



# **Equality & Diversity Policy**

**December 2014**

## **Policy Statement**

### **1 Purpose and Core Principles**

1.1 At Leeds Beckett University we are committed to providing a vibrant, ethical and sustainable working and learning environment that values equality and diversity. This commitment exists alongside our legal and moral obligations to provide an inclusive environment for our staff, students and members of the public who may be affected by our activities and we aim to:

- Provide a supportive, inclusive and welcoming environment in preparing students for employment and lifelong learning
- Engage, value and develop our diverse community of colleagues

### **2 Equality Act 2010 and Public Sector Equality Duty**

2.1 This policy will be supported by Equality Objectives as a result of the Public Sector Duty required by the Equality Act 2010 where Public Bodies must have “due regard” to:

- Eliminate all forms of discrimination, harassment or victimisation;
- Advance equality and diversity; and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2.2 The Equality Act 2010 recognises the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

2.3 The duty to have “due regard” means Public Bodies must:

- Remove or minimise disadvantages suffered by people because of any of the protected characteristics;
- Take steps to meet the needs of such people when they are different from the needs of others; and
- Encourage such people to participate in public life or in any other activity in which their participation is low.

2.4 Having “due regard” means that a public body must consciously consider the three aims of the general duty in all decision making, including:

- The way it recruits and treats all its staff and students;

- The way it makes and changes policies;
- How it delivers services; and
- How it pays others to deliver goods and services on its behalf.

### 3 Scope

3.1 This policy applies to everyone at our University, including staff, agency staff, students, visitors and external contractors.

### 4 Responsibility

4.1 We have a clearly defined organisational structure for equality and diversity that mirrors our operational structure. It defines who has executive and non-executive responsibilities for equality and diversity.

4.2 Everyone at our University, including visitors and external contractors, has a role in ensuring that we work and study in an inclusive environment, recognising and celebrating diversity. We each have a responsibility to:

- Ensure we are acquainted with and adhere to this policy as it applies to work, study and research activities;
- Treat colleagues, students and others with dignity and respect in line with our values.

Details of our corporate and individual responsibilities are set out at Appendix 1

### 5 Monitoring

5.1 The application of this policy will be monitored by the Equality and Diversity Committee, informed by a range of measures including:

Measures	Frequency
Staff Survey Results	Biennial
Equality Impact Assessments	Annual
HESA returns and HEIDI data	Annual
Student Data (attainment, progression, employment)	Annual
Staff Data (grievance and disciplinary, recruitment and workforce profile)	Annual
Relevant sector benchmarking	Annual

5.2 We actively consult with our staff and students on equality and diversity matters. At a University level this is done through the Equality and Diversity Committee, and at a local level, via Equality and Diversity Advisory Groups, Equality Forums and the Students' Union.

5.3 Trade union representatives also provide a focal point for this staff consultation on equality and diversity matters and are also an important source of advice and guidance for union members.

## **6 Review**

- 6.1 The effectiveness of this policy will be reviewed by the Equality and Diversity Committee using the results of monitoring and other work. This will be reviewed annually and reported to the Corporate Management Team and the Board of Governors.
- 6.2 The Equality and Diversity Team will update this policy to reflect changes approved by the Corporate Management Team and the Board of Governors. The updated policy will be published on our University website.

## **7 Codes of Practice**

- 7.1 Codes of practice relevant to equality and diversity should be read in conjunction with this policy and set out our University's position in relation to specific areas. These are maintained on the Equality and Diversity web pages at:

<https://www.leedsbeckett.ac.uk/staff/equality-diversity.htm>

## **8 Related Documentation**

- 8.1 This policy should be considered in conjunction with our codes of practice and our Dignity at Work and Study Policy and Public Sector Equality Duty available from:

[https://www.leedsbeckett.ac.uk/staff/files/NN\\_Dignity\\_at\\_Work\\_and\\_Study\\_Policy.pdf](https://www.leedsbeckett.ac.uk/staff/files/NN_Dignity_at_Work_and_Study_Policy.pdf)

[https://www.leedsbeckett.ac.uk/files/external/NN\\_Public\\_Sector\\_Equality\\_Duty.pdf](https://www.leedsbeckett.ac.uk/files/external/NN_Public_Sector_Equality_Duty.pdf)

**1 All Colleagues**

1.1 We have developed this policy by highlighting specific roles for all colleagues at all levels. However, all staff and students have a responsibility for equality and diversity and are required to:

- Ensure we are acquainted with and adhere to this policy as it applies to work, study and research activities;
- Treat colleagues, students and others with dignity and respect in line with our values.

**2 Board of Governors**

2.1 The Board of Governors plays an important role in monitoring and evaluating the effectiveness of this policy. Their duties in this non-executive role are to:

- Ensure we have in place a policy for equality and diversity for staff and students, and that it is up-to date and reflects the full range of our activities;
- Ensure that the Finance, Staffing and Resources Committee receive and consider an annual report encompassing staff and students.

**3 Vice Chancellor**

3.1 The Vice Chancellor, as our most senior manager, has the ultimate responsibility for leading our University and demonstrating that equality and diversity matters are embedded into the strategic plan. The VC's duties are to:

- Ensure this policy is being effectively implemented across our University;
- Identify and communicate to direct reports their responsibilities for managing equality and diversity;
- Establish an operational structure that ensures clear accountability for equality and diversity;
- Ensure that equality and diversity is a factor when appointing direct reports and assessing their overall performance;
- Ensure that direct reports have a suitable level of knowledge and understanding to effectively carry out their duties within this policy;
- Ensure effective consultation with employees on equality and diversity matters through the operation of a Equality and Diversity Committee;
- Ensure that suitable and sufficient resources are provided to direct reports to effectively meet the equality and diversity needs of their respective Faculty/Service.

