums. Initial briefings with those groups have taken place with a view to meeting again in January 2008 to discuss how best to consult on topics of interest.</p>

	<p>Initial discussions have taken place with the Marketing Department to establish the feasibility of coordinating staff and student consultation focus groups in a range of ways. This work will be progressed during December and January 2008.</p>
<p>4.4 Produce summary of DES and circulate to staff</p>	<p>A summary of the revised DES will be available by January 2008.</p>
<p>4.5 Make campus maps available in larger print and develop a virtual 360 degrees map of the University</p>	<p>Draft proofs of larger print (14 font size) campus maps have been produced and will go out for consultation.</p> <p>Work on a virtual map will now commence in January 2008.</p>
<p>4.6 To communicate and publish outcomes against the DES</p>	<p>Impact assessments will be published as soon as they have been completed. This will be monitored and controlled by the Equality Impact Assessment Project Team.</p> <p>Quarterly impact assessment updates on progress the project and individual departments are making will be published on the Impact Assessment web page and circulated to the Diversity and Equal Opportunities Committee. The first will be published week commencing 7 January 2008.</p> <p>The first annual progress report against the DES will be published on the equalities web page and is due to be discussed at the next Disabled Staff Forum meeting on 17 December 2007.</p>

5. Building, Facilities and Services

Action	Progress
5.1 Communicate progress against the Estates Strategy and Access Plans	<p>Progress Report up to summer 2007 is available from the Learning Support web page: http://www.mmu.ac.uk/academic/studserv/learningsupport/docs/Disability_Access.pdf</p> <p>To follow up with Marketing and Communications Team to make Access Plans available directly from the University website and include a link to the HR recruitment web page.</p>
5.2 Incorporate access measures in all new buildings and refurbishment projects providing more than 500 square metres of space	Access measures have been incorporated into Consultants' Scope of Work (briefings) and regular discussions against project plans are held. For example, work taking place at Didsbury.
5.3 Consult (disabled) users in identifying barriers and solutions to improve accessibility and services annually	As a start the Head of Property Management Services will attend a Disabled Staff Forum meeting in April 2008 to provide an outline of work scheduled.
5.4 Include affected (disabled) users in briefings and consultation on access works for departments / buildings on a contract by contract basis	The Head of Property Management is in the process of following this up to ensure meetings are taking place and recommendations are taken on board (wherever possible).
5.5 Incorporate (disability) specialist equipment suppliers to the University's approved suppliers list	This action will now be progressed in early 2008.

(Disability) equality monitoring data

Staff

Information is currently collected on staff recruitment, development and retention broken down by equality groups. Further work is planned during 2008 to develop the existing HR management information system to collate staff progression data, information on leavers and access to mentoring and secondment opportunities.

Recruitment and retention data for 2006 / 07 will be available to publish in early 2008.

Disability Profile

Information on the staff population at MMU for August 2007 shows:

- A total of 3.5% of staff disclosed their disability. This represents a slight increase (34) compared to figures available at January 2006.
- The total numbers of staff who did not provide information on their disability status dropped significantly from 111 in 2006 to 54 in 2007.

Table 1 - Total numbers of disabled staff

Total	Head Count	%	Employment Target
Disabled staff	124	3.58%	5.8%
Information not provided	54	1.56%	
Not known to be disabled	3287	94.86%	

Students

The annual Student Statistics Report 2006 – 2007 is currently being compiled and will be published on the Planning and Management Information web page at the end of December 2007.

(Disability) equality data on student enrolment, progression, retention and achievement is regularly collected, but with limited analysis and dissemination. It is proposed that this information will be included in the Student Statistics Reports in the future.

There are also plans to collate admissions data from 2008 to help monitor student admissions and enrolment.

Disability Profile

- The numbers of dyslexic students admitted during 2006 - 2007 compared to the previous year has increased by a total of 79, from 1262 to 1341.
- The numbers of students who disclosed a disability not listed in the categories given also increased significantly by a total of 171, from 73 in 2005 - 2006 to 244 in 2006 - 2007.

Table 2 Students by disability category 2006 – 2007

Disability Category	Number of students	%
Dyslexia	1341	4.0%
Blind / are partially sighted	32	0.09%
Deaf / have a hearing impairment	72	0.2%
Wheelchair user / have mobility difficulties	107	0.32%
Personal care support	2	0.005%
Mental health difficulties	94	0.28%
An unseen disability, e.g. diabetes, epilepsy, asthma	191	0.56%
Multiple disabilities	107	0.32%
A disability not listed above	244	0.72%
Autistic Spectrum Disorder	1	0.003
Information not sought	1	0.003%
Not known	53	0.2%
Total	2245	6.6%

Developing the DES and plan

The University aims to build on its DES by:

- Ensuring the continued involvement and building on the links established with disabled staff, students and interested external disability organisations.
- Using the results of impact assessments and information gathered to improve disabled peoples experience of MMU.
Initially, impact assessments will be focusing on HR policies and processes, for example, disciplinary, grievance and bullying and harassment procedures.
- Continuing to improve its management information systems to support future action planning, target setting, impact assessments, monitoring and reporting.

Amended 17 December 2007