

Strategic Aim:

Reaching Wider: delivering wider participation in support of social inclusion and economic upskilling

1.1 Proposed Outcome: to ensure that the sector takes account of disability, gender and race considerations when implementing its widening access (WA) strategies and Reaching Wider (RW) proposals.

Action: the Widening Access Committee (WAC) to regularly monitor equalities-related data to support the sector to make progress in widening access to, and supporting students through, the education system.

Equality Strands: disability / gender / race

Post Holder Responsible: Senior Widening Access Policy Manager / Disability & Diversity Co-ordinator.

Timescale: on-going.

Progress to Date: the final WAC meeting received a report on equality and diversity-related issues Oct 08 (WAC/08/18). In December 08, staff prepared a draft remit for a new L&T committee which includes the work of WAC.

1.2 Proposed Outcome: to ensure that the sector takes account of disability, gender and race considerations when implementing its widening access (WA) strategies and Reaching Wider (RW) proposals.

Action 1.2: monitor widening access activity, including the Reaching Wider initiative, to include an analysis of actions related to the recruitment of black and other minority ethnic communities (BME) and disabled people.

Equality Strands: disability / race

Post Holder Responsible: Senior Widening Access Policy Manager / Disability & Diversity Co-ordinator.

Timescale: on-going. Strategies cover period 2006/07 to 2009/10 and will be rolled forward to 2010/11 to take account of Reaching Higher outcomes and HEA review findings.

Progress to Date: WA and RW equalities work is taken into account during the AMS monitoring process. HEA to review WA strategies and RW proposals taking account of E&D-related issues.

1.3 Proposed Outcome: to ensure that the sector takes account of disability, gender and race considerations when implementing its widening access (WA) strategies and Reaching Wider (RW) proposals.

Action: Reaching Wider (RW) funding circulars for the period 2008 to 2010 to include guidance on setting targets for work with disabled students.

Equality Strands: disability

Post Holder Responsible: Senior Widening Access Policy Manager.

Timescale: achieved and monitored through the AMS process.

Progress to Date: circulars W07/38HE and W07/45HE drew Reaching Wider Partnerships' attention to the need to work with disabled students.

1.4 Proposed Outcome: to ensure that HEFCW's widening access policy development supports institutions' retention-related work including taking account of equalities issues.

Action: the Widening Access Committee to consider actions to improve retention, including specific consideration of BME and disabled students' retention.

Equality Strands: disability / race

Post Holder Responsible: Senior Widening Access Policy Manager.

Timescale: on-going.

Progress to Date: WAC's meeting (Feb 08 and Oct 08) received and advised on HEFCW's draft retention plan to support the sector to improve student retention, including disabled students. (Dec 08). HEFCW / AMOSSHE Wales meeting to explore closer working and to inform HEFCW's WA policy development.

1.5 Proposed Outcome: to disseminate equalities good practice across the RW Partnerships.

Action: all Wales BME project led by the South West Wales RW Partnership to be embedded in all Partnership's provision from Sept 2008, including sharing of good practice.

Equality Strands: race

Post Holder Responsible: Senior Widening Access Policy Manager.

Timescale: on-going.

Progress to Date: Widening Access Conference (June 2008) included seminar on HE work with new BME communities. RW Funded proposals 2008 to 2010 submitted to us in January 2008 confirmed actions to continue All-Wales BME activities. RW Partnership proposals are monitored annually to ensure progress against agreed actions.

Strategic Aim:

The Student Deal: delivering the highest quality learning and related support

2.1 Proposed Outcome: inform monitoring process with regard to issues of relevance to equalities in learning and teaching.

Action: data to be monitored and published on performance of students in area of learning and teaching.

Equality Strands: disability / gender / race

Post Holder Responsible: Statistical Analyst.

Timescale: May 2008.

Progress to Date: 2006/07 student and staff data has been collated for monitoring purposes, has been discussed internally and has been published on the HEFCW website.

2.2 Proposed Outcome: assist institutions with integrating equalities issues into their learning and teaching strategies.

Action: include specific guidance on equalities issues within learning and teaching strategies.

Equality Strands: disability / gender / race

Post Holder Responsible: Senior Learning & Teaching Manager.

Timescale: January 2008.

Progress to Date: Achieved – feedback provided to institutions.

