



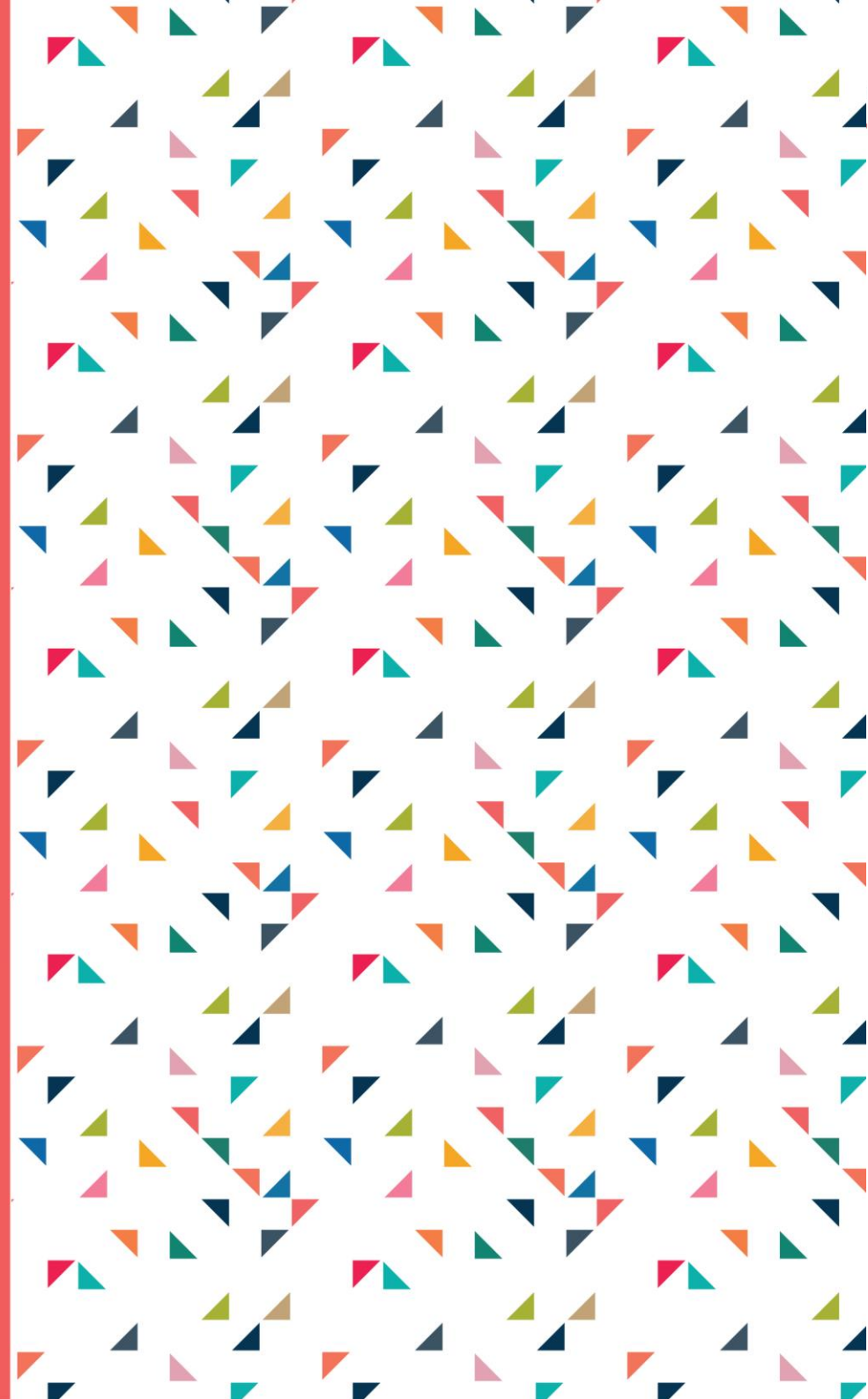
Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

