



Equality Scheme and Action Plan

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Abbreviations used within this document:

DDA	Disability Discrimination Act
DSA	Disability Support Allowance
ECU	Equality Challenge Unit
EHRC	Equality and Human Rights Commission
EIA	Equality Impact Assessment
EO&DC	Equal Opportunities and Diversity Committee
HE	Higher Education
HEFCE	Higher Education Funding Council for England
HEFCW	Higher Education Funding Council for Wales
HESA	Higher Education Statistics Agency
HR	Human Resources
SES T&FG	Single Equality Scheme Task and Finish Group
UCAS	Universities & Colleges Admissions Service

This document is available on-line on the Equal Opportunities and Diversity website, <http://www.aber.ac.uk/en/hr/equalopp/>. It is also available in a range of formats, e.g. hard copy, Braille, Moon, Large Print, Audio (tape, MP3, DAISY) on request. Should you or some you know require this in an alternative format, please contact the Equality Advisor on 01970 62 8598 or email opp@aber.ac.uk.

1.0 Foreword from the Vice Chancellor

Aberystwyth University has a range of policies which place responsibility on its students and staff to promote equality. This new Equality Scheme aims to reinforce this important area by consolidating the University's existing equality schemes and action plans for Race, Disability and Gender into a single cohesive plan. In seeking to adopt a holistic approach to equality and diversity at the University, this Scheme also incorporates the strands of Age, Sexual Orientation and Religion or Belief.

Promoting equality is more than simply a statement of how the University will meet statutory requirements: it is an integral part of the way the University conducts its activities. The Scheme aims to demonstrate that equality and diversity are at the heart of an inclusive and supportive environment in which dignity, respect and co-operation are intrinsic in all our activities and support opportunities for everyone to achieve their full potential.

We shall use the following 'Statement of Intent' to communicate our equality ethos: "Aberystwyth University is committed to promoting equality and diversity, and endeavours to be inclusive, valuing the diversity of its staff, students and community".

Leadership and engagement at every level and in every area of the University's activities are required in order to ensure that the Equality Scheme is a success. We all need to make a positive effort to emphasise the benefits of a diverse population of students and staff, so as to enrich the life of the University and enhance the educational opportunities which we offer.



Professor Noel Lloyd
Vice-Chancellor

2.0 Executive Summary

- 2.1 This Equality Scheme sets out Aberystwyth University's commitment to diversity and equality and our response to the Government's Equality Act which promotes a fair, equal and diverse society. This Act aims to address discrimination and to harmonise, modernise and simplify equality law into a single legislative framework.
- 2.2 The Scheme addresses the University's statutory duties introduced by the three main strands of equality of Race, Disability and Gender. Religion or Belief, Sexual Orientation and Age have also been incorporated within the Scheme in order to achieve a holistic approach to equality and diversity which emphasises the value of the individual.
- 2.3 In this Scheme you will find:
- Aberystwyth University's aims and vision for equality and diversity;
 - How the University will promote and deliver good practice;
 - Consultation, involvement and communication processes;
 - The University's commitment to the Welsh Language;
 - Who has responsibility for delivering and monitoring this Scheme;
 - How the University will support the achievement of the aims of the Scheme;
 - An Equality Action Plan (Appendix A) which sets out what we will do and when.
- 2.4 Details on the legal aspects of equality legislation have been placed into appendices in order to make the document more accessible, i.e. Appendix C and D, Legal Framework: General and Specific Duties, pages 39–43. Further supplementary information in Appendices includes Definitions, Responsibilities, Consultation and Equality Impact Assessment Processes, Good Practice in Recruitment and Selection, Web Links, List of Equality Legislation and Abbreviations.

3.0 Vision for Equality and Diversity

- 3.1 Aberystwyth University seeks to fully utilise the creativity, innovation and talents of its 8500 students and 2000 staff and provide an attractive environment in which to study and work. We are committed to promoting diversity and equality of opportunity and creating a supportive and inclusive environment. As a consequence of this commitment, we have set out in this Scheme how we aim to achieve an environment in which each person can achieve their potential, free from prejudice and discrimination by others.
- 3.2 The University's strategic aims and objectives are included in its Strategic Plan (2008 to 2013) and in section 5, 'Equality of Opportunities' (section 5) the University outlines its commitment to providing a working and learning environment in which there is equality of opportunity, free from discrimination and ensuring that it will comply with statutory obligations in relation to all equality strands, i.e. Age, Disability, Gender, Sexual Orientation, Race and Religion/Belief.
- 3.3 Implementation of this Scheme will help us to continue to embed an equality ethos and apply good management practice principles. It will support our efforts to address the needs of different groups within a culture where respect and understanding is fostered and the diversity of the community is positively valued.