**4 Corporate Management Team**

4.1 The Corporate Management Team is responsible for the executive management of our affairs and activities, and as such for providing an inclusive environment for work and study. Their duties in this are to:

- Demonstrate commitment and support for the establishment of a positive equality and diversity culture;
- Respond to recommendations from the Board of Governors and the Equality and Diversity Committee as they relate to this policy and its implementation;
- Allocate responsibility to a team member to provide executive oversight and act as a champion for equality and diversity issues;
- Review equality and diversity matters at Corporate Management Team meetings.

## 5 Secretary and Registrar, Deans and Directors

5.1 The Secretary and Registrar, Deans, and Directors are the most senior managers in their respective Faculty/Service. As such they have the primary responsibility for ensuring this policy is fully implemented in their area. Their duties in this are to:

- Satisfy themselves that this policy is being effectively and consistently implemented in their respective Faculty/Service;
- Identify and communicate to direct reports their responsibilities for managing equality and diversity;
- Ensure that direct reports have a suitable level of knowledge and understanding to effectively carry out their duties within this policy and undertake all the relevant training identified in Faculty/Service equality and diversity training needs analysis;
- Establish and maintain a local Equality and Diversity Advisory Group, ensuring the membership is representative of the full range of staff and student activities undertaken in the Faculty/Service;
- Ensure that suitable and sufficient resources are provided to direct reports to ensure they can effectively meet the equality and diversity needs of their staff and students.

## 6 Local Management Teams

6.1 Local management teams are responsible for the management of the affairs and activities in each Faculty and Service, and as such for local implementation of this policy to provide an inclusive environment for work and study. Each team's duties in this are to:

- Demonstrate commitment and support for the establishment of a positive equality and diversity culture within the Faculty/Service;
- Act on recommendations from the Corporate Management Team, the Equality and Diversity Committee, and the local Equality and Diversity Advisory Group as they relate to the implementation of this policy at a local level;
- Appoint a Champion as the Faculty/Service coordinator for equality and diversity, ensuring that they are sufficiently knowledgeable and empowered to influence and maintain awareness of Faculty/Service issues and performance;
- Review equality and diversity matters and issues associated with the Equality Objectives at team meetings.

## 7 Director of Human Resources

7.1 The Director of Human Resources has a key role in helping establish a positive equality and diversity culture. The duties of the Director of Human Resources in this role are to:

- Establish and maintain an effective central support team for the provision of equality and diversity advice, support and guidance to managers, staff and students;
- Ensure that direct reports engaged in the provision of equality and diversity support and advice have an appropriate level of competence, providing training and continual professional development as required;
- Ensure the central support team is provided with suitable and sufficient resources to enable it to support managers, staff and students on equality and diversity matters.

## 8 Equality and Diversity Team

8.1 The Equality and Diversity team are responsible for advising managers, staff and students on equality and diversity matters. The duties in this team are to:

- Actively promote this policy across the organisation and provide central co-ordination of equality and diversity activities;
- Co-ordinate and contribute to the monitoring and auditing of our University's equality and diversity performance to enable internal and external benchmarking and report production;
- Develop Equality Objectives in line with the Public Sector Equality Duty requirements of the Equality Act 2010.
- Obtain specialist equality and diversity advice as required and respond to new equality and diversity legislation, case law or changes in interpretation.
- Escalate where a breach of legislation has been identified to the Equality and Diversity Committee;

## 9 Equality and Diversity Committee

9.1 The purpose of the Committee is:

- To consider the equality and diversity aspects of our University's culture and environment for work and study;
- To act as a forum for the engagement of staff and students in issues relating to equality and diversity;
- To advise on the development of policies, procedures and practices directly relating to equality and diversity, and those that indirectly affect equality and diversity issues;
- To monitor statistics and data that evidence our compliance with its regulatory duties as a public sector organisation, and help identify and develop areas of good practice;
- To promote greater awareness of equality and diversity policies to ensure continuous improvement in our performance.

## 10 Equality and Diversity Advisory Groups

### 10.1 The purpose of the Advisory Groups is:

- To consider the equality and diversity aspects of the Faculty/Service culture and environment for work and study;
- To act as a forum for the engagement of staff and students on issues relating to equality and diversity within the local Faculty/Service;
- To advise on the local implementation of policies, procedures and practices directly relating to equality and diversity, and those that indirectly affect equality and diversity issues;
- To monitor statistics and data that evidence Faculty/Service compliance with the wider regulatory duties as a public sector organisation, and help identify and develop areas of good practice;
- To promote greater awareness of the Equality and Diversity Policy and Equality objectives within the Faculty/Service to ensure continuous improvement in performance;
- To support the embedding of equality and diversity across all Faculties and Services measured by the Advisory group annual effectiveness review.

## 11 Equality and Diversity Forums

### 11.1 The purpose of the Forums is:

- To provide a safe and supportive environment in which to discuss issues relating to each of the equality strands;
- To provide support and networking and share best practice across all equality strands;
- To assist in the monitoring and reporting on compliance with equality and diversity legislation and good practice;
- To contribute to the development of policies directly relating to equality and diversity, and those which indirectly affect equality and diversity issues through the equality impact assessment process.