Lancaster University
Equality & Diversity Plan 2013 to 2016

1. Introduction
Lancaster University’s Equality & Diversity Plan supports the University’s Strategy, which reflects our commitment to celebrating the diversity of members of the University and maximising their potential, underpinned by an emphasis on equality of opportunity.

We are committed to fulfilling our obligations under the Equality Act 2010, which applies to employment, facilities, goods and services and education, including the admission and treatment of students. The Act requires the University to:

a. Eliminate unlawful discrimination, harassment, victimisation or other conduct prohibited by the Equality Act 2010
   - no less favourable treatment for protected groups.
   - no factors give rise to indirect discrimination.

b. Advance equality of opportunity between people from who share a protected characteristic and those who do not. This involves considering the need to:
   - Remove or minimise disadvantage experienced by people due to their protected characteristics.
   - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
   - Encourage people from protected groups to participate in public life or other activities where their participation is disproportionately low.

c. Foster good relations between people who share a protected characteristic and those who do not. This involves:
   - Tackling prejudice
   - Promoting understanding

These commitments are made with specific reference to a person’s Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex (Gender) and Sexual Orientation.

2. Our Aims
The aims of our Equality & Diversity Plan are to:

a. Attract and retain a diverse student and staff population.

b. Develop a culture of fairness and inclusion where diversity is valued and celebrated.

c. Provide equal opportunity and eliminate discrimination.

d. Ensure dignity and respect for all.

e. Undertake engagement with students and staff.

f. Meet the requirements of the Equality Act 2010.

3. Diversity groups

Age
The Age protected characteristic applies to any individual or group of a particular age or age range. The University will continue to:

a. Seek to employ staff and recruit students from diverse age groups in society.

b. Work to prevent discrimination, harassment or victimisation on grounds of age. There may be occasions when we treat staff or students differently according to age. This will occur only if we believe that this is a proportionate means of achieving a legitimate aim.

c. Ensure that relevant safeguarding procedures are in operation, via the Disclosure and Barring Service, for work that involves younger people and vulnerable adults.

d. Gather mature students’ views via student survey and seek to ensure that they receive good academic and welfare support that aims to minimise feelings of isolation.

Further information on Age equality: http://www.lancs.ac.uk/hr/equality-diversity/age.html
Disability
The Disability protected characteristic is defined as anyone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Long term means it has lasted for at least 12 months, it is likely to last at least 12 months, or it is likely to last for the rest of the life of the person. Also covered by the definition are people with a severe disfigurement, HIV infection, cancer or multiple sclerosis. Additionally, people who have had a disability in the past are covered, which may be particularly relevant for people with fluctuating and/or reoccurring impairments.
The University will continue to:
  a. Welcome applications from disabled students and staff.
  b. Promote a culture of positive attitude towards disability and encourage informed disclosure of disability by staff and students.
  c. As far as possible, anticipate and make reasonable adjustments for disabled staff and students to help remove the disabling effects of practices and the environment.
  d. Follow the good practice of the Department of Work and Pension’s Two Ticks Positive about Disabled People, with 5 commitments in respect of existing and future disabled employees with regard to recruitment; development; reasonable adjustments; disability awareness; review.
  e. Hold the principle that reasonable adjustments cannot be provided retrospectively (i.e. prior to disclosure of disability).
  f. Publicise the Access to Work scheme and seek to improve working conditions.
  g. Develop the accessibility of our buildings and environment and ensure a regular cycle of access improvements, wherever possible.
  h. Provide information to all users via accessible processes and in accessible formats, wherever possible.
Further information on Disability equality:  http://www.lancs.ac.uk/hr/equality-diversity/disability.html

Gender reassignment
The gender reassignment protected characteristic applies to anyone who is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person’s sex by changing physiological or other attributes of sex. A transsexual person is a reference to a person who has the protected characteristic of gender reassignment. The term ‘trans’ refers to transsexual, transgender and transvestite people.
The University will continue to:
  a. ensure that trans issues are considered, that trans staff and students receive equal treatment and are well supported in their study or work at Lancaster.
  b. Support the needs of trans people and most importantly, provide effective support to staff and students during transition.
Further information on Gender Reassignment equality:  http://www.lancs.ac.uk/hr/equality-diversity/trans.html