2019/20

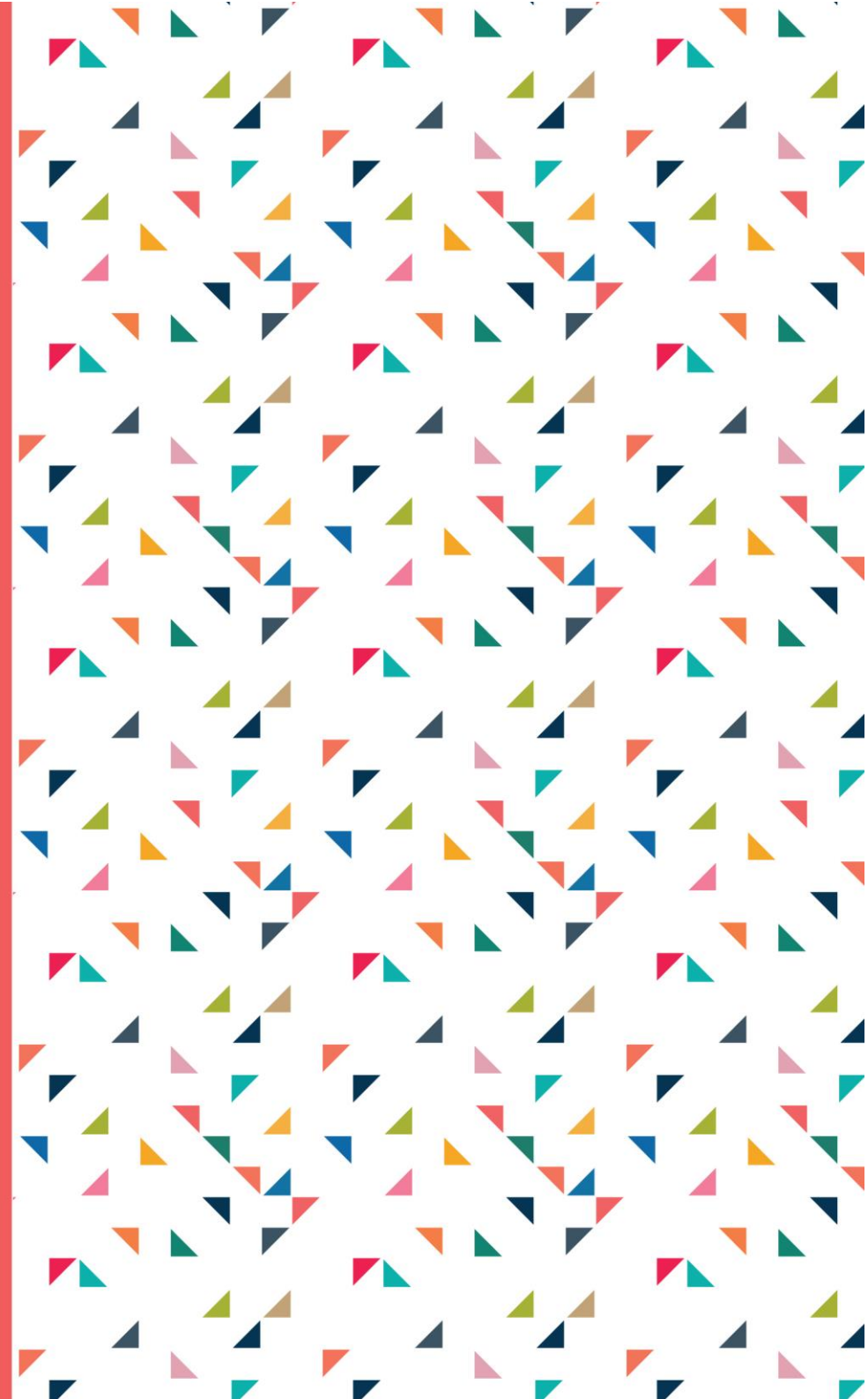
STRATEGIC EQUALITY PLAN

PROGRESS REPORT



Cardiff Met


Awareness Raising






1. Awareness Raising



Objective	Targets	Level 2 accountability
<p>Ensure equality initiatives are visible and owned</p> <p>Promote good-practice and positive news</p> <p>Achieve externally accredited recognition</p>	<p>Gender equality:</p> <ul style="list-style-type: none"> Institutional level Athena SWAN Bronze award for STEMM activity by November 2017 All Schools to have a Bronze level award, and at least one School a Silver level award, by April 2019 Institutional level Athena SWAN (Gender Charter) Silver accreditation by November 2019 <p>Achieve the Race Equality Charter (REC) Bronze award by July 2020</p> <p>Retain membership of the Stonewall Diversity Champions programme and ranking in the Workplace Equality Index (Gay, Lesbian, Bi-Sexual and Transgender)</p> <p>Achieve the 'Disability Confident Employer' kite mark awarded by the DWP</p>	<p>University Secretary and Clerk to the Board of Governors</p>


We will primarily, but not exclusively, achieve these targets through:

MECHANISMS	STATUS	PROGRESS UPDATE
<p>Staff induction & training</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Unconscious Bias Training 		<ul style="list-style-type: none"> Unconscious Bias training provided by Skills Boosters is available to all staff on the University Organisational Development Learning Pool Site. This training is available in two parts. Part 1 is for all staff involved in recruitment and selection to complete, while part 2 is a supplementary module for those staff with line management responsibilities. This training is promoted through Athena SWAN Self-Assessment Teams, Equality and Diversity Delivery Group and other internal channels. All members of staff involved in recruitment and selection are signposted towards training.



<ul style="list-style-type: none"> Evaluate the effectiveness of Unconscious Bias Training Ensure the E&D e-modules are also available in Welsh 		<ul style="list-style-type: none"> Work is ongoing to ensure accurate data capture of all training to take account of staff joining and leaving the organisation. Feedback on training is received via the Organisational Development team and through internal channels such as the Athena SWAN Institutional and School self-assessment teams. The current university Equality in the Workplace e-module is mandatory for all staff to complete as part of induction. Training was developed internally and is available in English and Welsh. With the support of Dr Kit Heyam, a transgender awareness trainer the University has ran three training sessions for our Student Services team, Library & Information Services team and a cohort of personal tutors. The training supports staff to feel confident in addressing trans issues and be able to better support trans students and colleagues effectively. <p>The training offers attendees the chance to:</p> <ul style="list-style-type: none"> Ask 'stupid questions' Learn the basics. Apply the basics.. Understand why trans inclusivity matters. Build confidence and familiarity <p>Feedback from sessions has been very positive and further sessions have been lined up for the next academic year for People Services and staff across the University.</p>
<p>Student induction, advice & guidance</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Ensure E&D is built into student induction processes 		<ul style="list-style-type: none"> The Students' Union offers workshops on resilience and wellbeing as well as on equality and diversity. These workshops allow students to develop the skills needed in order to prepare for their lives after university, allowing them to be able to adapt to different situations and to be able to respond suitably to the situations that they may have to deal with allowing others to feel respected and valued.


		<ul style="list-style-type: none"> To support the Students' Union commitment to representing the student voice, they annually appoint part time officers who are employed by the Students' Union and have specific roles that deal with the following areas: Equality & Diversity, Wellbeing, Welsh (Cymraeg), Global and Environmental. The SU Equality and Diversity Officer, is responsible for the fair representation of all student groups within the Students' Union and will strive to ensure a genuine spirit of diversity and equality of opportunity is present throughout the SU and University. The SU Equality and Diversity Officer works closely with the University Equality and Diversity Officer.
<p>Initiatives & events</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> Establish a Cardiff Met calendar dates to promote the University's E&D priorities including BHM, LGBT History Month, International Women's Day and Welsh language and cultural events including the Urdd and National Eisteddfodau. 		<ul style="list-style-type: none"> Key initiatives and events have been promoted across the University through our new internal communication platforms; InSite and Met Central. Work is ongoing to ensure that this continues and is consistent. Through ongoing collaboration with other organisations across South Wales, initiatives and events are promoted across internal University communication channels such as Yammer, Staff News and Microsoft Teams.



<p>Communication mechanisms</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Ensure the production of the E&D Annual Report in an engaging format, including the use of infographics and an executive summary • Update staff on E&D initiatives e.g. through a regular HU section in Staff News, Twitter, campus screens 		<ul style="list-style-type: none"> • Following the positive feedback of last years revised Annual Report, the current report has followed the same structure to ensure a consistent engaging and accessible document. Work will continue to ensure that the Report is accessible to as many groups as possible. • Initiatives and events have been continuously promoted through a variety of communication channels. Communication platforms such as Staff News, Organisational Development’s Learning Pool, Twitter, Yammer and Microsoft Teams (Office 365). • In 2019/20 the University launched a new internal platform called Insite, providing a variety of information and updates for staff. A similar platform called Met Central was established for students.
<ul style="list-style-type: none"> • Submit a yearly monitoring report on the Welsh Language Standards to the Welsh Language Commissioner 		<ul style="list-style-type: none"> • An annual monitoring report on how the university is meeting the Welsh Government’s Welsh Language Standards is submitted to the Welsh Language Commissioners in January each year. • The report is compiled by the University’s Welsh Language Unit with support from all academic schools and professional services. • In order to prepare for the report three monitoring exercises are undertaken each year on the university’s compliance with the Standards. Support and guidance are offered to any areas of the University that do not reach compliance in these monitoring exercises. • The annual monitoring report is scrutinised and approved by the University’s Use of Welsh Committee before being presented to the Board of Governors for approval.