4.0 What the Scheme Covers

- 4.1 The aim of this Scheme is to promote equality and diversity, challenge discrimination (through both our moral and legal obligations) and to strive to ensure that no one is disadvantaged. We aim to achieve equality of opportunity for all people by addressing any potential discrimination.
- 4.2 In this context, discrimination is defined in relation to age, disabilities, race (nationality, ethnic and national origin) gender (women and men), sexuality (lesbian, gay, bi-sexual men and women), transgendered and transsexual, religion or belief (or non belief) and contractual status.
- 4.3 We also need to comply with specific duties for various aspects of the law and have sought to address these by recognising and ensuring that the specific requirements of each duty are addressed in an explicit and discernible way within our two-year Equality Action Plan.
- 4.4 The Scheme aims to develop a balance to all strands of equality, promote dignity and respect, foster good positive relations between different groups and achieve a holistic approach to equality and diversity at Aberystwyth University. It further demonstrates our commitment to the Welsh Language Act and Human Rights framework.
- 4.5 In addition to the legal obligations, the University recognises the importance of communicating how it expects each of its staff and students to behave towards each other and to engender a spirit of respect and co-operation within our community in which we all have the opportunity to work, learn and flourish.
- 4.6 As part of the single equality approach, we recognise that the nature and dynamics of discrimination may be complex and that multiple discrimination, e.g. where discrimination is caused by a combination of actions relating to more than one equality strand, is incorporated as part of our integrated equality approach.
- 4.7 The Scheme has been developed using a consultative approach and has taken into account progress on previous action plans, together with the University's aim to ensure that equality and diversity are at the heart of all we do. This Scheme supersedes all the University's previous equality schemes.
- 4.8 We have endeavoured to recognise and meet the needs of our diverse community within the Scheme, encompassing all areas of the University's services and provisions.

5.0 Promoting Good Practice

- 5.1 We aim to promote good practice in the following areas:
 - 5.1.1 **Effective communication with students, staff and other users of our services through:**
 - a. Promoting and supporting equality of opportunity;
 - b. Promoting a positive, inclusive environment, based on respect for people's differences;

- c. Showing commitment to challenging and preventing discrimination on all equality grounds;
- d. Promoting good relations between people of different races, genders, disabilities/non-disabled, as well as age, religion/belief and sexual orientation;
- e. Working constructively with appropriately recognised organisations, for example, the Students' Guild and recognised Trade Unions, to ensure the effective implementation of the Scheme;
- f. Publishing this Scheme widely amongst students and staff, together with the results of monitoring and review.

5.1.2 Provision of accessible support for students and staff through:

- a. Gaining a better understanding of the needs of the University's diverse student and staff body;
- b. Promoting accessible services and facilities to enable better support for all;
- c. Ensuring fair treatment for all students in teaching, access to learning opportunities and assessment;
- d. Identifying and responding to stereotyping and discrimination.

5.1.3 Supporting students to perform to the best of their abilities through:

- a. Monitoring the recruitment, progress and retention of all students;
- b. Making equality central to the way the University operates in order to promote better-informed decision-making and policy development processes;
- c. Assessing the impact of the University's policies and practices on equality to consider whether they help to achieve equality of opportunity;
- d. Ensuring fair treatment for students seeking redress through the University's complaints procedures.

5.1.4 Supporting staff to perform to the best of their abilities through:

- a. Monitoring the recruitment, progress and turnover of all staff;
- b. Making equality central to the way the University operates in order to promote better-informed decision-making and policy development processes;
- c. Assessing the impact of the University's policies and practices on equality to consider whether they help to achieve equality of opportunity;
- d. Ensuring that all members of staff are trained for the requirements of the job, and are employed and retained in a non-discriminatory manner;
- e. Providing targeted training and information for all staff to ensure they fully understand their responsibilities in relation to equality and diversity;
- f. Offering staff opportunities to develop knowledge, skills and approaches to meet their professional responsibilities;
- g. Ensuring fair treatment for staff seeking redress through the University's grievance procedures.

