



## Disability Equality Scheme – the Annual Report 2007

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## **Foreword**

One of the University's aims is to create an environment for learning and working that is tolerant and respectful of differences and encourages all members of the University to value diversity. Through the application of our policies and practices we are committed to ensuring equality of opportunity and fair treatment for students and staff, for potential members of our student and staff community, and for other users of our services. Our equality schemes set out how we intend to create a working environment and culture where diversity is embraced by all and staff, students and members of the public are treated with dignity and respect and valued in their diversity.

As Vice-Chancellor, I regard promoting equality and valuing diversity as a priority for the University. As an organisation, we are committed to being an equal opportunities employer and we aim to build equality, diversity and inclusiveness into everything that we do. I believe that through effective leadership and collective endeavour, we can sustain and enhance a culture in which all are valued and equality flourishes.

As an organisation we recognise that whilst we have in place a range of documents, processes and facilities to support those with disabilities, there is still a considerable amount of work to be undertaken as is detailed in our action plan. Over the next two years we will strive to ensure that we achieve the objectives that we have set out in our action plan.

**Professor Bill Macmillan**  
**Vice-Chancellor**  
**University of East Anglia**

**December 2007**

# **1. Progress Against Action Plan**

## **1.0 Compliance with the DDA 2005**

On the 4 December 2006, in accordance with the Disability Discrimination Act 2005 and following a period of consultation with staff and students, the University published its first three-year Disability Equality Scheme and Action Plan. The University set out how it intended to meet the requirements of the General and Specific Duties set down by the legislation. The University supplied the Disability Rights Commission with a copy of its approved Scheme and Action Plan as part of the 2006 MORI Audit of Higher Education Institutions.

### **1.1 Impact Assessment process**

The University has adopted for the time being the approach to impact assessment recommended by HEFCE which identifies five stages to the process of impact assessment:

- Stage 1 - the mapping stage
- Stage 2 - the screening stage
- Stage 3 - the prioritising stage
- Stage 4 - the assessment stage
- Stage 5 - the publication stage

The Human Resources Division has applied this approach to its range of policies, procedures, guidelines and briefings. A preliminary assessment has been undertaken at Stage 2 by screening for equality relevance in respect of disability as required by the relevant statutory equality legislation. Stage 3 has been undertaken and the level of relevance has been identified.

As a result of Stage 2 and Stage 3 being undertaken it has been determined for each policy etc whether a full equality impact assessment will need to be undertaken. Stage 4 requires the involvement of individuals and any feedback received in respect of the needs of disability groups will be given consideration. Feedback has been encouraged and the feedback that has been received to date will be used as part of the impact assessment. Other analysis may need to be undertaken to enable the impact assessment to be carried out. A report will be produced for the next meeting of the Equality and Diversity Staff Steering Group.

It has been recognised that the University needs to invest in the training of managers who are responsible for the assessment of policies and procedures within their area. A range of training options, such as workshops, on-line modules etc have been examined. It is likely that there will be a combination

of training methods used and an Equality & Diversity Manager has been appointed recently who will co-ordinate the training for and implementation of impact assessments across UEA ensuring that appropriate groups are consulted during the impact assessment process, and that processes, outcomes and recommendations are documented and taken forward for action.

## **1.2 Staff Training & Development and Awareness Raising**

The University continues to provide a range of equality and diversity awareness training on a regular basis to staff via the University's Introductory Conference (162 attendees in 2006), the annual Heads of School Induction, Faculty Executives and Heads of Division, workshop/briefing sessions for specific Faculties/Divisions/Departments (in 2006/07 included Managers & Team Leaders in Faculty of Social Sciences' (SSF) Faculty Offices, Estates Division and Cleaning & Catering Departments) and in-house provision of Equality & Diversity Awareness training to staff through CSED.