<p>Networks & feedback</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> Continue to support Staff Networks: Women’s Network LGBT+ Network, Disabled Network & BAME Network 		<ul style="list-style-type: none"> Cardiff Metropolitan University has continued its commitment to engaging with our staff to help create a more inclusive and diverse institution, welcoming and supporting the development of staff networks. Staff Network Chairs sit on the University Equality and Diversity Delivery Group. The Cardiff Met Women’s Staff Network has continued its growth and remained active as membership has increased. The Network held its first Menopause café. (At our first cafes, colleagues came together to share openly their experiences of the menopause and how they’d coped in the workplace. They talked about the different symptoms faced, from insomnia and exhaustion, to digestive issues and joint pain, as well as treatments that had and hadn’t worked and general advice, support and top tips for coping day-to-day.) The Women’s Network following feedback from their members proposed the development of a Menopause Policy. The intention with this policy is to help the University create a culture where the menopause is not considered as taboo or to be hidden but is accepted openly and makes the workplace one where we as a community can talk about our experiences openly and without embarrassment. The Network has continued to support Athena SWAN activities and contributed to the revision of the University Shared Parental Leave, Maternity, Paternity and Parental leave occupational benefits. A number of events were organised for International Women’s Day 2020 including: <ul style="list-style-type: none"> Women's Network Lunch (An informal event (bring your own food!) where members of the Women's Network can meet and share ideas and experiences in a relaxed setting) Imposter Syndrome and Self Belief Workshop (Organised by the Centre for Entrepreneurship in conjunction with the Women's Network, this 'Imposter Syndrome and Self Belief' workshop with Kelly Quinn and Cora Darlington is open to all to attend) Assertiveness and Communication Workshop (Organised by the Centre for Entrepreneurship in conjunction with the Women's Network, this 'Assertiveness and Communication' workshop with Sally Strong is open to all to attend)
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		<ul style="list-style-type: none"> ○ Women's Network Book Club (The Women's Network Book Club meet to discuss Caitlin Moran's 'How to be a Woman'.) ○ Meet and Mingle: International Women's Day (In conjunction with International Women's Day, this event will celebrate women's achievements in business. What challenges do women in business face, and how can we help overcome them? Our guest panel of female entrepreneurs include Lucy Cohen, Co-founder and Commercial Director of Mazuma, Gemma Hallett, Chief Mobiliser of miFuture app, and Carol Adams, a certified Agrifood consultant and Managing Director of Food Adventure) ● The LGBT+ Staff Network has focused on growing its membership and continued to support the University to drive positive change through events such as Pride and LGBT History Month. ● To celebrate LGBT History Month 2020 and mark the theme 'Poetry, Prose and Plays', Network members in partnership with Stroke Hub Wales and Shelter Cymru organised an event titled 'A Musical Soiree with Millie Davies in aid of Shelter Cymru'. The hugely talented Millie Davies recently appeared as Wendy in "Peter Pan" at Royal & Derngate, Northampton, Qdos Pantomimes, while also having featured in West Side Story, as a soloist at 'Secret Cabaret' at Bristol Hippodrome, and 'Hello Cabaret' at Wales Millennium Centre. ● The Network worked with colleagues from the Print Studio and Estates to paint the steps and kerbs in rainbow colours as well as putting vinyl stickers on the Cardiff Met pool cars. ● The Disabled Staff Network promoted itself throughout 2019/20 and membership has gradually grown. Alongside Students' Union representatives they undertook an accessibility audit of both campuses (Llandaff and Cyncoed) in May and December 2019. The audit allowed the Network to capture the lived experience of staff and students on campus and identify barriers for accessibility. Written reports were produced alongside some recorded narrative and circulated to the Estates team. ● The BAME Staff Network has supported the Equality team to begin the conversation around race equality at the University as well as ensuring that the new Strategic Equality Plan 2020-24 addresses race related issues within Higher Education.
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		<ul style="list-style-type: none"> • Cardiff Met continued its support by partnering with Race Council Cymru to sponsor Black History Cymru 365/Black History Month Wales 2019. Representatives from the University presented the Young Volunteer Award. • Members of staff got in touch with the Equality team during the 2019/20 period to explore and discuss the development of an International Staff Network similar to a number of Universities across the UK. This will be explored further in 2020/21.
<ul style="list-style-type: none"> • Staff/Student Interfaith Working Group (IWG) - Ensure representation of religion, cultural narrative and identity; to include: human rights, individual cultural safety and autonomy 		<ul style="list-style-type: none"> • Celebrating faith as a core identity, to be welcomed rather than hidden, has been key to chaplaincy work this year. The team have been marking Faith festivals online as well as welcoming staff, students and the local community to our annual Carol Service at Llandaff Cathedral. • Cardiff Met has three multifaith prayer rooms across the Cardiff Met campuses with further plans for additional sites. Informed by discussions with the Interfaith Working Group we are planning to improve the prayer rooms through the addition of a wider variety of prayer books and spiritual objects. • The Interfaith Working Group has grown this year with Hindu and Sikh representation. This was the first year to mark National Interfaith Week on campus. The Interfaith Working Group hosted a series of creative workshops run by our very own CSAD experts and Landscapes of Faith, generating lots of discussion on what faith means to people of all faiths and none.
<p>Academic & managerial committees</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Maintain and monitor E&D priorities within University's Risk Register. 		<ul style="list-style-type: none"> • The University appointed a new Risk and Compliance Analyst in November 2019. Following their appointment, a review was conducted of University localised and directorate risks with EDI gaining more exposure at corporate level.