5.1.5 Ensuring physical accessibility of facilities through:

- a. Providing access to buildings and facilities which complies with the requirements of the Disability Discrimination Act (DDA);
- b. Regularly reviewing access and making adjustments and improvements as required;
- c. Offering students and staff a mechanism for raising concerns relating to access to the built environment;
- d. Disseminating information relating to development and improvement to the built environment in order to invite comment and feedback.

5.1.6 Ensuring democratic participation and positive action through:

- a. Promoting an inclusive culture through the development of codes of best practice, policies, and training;
- b. Developing opportunities in, and approaches to, education and employment that take into account patterns of under-representation with a view to encouraging, where possible, greater diversity within the University community;
- c. Taking positive steps, wherever reasonable, practicable and lawful, to support the Scheme and its aims.

5.1.7 Promoting equality within procurement processes through:

- a. Seeking to ensure the University uses suppliers who operate in an equality embedded manner:

5.2 These specific actions inform our Equality Action Plan (Appendix A) where they are shown in greater detail in relation to specific strands of equality, actions/specific tasks, measurable outcomes, leads, timescales and methods of monitoring.

6.0 Implementing the Scheme

6.1 Students:

6.1.1 Provision of Student Services and Facilities:

The Student Welcome Centre provides a single point of access to a wide range of services, including welfare, retention advice, disabilities, financial advice, the Student Learning Centre, the Student Health Centre and counselling. This student-focused facility seeks to enhance the quality of the student experience in general, and the success of students with disabilities in particular. Student Support promotes “whole person development” and continually monitors for barriers to personal, academic and social progress. It also promotes awareness and skill development for staff who work with students. Further information on Student Support is available at <http://www.aber.ac.uk> or email student-support@aber.ac.uk.

We recognise that part-time and distance-learning students should have equal and proportional access to University services and facilities which will also be provided in accordance with the Equality Scheme.

Other parts of the University which provide services for students such as the Careers Advisory Service, Residential and Hospitality Services the Arts Centre and the Sports Centre will operate in accordance with this Equality Scheme.

6.1.2 Student Recruitment and Selection:

All staff involved in student recruitment and admission should be familiar with the obligations of the Equality Scheme. All stages of the recruitment and selection process should be carried out in compliance with the Equality Scheme.

6.1.3 Language, Disability and Mentoring Support:

We have a range of facilities and specially trained staff to support students with their learning. For example, offering English language courses to support our international and overseas students and providing student mentoring and offering advice on Disabled Students' Allowance (DSA). With regards to disability, we deliver a range of services including: carrying out needs assessments, offering initial screening, support and assessments for dyslexia and specific learning difficulties, providing individual support tuition, arranging note-taking, advising on special examination arrangements, arranging adapted accommodation, offering Green Card Areas consisting of specialist hardware and software, etc.

6.1.4 Assessment of Students:

The University makes use of anonymised marking of written examinations and, where practicable, of coursework assignments. Departments have procedures designed to ensure that students and markers are protected from claims of bias or prejudice on either part. Individual examination arrangements responsive to individual requirements are made for students for reasons of medical condition, disability, or special circumstances, in order for them to be able to perform on an equal basis with other students. This may include additional time, designated rooms, assistive technologies, examinations outside the normal examination period etc,

Reasonably adapted assessment arrangements will be made available to students with disabilities, so that all students have an equal opportunity to show their ability. Aberystwyth University also operates a Bilingual Policy for all examinations. Students pursuing modules through the medium of Welsh will be examined in that language; students pursuing modules through the medium of English are entitled to be examined and answer in Welsh.

6.1.5 Guild of Students:

The Aberystwyth Guild of Students provides a variety of services to benefit and advance students' education and to help develop their skills. It promotes the welfare of students and provides cultural, sporting and social activities. Equal Opportunities is a core principle within the Guild Constitution, together with Bilingualism and Environmentalism. For more details visit the Guild's website: <http://www.aberguild.co.uk/>.