A number of new courses are being offered in the CSED 2007/08 programme. A "Challenging Behaviour – Dealing with Bullying & Harassment in the Workplace" course will be offered following a successful pilot with managers in SSF. "Work-Life Retune", "New Parents at Work" and "Carers at Work" courses will be offered following feedback received from staff in the disability and gender equality scheme consultations and the Human Resources Division survey. Disability and Mental Health Awareness courses ran in 2006 and will be repeated in 2007/08.

The University purchased an e-learning equality and diversity training module for staff in 2006. The module has been customised to the needs of the University and in spring semester 2007 was piloted with staff in Human Resources, CSED and IT Helpdesk. A number of minor problems were identified and addressed. Details of the module are available in the 2007/08 CSED programme, on the HR/CSED websites and is available for staff use. The module was formally launched in October 2007 by the Vice-Chancellor via Broadview, all staff e-mail and UEA Intranet front page. The aim of this module is to raise awareness of staff in respect of equality & diversity issues, legislation and best practice.

## **1.3 Monitoring and Evaluation**

In accordance with the Disability Discrimination Act 2005 the Human Resources Division continues to carry out the University's duty to monitor its current workforce and a number of the processes that it carries out. Comprehensive monitoring systems are in place to monitor the composition of our workforce, recruitment and selection, promotion, annual salary reviews, grievance, discipline, capability, retirement, maternity leave, paternity leave, adoption leave, parental leave, flexible working requests, employment tribunals, reasons for leaving, harassment & bullying and racist, sexist and disability incidents. The Human Resources Division's 'Equality & Diversity for Staff Annual Report' which reported on the period 1 January – 31 December

2006 was approved by the Equality and Diversity Staff Steering Group in October 2007 and has been submitted to Council's December 2007 meeting.

Human Resources has extended the range of employment data gathered to cover the profile of staff that cease employment, the profile of staff by their contract status and exit questionnaires.

#### **1.4 Consultation, Involvement and Engagement**

The Disability Equality Scheme and Action plan has been published on the University's internet and intranet in Word and PDF format, and individuals are encouraged to make contact if they require the document in an alternative format.

The University intends to put in place a number of networks for staff which will form part of its framework for equality and diversity in the University. The aim of the networks is to enable staff to meet on a regular basis to offer support and assistance to one another, to discuss key issues and to provide regular feedback to the University via this Steering Group. As part of the Scheme's consultation and thereafter via the HRD and CSED intranet websites and CSED Programme staff have been asked whether they would be interested in being part of a disability staff network. As a result of this a number of staff have expressed their interest in helping to set up and be involved in a disability staff network. Plans are currently being made to set up the network with an aim of the first meeting being held in spring 2008.

#### **1.5 Recruitment and Selection of Staff**

The University's application and forms and equal opportunities forms are reviewed periodically. During the last review additional information was added to the equal opportunities monitoring form to aid candidates in their application. Further changes in respect of disability disclosure and "Two-Tick" Scheme information will be made for the next print run in 2008.

Detailed information about the "Two-Tick" award is contained in the University's Disability and Employment Code of Practice. Jobcentre Plus in Norfolk carried out a formal review in June 2007 to establish how the University had performed since July 2004 against the commitments it signed up to as part of the "Two-Tick" Award. This involved the review team examining the documents published on our internet and an interview. The award was re-issued at an Employer Engagement Conference in July 2007 and other employers present were informed that the University was an example of best practice.

## 1.6 Staff Support

Following the success of a CUBS bid a recruitment exercise has recently been undertaken for an Equality and Diversity Manager who will have responsibility for promoting equality and diversity in all aspects of the University's activities; and who will develop and support student and staff engagement with equality and diversity issues.

Human Resources Managers continue to work closely with managers and staff to identify where individuals might require reasonable adjustments in the workplace due to their disability. Funding for equipment and other resources is actively sought from the government employment service Access to Work and managers continue to make applications to the University's Disability Fund.

The Executive Team recently decided that to ensure compliance with the University's staff recruitment and selection process and with equality legislation, managers must have attended UEA recruitment and selection (which includes equality & diversity) within the past 2 years and attended refresher training every two years. As a result of this the Executive Team, Faculty Executive members and Heads of Division will have attended tailored training sessions in November and December 2007. Other individuals involved with the recruitment process will attend scheduled CSED courses in 2008 or attend courses arranged within Schools/Departments. The sessions all cover the "Two-Tick" Scheme and its requirements.

