

1. A Report on the consultation to develop the Single Equality Scheme and Action Plan

STAGE 1 (PRE-DRAFT)

1.1 Introduction

In developing the Single Equality Scheme there has been wide consultation with staff and students. Both staff and students were invited to engage in Equality *Matters* Roadshows across the following sites:

- All Saints
- Aytoun
- Crewe
- Didsbury
- Elizabeth Gaskell
- Hollings
- Student Union

1.2 For those who could not attend the roadshows the Equality and Diversity Team ran a series of focus groups. Separate sessions were held for staff and students as it was felt that if the groups were mixed it may create a conflict of interests and people would not feel they were able to speak freely about their concerns or suggestions. Consideration was given to location and timing in order to make the sessions accessible.

1.3 *Equality Matters* Comments Cards were used to gather feedback. The comments card contained both structured questions and a free space for further comments. The cards were made available in hard copy as well as on-line and replies were received via post, email, at the roadshows, at focus groups or electronically using a link on the Equalities website. The feedback was taken into account in the development of the action plan.

1.4 Equality monitoring information (Age, Disability, Ethnicity, Gender, Sexual Orientation and Religion/belief) gathered from the cards was

Manchester Metropolitan University

Organisation Development, Training & Diversity

Appendix E

used to was gathered via the comments cards. This data can be seen in **Table 1**.

1. Summary of respondents:

2.1 A total of 151 people responded: 24 staff and 119 students and 8 people who did not indicate which category they fell into). Of this total, the majority (146) submitted their cards at the roadshows. One person submitted online and 4 people via post. The University's Equality Fora¹ were used to gather feedback from their membership on equality issues. The Chairs of the fora met with members of the E&D team to pass on the feedback. A similar process took place with the Trade Unions, Student Unions and The Manchester Interfaith Group, whereby representatives from these groups met with the E&D Team to highlight their equality and diversity issues for inclusion in the scheme.

2. Other sources of consultation included:

3.1 Internal

- Student Consultation Project 2008/09 : Student surveys and focus groups
- Disability Equality Scheme consultation
- Gender Equality Scheme consultation
- Race Equality Policy & Action Plan consultation
- Lesbian, Gay, Bisexual and Transgender survey 2009/10
- Uniac Audit Report
- Employers Forum for Disability (EFD) Disability Standard diagnostic report and research
- Equality Impact Assessment consultation and reports

3.2 External

For the process of external consultation an online survey was circulated by email (or by post if requested) to the following stakeholders:

- Local businesses

¹ BME, Disabled & Gender Staff Fora

Manchester Metropolitan University

Organisation Development, Training & Diversity

Appendix E

- Community Voluntary Sector (CVS) Organisations
- Manchester City Council Regeneration Group
- Equality Specialist organisations
- Jobcentre Plus
- Local Media (BBC etc)
- Prospective students
- Religious and Faith groups
- Other HEI's in the Northwest
- MMU Board of Governors
- Gtr Manchester Police Services
- Partner Agencies
- North West Development Agency (NWDA)
- Occupational Health Services
- MMU CareFirst Scheme
- Social networking sites
- City South Manchester Housing Trust