6.2 Staff

6.2.1 Recruitment, Selection and Progress:

- a. The University is committed to a comprehensive policy of equality and diversity in employment in which staff are selected, developed, appraised, promoted and otherwise treated on the basis of their merits, experiences, abilities and potential. All areas of the Recruitment and Selection process, i.e. job specifications, advertisements, selection processes, record-keeping and monitoring will be delivered in a fair and consistent manner as outlined in Appendix I, Good Practice in Recruitment and Selection Processes, page 56.
- b. The Human Resources Department provides recruitment guidance setting out the policies and procedures to be followed by those involved in the recruitment process. This will be available on the HR website, Policies and Procedures: <http://www.aber.ac.uk/en/hr/pandp/>. Further support and guidance on all aspects of the recruitment and selection process is available from Human Resources Managers.

6.2.2 Support for Staff with Disabilities:

- a. Since 2003 we have been a 'Two Ticks - Positive about Disabled People' employer. The 'Two ticks' symbol demonstrates recognition given by Jobcentre Plus to employers who have shown their commitment to good practice in employing disabled people. It signifies our agreement to take action to meet commitments regarding the recruitment, employment, retention and career development.
- b. We also work in conjunction with the Government's "Access to Work Scheme" to provide practical support to disabled people in paid employment or seeking to enter paid employment. This Scheme assists us to make reasonable adjustments to the work environment and can provide financial assistance towards the costs of employing and supporting a disabled employee, for example specialist equipment, support workers, interpreters, adaptations to premises, etc.

6.2.3 Staff Development:

- a. The Centre for the Development of Staff and Academic Practice (CDSAP) has the responsibility for developing appropriate equality programmes for staff and managers in consultation with the Equality Advisor and Director of Human Resources, for example through the induction of newly appointed staff and the training of new Heads of Department.
- b. Since 2008, all staff are expected to undertake a mandatory Diversity E-learning tutorial, available bilingually, to provide them with knowledge of equality legislation and to encourage them to identify how to improve and promote equality in their areas of responsibility. This training is a pre-requisite for staff involved in recruitment or who sit on Appointing Panels. If a member of staff has not completed this training or attended a University related recruitment or interview skills course during the previous three years, they will not be eligible to sit on Appointing Panels. The training is also important for those staff involved in a range of other duties, for example, personal tutors,

admissions officers, etc. The Diversity E-learning tutorial is provided as part of the staff induction and probation processes.

6.2.4 Career Development and Successor Planning Procedures:

All criteria and procedures for probation, induction, appraisal, training and development, grading, promotion and contribution points (discretionary payments) are reviewed regularly to ensure compliance with the Equality Scheme.

6.2.5 Staff involved with Appeals Panels:

Staff involved in any appeal panel will be selected in accordance with the requirements of this Scheme and without any conflict of interest. It is essential that panel members are familiar with the obligations of the Equality Scheme.

6.2.6 Human Resources Policies and Procedures:

- a. The Human Resources Department's website, <http://www.aber.ac.uk/en/hr/>, has a range of policies and procedures which exemplify good practice. They include Dignity and Respect at Work, Health and Wellbeing, Promotion, etc. The website also provides information on Terms and Conditions governing the relationship between the University and employees.
- b. Subject to operational and legislative requirements, the University will give consideration to flexible working arrangements for those with domestic responsibilities, particularly parenthood (including adoption) and care of the elderly or disabled, in order to retain the skills and expertise of employees and help them plan their careers. Each case will be considered on its own merits, taking into account personal circumstances as well as operational and financial considerations of the Department and University. The University's flexible working policy is available at <http://www.aber.ac.uk/en/hr/tandc/flexiblework/> or by contacting the Human Resources Department.
- c. Further support or guidance on any aspects of policies or procedures is available from Human Resources Managers.

6.3 Visitors

6.3.1 The University is committed to the promotion of equality amongst its community, including its visitors. We expect our students and staff to treat visitors and any member of the public using the University services, for example: potential students and staff; parents; visiting lecturers; researchers; arts, recreational and catering customers; contractors, etc, with dignity and respect. We also expect this treatment from our visitors and the public. Any persons visiting the University, either on a work-related or recreational basis are expected to adhere to the Equality Scheme.