- 2.3 Proposed Outcome:** disseminate greater awareness amongst institutions of how equalities issues impact on learning and teaching.
Action: liaise with HEFCW's Disability and Diversity Coordinator; utilise resources of the Higher Education Academy, including reference to equalities issues in learning and teaching strategies seminar.
Equality Strands: disability / gender / race
Post Holder Responsible: Senior Learning & Teaching Manager
Timescale: December 2008
Progress to Date: achieved - Learning and teaching strategies seminar addressed equalities issues; liaising with HEFCW's Disability and Diversity Coordinator including in relation to actions arising from the UK work on Gender and Race Degree attainment project.

Strategic Aim:

Research excellence: delivering improved research performance to underpin the knowledge economy and cultural and social renewal

- 3.1 Proposed Outcome:** to ensure that the new metrics-based approach to research assessment (the Research Excellence Framework) takes proper account of equality issues.
Action: as part of the development process, the UK HE funding bodies will undertake an impact assessment of the new arrangements, which will include consideration of equality implications.
Equality Strands: disability / gender / race
Post Holder Responsible: Senior Research Manager.
Timescale: August 2009.
Progress to Date: The impact assessment has been built into the plans and timetable for the development work.

Strategic Aim:

Benefiting the Economy and Society: delivering more productive relationships between higher education institutions and the public and private sectors, other agencies and local communities

4.1 Proposed Outcome: to ensure that institutions take account of disability, race and gender considerations when developing and implementing their third mission strategies.

Action: *Third Mission Strategies:* Circular W07/18 HE published in May 2007 required HEIs to take into account of how their strategies will address the needs of potentially disadvantaged groups (in relation to age, disability, gender and race, including monitoring arrangements).

Equality Strands: disability / gender / race

Post Holder Responsible: European / International Manager and Senior Economic Development Manager.

Timescale: strategies cover period 2007/08 to 2009/10.

Progress to Date: strategies have been analysed against these requirements. All institutions have confirmed that they have appropriate policies and procedures in place.

4.2 Proposed Outcome: ensure that GO Wales appropriately responds to issues related to the employability of clients from minority ethnic groups.

Action: in discussion with WEFO and WAG, ensure that the development of the business plan for GO Wales phase 5 includes appropriate PIs for take-up by clients from minority groups.

Equality Strands: disability / gender / race

Post Holder Responsible: GO Wales Programme Manager.

Timescale: December 2009.

Progress to Date: equal opportunities is a cross cutting theme for the 2007-13 round of structural funding, and a business plan has been approved by WEFO which satisfactorily reflects the importance of this key theme. We have set targets for BME participants in GO Wales, which will be monitored. Targets may need to be revised in the light of the WEFO decision not to allow non EU students to participate in the Programme.

- 4.3 Proposed Outcome:** to make progress in the development of improvements in the employability and employment graduates from minority groups.
Action: to ensure that actions undertaken to implement *Skills that Work for Wales* include proper focus on equality issues.
Equality Strands: disability / gender / race
Post Holder Responsible: Senior Economic Development Manager.
Timescale: To be determined in accordance with WAG timetable for implementation of *Skills that Work for Wales*.
Progress to Date: On-going.
- 4.4 Proposed Outcome:** to better understand how BME clients use the GO Wales programme and remedy any disadvantage that may be identified.
Action: to encourage HEI careers services to continue to build on their relationships with AWEMA to encourage appropriate HE interests.
Equality Strands: race
Post Holder Responsible: GO Wales Programme Manager.
Timescale: December 2009.
Progress to Date: the new GO Wales Programme began on 1 January 2009, and we will be collecting ethnicity data for individual participants. It will be possible to cross tabulate this with the kind of services accessed by individuals, and consider necessary corrective action such as approaches to marketing to potential BME clients.
- 4.5 Proposed Outcome:** to promote the recruitment of international students and enhance the diversity of the student population and local communities in Wales; to promote opportunities for students from different ethnic and cultural backgrounds.
Action: to provide match funding via a three-year funding arrangement with the HE sector for the Wales International Consortium to 2012.
Equality Strands: race
Post Holder Responsible: European/International Manager.
Timescale: annually to 2012.
Progress to Date: on schedule.

- 4.6 Proposed Outcome:** HEIs are able to effectively benchmark and understand CSR and environmental activity and compare these against existing corporate performance.
Action: the Environmental Association for Universities and Colleges to seek volunteer HEIs to participate in this project.
Equality Strands: disability / gender / race
Post Holder Responsible: Estates Consultant.
Timescale: Aug 08-July 2010.
Progress to Date: funding approved. Three Welsh HEIs have now signed up to participate in the benchmarking exercise.