Appendix E

Table 1: Equality Profiles of SES Comments Card Respondees			
*NB. The equality monitoring data on the comments cards were not completed fully by all respondees			
STAFF Feedback	%	STUDENT Feedback	%
PROTECTED CHARACTERISTIC		PROTECTED CHARACTERISTIC	
AGE		AGE	
20 & under	0%	18 to 21	68%
21 to 30	19%	22 to 25	21%
31 to 40	10%	26 to 30	6%
41 to 50	43%	31 to 40	4%
51 to 60	29%	41 to 50	0%
60+	0%	51 to 60	1%
Total	100%	Total	100%
DISABILITY		DISABILITY	
Disabled	25%	Disabled	10%
Not Disabled	58%	Not Disabled	90%
Other	17%	Other	0%
Total	100%	Total	100%
RACE		RACE	
BME	13%	BME	15%
White	88%	White	74%
Other	0%	Other	10%
Total	100%	Total	100%
RELIGION OR BELIEF		RELIGION OR BELIEF	
Athiest	6%	Athiest	12%
Sikh	0%	Sikh	1%
Methodist	0%	Methodist	4%
Mormon	0%	Mormon	1%
Hindu	0%	Hindu	4%
Church of England	29%	Church of England	0%
Muslim	0%	Muslim	39%
Christian	24%	Christian	23%
Agnostic	6%	Agnostic	4%
Catholic	29%	Catholic	11%
Buddhist	6%	Roman Catholic	1%
SEX		SEX	
Female	53%	Female	53%
Male	47%	Male	47%
Total	100%	Total	100%
SEXUAL ORIENTATION		SEXUAL ORIENTATION	
Bisexual	0%	Bi sexual	4%
Gay man	13%	Gay man	6%
Heterosexual	88%	Heterosexual	85%
Gay woman	0%	Gay woman	0%

3. Summary of Feedback

- 4.1 **Table 2** indicates emerging themes arising from the consultation (NB. Section 3 of the SES contains more detail of the issues raised via internal and external consultation and these have been used to inform actions for change). Many people felt equality is present at Manchester Metropolitan University (MMU) and did not highlight any barriers or issues in relation to their study or working life at MMU.
- 4.2 Generally staff and students feel they are treated fairly and MMU has a good awareness of the cultural diversity of the local community and that it gives a good level of support to its students – see quotes after Table 1.
- 4.3 However, some issues arose regarding disabled access at some of the sites and prayer rooms were seen as a priority by a significant number of people. Overall, it was thought that the profile of equality and diversity at MMU needs to be raised and more events around this need to take place to get people involved.

Table 2: Emerging Themes from the Feedback Provided (what you told us)	
All issues below are being addressed through the SES Action Plan, however, the notes in the 'Progress' column provide some further information and updates.	
NB This list is not exhaustive.	
Estates Services/Building	
Issue	Progress
Hollings Library accessibility issues	Being addressed through the Estates strategy.
The Personal Emergency Evacuation Process (PEEP) needs to be much more robust for all staff and students. Better measures/facilities for disabled people both physical and sensory.	Being addressed through the Estates Strategy, Health and Safety Panel and Diversity and Equal Opportunities Committee (DEOC).
Improved information about, and access to contemplative/multi-faith provisions across MMU	A review of provision is currently under way and consideration of future needs on the All Saints Campus is being addressed through the MMU Hub Steering Group.
Human Resources	
Issue	Progress
Greater Clarity about the process of support for	Access to Work procedure is being revised –

Manchester Metropolitan University

Organisation Development, Training & Diversity

Appendix E

<p>disabled staff, particularly those with an illness affecting their mental health would be helpful.</p>	<p>Managers & staff will be informed of these changes. Accessibility of information and guidance will be improved.</p> <p>HR to review guidance from organisations such as MIND and incorporate into guidance and policies.</p>
<p>Workload allocation for academic staff, particularly those who are part-time and/or have carer responsibilities needs to be addressed.</p>	<p>A University Workload Allocation Model has been introduced. An EIA Screening has been carried out.</p>
<p>More support and follow up on any positive action initiatives such as the Aspire Programme – a career development programme for BME staff.</p>	<p>An evaluation of the Aspire programme has been completed by the Development & Training Manager and recommendations about how the needs of different equality groups can be met will be discussed with the Equality Staff Fora.</p>
<p>Issue of reaching out and engaging with staff in grades 1&2 who may not have access to a computer due to not being desk-based.</p>	<p>The Director of Services has made improvements to ensure communication throughout the University for non desk-based staff. Through holding three focus groups, various suggestions had been made including increasing the frequency of staff meetings, improved IT access and since 2008, the introduction of a weekly newsletter now called 'Bitesize'.</p> <p>After a high number of Facilities staff had attended the Absolute Beginners IT course which helped to develop their IT skills, computers had been installed on each campus for use by non desk-based staff.</p> <p>The newly developed E&D Communication Strategy will help to enhance engagement and consultation with these groups of staff.</p> <p>The Co-Chairs of the Staff equality Fora will also endeavour to meet up with staff at various buildings so that feedback can be sought and given. They are also looking into the use of different technologies such as webcams, blogs etc.</p> <p>Possibility of SMS service with a clear policy being looked into.</p>
<p>Application of compulsory default retirement</p>	<p>Equality Impact Assessment – Review to be</p>

