

Organisation Development, Training & Diversity

Manchester Metropolitan university

Appendix C

Policy Area	Timescale	Progress and actions as at May 2010	Actions to be taken forward by JM = Josie Moores, K= Wendy Kenyon, MP=Mona Patel, VJ= Vicci Jarman
<p>Equal Pay Audit <i>(Supporting Reward & Planning with the exercise - starting with Gender)</i></p>	2009/10	<ul style="list-style-type: none"> Working on data for second EIA report <p>Equal Pay Audit commenced June/July 2010 lead by Head of Reward and Planning</p> <p>A Joint Equal Pay and Contribution Zone EIA Workshop took place 18th June 2010 to provide an overview to Equality Fora and TU about the process and approach and scope of Equal Pay Audit and to present the outcomes of the Equality Monitoring data for the recent 3 years contribution Zone applications, allocations and appeals and the recent review of those staff not applying for CZ. E and D team Coordinated workshop</p> <p>Report will need to be written up to show stages to EIA and outcomes from the consultation workshop</p>	<p>MP to Lead and obtain support from JM and VJ</p> <p>MP/KW</p> <p>JM</p> <p>Anna Patra (Head of Reward & Planning)</p>
<p>Contribution Scheme <i>(Reviewing 2009/10 scheme applications and conducting EIA work and consultation with Equality Fora)</i></p>	2009/10	See above	MP

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<p>Health and Wellbeing Strategy <i>(Conducting a consultation with staff & students to ascertain any particular equality needs or potential negative impacts - may need individual EIAs on all contributing policies e.g. stress at work policy).</i></p>	2009/10	<p>Meeting taken place in Jan 10 to progress EIA work. EIA Actions have been agreed and taken forward between E&D and Health and Wellbeing Academy including :</p> <ul style="list-style-type: none"> Established which policy areas of the strategy needs further EIAs Agreed a method to Consult on the Health and Wellbeing Strategy – Res Assoc devised a survey Student Mental Health Policy being developed by Head of Counselling Services. (staff mental health is covered by HR's Sickness Absence Policy) <p>Progress meeting planned 1st Nov 2010.</p>	MP/VJ
<p>Student Assessment Regulations <i>Exceptional Circumstances – provide further EIA support Complaints project work –UG/PG - CASQE Student Conduct project work with CASQE</i></p>	2009/10	<p>Full EIA carried out on Regulations and the 8 Appendices</p> <p>Actions arising from the EIA report have been taken forward , Revised Appendices for Exceptional Circumstances and Plagiarism has taken into account EIA recommendations</p> <p>Further Appendices are being reviewed and may be revised as part of the EQAL project.</p> <p>EIA work to be picked up again in 2010/11</p> <p>Full EIA report needs Publishing</p>	<p>WK</p> <p>WK</p> <p>JM</p> <p>WK</p> <p>VJ</p>
<p>Legal Policies <i>(x 8 need EIA screening)</i></p>	2009/10	<p>Preliminary assessments have established that the Policies were not policies but legal licenses' which are governed by law and can not be changed or adapted. No anticipated equality issues. As they are legal licenses they do not</p>	VJ

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		need screening or Full EIA.	
Student Admissions EIA recommendations work	2009/10	Arranging EIA review meeting to progress outcomes & recommendations of Full EIA report with new Admissions Manager in Sept 2010. EIA report needs publishing	MP VJ
Sports Provision <i>(completing the Sports provision EIA work started earlier in the year)</i>	2009/10	Full EIA Report to be completed with outcomes of the EIA work completed (mystery shopper etc) with any further recommendation Needs publishing	MP VJ
Catering Provision <i>(Following up actions from EIA Report)</i>	2009/10	Full EIA report completed (updated by MP in July 2010 and sent to Head of Catering) EIA Progress Meeting required to identify what work has been carried out on the EIA report Ready to be published – awaiting approval from Head of Catering.	WK MP
Student Accommodation <i>(following up actions from EIA Report)</i>	2009/10	Full EIA report completed EIA Progress Meeting identified what work has been carried out on the EIA report. Disabled students Survey drafted. Published.	WK MP VJ
Bullying and Harassment (New Policy) <i>(Policy currently in development – EIA to be built into policy)</i>	2009/10	EIA Policy Development Checklist required to be completed (including Consultation) - Policy still awaiting approval.	MP
Sickness Code of practice (New Policy)	2009/10	EIA Policy Development Checklist completed (including Consultation).	MP