7.0 Promoting Equality through Sustainable Procurement

7.1 The University recognises that procurement is a way of influencing other bodies and individuals to review their own equality ethos and practices. We will further strive to build sustainability into our procurement strategy, processes and contracts in order to promote environmentally responsible procurement. A 'Corporate Social Responsibility

Group's Equality Toolkit' is employed by the University for procurement processes. This provides a HE sector equality questionnaire that is completed by suppliers bidding against tender opportunities managed directly by the Finance department.

- 7.2 This Equality Toolkit has been developed to assist purchasing practitioners in HE to address the obligations to promote equality in all their functions and fulfil statutory provisions. The University recognises that there is a need to cascade this good practice to other departments within the University who deal with procurement independently.
- 7.3 The University will continue to raise awareness of the importance of equality in all aspects of University procurement business and ensure that the terms of any contract with an outside provider of goods or services (public, private company or voluntary organisation) will comply with the Equality Scheme. Actions to this effect are illustrated in the Action Plan.

8.0 Welsh Language Commitment

- 8.1 Aberystwyth University recognises that it has a special responsibility for the Welsh language and culture. While the Welsh Language Act 1993 is not specifically included under the (pending) Equality Act, it requires Aberystwyth University, as a public body in Wales, to adopt a Welsh Language Policy which treats the Welsh and English languages on the basis of equality for the conduct of public business in Wales. It is therefore important to this document as the University is committed to ensuring equal treatment of local, temporary and newly resident students and staff.
- 8.2 More information on Welsh language can be found at the Centre for Welsh Language Services web link: <http://www.aber.ac.uk/canolfangymraeg/welcome/index.html>.

9.0 Consultation, Involvement and Communication

- 9.1 We are committed to ensuring the consultation, involvement and communication of the Equality Scheme with all our stakeholders (staff, students, visitors, contractors, etc). The University consults and involves staff, students and other interested parties regarding this Scheme as appropriate. A number of methods for consulting with, and involving students and staff are employed; they include:
 - Equal Opportunities and Diversity Committee (EO&DC)
 - Single Equality Scheme Task and Finish Group (SES T&FG)
 - Equality Questionnaire distributed to students and staff
 - Trade Unions
 - Sabbatical Officers at the Student Union
 - Accessibility Forum.
- 9.2 This Scheme was developed by the SES T&FG formed by the Equal Opportunities and Diversity Committee. The group used an anonymised equality consultation questionnaire prior to the development of the Scheme in order to provide an opportunity to raise issues which students and staff may wish to be taken into consideration. The

outcome of such consultation and recommendations are shown in Appendix F, Consultation Processes, page 46.

- 9.3 The University also consulted externally with the Equality Challenge Unit (ECU) and Higher Education Council for Wales (HEFCW) and has incorporated relevant feedback into the Scheme.
- 9.4 The Equality Scheme, Action Plan and subsequent Annual Reports will be published bilingually on the HR website <http://www.aber.ac.uk/en/hr/equalopp/> and made available in a range of formats, e.g. Braille, Moon, Large Print, Audio (tape, MP3, DAISY) on request. Hard copies are also available on request from the Equality Advisor. The Equal Opportunities and Diversity Committee will advise on further communication, consultation and publication strategy of this Scheme.
- 9.5 Consultation is an active and ongoing process, and it is important to ensure that students and staff have the opportunity to contribute their views on the Scheme in order that it can be a living and growing document. The Scheme and its further consultation will be reviewed on an annual basis by the EO&DC.

10.0 Equality Impact Assessments

- 10.1 Aberystwyth University has adopted *HEFCE/ECU's impact assessment, "Conducting Impact Assessments for Equal Opportunities in Higher Education", HEFCE/ECU, October 2004*, and subsequent updates, as a process for assessing the equality impact of policies. Impact assessments are described in the above document as "the thorough and systematic analysis of the potential or actual effects of any new or current policy or practice, provision or criterion to determine whether it has a differential impact on identifiable groups of people". Impact assessment aims is to ensure that our policies, practices and provisions are fair to all groups of people (including part-time and fixed term staff) and do not impact adversely on them in any way.
- 10.2 Aberystwyth University has developed a map of its main functions and undertaken an initial screening process. Over 300 policies and procedures policies have been collated and assessed, and a consultation process has been delivered through an equality scheme questionnaire. Further EIA work includes producing a screening report with recommendations, producing guidance material and delivering training on good practice policy formation, and undertaking full Impact Assessments as required. Further details on EIA Processes are shown in Appendix G, page 50.
- 10.3 The above actions are incorporated into our Equality Action Plan (Appendix A, page 17-35). The University will monitor the impact of this Scheme through its annual reporting cycle.