Additional information to complement that already published regarding Access to Work, the disability Fund and the "Two-Tick" award will be placed on the HRD intranet in 2008.

## 2. Results of Information Gathering

### 2.0 University's Staff Profile

The University continues to monitor the profile of its workforce and in 2006 1.4% of staff had declared themselves as disabled. 8% of staff preferred not to declare their disability status and are recorded as un-stated. This means an increase in staff declaring their disability of 7% when compared with 2005. The table below details the composition of our workforce and compares the University to the national statistics for the UK and Norfolk.

	UK Population	Norfolk	UEA 2004	UEA 2005*	UEA 2006*
Disability	16.2%	19.4%	1.7%	1.5%	1.4%
Total Staff Headcount	-	-	2422	2756	2727

\* includes Associate Tutors that have not been included previously in reports prior to 2005.

## **2.1 Recruitment monitoring**

In accordance with our duty we monitor the recruitment and selection process, which includes the profiles of individuals applying for roles at the University. Currently we use a paper based system where information is obtained from applicants' equal opportunities monitoring forms. This information is then input into a database which records the application, short-listing and interview stages, and provides data in respect of the profile of applicants applying for posts, profile of applicants invited to interviews and profile of applicants appointed to posts.

In 2006 we received 9,438 applications (an increase of approximately 1.11% in comparison with 2005) across the range of occupational groups, of which 317 were declared as disabled as compared with 232 in 2005. 1,724 applicants were short-listed for interview, of which 98 were declared as disabled. Out of the 525 staff appointed to/offered posts, 12 were declared as having a disability.

## **2.2 Equal Pay Review**

The University undertakes regular pay reviews and the Equal Pay Review 2007 (Appendix A) followed up the work done in 2005 and 2003 concerning the identification of inequalities arising from the operation of UEA's pay practices and structures. The 2007 Review not only looked at gender, but was expanded to include ethnicity, and disability. No anomalies in respect of disability were identified as part of this review.

## **2.3 2007 UEA Staff Survey**

The UEA Staff Survey was conducted on-line in June/July 2007 and received 920 responses – an overall response rate of 35%. A new section about Equality Awareness and Training was included in the survey. The Report indicates that 87% of respondents felt they had a good understanding of equality issue. The majority of respondents were aware of UEA's equality documents, although Academic Research staff appeared less well informed than colleagues from other staff groups. 15% of respondents had read the disability equality scheme, 62% were aware of it and 22% had no knowledge of it. Overall 25% of respondents had received equality or awareness training, learning or development in one or more of the 8 listed areas (equal opportunities, disability, racial, harassment & bullying, gender, age, sexual orientation, religion)

## **2.4 Monitoring of Processes and Procedures**

The Human Resources Division monitors a range of processes and procedures. Statistical data is included in the Human Resources Division Equality & Diversity Annual Report for Staff, which was approved by the Equality & Diversity Staff Steering Group in October 2007 and has been submitted to the Council's December meeting.

### **3. How will the Disability Equality Scheme Develop?**

#### **3.1 Development of the Scheme**

The University will continue to develop its Disability Equality Scheme by continuing to work towards implementing and meeting the actions detailed in its Action Plan 2006 – 2009.

It is envisaged that once the new Equality & Diversity Manager commences in post that a cohesive approach can be taken in respect of promoting equality and diversity across all aspects of the University's activities. This will include raising awareness even further and providing appropriate training in conjunction with CSED and HRD.

The Equality & Diversity Manager will co-ordinate the implementation of impact assessment across UEA ensuring that appropriate groups are consulted during the impact assessment process, and that processes, outcomes and recommendations are documented and taken forward for action. HRD will report against its impact assessments at future Equality and Diversity Staff Steering Group meetings and in its Annual Report.