Strategic Aim:

Initial Teacher Training (ITT): delivering newly qualified teachers of high quality

- 5.1 Proposed Outcome:** institutions, through their recruitment activities, to contribute to ensuring a diverse entry to the teaching profession.
Action: inclusion of activities focusing on recruitment and retention, including actions to support a diverse entry to the teaching profession. This includes institutional ITT strategies.
Equality Strands: disability / gender / race
Post Holder Responsible: Senior Learning & Teaching Manager.
Timescale: November 2008.
Progress to Date: achieved Institutions presented annual monitoring statements in November 2008. All institutions have included an appropriate section on recruitment and retention in their strategies.
- 5.2 Proposed Outcome:** work with the sector to ensure that the teaching profession attracts a diverse range of teacher trainees.
Action: Sector Teacher Training and Education Recruitment Forum (which HEFCW staff attend) to include a focus on diversity in the teaching profession.
Equality Strands: disability / gender / race
Post Holder Responsible: Senior Learning & Teaching Manager.
Timescale: on-going.

Progress to Date: the Forum has revamped its website & included profiles of students from a range of diverse backgrounds.

Strategic Aim:

Making it Work: a strong emphasis on reconfiguration, collaboration, and other measures to sustain improved performance of individual institutions and the higher education sector as a whole.

- 6.1 Proposed Outcome:** to consider whether any issues arise with regard to particular equality groups, staff or students, and to inform future action by reviewing statistical annually.
Action: collate appropriate data to assist in monitoring the performance of the HE sector in Wales, including on staff and students for consideration at the Sector Equality and Diversity Group.
Equality Strands: disability / gender / race
Post Holder Responsible: Statistical Analyst.
Timescale: May 2008 & May 2009.
Progress to Date: 2006/07 student and staff data has been collated for monitoring purposes, has been discussed internally and has been published on the HEFCW website.
- 6.2 Proposed Outcome:** ensure that HEFCW provides quality advice and guidance to HEIs on their duties towards students and staff and foster the development and dissemination of good practice and innovation in equality.
Action: review arrangement for central support of equality and diversity work for HE in Wales.
Equality Strands: disability / gender / race
Post Holder Responsible: Head of L,G & I / Senior Institutional Assurance Manager.
Timescale: June 2009.
Progress to Date: Council has agreed revised arrangements. We will be consulting the sector over the next few months.
- 6.3 Proposed Outcome:** ensure that HEFCW consults and involves meaningful with external stakeholders on all areas of equality.

Action: establish a reference group to advise HEFCW on equality and diversity matters relating to the HE sector.

Equality Strands: disability / gender / race

Post Holder Responsible: Disability & Diversity Co-ordinator.

Timescale: December 2009.

Progress to Date: on-schedule.

6.4 Proposed Outcome: facilitate cross-council work on equalities and provide advice to Management Board.

Action: convene at least three meetings of the Sector Equality & Diversity Group.

Equality Strands: disability / gender / race

Post Holder Responsible: Disability & Diversity Co-ordinator.

Timescale: on-going.

Progress to Date: on-schedule.

6.5 Proposed Outcome: to ensure that good practice of disability equality is disseminated to the HE sector and more widely.

Action: commission consultants to review disability provision practices for both students and staff across the sector via a review of institutional Disability Equality Schemes.

Equality Strands: disability

Post Holder Responsible: Disability & Diversity Co-ordinator

Timescale: June 2009

Progress to Date: on-schedule. Consultants were invited to tender for the work in December 2008. We hope to appoint successful candidates in February 2009 with a view of having the final dissemination event in June 09.

6.6 Proposed Outcome: inform and disseminate best equality practice across the sector.

Action: under the HEFCW-funded SW Wales HE Partnership the Swansea University Recording Centre for the Blind is to be rolled out to Swansea Metropolitan University and Trinity College Carmarthen. Monitoring of SW Wales HE Partnership deliverables by Senior Strategic Development Manager

Equality Strands: disability

Post Holder Responsible: Senior Strategic Development Manager

Timescale: September 2008

Progress to Date: achieved – Recording centre for the Blind has been rolled out Monitoring of deliverables is ongoing.