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<i>(Policy currently in development – EIA to be built into policy)</i>		Policy to be published 1 st Oct 2010.	
Uniform Policy	2009/10	Initial EIA Meeting taken place setting out further EIA actions including: <ul style="list-style-type: none"> • Policy needs revising by the Development, Training & Quality Manager (CaRes) • Policy needs Consultation 	MP (Rachel Treece)
PARM <i>(Support the PARM review being carried out in 2010 - ensure it is subject to EIA / Policy development checklist and add EIA guidance for academic staff completing new programme approvals & reviews)</i>	2009/10	EIA work completed- New PARM Procedures now include guidance to academic staff to carry out EIA on new curriculum design or new programme design/approval Need to review the effectiveness of EIA guidance in PARM Procedures in light of EQAL in 2010/11	WK WK
Work Load Allocation Process	2009/10	EIA Screening completed and No Full EIA required	JM
Starting Salaries	2009/10	EIA Checklist completed and EIA built into revised policy. No adverse impacts so no EIA required. Publish Screening.	WK/JM
Security	2009/10	Full EIA Workshop in June provided actions. Report will be produced.	MP
Peer Support for Teaching	2009/10	Low impact, no need for full EIA. Ready to publish.	JM
Pension	2009/10 2010/11	Screening completed. Low impact, no need for full EIA. Ready to publish.	MP

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Grievance and Disciplinary Code of practice (New Policy) <i>(Working with Policy Developer to ensure EIA is built into Policy development)</i>	2010/11	Revised policy to be developed during 2010 Will form part of a suite of procedures under the new Staff Conduct & Complaints Policy. Management guidelines to accompany Policy yet to be approved by the STM. EIA Checklist completed. Consultation to follow.	MP
Environmental and Sustainability strategy	2010	Full EIA In Progress - Data /consultation. Brief EIA report to be published.	VJ
EIAs Planned for 2010/11			
Professoriate Process (To review applications Vs successful applications)	2010/11	Full EIA workshop and report to be produced following the Data review carried out.	JM
Collection Development	2010/11	Full EIA Initial Planning Meeting Complete work started on EIA in 2009/10	MP
Provision of Help	2010/11	Full EIA In Progress - Data /consultation Complete work started on EIA in 2009/10	MP
Green Travel Plan	2010/11	Review the need for further EIAs on other aspects of Green Travel Plan Conduct Full EIA (Jan 2011) on Car Parking	WK MP

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		Allocations for applications 2010/11 (see above)	
Bullying and Harassment Policy for students	2010/11	A Policy is needed (see EIA report produced in 2009) EIA needs to be built into the Policy (adopt the policy development checklist) and policy needs full consultation. (Need to record B&H cases and report by equality strands)	WK
EQAL (Enhancing Quality and Assessment for Learning)	2010/11 2011/12	A full EIA will be conducted on EQAL proposals (for each strand)	JM
Procurement and outsourcing (including Capital expenditure projects)	2010/11	Full EIA Review required (had been awaiting details of the new Equality Act 2010 which will be enforced 1 st Oct – arrange initial meeting with Finance).	MP/WK
Research Assessment Framework	2010/11	Review of Framework and need to assess the need for EIA or build EIA practices into Framework reviews	WK
ICTS Service provision and IT training	2010/11	Completing work from 2009/10	MP
Probation Process/policy	2010/11	Screening required	MP
Library EIA work (completing Collection Development and Library Services EIA work started earlier in the year – see above)	2010/11	Complete work started on EIA in 2010/11 – see above	MP
Special Leave	2010/11	EIA Screening Required – Deputy Head of HR Operations will start this.	MP
Student Complaints	2010/11	Assess the current progress with this procedure and its impact on different equality strands	MP

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Procedure			
Retirement Policy	2010/11	Revised Policy needs EIA in light of any Changes to legislation and age regulations	MP
Policy Framework	2010/11	New Policy - Low impact, no need for full EIA. EIA Policy Dev Checklist to be completed and published with Policy. Consultation will be conducted via Fora.	MP
EIAs Planned for 2011/12			
Flexible Working Arrangements (all associated practices)	2011/12	Full EIA review required. HR Business Partner to update on status of this.	MP
Staff Progression – EIA of Data	2011/12	Full EIA review required	WK
Learning and Teaching Framework	2011/12	Assess the Framework	WK
Student Placements	2011/12	Full EIA review required. Currently there is no student placement policy or guidelines in place. To address this, the Head of SAS has written a Student Placement Institutional Code of Practice which has yet to be approved and implemented. An EIA screening needs to take place.	MP