11.0 Responsibility for the Equality Scheme

- 11.1 Following approval of the Equality Scheme by Council, the Scheme will be overseen by the Equal Opportunities and Diversity Committee. The Committee will consider an annual report containing the University's equality data, monitoring of outcomes and progress in relation to the Action Plan, before recommending approval by Council and becoming a public document.

- 11.2 Responsibility for meeting the general and specific duties and for the Scheme itself rests with the groups or individuals who are liable (legally responsible) for the University's acts or omissions. These are listed in Appendix E on page 44. In brief, the Council has constitutional and legal responsibility for approving the Equality Scheme and for monitoring its implementation and ensuring its effectiveness. It also monitors the work of University Committees to ensure compliance with equality legislation. The Vice-Chancellor has ultimate executive responsibility for the effective development and implementation of the Scheme and will provide a consistent and public lead on issues covered by the Equality Scheme.
- 11.3 University Managers and staff have responsibilities for ensuring that procedures are carried out in compliance with the Equality Scheme. To support this, the Director of Human Resources is responsible for providing advice, guidance and support on the application of this Scheme and the Equality Action Plan in respect of employment matters. The Director of Student Services has the same responsibilities in respect of student matters.
- 11.4 All students and staff are required to:
- 10.4.1 Act with consideration and diligence to staff, students and members of the public using the University services;
 - 10.4.2 Act in accordance with the requirements of the Scheme;
 - 10.4.3 Be aware of the Equality Scheme which is available on the HR Department and Student Support websites, or in hard copy in a variety of formats (on request from HR);
 - 10.4.4 Refer to their manager, tutor, or an appropriate member of staff, any issue or situation which might adversely affect people in exercising their rights.
- 11.5 Staff are also required to use the resources available to make themselves more aware of equality issues, e.g. the University's [Diversity E-learning Tutorial](#).
- 11.6 Every individual member of the University's community, whether a member of Council, student, staff or visitor, is required to adhere to the Equality Scheme and is expected to apply its principles in their day-to-day work and activities.

12.0 Supporting the Scheme

- 12.1 We will provide appropriate support to enable the members of Council, students and staff to act in accordance with the Equality Scheme. This includes:
- 12.1.1 Establishing effective communication and consultation strategies for the implementation of the Equality Scheme with all students and staff. Appropriate feedback will be encouraged to ensure the effective incorporation, monitoring, assessment and review of all legal requirements into the University's operations;
 - 12.1.2 Disseminating information on the Equality Scheme and related legislation, and the implications of these with regard to the operation of the University's activities;
 - 12.1.3 Disseminating information to those responsible for carrying out particular functions, e.g. staff recruitment and selection, student admissions;

- 12.1.4 Equality and Diversity training for all members of staff;
- 12.1.5 Providing guidance on University's procedures for dealing with any allegation of discrimination in conjunction with Equality Scheme, Staff Grievance or Student Complaints Procedures;
- 12.1.6 Maintain an effective procedure for grievances or complaints;
- 12.1.7 Providing guidance on how to undertake monitoring;
- 12.1.8 Ensuring that staff are kept informed of any changes in legislation and subsequent amendments to the Scheme;
- 12.1.9 Reviewing staff development and training events and activities to ensure they embrace concepts of equality in a fair and robust way.

13.0 Monitoring, Reporting and Publication

13.1 Aberystwyth University will collect statistical information on the composition of the student and staff bodies for all equality strands, where available, as part of our statutory duty and in order to monitor equality effectively. This information will be provided within a publicly available Annual Equality Report and used to:

- Compare Aberystwyth University data with relevant demographic indicators (internal and national benchmarks);
- Assess the impact of the Equality Scheme;
- Help identify barriers, their underlying causes and plan appropriate action;
- Assess what further improvements can be made to services and facilities;
- Establish the current position for appropriate action;
- Develop and plan future strategies and targets;
- Continue to improve performance in promoting change and equality effectively.