6.7 Proposed Outcome: inform and disseminate best equality practice across the sector.

Action: under the HEFCW-funded SW Wales HE Partnership, an Assessment of Needs (DSA) Centre is to be established. Monitoring of SW Wales HE Partnership deliverables by Senior Strategic Development Manager.

Equality Strands: disability

Post Holder Responsible: Senior Strategic Development Manager

Timescale: September 2008

Progress to Date: DSA Centre is being rolled out but the timescales have been revised in the light of training requirements.

6.8 Proposed Outcome: inform and disseminate best equality practice across the sector.

Action: establish and contribute to research project to assess the barriers facing Welsh women in terms of stereotyping, discrimination, the pay gap and lack of affordable care for children and elder care.

Equality Strands: gender

Post Holder Responsible: Disability & Diversity Co-ordinator

Timescale: December 2009

Progress to Date: on-schedule. Starting with collaboration with the Leadership Foundation, we will shortly be commissioning research to assess what current barriers women face progressing to senior management in HE in Wales.

6.9 Proposed Outcome: a detailed understanding what progress has been made within the sector over this period and to highlight the achievements of institutions and highlight areas for potential additional action/investigation.

Action: commission a new evaluation project with HEFCE to research the changes the higher education sector in England and Wales has seen over the past ten years in relation to the support of disabled students.

Equality Strands: disability

Post Holder Responsible: Disability & Diversity Co-ordinator

Timescale: September 2008

Progress to Date: the final report is scheduled to be published in early 2009.

6.10 Proposed Outcome: inform and disseminate best equality practice across the sector.

Action: evaluate HEFCW-funded pilot Mentoring Scheme for Women in HE. Monitoring of deliverables for pilot Welsh Universities Mentoring Scheme (WUMS) for Women in Higher Education in Wales by Senior Strategic Development Manager.

Equality Strands: gender

Post Holder Responsible: Senior Strategic Development Manager

Timescale: January 2009

Progress to Date: achieved. Evaluation completed and positive outcomes have led to a further proposal for funding which is under consideration.

6.11 Proposed Outcome: ensure that HEFCW is engaging clearly and effectively with the sector regarding equality.

Action: commence a further round of visits to HEIs with a view to identifying the key challenges for both individual HEIs and the sector as a whole.

Equality Strands: disability / gender / race

Post Holder Responsible: Disability & Diversity Co-ordinator

Timescale: on-going

Progress to Date: on-going and on schedule.

Strategic Aim:
HEFCW as an Employer

7.1 Proposed Outcome: consider the implications of Equality Bill and align its outcomes with our internal and external equality work.

Action: monitor and check passage of the Equality Bill.

Equality Strands: disability / gender / race

Post Holder Responsible: HR / Disability & Diversity Co-ordinator

Timescale: on-going

Progress to Date: on-going.

- 7.2 Proposed Outcome:** engage with all equality strands in a coherent a holistic way in order to reduce bureaucracy and ensure that equality is properly mainstreamed into our core activities.
Action: develop a single, over-arching Equality Scheme and action plan.
Equality Strands: disability / gender / race
Post Holder Responsible: HR / Disability & Diversity Co-ordinator
Timescale: July 2008
Progress to Date: scheme & action plan developed and published in July 2008.
- 7.3 Proposed Outcome:** report of how HEFCW has been its statutory responsibilities.
Action: produce an annual report on the operation of the Equality Scheme and all HEFCW's equality and diversity activities, both internally and externally.
Equality Strands: disability / gender / race
Post Holder Responsible: HR / Disability & Diversity Co-ordinator
Timescale: December 2008 and December 2009
Progress to Date: the 2008 Equality and Diversity Report was published in January 2009.
- 7.4 Proposed Outcome:** Equality Impact Assessment procedures are fully embedded within HEFCW.
Action: continue to ensure that all staff are fully aware of their responsibilities and understand the EIA policy via staff training and further development of our EIA procedures.
Equality Strands: disability / gender / race
Post Holder Responsible: Disability & Diversity Co-ordinator
Timescale: on-going
Progress to Date: EIA Guidance document is due to be updated in January 2009. Co-ordination of internally-facing EIAs is now undertaken by HR.
- 7.5 Proposed Outcome:** continue to develop HEFCW's understanding across all six equality strands to help inform HEFCW policy.
Action: explore and develop links with equality associations and organisations, such as Stonewall Cymru.
Equality Strands: disability / gender / race

Post Holder Responsible: Disability & Diversity Co-ordinator

Timescale: December 2009

Progress to Date: D&DC met with the Director of Stonewall Cymru in November 2008 and will be attending the ECU LGBT Research Conference in March 2009.

