BBSRC Equality Duty Action Plan 2010 / 2011

BBSRC EQUALITY DUTY ACTION PLAN 2010 / 2011

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.	HRCSG BBSRC Executive Team	July 2010.
	Develop and embed diversity objectives in the BBSRC internal and external Communications Strategy to ensure diversity is clearly communicated both internally and externally.	HRCSG Director C&IM	December 2010 *(carried over from 2009 / 2010)*
	Review and revise BBSRC Equality Duty Action Plan. Produce plan for 2010/2011.	HRCSG BBSRC Executive Team	June 2010.
	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)
	Issue guidance on institute boards and committees to all BBSRC establishments	HRCSG	May 2010
	Diversity Champions to report activity to HRCSG for production of BBSRC report.	Diversity Champions HRCSG	Reports to HRCSG by end April HRCSG report by end May
	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 equality scheme and action plan (via BBSRC website, establishment websites or intranets)	HRCSG Establishment HR Managers Diversity Champions	*Ongoing action* When issued (normally June)

Leadership and Corporate Commitment			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
	• providing all employees with diversity policy updates when issued by HRCSG or locally • including regular updates in establishment bulletins • ensuring diversity web (internet and intranet) pages are regularly updated (dates of updates to be shown on web pages).		As and when issued 2 per annum (minimum) As required
	Monitor RCUK Shared Services Centre Ltd for compliance with the agreed SLA with regard to equality in procurement.	Head of Procurement Management BBSRC RCUK SSC Ltd	Annually (by end July 2010 for inclusion in annual Equality & Diversity Report)
	Establish additional Diversity Champions at senior level (preferably at Executive / Institute Board level) at each BBSRC establishment: Develop terms of reference for senior level Diversity Champions (DC). Review and revise terms of reference for existing DCs. Seek nominations from establishment Directors Appoint champions **Note: Hold / facilitate meetings with all Diversity Champions (either collectively or separately at establishments) early in 2011 / 2012**	Establishment HR Managers HRCSG HRCSG Director HRCSG	 September 2010 September 2010 December 2010 March 2011

BBSRC as an employer			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
All staff, irrespective of background, 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 • Starting salary on appointment • Employment status (e.g. indefinite, fixed term) • Applicants and attendees for training • Performance assessment • Promotion • Grievance, Discipline & Capability cases • Leavers **Note: It is likely that monitoring will only cover, sex, ethnicity and disability until more data is available for the other characteristics**	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 BBSRC Equality Scheme)	*Ongoing action* Annually (by end July 2010) Annually (by end October 2010)
	Monitor by each protected characteristic (where meaningful data exists): • Sickness absence • Flexible working requests • Individual grading reviews • Deputising • Rewards to Inventors • Secondments • Redeployment • Selection for redundancy	Establishment HR Managers (to provide data and comment) HRCSG (to analyse data and collate comment for annual Equality & Diversity report)	*Ongoing action* Annually (by end July 2010) Annually (by end October 2010)
	Collect / analyse data from exit interviews - info / trends to be included in annual report	HRCSG Establishment HR Managers	December 2010

BBSRC as an employer			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
	Conduct survey of new starters - where saw post advertised / why applied etc - include info / trends etc in annual report	HRCSG Establishment HR Managers	December 2010
	Review career progression (entry, promotion and exit) data for minority groups, including info on career aspirations and exit interviews to determine levels of attrition and barriers to career progression. Initially pilot one BBSRC establishment - **Note: report to be produced in April / May 2011**	HRCSG Establishment HR Managers Diversity Champions	March 2011
	Issue guidance on carers of adults to all BBSRC employees	HRCSG Establishment HR Managers	May 2010
	Continue to undertake Equality Impact Assessments (EIA) on new BBSRC policies that impact on people and services. Assessments to be sent HRCSG for inclusion in the annual equality & diversity report	All policy owners	*Ongoing action* As required
	Continue to ensure staff, as far as is practicable, are accommodated in terms of religious observance e.g. provision of prayer rooms, time off for prayer / religious festivals	Line Managers Establishment HR Managers	*Ongoing action* As required
	Work with diversity champions at BBSRC establishments to hold and facilitate diversity meetings / focus groups in order to raise awareness of diversity (1 per annum at minimum). Summaries of meetings can be included in establishment bulletins.	HRCSG Diversity Champions	*Ongoing action* March 2011