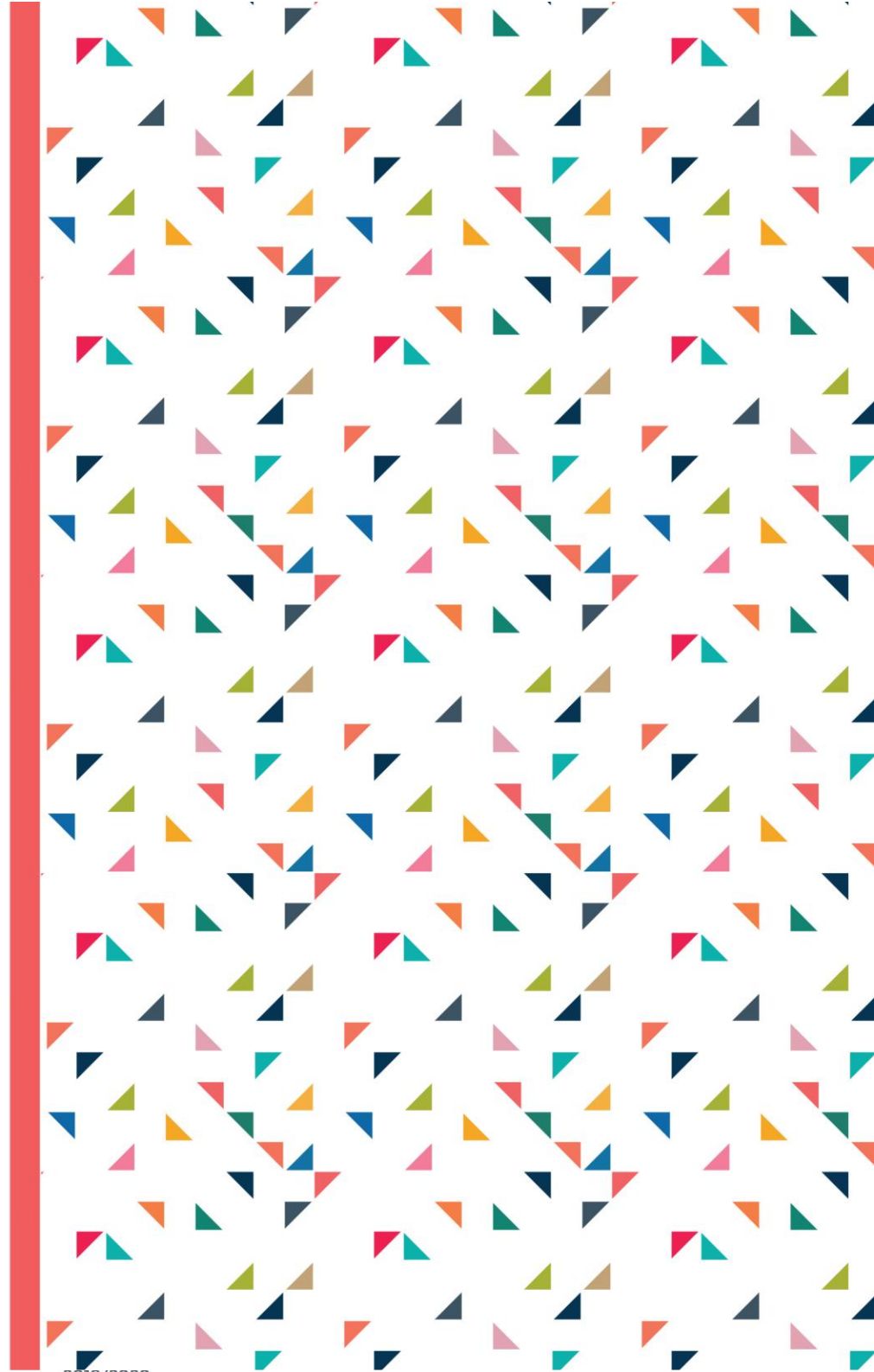
		<ul style="list-style-type: none"> A new corporate form has been developed making use of multinational indexes, with specific considerations for TNE risk management arrangements. These have been enhanced by termly monitoring to include equality, ethical and human rights issues. <p>Indexes include: cato-human-freedom-index-update-3-country-profiles.pdf</p> <ul style="list-style-type: none"> Work will be undertaken as part of the new Strategic Equality Plan 2020-24 to look at how the University mitigates and support staff and students engaging in TNE.
<p>Applications for external accreditation (Athena SWAN, REC, Stonewall, Disability Confident Employer)</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> Athena SWAN: <ol style="list-style-type: none"> Deliver Institution Bronze Award resubmission Deliver the CSSHS (Llandaff) Bronze Award Action Plan 		<ul style="list-style-type: none"> The University continued to implement its Athena SWAN Institutional Bronze action plan while also applying for Bronze renewal under post-15 Athena SWAN criteria. In February 2020 the University was awarded a Bronze renewal until November 2023. A new Action Plan has been developed and will be monitored by the Institutional Athena SWAN SAT, chaired by Dr Katie Thirlaway. To further support out Athena SWAN activities the University signed up as a Chwarae Teg Fair Play Employer. Chwarae Teg is a charity inspiring, leading and delivering gender equality in Wales who champion modern working practices. In 2019/20 Chwarae Teg’s Policy and Research Team externally reviewed our revised Maternity, Paternity, Shared Parental Leave and Adoption Policy. In partnership with Chwarae Teg a Culture Survey was implemented to gain a greater insight into the experiences of our staff at Cardiff Met. Following structural and management changes within CSSHS (Llandaff) a renewal will not be going ahead in April 2020. CSSHS will however be exploring smaller departmental applications from Psychology and Biomedical Sciences in the future.