7.6 Proposed Outcome: ensure that our procurement procedures do not unintentionally disadvantage any equality group(s).

Action: Equality Impact assess: Annual Review of Procurement Policies, Procedures and Tools

Equality Strands: disability / gender / race

Post Holder Responsible: Procurement Manager

Timescale: November 2008

Progress to Date: annual review planned by May 2009, in line with the new EIA process for internal policies.

7.7 Proposed Outcome: ensure that our procurement procedures do not unintentionally disadvantage any equality group(s).

Action: use of Sustainable Procurement Risk Assessment Templates (includes Equalities) on procurements over £25K inc. VAT.Procedures and Tools

Equality Strands: disability / gender / race

Post Holder Responsible: Procurement Manager

Timescale: November 2008

Progress to Date: on-going use of the Risk Assessment Templates on all procurements above £25K inc.VAT.

7.8 Proposed Outcome: ensure that all staff understand their rights and responsibilities pertaining to our procurement procedures, including equality issues.

Action: training on Sustainable Procurement Risk Assessment Templates above (includes Equalities) for contract managers.

Equality Strands: disability / gender / race

Post Holder Responsible: Procurement Manager

Timescale: November 2008

Progress to Date: training delivered on an on-going basis, built into the formal tendering process.

7.9 Proposed Outcome: to undertake detailed work on internal-facing equalities matters reporting to HEFCW Management Board.

Action: convene at least 3 meetings of the Internal Equality & Diversity Group to facilitate cross-council working on equality.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: on-going
Progress to Date: roles indentified for HEFCW's internal Equality Group. Meetings to be booked for 2009.

7.10 Proposed Outcome: improve accessibility of information for all internal and external stakeholders.

Action: to roll out and monitor the implementation of the HEFCW Style Guide and accessible information policy and guidelines. To raise staff awareness in this area where gaps are perceived.

Equality Strands: disability / gender / race

Post Holder Responsible: Communications Manager

Timescale: April 2009

Progress to Date: Style Guide completed and launched in May 2008, incorporating good practice in accessible communications. Accessible information policy and guidelines drafted, but will be disseminated in April 2009 following a review of communications policies. Monitoring of Style Guide – ongoing, with a relaunch in April 2009. Reminders about good practice sent to staff periodically.

7.11 Proposed Outcome: improve accessibility of information for all internal and external stakeholders.

Action: to improve the design, accessibility and usability of HEFCW's website.

Equality Strands: disability / gender / race

Post Holder Responsible: Communications Manager

Timescale: June 2009

Progress to Date: website review started in Autumn 2009, and included a user survey. Information has been regrouped to make it easier to find on the website.

7.12 Proposed Outcome: improve accessibility of information for all internal and external stakeholders.

Action: implement new Communication and Consultation Strategy.

Equality Strands: disability / gender / race

Post Holder Responsible: Communications Manager / Disability & Diversity Co-ordinator

Timescale: April 2009

Progress to Date: drafted, but undertaking a review of communications policies before it is launched in April 2009.

7.13 Proposed Outcome: improve accessibility of information for all internal and external stakeholders.

Action: produce and implement an Accessible Information Policy.

Equality Strands: disability / gender / race

Post Holder Responsible: Communications Manager / Disability & Diversity Co-ordinator

Timescale: April 2009

Progress to Date: See 7.10.

7.14 Proposed Outcome: improve HEFCW's profile as an employer and the sector as a whole by demonstrating our commitment to equality and diversity.

Action: to develop a portfolio of pictures and case studies for use in appropriate publicity over the next 12 months, including positive images of diversity.

Equality Strands: disability / gender / race

Post Holder Responsible: Communications Manager

Timescale: December 2009

Progress to Date: on-schedule.

7.15 Proposed Outcome: to improve accessibility for disabled members of staff or visitors.

Action: automate main entrance doors to Linden Court, Office Manager to consider options and arrange for works to be undertaken.

Equality Strands: disability

Post Holder Responsible: Facilities Manager

Timescale: March 2008

Progress to Date: works completed and main entrance door is automated – April 2008.

