



BBSRC

Diversity Strategy

2010 - 2013

BBSRC DIVERSITY STRATEGY 2010 - 2013

1. Introduction and over-arching strategy

- 1.1 BBSRC's vision in its HR strategy is to become an organisation of choice for employment and training, where people want to work and develop to deliver excellent science with impact.
- 1.2 The BBSRC diversity strategy supports this vision by seeking to create an inclusive culture in which discrimination is eliminated, individuals are valued and respected, and everyone is afforded opportunities they need to thrive.

2. Aims

- 2.1 Through the development of equality schemes and action plans (BBSRC now has a single scheme and action plan), BBSRC has robust processes in place to monitor, report and assess the impact of its policies on equality and diversity across the organisation. BBSRC has also successfully benchmarked its equality and diversity performance and worked with external practitioners to examine its work culture and identify best practice.
- 2.2 Building on this strong foundation, the aims of this diversity strategy are to:
 - a) Support the BBSRC HR Strategy and set high standards for equality and diversity throughout BBSRC.
 - b) Promote equality between all groups of people and in the services BBSRC provide.
 - c) Eliminate unlawful discrimination, harassment and unfair treatment.
 - d) Create an inclusive culture throughout BBSRC in order to attract, develop and retain high quality staff from different backgrounds.

3. Framework for action

3.1 Priority Areas

- i. **Combating mental ill health - We will review our policies and the advice we provide to managers and employees on mental ill health taking account of Health & Safety Executive best practice and Government strategy.** Guidance will be produced to provide information on common mental health conditions, the law and good practice in order to raise the profile of mental health throughout BBSRC, enabling managers and employees to identify problems and provide the necessary support. We will also contribute to the development of a BBSRC wide Stress Prevention and Management Strategy. Guidance will be produced accordingly (or incorporated with the above as necessary). ***Key measures of success will initially be increased levels of understanding of mental ill-health throughout BBSRC. Long term the impact should be diminishing levels of related illness and absence. Both work strands will be included in the BBSRC Equality Duty Action Plan for 2010 / 2011.***
- ii. **Leadership and championing diversity - We will enhance our diversity champion network by appointing a senior level Diversity Champion at each BBSRC establishment.** Senior Diversity Champions (preferably an Executive or Institute Board member) will provide senior management commitment to diversity, working with senior management colleagues and the existing diversity champions network to mainstream and support BBSRC's diversity aims and objectives, and enhance diversity engagement throughout

each establishment. Terms of Reference for senior Diversity Champions will be produced by 30 September 2010. Nominations will be sought via Establishment Directors during October through to December 2010 with the aim of appointing senior champions by 31 March 2011. Thereafter, a meeting will be convened of all Diversity Champions within 3 months to discuss strategy, training requirements and future activity. **Key measures of success will be the appointment of a senior Diversity Champion at each BBSRC establishment and diversity featuring as a standing item on establishment Executive Board agendas. This is high priority and therefore will be included in the Equality Duty Action Plan 2010 / 2011.**

- iii. **Communicating with and engaging employees - We will continually review how we communicate with BBSRC employees.** Measures will be put in place to ensure that all BBSRC employees have access to, understand, and can fully engage with our equality and diversity policies, plans and priorities, the business case for diversity, relevant diversity data and any legislative changes as they occur. **Key measures of success will be the introduction of communication mechanisms that are easily accessed by all employees throughout BBSRC. Consequently, levels of awareness and engagement in equality and diversity will be increased. This will be an ongoing process throughout the lifetime of the strategy.**
- iv. **Identifying talent and mentoring - We will review our mentoring schemes to ensure that they support succession planning and the development needs of employees, particularly those in the under-represented groups.** Current mentoring arrangements at each BBSRC establishment will be reviewed by 31 December 2010. Over the same timeframe, external best practice will be sought to inform the review. A report will be produced by 31 March 2011 setting out recommendations for the provision of internal and external mentoring schemes for BBSRC employees. Our aim is to provide the necessary support to help all BBSRC employees in all roles to progress and fulfil their potential. Internal BBSRC schemes to be developed by 30 September 2011 and thereafter, take up and evaluation of mentoring schemes to form part of annual equality monitoring and reporting. **Key measures of success will be mentoring schemes operating at each BBSRC establishment with high levels of participation. Through evaluation each scheme will be effective and over time contribute to improved levels of career progression.**
- v. **Career progression - We will examine and produce a detailed report on career progression in BBSRC with particular focus on the barriers employees from minority groups face in reaching senior levels and the reasons for leaving research careers.** Initially, we will pilot this work at one BBSRC establishment, examine all available data and exit interview information as well as conduct interviews with a sample number of employees. Consideration will also be given to conducting an attitude survey should supplementary information be required. All data / information will be examined by 31 March 2011. Thereafter, a report will be produced (April - May 2011) with the aim of developing specific initiatives and informing future diversity policy in order to remove any barriers to career progression. **Key measures of success will be to identify specific and tangible barriers to career progression and where possible, measures to remove them resulting in increasing representation of minority groups at all band levels over time.**