<ul style="list-style-type: none"> iii. Deliver the CSSHS (Cyncoed) Bronze Award Action Plan iv. Deliver the CSAD Bronze Award Action Plan v. Support the CSE&SP Bronze Award submission vi. Support the development of CSM and CST SAT's vii. Implementation of project management software to support evaluation and monitor of action plans 		<ul style="list-style-type: none"> • Following CSSHS (Cyncoed) Bronze Athena SWAN submission they have been implementing their associated action plan with a focus on measuring impact of interventions and initiatives. They are working towards a Silver application in April 2020. • In November 2018, Cardiff School of Art and Design successfully submitted their application for a departmental Athena SWAN Bronze award. They have continued to implement their Action Plan. The School have held meeting blackout periods throughout the year to allow staff to focus on research activities. • Cardiff School of Education and Social Policy are working towards a Bronze departmental application in November 2020. • Cardiff School of Management has established leads to take forward their Athena SWAN activity and is establishing a Self-Assessment Team in 2020/21. Although the School of Technologies is not at the stage to apply for an award yet, representatives from the School sit on the Institutional Athena SWAN SAT. • Schools have been utilising Microsoft Teams to support Athena SWAN activity and to manage the development and implementation of the Action Plans.
<ul style="list-style-type: none"> • Implement feedback from the Stonewall WEI 		<ul style="list-style-type: none"> • Feedback on the University's Stonewall application was received following consultation with Stonewall Cymru representatives. Following our application, the University dropped out of the Top 100 LGBT+ inclusive employers in the UK, moving from 95th to 107th. Despite this drop the University improved its overall score from the previous year and will look to continue to build upon this, reviewing the relevant recommendations.
<ul style="list-style-type: none"> • Deliver actions from the Disability Confident Employer Self-Assessment 		<ul style="list-style-type: none"> • The University is a 'Disability Confident Employer'. An Action Plan is jointly held by the Equality Team and People Services. Work is ongoing to ensure Cardiff Met is a Disability Friendly employer and place of study.

<ul style="list-style-type: none">• Establish Race Equality Charter SAT		<ul style="list-style-type: none">• Following the establishment of a BAME Staff Network the University has continued to explore Race Equality at the University but limited progress has been made.• This important work will carry forward into the Strategic Equality Plan 2020-24 and captured through Equality Objective 1: The needs and rights of people who share protected characteristics are understood and are at the forefront of the design and delivery of University functions. The University will look to specifically address race and ethnicity through our activities .
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Cardiff Met


Embedding and Enhancing








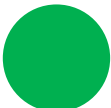
2. Embedding and Enhancing


Objective	Targets	Level 2 accountability
<p>Fit-for-purpose and effective University-level frameworks for promoting equality</p> <p>Local leadership of equality promotion within Schools & Professional Services</p>	<p>Increase the proportion of women holding senior management positions from 25% to 33% by 2019.</p> <p>Increase the proportion of women holding professorships from 17% to 25% by 2019.</p> <p>Increase the proportion of women on influential committees at University-level from 33% to 46% by 2019.</p> <p>Reduce identified gender pay gaps for work of equal value to below 5% by 2020</p> <p>Reduce the difference between the proportion of staff (7.6%) and Cardiff-based students (16.8%) who can speak Welsh.</p>	<p>University Secretary and Clerk to the Board of Governors</p>

We will primarily, but not exclusively, achieve these targets through:

MECHANISMS	STATUS	PROGRESS UPDATE
<p>HR policies/mechanisms & organisational practice</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> Monitor the implementation of the Welsh Language Standards. 		<ul style="list-style-type: none"> The University has implemented its Welsh Language Standards action plan and ensured that all parts of the University are aware of their requirements. This is monitored three times a year through a process of self-monitoring by schools and professional services followed by an audit of these returns by the Welsh Language Unit. Progress is monitored via a newly developed Welsh Language data dashboard which breaks down results by school and professional services illustrating highest and lowest scoring areas. The data dashboards allow areas with the support of the Welsh Language Unit to track their own compliance and adjust practice where necessary.

<ul style="list-style-type: none"> • ‘Equal pay for equal work’ review: 		<ul style="list-style-type: none"> • Cardiff Metropolitan University utilises two job evaluation schemes, HERA (Higher Education Role Analysis) and Hay, to ensure that all jobs are measured and analysed without bias. Both schemes were designed to ensure equal pay for work of equal value and were used in the creation of grading structures for the University.
<ul style="list-style-type: none"> • Publish Cardiff Met Gender Pay Gap in line with the gender pay gap reporting guidelines. 		<ul style="list-style-type: none"> • Although Welsh Higher Education Institutions are not currently required to publish our Gender Pay Gap, the University has continued to do so following our first publication of our 2017 and 2018 Gender Pay Gap reports and associated Gender Pay Gap Action Plan. Reports are published on our external equality webpages. In March 2020, the University also published to the UK Government Gender Pay Gap Portal for the first time. • The Vice-Chancellor’s Executive Group consisted of 5 members in the 2018/19 period, females made up 80% (4) of the overall representation. This was an increase from the previous reporting period which reported females made up 66% (4) of the membership. The increase in percentage was largely down to the reduction of male members from 2 to 1. In 2019/20 membership of the Vice-Chancellors Executive Group increased to 6; 67% (4) female and 33% (2) male. • Membership of Academic Board increased from 28 in 2018/19 to 30 in 2019/20. Female staff represented 57% (17) and males 43% (13) of the membership. In 2018/19 female staff represented 46% (13) and males 54% (15) of the membership. • Membership of Management Board increased from 21 in 2018/19 to 22 in 2019/20. Female staff represented 50% (11) and males 50% (11) of the membership. In 2018/19 female staff represented 43% (9) and males 57% (12) of the membership. • As at March 2020, 24% (9) of the Professoriate were female and 76% (28) male. This indicates decrease in females from 27% (10) in 2018/19. • As at March 2020, 47% (9) of our Readers were female and 53% (10) were male.

<ul style="list-style-type: none"> Review response to sexual misconduct / harassment on campus 		<ul style="list-style-type: none"> In October 2016, Universities UK (UUK) published a report (Changing the Culture) from its Taskforce established for examining violence against women, harassment and hate crime affecting university students. The report outlined a number of themes based on evidence gathered by the Taskforce. It also produced recommendations which were considered necessary to drive change across the Higher Education sector, and taken together would result in a more consistent and effective approach to addressing harassment, hate crime and violence against women at and beyond university campuses. Since the publication of Changing the Culture UUK have progressed a number of promotional activities to support the Higher Education Sector in further consideration of the issue and in sharing good practice of safeguarding students and changing the culture. The UUK work on sexual misconduct / harassment etc. is being progressed and broadened from student /student to further issues where a member of staff is involved. A UUK Advisory Group is being Chaired by our Vice Chancellor, Prof Cara Aitchison to consider the issue of Staff to Student Sexual Misconduct. In 2019/20 a Changing the Culture Group was formed within Cardiff Met University to further consider the Report and ongoing work of UUK, to ensure recommendations of the report and Pinsent Masons Guidance are considered and implemented. Also, and more importantly to ensure positive action is taken by the University to tackle the important issue of sexual misconduct /harassment against students. The Group consist of members from across Cardiff Met University who will meet and work together to ensure an ‘institution – wide’ approach is adopted to this important matter.
<ul style="list-style-type: none"> Implement online Staff Exit Questionnaire 		<ul style="list-style-type: none"> An online staff exit questionnaire has been developed as a result of an action within our Athena SWAN action plan. The exit survey will explore the reasons staff leave the organisation and gain a better insight into our organisational culture. The University will subsequently be able respond to any identified trends. The survey will be implemented during the 2020/21 reporting period.
<ul style="list-style-type: none"> Establish procedures for promoting diversity within interview panels 		<ul style="list-style-type: none"> All interview panel members complete Recruitment and Selection training prior to sitting on a panel. As a result of ongoing Athena SWAN activity, active steps have been taken to ensure mixed gender recruitment panels.
<ul style="list-style-type: none"> Review the extent to which the University presents itself as an E&D ‘friendly’ employer 		<ul style="list-style-type: none"> Through the implementation of the People Strategy 2017/18-2022/23 the University has continued to review its recruitment literature including the inclusion of positive action statements to attract a diverse workforce. At the heart of the People Strategy is the first of our strategic priorities: becoming a values-driven University. The challenge is to place the corporate values (Creativity, Diversity, Freedom and Innovation) at the forefront of the ways we attract and retain our staff, develop them, ensure their well-