7.16 Proposed Outcome: to improve accessibility for disabled members of staff or visitors.

Action: building signage should be replaced with signs that comply with the Best Practice Guidance.

Equality Strands: disability

Post Holder Responsible: Facilities Manager

Timescale: April 2008

Progress to Date: HEFCW owned building signage has been replaced with signs that comply with best practice – April 2008.

7.17 Proposed Outcome: to improve accessibility for disabled members of staff or visitors.

Action: designate appropriate accessible parking for disabled staff and visitors to HEFCW offices in Cardiff.

Equality Strands: disability

Post Holder Responsible: Facilities Manager

Timescale: August 2008

Progress to Date: completed August 2008.

7.18 Proposed Outcome: to improve accessibility for disabled members of staff or visitors.

Action: accessible alterations to HEFCW entrance, lobby and reception

Equality Strands: disability

Post Holder Responsible: Facilities Manager

Timescale: March 2008

Progress to Date: completed March 2008.

7.19 Proposed Outcome: to improve accessibility for disabled members of staff or visitors.

Action: install induction loop system at the reception desk and train frontline staff in its use.

Equality Strands: disability

Post Holder Responsible: Facilities Manager

Timescale: March 2008

Progress to Date: completed March 2008.

7.20 Proposed Outcome: to improve accessibility for disabled members of staff or visitors.

Action: provide additional seating across the organisation – including reception and our meeting rooms – including chairs with adjustable and with/without arms.

Equality Strands: disability

Post Holder Responsible: Facilities Manager

Timescale: May 2008

Progress to Date: new chairs provided April 2008.

- 7.21 Proposed Outcome:** to improve accessibility for disabled members of staff or visitors.
Action: provide portable hearing induction system for use anywhere within HEFCW.
Equality Strands: disability
Post Holder Responsible: Facilities Manager
Timescale: April 2008
Progress to Date: portable induction loop purchased and is available from March 2008.
- 7.22 Proposed Outcome:** to improve accessibility for disabled members of staff or visitors.
Action: develop Emergency Evacuation of Disabled Persons Procedures (PEEPs) for staff and visitors where required.
Equality Strands: disability
Post Holder Responsible: Facilities Manager
Timescale: April 2008
Progress to Date: completed and issued March 2008.
- 7.23 Proposed Outcome:** to improve accessibility for disabled members of staff or visitors.
Action: provide Vertical travel between lower ground car park and upper ground floor/courtyard.
Equality Strands: disability
Post Holder Responsible: Facilities Manager
Timescale: ongoing liaison with Landlord's managing agent.
Progress to Date: this is the responsibility of HEFCW's site landlord. The managing agent has been issued with a copy of the HEFCW DDA access report. Installation of the lift has been discussed with the on-site building manager.
- 7.24 Proposed Outcome:** to improve accessibility for disabled members of staff or visitors.
Action: improve accessibility of building, including courtyard, parking and communal areas.
Equality Strands: disability
Post Holder Responsible: Facilities Manager
Timescale: ongoing liaison with Landlord's managing agent.

Progress to Date: a copy of the access report has been issued to the landlord of Linden Court. Bin in centre of courtyard removed July 08. Accessible parking bays re-marked see 7.17.

7.25 Proposed Outcome: to inform monitoring and action planning
Report produced providing full analysis.

Action: to publish data related to staff and applicants on an annual basis (April – March 07/08, May – November 08) informing the monitoring process and action planning: Data on staff in post; Data on applicants and Data promotion. The employee data report is not able to be fully published as it enables individuals to be identified and is therefore contravening the DPA. The applicant data report can be published in full.

Equality Strands: disability / gender / race

Post Holder Responsible: HR & Training Manager

Timescale: May & November for 2008 only, thereafter December to November

Progress to Date: May report provided. Report to include December to be produced in January and in line with Equality Scheme dates. 'Censored' reports provided for publication.

7.26 Proposed Outcome: all employees to be kept up to date with current legislative requirements and best practice.

Action: to continue diversity training programmes. Mandatory for all new starters; refresher training for current employees. Training and refresher training for Council Members. Programme is run in June of each year.

Equality Strands: disability / gender / race

Post Holder Responsible: HR & Training Manager

Timescale: on-going

Progress to Date: programmes ran during November and further programme to be run early 2009. Further training to be planned for September 09. Refresher training for Council Members to be reviewed once new members appointed.