- 3.2 **Information monitoring assessing impact and reporting** - We will continue to assess the impact of our policies and BBSRC functions on the 'protected characteristics' (with regard to sex, race, disability, age, sexual orientation, religion or belief or maternity or pregnancy, gender reassignment, marriage or civil partnership) through data and information collection and monitoring the following:
- staff in post
 - applicants for posts, those short-listed and those appointed
 - starting salary and pay progression
 - applicants for training and development and attendees
 - promotion
 - leavers
 - grievance, discipline and capability cases
 - employment status (indefinite or fixed-term, full-time or flexible working, including applications for the latter)
 - remuneration and reward practices.

Summaries of equality impact assessments and monitoring information will continue to be reported annually.

- 3.3 **Promoting diversity awareness** - We will continue to promote diversity awareness through mandatory diversity awareness training and we will ensure that equality and diversity training is embedded into the core learning and development programme for the benefit of all employees and students. This will include developing refresher training (in the first year) to ensure all employees receive training at regular intervals (every 5 years at minimum).
- 3.4 **Benchmarking and good practice** - We will continue our work with UKRC for women in SET and other external bodies as necessary in order to benchmark performance and identify good practice.

4. Responsibilities

- 4.1 **Employees** are responsible for:

- Being familiar with BBSRC Dignity and Diversity at Work Policy.
- Treating others with respect and behaving responsibly whilst on BBSRC business by not harassing, abusing or intimidating others on the grounds of their sex, race, disability, age, sexual orientation, religion or belief or maternity or pregnancy, gender reassignment, marriage or civil partnership or on other grounds which cannot be justified.
- Being personally responsible for preventing behaviour by themselves that could be construed as discriminatory and contrary to the policy. BBSRC also expects its employees to highlight a colleague's unacceptable behaviour to the individual or to management in order that an appropriate response can be made.
- Co-operating with measures introduced by BBSRC to ensure equal opportunity and non-discrimination.

4.2 **Human Resources** are responsible for:

- Advising managers and staff on their rights and responsibilities under BBSRC's Dignity and Diversity at Work Policy.
- Ensuring the concept of equality and diversity is an integral part of all the organisation's policies, including induction and local training.
- Assessing the effectiveness of BBSRC's policies through equality impact assessments (employment policies only), and statistical monitoring and analysis.
- Championing measures introduced by BBSRC to ensure equal opportunity and non-discrimination.
- Ensuring that developmental opportunities adhere with the Dignity and Diversity at Work Policy.
- Advising on 'reasonable adjustments' to the workplace and/or to working arrangements for people who have a disability.
- Producing statistics for monitoring, analysis and reporting purposes.

4.3 **Directors** are responsible for:

- Demonstrating a commitment to the strategy.
- Championing and embedding equality and diversity in all aspects of the establishment's work.
- Ensuring appropriate structures are in place to implement equality and diversity, including conducting equality impact assessments of BBSRC or establishment policies or services.

4.4 **Managers** are responsible for:

- Ensuring that areas under their control are managed in accordance with the principles set out in the Dignity and Diversity at Work Policy, promoting a working environment where discrimination, harassment, bullying and victimisation are not tolerated.
- Acting on reports of harassment, bullying, abuse, victimisation and pressure to discriminate.
- Ensuring that complaints are dealt with in a consistent manner.
- Co-operating with and leading on measures introduced by BBSRC to promote equality and diversity.
- Encouraging and developing employees, particularly those in minority groups to take up opportunities to enhance promotion and career development.
- Ensuring staff know what is expected of them including the standards of the organisation relating to equality and diversity.

4.5 **Diversity Champions** are responsible for:

- Raising awareness of the diversity strategy and equality scheme, and supporting implementation at establishment level.
- Helping to agree local diversity objectives with establishment management; evaluating progress through the establishment's annual diversity report to EDJC.
- Auditing the success of the establishment in the implementation of actions specified in the BBSRC Equality Duty Action Plan.
- Senior-level champions to raise awareness at Board level and lead on local initiatives.

4.6 **EDJC** are responsible for:

- Promoting best practice in equality and diversity.
- Raising awareness of the diversity strategy and equality scheme.
- Monitoring diversity statistics and identifying trends.
- Reviewing BBSRC policies and procedures to ensure they meet legal requirements and the needs of the organisation.

5. MONITORING

5.1 The implementation of this strategy will be monitored by the Equality and Diversity Joint Committee (EDJC)

HRCSG
July 2010