Marriage & civil partnership
The marriage & civil partnership protected characteristic applies to any union between a man and a woman or legally recognised civil partnership between a same sex couple. The Equality Act 2010 provides protection from discrimination for marriage & civil partnership in respect of employment.
The University will continue to ensure that no staff or students are discriminated against on the basis of marriage & civil partnership.
Further information on Marriage & Civil Partnership equality:  http://www.lancs.ac.uk/hr/equality-diversity/marriage&civpart.html

Pregnancy & maternity
This protected characteristic also includes breastfeeding. The pregnancy & maternity of a student applies to anyone who is pregnant or has given birth within the last 26 weeks. Pregnancy & maternity of a member of staff applies to anyone who is pregnant or is on statutory or additional maternity leave. The University will aim to ensure that no persons are discriminated against on the basis of pregnancy & maternity.
Further information on Pregnancy & Maternity equality:  http://www.lancs.ac.uk/hr/equality-diversity/preg&mat.html
Race
The race protected characteristic applies to any individual or group of a particular colour, nationality, caste, ethnic origin or national origin. Protection on the grounds of nationality is subject to compliance with immigration rules.
The University will continue to:
a. Challenge and eliminate race discrimination, and promote race equality and good relations between people from different ethnic backgrounds.
b. Address any perceived barriers in providing and promoting inclusive practices for staff and students from black and minority ethnic (BME) groups and to target areas to remove inequalities.
c. Seek to improve our ability to recruit, retain, support and develop staff and students from BME groups.
d. Celebrate the diversity of our UK and international staff and student community.
Further information on Race equality: http://www.lancs.ac.uk/hr/equality-diversity/race.html

Religion or belief
Religion applies to any religion or reference to religion, including a reference to a lack of religion.
Belief applies to any religious or philosophical belief or reference to belief, including reference to a lack of belief. The religion or belief protected characteristic should be taken to mean the full diversity of religious and belief affiliations within the UK, including non-religious and philosophical beliefs such as atheism, agnosticism and humanism.
The University will continue to:
a. Be a secular institution that accords respect and tolerance to all religious faiths, beliefs and practices as well as those who subscribe to no faith.
b. Affirm that all members of the University community have the right to religious freedom and to the peaceful exercise of their religious faith, beliefs and customs.
c. Affirm the expectation and requirement that everyone on campus should accord full tolerance and respect for the religious faith, beliefs and practices of others.
Further information on Religion or belief equality: http://www.lancs.ac.uk/hr/equality-diversity/belief.html

Sex (Gender)
The sex protected characteristic applies to staff and students, irrespective of their gender.
The University will continue to:
a. Staff Issues: challenge and eliminate sex discrimination, and promote equality of opportunity by improving our ability to recruit, retain, support and develop women and men staff.
b. Student Issues: carry out an analysis by sex of institution-wide surveys about the student experience and to learn from consultations with LUSU staff and officers, University service providers, managers and departmental equality & diversity representatives.
Further information on Sex (Gender) equality: http://www.lancs.ac.uk/hr/equality-diversity/gender.html

Sexual orientation
The sexual orientation protected characteristic applies to anyone’s sexual orientation towards people of the same sex, opposite sex or both.
The University will continue to:
a. Ensure equality of opportunity and elimination of discrimination, harassment and victimisation of staff or students whether they are or perceived to be lesbian, gay, bisexual (LGB) or heterosexual.
b. Support the right of individuals to choose whether they wish to be open or not about their sexual orientation at work or study.
Further information on Sexual Orientation equality: http://www.lancs.ac.uk/hr/equality-diversity/sexual.html

Managing Conflicting Regulatory Freedoms
Situations may arise where the rights of one individual cut across the rights of another: for example, a member of staff may object to lesbian, gay and bisexuality on grounds of his or her religion or belief. The University recognises anyone’s right to hold these views, but not their manifestation in such a way that intimidates, humiliates, or is hostile or degrading to others or in any other way infringes the rights of others.
4. Our responsibilities

The University Council
As governing body, the University Council has ultimate responsibility for ensuring that the University complies with all equality related legislation.

The Vice-Chancellor is responsible for giving a consistent and high-profile lead on equality and diversity issues, actively promoting them both inside and outside the institution, and for ensuring that the University’s Equality & Diversity Plan and related action plans are implemented effectively through University structures.