7.27 Proposed Outcome: to ensure HEFCW has in place the specific support mechanisms for employees.

Action: to develop a programme of training for specific groups of employees: Fair Treatment Adviser training; Investigation Officer training and Impact Assessment training.

Equality Strands: disability / gender / race

Post Holder Responsible: HR & Training Manager

Timescale: on-going

Progress to Date: five additional Fair Treatment Advisers have been trained. Four additional Investigation Officers have been trained. Impact Assessment training was undertaken in early 2008. Fair Treatment & Dignity at Work policy reviewed and amended.

7.28 Proposed Outcome: ensure HEFCW has in place the specific requirements for fair, open and transparent recruitment process and decisions are based on capability to undertake the role.

Action: ensure that all employees involved in the recruitment process follow legislative and best practice guidelines. DVD is available for employees involved in recruitment. HR is involved in all stages of selection, including shortlisting and interviewing. HEFCW also places all adverts in the job centre and with Right Couutts.

Equality Strands: disability / gender / race

Post Holder Responsible: HR & Training Manager

Timescale: on-going and as required

Progress to Date: vacancies for 2008: Senior Financial Assurance Manager; Financial Accountant; Directorate Administrator; Senior Administrator; Projects Officer. R&S programme currently being reviewed for 2009.

7.29 Proposed Outcome: to improve HEFCW's profile as an employer and to provide information to improve and develop procedures.

Action: external perceptions of HEFCW as an employer: To develop an action plan based on recommendations from the assessment. The report from Riley's (advertising providers) has been produced and from this an action plan will be developed and put to Management Board for approval.

Equality Strands: disability / gender / race

Post Holder Responsible: HR & Training Manager

Timescale: start October 2008

Progress to Date: focus groups held. Action plan produced and presented to MB in October 2008. Actions underway to develop and enhance recruitment procedures, eg, review of information issued within application pack, review of job descriptions.

- 7.30 Proposed Outcome:** monitor and evaluate HEFCW's new application process.
Action: survey applicants who apply for a post to identify accessibility and ease of use, both hard copy and electronic.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: December 2008
Progress to Date: survey due to be undertaken.
- 7.31 Proposed Outcome:** improve diversity of HEFCW employees.
Action: Develop links with relevant community groups. HEFCW to investigate the potential of including volunteer days within the Special Leave policy. Proposal go forward to Management Board/Works Council/HR Committee.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: December 2008
Progress to Date: volunteer days approved and included within Special Leave policy. Work Experience placement undertaken and evaluation documented. Part of SEWEN Steering & Network. Also part of WLB network. AWEMA wall planner advertising undertaken annually. Links established with Urban UK for further diversity advertising.
- 7.32 Proposed Outcome:** improve diversity of HEFCW employees.
Action: to evaluate the work experience programme to ensure that: the policy and guidelines are effective and identify and make any improvements identified.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: on-going
Progress to Date: a work placement has been undertaken in July 2008. Evaluation of placement carried out and documented. Overall outcome from both parties was a success.
- 7.33 Proposed Outcome:** improve diversity of HEFCW employees.
Action: evaluate HEFCW's performance against other organisations by using benchmarking data.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager

Timescale: on-going

Progress to Date: monthly data is produced for MB. Data available is census data. Awaiting new census information to produce further benchmarking information. Contact made with other AGSBs for benchmark data, however, monitoring information is not available.

- 7.34 Proposed Outcome:** improve diversity of HEFCW employees.
Action: Advertise on AWEMA (All Wales Ethnic Minority Association) wall planner. This planner is issued to Community groups across Wales.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: August for publication in December 2008
Progress to Date: advertising with AWEMA undertaken for 2009. Urban UK advert also underway for 2009.
- 7.35 Proposed Outcome:** to improve and develop diversity best practice at HEFCW.
Action: HEFCW is a member of the South East Wales Equality Network (SEWEN) and also the Steering group. This enables HEFCW to obtain and share best practice on equality issues.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: on-going
Progress to Date: quarterly attendance. Also a member of WLB network.
- 7.36 Proposed Outcome:** to undertake detailed work on internal-facing equalities matters reporting to HEFCW Management Board.
Action: convene at least three meetings of the Internal Equality & Diversity Group to facilitate cross-council working on disability equality and other equalities.
Equality Strands: disability / gender / race
Post Holder Responsible: HR & Training Manager
Timescale: on-going
Progress to Date: group identified and meetings to be arranged for 2009.