13.2 Information for statistical records is obtained through a variety of sources, e.g. internally through data provided to HESA used to update personnel records, voluntary self assessment by potential and existing staff completing Equal Opportunities Recruitment Monitoring forms, the Human Resources database for staff monitoring data, the Management Information System (MIS) for student monitoring data, any equality reports on student and staff data, or any departmental data gathered during the delivery and review of education and services. Information from external sources are extracted from HESA, UCAS, and Government Census data in order to benchmark our position.

13.3 Guidance on monitoring is obtained through ECU, HEFCW and EHRC and reports are published in such a way that no individual can be identified.

13.4 **What we aim to monitor:** The University aims to monitor the following areas for all equality strands:

A. Staff:	
1.	Recruitment and Selection;
2.	Career progression/promotion including participation in training/development programmes;

3.	Composition of the staff by all equality strands, grades; length of service, home or international status and type of contract;
4.	Sickness levels;
5.	Turnover of staff;
6.	Grievance and disciplinary procedures.
B. Students:	
7.	Composition of the student body by all equality strands;
8.	Applications received by degree scheme;
9.	Offers made, acceptances and intake;
10.	Retention and achievement data;
11.	Work placement programmes.
C. Additional Information:	
12.	Issues raised through our Dignity and Respect policy;
13.	Issues raised under the Students Complaints and Staff Grievance procedures;
14.	Any qualitative surveys (e.g. staff/student/visitor attitude or experience surveys).

13.5 Following the analysis of the above data, an Annual Equality Report will be produced in order to inform action and assess progress. The Equal Opportunities and Diversity Committee will oversee the annual reporting process. The report will include: recommendations to Senate and Council; progress review of the Scheme and Action Plan with feedback; prioritisations and proposed revisions; monitoring, analysis and proposals on student and staff profiles; and any other relevant activities which have taken place.

13.6 These Annual Equality Reports will be produced in December of each year for approval by Council. Monitoring reports for both students and staff will be synchronised into academic years and reported in November (for staff monitoring) and December (for student monitoring).

13.7 Once the Annual Equality Report is approved by the Equal Opportunities and Diversity Committee, it will be recommended to Senate and Council for approval and subsequently published bilingually on the Equal Opportunities and Diversity website. HEFCW and the EHRC may also request to receive these reports.

14.0 Obligations of the Equality Scheme

14.1 As outlined in Section 11, 'Responsibilities of the Scheme', the University will ensure, as far as practicable, that employees and students are aware of this Equality Scheme and their obligation to respect the dignity and diversity of their colleagues and other students, and, in particular, not to engage in behaviour that may be interpreted as discriminatory, harassment, bullying or showing lack of respect.

14.2 Such behaviour which comes to the University's attention will be treated seriously and investigated under the appropriate procedures for students or staff. In the case of visitors or contractors, we will take appropriate action in relation to the nature of the

incident. Any member of the University who is the subject of alleged discrimination will receive advice and support during the investigation of their complaint.

15.0 Advice and Support

15.1 Advice and support is available from the Equalities Advisor, other Human Resources Managers and recognised campus Trades Union representatives in the case of staff. The Human Resources Department also offers mediation and external counselling services. Students may obtain advice and support from the Director of Student Support, Student Support Counsellors and Guild of Students representatives. Both students and staff may also contact external bodies for advice such as the Equalities and Human Rights Commission or any of the support links in Appendix J, page 58.

15.2 Copies of related policies and procedures for staff are available on the HR website <http://www.aber.ac.uk/en/hr/> and for student information on the Student Support website: <http://www.aber.ac.uk/welfare-disability/>.

16.0 Further Information and Feedback

16.1 If any student, member of staff or visitor would like to:

- obtain further information about our Equality Scheme;
- offer feedback on the Equality Scheme, Action Plan or Appendices;
- receive this information in another format,

please contact the Equality Advisor in Human Resources Department on telephone 01970 628598 or email opp@aber.ac.uk.

The Equality Scheme, Action Plan and Appendices have been Equality Impact Assessed by our Equalities Project Officer in June 2009.

Scheme Approved by Council: 2 July 2009

Scheme Review Date: July 2010 - 12 month review
July 2011 - 24 month review