Manchester Metropolitan University

Organisation Development, Training & Diversity

Appendix E

age	conducted.
Improved opportunities for progression for female staff.	<p>Pilot of Workforce Planning undertaken which incorporates review of equality data.</p> <p>University signed up to the Athena SWAN Charter aimed at encouraging women into STEM subjects and to improve their career prospects.</p>
Student and Academic Services	
Issue	Progress
Better communication around Personal Learning Plans (PLPs) required to ensure that the PLP's recommendations are put into practice.	The Learner Development Service has implemented PLP training to academic staff and have started work on looking into ways of improving accessibility to teaching and learning material e.g. web access etc
More collaborative events would be welcomed to raise the profile of equality and diversity at MMU: raise awareness and being able to understand different faiths and cultures better.	The E&D Team are to work much more closely with the Students' Union in raising the profile of MMU E&D vision and objectives. A E&D Communication Strategy is to be introduced MMU Staff Equality Event led by Fora is planned for Oct 2010
International Students E&D needs to be taken into account such as providing practical guidance/training training on how to for example, open a bank account etc.	Internationalisation Strategy Group approved introduction of International Staff Induction website. E&D Team to work with the International Office and DEOC to identify any E&D issues in relation to international students and ensure that it takes these into account if necessary and appropriate.
Reviewing the E&D needs of mature students or those who are carers.	All SAS policies (e.g. 'Extenuating Circumstances' etc) have undergone a full EIA and will be monitored and reviewed annually.
Reviewing the needs of students with mental health conditions and providing guidance to students and staff.	<p>The MMU Health & Wellbeing Academy team are working with the E&D Team to review this area of support. A full EIA will be conducted in Jan 2011.</p> <p>A new Mental Health Policy is being developed (for students) and a survey is will be sent out in order to understand the types of issues that students with mental health conditions face.</p>

Manchester Metropolitan University

Organisation Development, Training & Diversity

Appendix E

External Consultation	
The E&D Team identified a series of options to be used in consultation with external partners and wider stakeholders. The following statements are a summary of the key priorities identified:	
For Students:	<ul style="list-style-type: none">• Equality in Student recruitment, admission and retention practices• Access to student guidance and support• Inclusive Marketing (including the prospectus)
For Staff:	<ul style="list-style-type: none">• Enhance staff development and training to provide a good understanding and adherence to promoting equality and fair treatment for all• Fair and inclusive staff recruitment and selection practices
Everyone (students, staff and visitors):	<ul style="list-style-type: none">• Enhance engagement with the community around our Equality and Diversity agenda• Access to buildings/facilities and services
These priorities have been reflected within the SES Action Plan	

4. STAGE 2 (POST DRAFT)

- 5.1 The second round of consultation on the SES Scheme and Action Plan was conducted in August and September 2010. Five workshops for staff and students were held at different locations across the University. Staff and students were also given the opportunity to complete an online consultation form in order to provide us with feedback.
- 5.2 While the response rate was low, with nine people (eight staff and one student) attending the workshops and eight people providing feedback via the online survey (17 in total), there had already been extensive and ongoing consultation throughout the development of the scheme.
- 5.3 Overall, the feedback was positive with the majority of respondents confirming that the scheme and action plan addressed the important issues and was easily understandable. On this basis no further changes had been made to the version of the Scheme endorsed by Directorate in August 2010. There were a number of helpful suggestions in relation to the achievement of actions set out in the action plan and these have been incorporated into the approach to their achievement where possible.

Manchester Metropolitan University
Organisation Development, Training & Diversity
Appendix E

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