The Equality & Diversity Committee terms of reference:
I. The purpose of the Committee is to promote all University Equality and Diversity related matters, including policy and strategy, action plans and approaches to achieving aims and objectives.
II. The Committee will receive reports relating to the above matters, and will:
   a) Monitor and assess the effectiveness of implementation of Equality and Diversity policy, strategy and action plans across all areas of the University as well as recommending further actions as required.
   b) Ensure the on-going development of Equality and Diversity policy, strategy and action plans, and ensure these effectively support the Strategic Plans of the University.

The Committee reports to both Senate and Council.

Leaders of E&D Objectives are responsible for leading the development, implementation, review and reporting of those Objectives across the University.

Pro-Vice Chancellors, Deans, Chief Administrative Officer, Directors, Heads of Department and other managers are responsible for:
   a. Implementing the Equality & Diversity Plan across their areas of responsibility.
   b. Integrating equality and diversity issues with mainstream activities.
   c. Ensuring staff and students are made aware of their responsibilities.
   d. Ensuring staff receive equality and diversity awareness training.

Director of Human Resources is responsible for ensuring that HR policies, procedures and appropriate employment practices affecting staff are in accordance with the Equality & Diversity legislation, and for offering training in equality and diversity for University staff and management.

All Staff and Students are responsible for:
   a. Promoting equality and not discriminating between any groups or individuals.
   b. Helping to create and maintain an environment where harassment and discrimination are unacceptable.
   c. Dealing, as far as they can, with incidents of harassment, bullying or breaches of the Plan.
   d. Taking up equality and diversity awareness training and learning opportunities.
   e. Staff: reporting incidents of concern to their Head of Department or manager, area HR Partner, the University Harassment Network or Trade Union representative.
   f. Students: reporting incidents of concern to a relevant member of staff, a staff member or officer from LUSU, or the University Harassment Network.

Partners, Contractors and Service Providers
All partners of the University, associates, contractors, professional, statutory and accredited bodies and those who provide services to the University are responsible for complying with equality legislation and equality requirements set out in contracts with the University.

Breaches of our Equality & Diversity Plan
There is an expectation that staff and students will adhere to our Equality & Diversity Plan, and breaches may result in disciplinary action.
5. Implementing the Equality & Diversity Plan

To implement the aims of our Equality & Diversity Plan we have identified the 9 broad areas of activity shown below.

- b. Equality Analysis of policies, practices.
- c. Develop physical campus and services.
- d. Student diversity & recruitment.
- e. Develop student experience.
- f. Develop teaching, learning & assessment.
- g. Develop student careers & employment.
- h. Staff diversity & recruitment.
- i. Develop staff experience.

An appropriate leader is identified for each broad area, specific measureable objectives to support those broad areas will be developed and the Equality & Diversity Committee will monitor and review progress.

Priority objectives are decided annually for each new academic year. The leader of each Broad Area will report to the Equality & Diversity Committee, annually.

6. Monitoring

Key performance indicators used for measuring success of our objectives are based on academic year data, and are reported each October (staff data) and May (student data).

Key performance measures may include some or all of the following, analysed by diversity group, where possible:

<table>
<thead>
<tr>
<th>Staff</th>
<th>Students</th>
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<tbody>
<tr>
<td>a. Percentage staff across diversity groups.</td>
<td>a. Percentage students across diversity groups.</td>
</tr>
<tr>
<td>b. Job applications, short-lists and appointments. Applicant feedback.</td>
<td>b. Student applications, offers and admissions.</td>
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<tr>
<td>c. Measures of staff experience: collected by e.g. survey, feedback, focus group.</td>
<td>c. Measures of student experience: collected by e.g. National Student Survey; Student Experience Survey; feedback; focus group.</td>
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<tr>
<td>d. Grievance, disciplinary and capability cases.</td>
<td>d. Student complaints to Secretariat.</td>
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<td>e. Training and development activity.</td>
<td>e. Degree attainment.</td>
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<td>g. Promotions &amp; role evaluations.</td>
<td>g. Any other relevant student data.</td>
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<tr>
<td>h. Turnover and reasons for leaving.</td>
<td>Services</td>
</tr>
<tr>
<td>i. Any other relevant staff data.</td>
<td>i. Levels of take-up of some services.</td>
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Route for approval: 22nd May 2013 Equality & Diversity Committee
12th July 2013 Council for approval
16th October 2013 Senate for information

Review dates: Align to revised University Strategy – date tbc.
Main review - May 2016