BBSRC as an employer			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
Improve proportion of candidates from under-represented groups applying for vacancies thereby promoting BBSRC as an employer of choice	Utilise specialist advertising to attract applicants from the under-represented groups in greater numbers, e.g. disabilityjobsite.co.uk / opportunities.org.uk The Shaw Trust / WorkingMums.co.uk / ukrc4setwomen.org / ethnicjobsite.co.uk	Establishment HR Managers Recruitment Managers RCUK SSC Ltd	*Ongoing action* As required
	Continue to liaise with Jobcentre Plus to attract applicants from the under-represented groups utilising initiatives such as Local Employment Partnerships	Establishment HR Managers Recruitment Managers	*Ongoing action* As required
	Continue to raise the profile of BBSRC, the biosciences and career opportunities (science and non-science) via external and internal events such as open / work experience days / school and university visits - utilise Role Models where possible Explore web based media e.g. YouTube as an additional means of outreach activity to profile BBSRC and career opportunities	Establishment External / Public Relations Managers Establishment HR Managers Diversity Champions	*Ongoing action* As required
	Ensure staff on maternity leave (and sabbatical leave) are advised of vacancies	Establishment HR Managers	*Ongoing action* As required
	Review the effectiveness of formal and informal mentoring programmes in BBSRC via data on mentors / mentees; how mentees are identified; and (via sample interviews) assess how effective programmes are. Produce report with recommendations / proposals for future.	HRCSG Establishment HR Managers Diversity Champions	March 2011

BBSRC as an employer			
AIM	**ACTION**	**RESPONSIBILITY**	**DATE FOR COMPLETION**
Ensure building access is compliant with the Disability Discrimination Act in that, as far as is practicable, reasonable adjustments are made to allow access to all buildings and facilities for disabled people	Establishment buildings and facilities should be subject to continuous review and reasonable adjustments made to ensure compliance with the DDA.	Joint Building & Office Services Establishment Estates Managers BBSRC Estates Branch	*Ongoing action* As required
	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)
	Produce guidance for managers and employees on managing mental health issues at work, taking account of government strategy, HSE guidance and best practice for issue BBSRC-wide.	HRCSG	June 2010
	In liaison with BBSRC H&S Manager develop a BBSRC wide Stress Prevention and Management Strategy (to include participation on BBSRC Stress Working Group and review of stress management in BBSRC).	HRCSG Stress Working Group	March 2011
Ensure all BBSRC literature is appropriate, non-discriminatory and accessible to all, particularly those with special needs, and conveys messages that BBSRC is an inclusive employer,	In line with the Equality Impact Assessment process, BBSRC policy documents that impact on people and other literature intended for internal or external audiences (e.g. BBSRC annual report, Business etc) are reviewed and where necessary revised to ensure that the language used is non-discriminatory and promotes equality and inclusivity.	All owners and authors of BBSRC literature	*Ongoing action* As required

BBSRC as Funding Body			
Aim	**Action**	**Responsibility**	**Date for completion**
All applicants, irrespective of background, see BBSRC as a fair awarding body. Promote equality, inclusivity and good people relations.	Equality and diversity guidance is issued to all within BBSRC and sponsored institutes responsible for appointments to BBSRC Boards, strategy panels and research committees.	HRCSG C&IM	*Ongoing action* As required
	Continue to monitor membership of BBSRC Boards, strategy panels and research committees	C&IM	*Ongoing action* As required but at minimum annually
	Issue copy of BBSRC Diversity policy to all members of strategy panels and research committees. Incorporate in all induction/welcome packs sent to new members	C&IM HRCSG	*Ongoing action* As required
	Implement the recommendations of the SO Cross-functional equality monitoring group: • Produce a statement affirming BBSRC's intention to promote equality and avoid discrimination in grants documentation. • Produce a statement relating to a commitment to equality in the conduct of peer review. • Establish and produce procedures to ensure equality is observed during the peer review process (e.g. guidance and training for panel chairs, members and supervising staff). • Produce a statement in the Grants Guide specifically encouraging applicants to complete their equality information on JeS. • Develop aspirational targets to be	HRCSG All CFEMG members	March 2011

	agreed by Appointments Board in relation to the diversity representation of peer review panels. These should be used to seek more applications for membership from women, disabled scientists and representatives of ethnic minorities. • Consider the use of positive action by accepting less experienced individuals from the under-represented groups with suitable mentoring and support. • Remind Heads of Department and Institute Directors (e.g. at the annual HoDs meeting) that new researchers unfamiliar with the UK research funding system and culture may need training and support as part of induction (and that this is not the role of the BBSRC peer review system). • Develop a programme of Equality Impact Assessments to assess the main grants funding processes.		

Glossary

HRCSG	Human Resources & Corporate Services Group
Director C&IM	Director of Communications & Information Management
INCC	Institute Negotiation and Consultation Committee
DDA	Disability Discrimination Act
RCUK SSC Ltd	Research Councils UK Shared Services Centre Ltd
CFEMG	Cross-functional equality monitoring group