<p>when advertising vacancies</p>		<p>being and plan/review their performance. In developing a values-based culture, we aim to be an employer of choice on a global scale.</p> <ul style="list-style-type: none"> • The Equality Team has worked closely with People Services (formerly Human Resource) throughout the reporting period to embed equality, diversity, and inclusion into our new and existing processes. • The Civic and International Equality & Diversity Officer has continued to work with colleagues in HR to ensure that the University’s job advert page is linked appropriately to the University’s Equality & Diversity webpage. A good understanding of Equality & Diversity is also an essential criterion within job specifications.
<p>Health & wellbeing</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Deliver the Time To Change Wales action plan 		<ul style="list-style-type: none"> • The University Sport, Health and Wellbeing Strategy 2018-19 to 2022-23 sets out our ambitions to become a world leading healthy university. Its purpose is to enable our students, staff and external communities to become healthier and stronger as a result of their engagement with Cardiff Metropolitan University. We recognise that Universities are perfectly placed to contribute to the well-being of a nation as they have the ability to engage people with activities that enhance their health and well-being and build resilience. Cardiff Met is particularly well placed to do this given our Healthy University status, our reputation for sport, our sport and health education and research activity, and our extensive sport, health and well-being networks. The pillars of success are Empower, Energise, Educate and Excite. • Between October and November 2019, the University conducted its Wellbeing Survey, which has previously been conducted every two years since 2010. The survey was facilitated by Capita with 60% of staff participating in the survey. Both quantitative and qualitative data was collected and used to inform University practice at institutional and school and professional service level. Using Capita’s benchmarking process the University can be considered an Employer of Choice.

communities. To this end, our commitment to offer a smoke-free Cardiff Met environment, emphasises the vital role we all play in supporting a healthier environment for one another.


Examples of the actions in the plan include:



- Establish a representative community panel for each campus that involves key stakeholders.
- Ensure that we adopt a ‘no surprises’ approach to communicating clearly and in advance changes that will impact on our community.
- Develop a programme of on-campus events and activities that encourage greater community access and participation.
- Develop a programme of outreach events that take the university out into the community.
- Work with community partners to identify and implement a range of activities and services to be offered in Welsh that would benefit local communities.
- Offer programmes of activities to schools and colleges that encourages inclusion and engagement, reflecting the University’s values, such as ethical and sustainable fashion, City Harvest, Black History Month and LGBT History Month.
- Champion outreach, student led, projects to support and empower our community to make a positive impact on their place.
- Deliver a range of community-focused events that champion diversity, freedom and cultural awareness.
- Strengthen the volunteering opportunities within our community as part of our status as a University of Sanctuary.
- Include our local community in our week-long celebration of cultural diversity to enhance cultural awareness and acceptance.



A few examples of wellbeing community engagement work that has been undertaken by our Sustainability team during the reporting period:



- Green Squirrel Sustainability Workshops
- Go Green Week
- Community Days
- Repair Cafés, including Bike Doctor

