BBSRC Equality Duty Action Plan 2011 / 2012

This Equality Duty Action Plan covers the following 'protected characteristics' as defined by the Equality Act 2010: sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, maternity and pregnancy, and is aligned to the BBSRC Diversity Strategy 2010 - 2013 and the BBSRC Equality Scheme 2009 - 2012.

Leadership and Corporate Commitment			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
Mainstream equality into all areas of BBSRC business. Promote equality and good people relations	Ensure the BBSRC Operational Plan reflects diversity in terms of legislative compliance and corporate commitment.	BBSRC Executive Team HRCSG	March 2012
	Continue to embed diversity objectives in the BBSRC internal and external Communications Strategy to ensure diversity is clearly communicated both internally and externally.	Director C&IM HRCSG	March 2012
	Review and revise	HRCSG	30June 2011

	BBSRC Equality Duty Action Plan. Produce plan for 2011/2012.	BBSRC Executive Team	
	Produce Annual Equality & Diversity Report - Establishment HRMs / Diversity Champions to provide data and written reports on progress for previous year by end of July annually. Produce report by October annually.	Establishment HR Managers Diversity Champions HRCSG	July (annually) October (annually)
	Continue to raise awareness of equality and diversity by: • providing all staff with a copy of, or easy access to, the BBSRC diversity strategy, the BBSRC	HRCSG Establishment HR Managers Diversity Champions	31 March 2012

	equality scheme and action plan (via BBSRC website, establishment websites or intranets)		
BBSRC as an employer			
For all staff, irrespective of background, to see BBSRC as a fair place to work. Promote equality and good people relations.	In accordance with the specific duties set out in the BBSRC Equality Scheme, monitor by each protected characteristic (where meaningful data exists): • Staff in post • Applicants for posts, and those appointed • Employment status (e.g. indefinite, fixed term) • Applicants and	Establishment HR Managers (to provide data and comment) HRCSG (to analyse data and collate comment for annual Equality & Diversity report as required by employment legislation and in accordance with the requirements of the	Annually (by March)

	attendees for training • Performance assessment • Promotion • Grievance, Discipline & Capability cases • Leavers	BBSRC Equality Scheme)	
	Ensure BBSRC managers are aware of guidance on 'Employing People with Disabilities' and the requirement to make reasonable adjustments.	Establishment HR Managers	Ongoing action As required (when a new starter / employee declares a disability)
	Review career progression (entry, promotion and exit) data for minority groups, including info on career	Project lead by HRCSG with support from Establishment HR Managers	Pilot to be completed by 30 September 2011

	aspirations and exit interviews to determine levels of attrition and barriers to career progression. Initially pilot one BBSRC establishment	Diversity Champions	
	Formal mentoring schemes to be established at each Institute.	Establishment HR Managers	31 March 2012
BBSRC as a funding/investing body			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
To ensure that BBSRC's funding policies continue to encourage equality of opportunity and eliminate discrimination. All	1. Ensure that monitoring data is captured for funding applications and awards in line with employment equality and diversity data for inclusion with the Annual	RISD	March 2012

applicants, irrespective of background view BBSRC as a fair awarding body.	Diversity report.		
	2. Work cross council and with RCUK SSC Ltd to develop a funding management information reporting facility for monitoring purposes.	RISD/HRCSG	March 2012
	3. Review the documentation that is used to promote/market BBSRC as a funder/investor, in colleges and universities to ensure it includes information about equality and diversity	RISD/HRCSG	March 2012

BBSRC as a funding/investing body			
To assure fairness, consistency and the best assessment of the candidate's potential; boards, panels and research committees should as far as is reasonably practicable reflect diversity as well as a range of experience and expertise.	1. All panel/committee members to have under taken relevant and recent training i.e at least every 3 years and to have received a set of good practice guidelines/COP.	HRCSG/C & IM	March 2012
	2. Appointments to decision making bodies i.e. BBSRC Boards, strategy panels and	C & IM HRCSG	March 2012

	research committees should reflect equality and diversity, as far as possible. Monitor membership of panels/committees to ensure a balanced membership		
BBSRC as a funding/investing body			
BBSRC as a funder/investor should assist researchers to make informed choices about their own career progression by ensuring policies and procedures for promotion and reward are	1. Extend the BBSRC employee role model guidance to students/researchers.		December 2011

transparent and clearly stated.			
	2. Re-issue the mentoring guidance to include students/researchers		December 2011
	3. Encourage/promote a Diversity champion scheme for student/researchers.		March 2012