		<ul style="list-style-type: none"> • Hedgehog Friendly Campus Events, including: <ul style="list-style-type: none"> • Hedgehog Surveying • Student and Staff Litter Picks • Beehive Visits • Fairtrade Events <p>• Widening Access - We remain committed to First Campus, a HEFCW funded Reaching Wider Programme that widens access to HE by tackling barriers to entry, progression and success in higher education. We continue to offer long-term, sustainable interventions to support attainment raising, increase awareness and provide support for progression to HE and level 4 learning opportunities.</p> <p>During this reporting period, we have prioritised the following groups:</p> <ul style="list-style-type: none"> • Young people in the final years of primary school to Key stage 4 and Adults over 21 years of age without level 4 qualifications in the bottom two quintiles of the Welsh Index of Multiple Deprivation (WIMD) for the SE Wales region • Care-experienced young people • Carers in all age groups <p>• Our Widening Access Team aims to ensure that people of any age, background or ethnic group are given a fair and equal opportunity to study with us in a supported manner. We are committed to ensuring that everyone with the determination, skills and desire to access HE should be able to do so. We offer short courses for progression into the university and work with communities offering opportunities to non-traditional learners which are accessible and flexible. The courses on offer are part-time, bite sized learning programmes designed to widen participation to higher education. The WA brochure may help give a better understanding of the sort of materials and information that we have.</p>
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<p>Portfolio & curriculum review & development</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Conduct review of the curriculum for inclusivity and diversity 		<ul style="list-style-type: none"> Equality and diversity is embedded in all aspects of learning and teaching across the University, including the new Corporate Strategic Plan (2017/18-2022/23) which focuses on the ‘establishment of a values-driven University that champions creativity, diversity, freedom and innovation through trusted partnerships that generate educational transformation, research with impact, sustainable economic growth, social cohesion, and health and wellbeing’. Specific workshops addressing equality and diversity in the curriculum are run every year, and particularly address internationalisation of the curriculum, and gender and sexuality in the curriculum. Cardiff Met staff are becoming increasingly engaged in providing material to students in this inclusive and flexible format. Many staff are using Panopto Review to provide flexible and accessible content to students. These recordings can be accessed at a time and place to suit learners, and the student interface employs features which can support a diverse student population. A Project Group was established to support the University to comply with the Web Content Accessibility Guidelines version 2.1 Level AA from September 2019 and for all existing content to be compliant from September 2020 (apps will be under scope from September 2020). A sample technical accessibility and inclusion audit was undertaken in 2019/20. The sample audit was conducted in two parts; the first stage was a general inclusivity audit focusing on typical student journeys in the style of a mystery shopper. The purpose was to identify how information can be found within Cardiff Met’s digital content, information structures, accessibility of design as well as any potential barriers. Journeys selected were done so to provide a snapshot of the key platforms and queries students were likely to explore from a pan disability perspective. They included: <ul style="list-style-type: none"> * Accessing support for studying (general and specific) * Navigating administrative systems * Seeking disability related support * Use of the VLe. The second part of the audit was centred entirely around the technical aspects of the regulations and explored specific pages on the main website, intranet and VLe.
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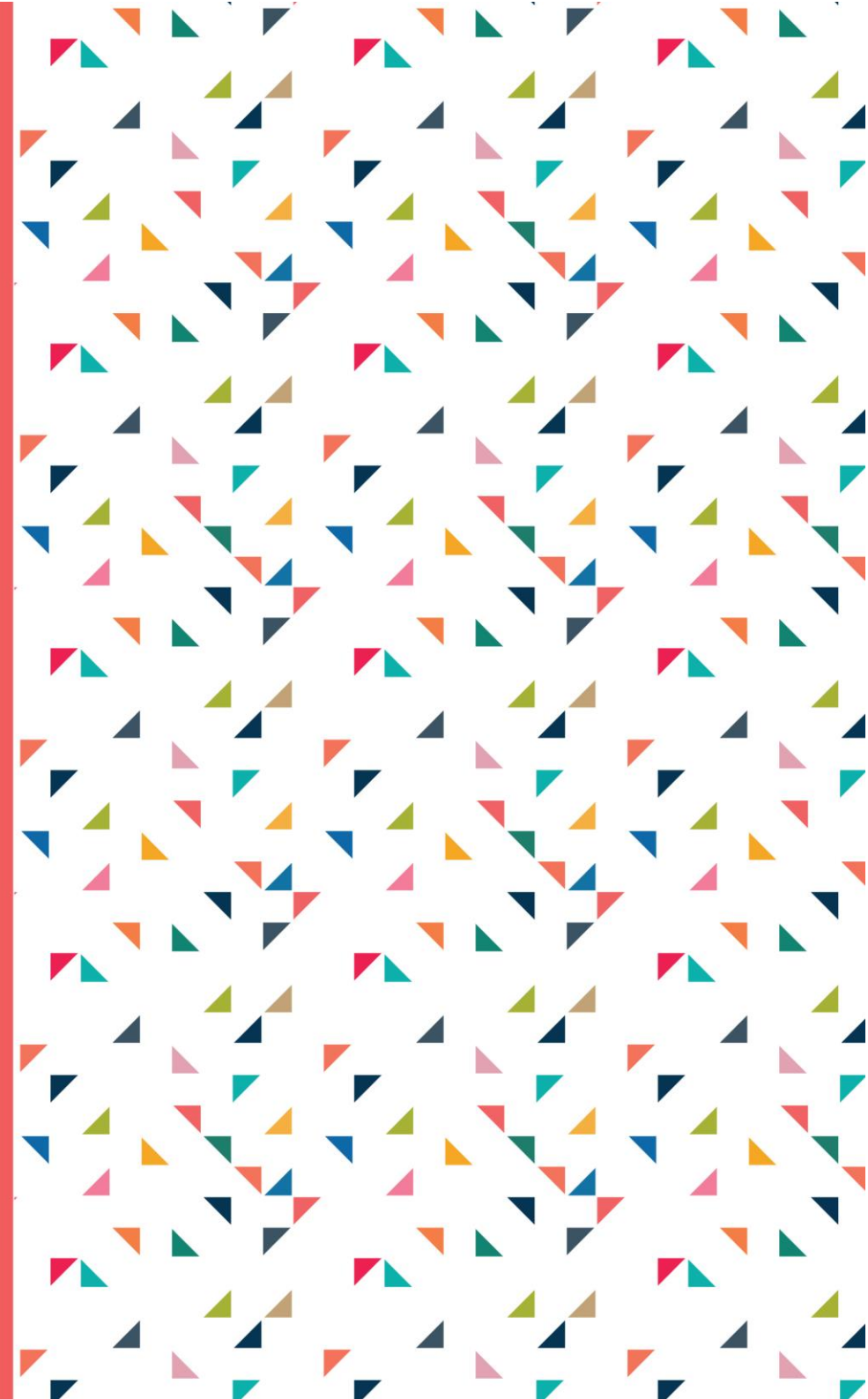
		<ul style="list-style-type: none"> The Project Group has continued to work with key stakeholders to make continued developments and enhancements to our digital services.
<p>Physical environment & facilities</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Ensure that the physical environment is inclusive of all those with protected characteristics with a particular focus on accessibility for disabled staff, students and Visitors. Further focus will be placed on the provision of further inclusive services (Expressing rooms on all campuses, Gender-neutral toilets, Baby change facilities & Health and Wellbeing Quiet Zones) 	 	<ul style="list-style-type: none"> During the 2019/20 period the Estates team have looked to ensure that Equality, Diversity and Inclusion aspects are considered in the design or refurbishment of current and new University estate. Representatives from the Estates team have joined the University Disabled Staff Network with the aim to be able to consult and use the Network as a mechanism for feedback. In 2019/20 the Disabled Staff Network alongside Students' Union representatives undertook an accessibility audit of both campuses (Llandaff and Cyncoed). The reports of these were circulated to the Estates team providing feedback on areas of good practice and areas of development. The University has continued to work with AccessAble to provide an Access Guide of our estate and facilities. Gender neutral toilets have been established in areas of the University. Staff Networks and Groups were involved in the consultation and identification of spaces, ensuring continued provision of single sex toilet facilities. The majority of spaces converted were individual sealed single sex toilets. New signage has also been developed. In partnership with the Students' Union, new signage was developed for Disabled toilets displaying, 'Not every disability is visible – Accessible Toilet'. This was to be more inclusive of those with hidden disabilities. No specific rooms have been provided for expressing rooms on campuses, although local arrangements are made within Schools and Professional Services alongside the Health, Safety and Wellbeing Team and Estates Team. Baby Changing facilities are available in both Students' Union buildings on our Llandaff and Cyncoed sites. No progress has been made against Health and Wellbeing Quiet Zones

<p>Marketing/publicity, displays, signage</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Monitor use of the protocol for the imagery used to promote the University, ensuring an appropriate representation of staff and student diversity, that these materials are bilingual and that the Welsh and English versions are equally available in Wales 		<ul style="list-style-type: none"> • As a result of the various Equality, Diversity and Inclusion initiatives at the University the marketing imagery is reviewed to ensure that content is representative of our staff and student population, while also promoting an inclusive University. To support this further, each School has a designated marketing officer. • Materials are produced bilingually in English and Welsh. • To support online engagement the Welsh Language Unit developed a number of key phrases and statements which could be used to encourage engagement online and in Welsh.
<p>Procurement</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Update the Modern Slavery Statement to include Welsh Government requirements 		<ul style="list-style-type: none"> • Modern Slavery Statement was published by 31st Jan 2020 in response to legislative requirements.

<p>School & Professional Services Planning</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Deliver mandatory E&D training to students as part of EDGE 		<ul style="list-style-type: none"> • No further progress. Equality and Diversity workshops are available to students via the Students' Union.
<ul style="list-style-type: none"> • Publish a Welsh Language Strategy on how the University will meet the Welsh Language Standards 		<ul style="list-style-type: none"> • A comprehensive document offering guidance to staff on all aspect of the Welsh Language Standards and how to use and promote the language across the university was approved by the University's Use of Welsh Committee and published on the staff intranet. • A promotion campaign was instigated to ensure that all staff were aware of this new document and the guidance available for staff in the document.

Cardiff Met


Data collection and monitoring







3. Data Collection and Monitoring


Objective	Targets	Level 2 accountability
<p>Improve the quality, collection and monitoring of data</p> <p>Ensure that action follows analysis</p>	<p>To have evaluated staff and student race equality data and set appropriate targets by July 2017</p> <p>To have evaluated student engagement and outcomes data and set appropriate equality -related targets by July 2017</p> <p>Evaluate the impact of policy and practice on the cohesiveness of the student population, with particular focus on Race and Religion or Belief, and set appropriate targets by July 2018</p> <p>Evaluate the relationship between the following combinations of protected characteristics on pay and representation within the University’s governance and management structures:</p> <ul style="list-style-type: none"> • Sex, Race, Age • Sexual Orientation, Marriage & Civil Partnership, Pregnancy & Maternity <p>And set appropriate targets by July 2018</p>	<p>University Secretary and Clerk to the Board of Governors</p>

We will primarily, but not exclusively, achieve these targets through:

MECHANISMS	STATUS	PROGRESS UPDATE
<p>Management information</p> <p>Action/Milestone(s)</p> <ul style="list-style-type: none"> • Produce and analyse intersectionality data 		<ul style="list-style-type: none"> • As in previous years there has been continued substantial development to the University’s business intelligence dashboards, following ongoing collaboration between key stakeholders. Ensuring that data can be viewed across multiple characteristics has been a key priority and work will continue into the next reporting period.

<ul style="list-style-type: none"> Identify Race Equality Charter data requirements and any data gaps 		<ul style="list-style-type: none"> In 2019/20 a Race Equality data dashboard was created using the data requirements of the Advance HE Race Equality Charter as a framework. Currently there are no standing reports produced, however data is used by colleagues across the University to inform and develop learning and teaching. This ongoing work will carry forward into the Strategic Equality Plan 2020-24 and capture through Equality Objective 1: The needs and rights of people who share protected characteristics are understood and are at the forefront of the design and delivery of University functions.
<ul style="list-style-type: none"> Ensure E&D Annual Report includes: <ul style="list-style-type: none"> i) disaggregated data to School / Unit level ii) analysis of data presented 		<ul style="list-style-type: none"> The Equality & Diversity Annual Report for 2019/20 has maintained the same format as previous versions to ensure consistency and accessibility. Work will be undertaken in the 2020-24 plan to mainstream equality reporting within wider University reports.
<p>Business Intelligence</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> Continue to review opportunities to develop more targeted Business Intelligence management information 		<ul style="list-style-type: none"> The Equality Team and Strategy Office have continued to work alongside People Services and other stakeholders across the University to scope out and develop our equality dashboards. In addition to the existing E&D and Athena SWAN dashboards a Race Equality dashboard was developed during 2019/20 to support future work at the University to address race inequality.

		<ul style="list-style-type: none"> • In 2019/20 a Welsh Language data dashboard was developed to support the monitoring of the Welsh Language Standards at Cardiff Met, breaking down results by school and professional services illustrating highest and lowest scoring areas. • Working with the Students' Union, the University developed a data dashboard to capture equality data for appointed student representatives. This allows the Students' Union to analyse how representative the student representatives are of the student body across each of the protected characteristics.
<p>Networks and feedback</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Promote and Monitor application of the Staff Networks Protocol 		<ul style="list-style-type: none"> • Protocol has continued to be implemented to outline Cardiff Metropolitan University's commitment to supporting staff to engage in Staff Network activity. This protocol has been endorsed by the University Senior team. • Staff Networks provide an annual update on activity to the Equality and Diversity Officer • Guidance is also available to staff wishing to establish further equality staff networks.
<p>Equality impact assessments</p> <p><i>Action/Milestone(s)</i></p> <ul style="list-style-type: none"> • Review and enhance the Equality Impact Assessment Process (including pro-formas) 		<ul style="list-style-type: none"> • To ensure best practice the Equality Impact Assessment process has been reviewed on an ongoing basis. An appendix was produced to support the form and provide examples across each protected characteristics of the types of impact to consider when implementing a new policy or practice. • During 2019/20 socio-economic status and caring responsibilities were also included within the form. This was following feedback internally and guidance offered by organisations such as Advance HE. • Further adjustments were explored within the EIA form as a result of the COVID-19 pandemic

		<ul style="list-style-type: none"> • A Cover sheet on papers/policies going to committees is in place to screen for whether an EIA has been completed. • Next steps will be to work with key stakeholders to build knowledge and understanding of EIAs and embed fully within decision making processes.
<ul style="list-style-type: none"> • Ensure Equality Impact Assessment register is maintained and reported on annually 		<ul style="list-style-type: none"> • All current corporate EIA's are stored in a central repository. EIA's completed during the reporting period are listed within the E&D annual report.



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