



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

2020/24

STRATEGIC EQUALITY PLAN

ACTION PLAN



Cardiff Met

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"> Diversify the portfolio to deliver learner opportunity and institutional growth 	<p>Head of Welsh Language Unit</p>	<p>March 2024</p>	<p>issues, inclusive behaviours and an outline of our University Values.</p> <p>Increased Welsh Medium take-up working in partnership with our stakeholders to ensure a strategic approach that supports institutional growth</p>
<p>Addressing Student Retention & Outcomes</p>			
<p><u>Retention</u></p> <ul style="list-style-type: none"> With support of Strategy Office, undertake analyses of the last 5 years of retention data in relation to students with protected characteristics, specifically BAME, disabled and Welsh speaking students and report findings Produce School level action plans to address the retention issues highlighted in the data analysis where appropriate 	<p>Deans of Schools / PVC Student Engagement</p>	<p>March 2024</p>	<p>A comprehensive institutional understanding of the factors affecting student retention and attainment across protected characteristics, specifically BAME students and disabled students.</p> <p>Improved retention and satisfaction rates for BAME students</p> <p>Improved retention and satisfaction rates for disabled students</p> <p>Identify and address any retention and/or satisfaction issues for Welsh speaking students and those studying through the medium of Welsh.</p>

<p><u>Outcomes</u></p> <ul style="list-style-type: none"> • With support of Strategy Office, undertake quantitative analyses of the last 5 years of attainment data in relation to students with protected characteristics, specifically BAME, disabled and Welsh speaking students and report findings • With support of Strategy Office, undertake quantitative analyses of the last 5 years of employment/study outcomes data in relation to students with protected characteristics, specifically BAME, disabled and Welsh speaking students and report findings • Undertake School level quantitative data analysis to inform local qualitative work with Heads of Schools to understand and produce action plans to address attainment gaps at a School level. 			<p>The degree awarding differential for BAME students is reduced.</p> <p>The degree awarding differential for disabled students is reduced.</p> <p>The differential is employment/study outcomes for BAME students is reduced</p> <p>The differential is employment/study outcomes for disabled students is reduced</p> <p>Develop an understanding of any differences between those studying in Welsh and English</p>
<p>Improved Equality Data</p>			
<ul style="list-style-type: none"> • Raise institutional awareness and understanding of why equality data is collected and why it is important 	<p>Head of Strategy / Director of People Services / Deputy</p>	<p>September 2021</p>	<p>More staff and students disclosing equality data, specifically disability, sexual orientation and trans identities.</p>

<ul style="list-style-type: none"> • Work in partnership with local organisations to attract and retain students from underrepresented groups and students with protected characteristics. • Develop a number of outreach, student led, projects to support and empower local individuals and our communities. • Work with our community to deliver a range of community-focused events that uses the full breadth of university experience that will underpin our commitment to diversity, freedom and cultural awareness. 			<p>Increased number of students from underrepresented groups and students with protected characteristics</p> <p>A rise in the proportion of Welsh-domiciled students studying higher education courses who are domiciled in the bottom quintile of Lower Super Output Areas in the Welsh Index of Multiple Deprivation or in Communities First areas – 28%</p> <p>An increase in the proportion of all UK-domiciled students studying higher education courses who are from UK low participation areas – 37.5%</p> <p>An increase in the number of all UK-domiciled young full time first degree entrants who are from UK low participation areas - 18%</p> <p>An increase in the number of all UK-domiciled young full time first degree entrants from black and minority ethnic communities – 18% (+2% equivalent to 40 students).</p>
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<ul style="list-style-type: none"> Align with the regional Reaching Wider partnership to deliver courses in the community and on campus to raise aspirations and promote progression to Higher Education. 			<p>A series of events which are well-attended by staff, students, and the wider community, receiving positive feedback</p> <p>Increased number of activities that involve young people, their parents and schools designed to raise aspirations and promote progression to HE</p>
<p>Staff and Student Voice</p>			
<ul style="list-style-type: none"> Gather evidence of University strategies, policies, and decisions which have engaged and consulted a wide variety of staff and students Proactively encourage use of staff networks as a means for seeking feedback on new initiatives, plans and policies with staff having protected time to meaningfully engage We will monitor and report complaints, concerns and feedback from people using our services to identify areas for improvement. 	<p>Secretary and Clerk to Board of Governors/ PVC Student Engagement</p>	<p>Ongoing</p> <p>September 2021</p> <p>March 2024</p>	<p>By 2024 we will be able to demonstrate and evidence co-production of our University strategies, policies, and decisions.</p> <p>Staff Civic Engagement activities will be recognised and documented within SPR process. OD Partner (policy) will aim to consult widely with networks.</p> <p>Registry Services to continue to produce annual reports on student complaints to be considered by Management Board to help inform future service planning and contribute to HEFCW quality assurance statement. Reports to include equality information where appropriate, i.e. allegations of direct and</p>

<ul style="list-style-type: none"> • Staff Network funding made available to all current and future staff networks. • Continue to support Staff Networks; Women’s Network, LGBTQ+ Network, Disabled Network & BAME Network • Explore the development of new Staff Networks; International Network & Interfaith Network 		<p>September 2021</p> <p>Ongoing</p> <p>Ongoing</p>	<p>indirect discrimination, abuse, harassment, bullying and victimisation. Reporting on protected characteristics of complainants where it is possible to do so without compromising anonymity.</p> <p>People Services to produce annual reports on formal staff complaints to be considered by Management Board to help inform future service planning. Reports to include equality information where appropriate, i.e. allegations of direct and indirect discrimination, abuse, harassment, bullying and victimisation. Reporting on protected characteristics of complainants where it is possible to do so without compromising anonymity.</p> <p>Role of networks will be recognised through financial support from the University.</p> <p>Increased membership and profile of Staff Networks</p> <p>Establishment of International Staff Network and Interfaith Staff Network.</p>
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<ul style="list-style-type: none"> Establishment of an Annual Staff Network Chairs Meeting 		<p>September 2021</p>	<p>AGM will allow the University to establish a clear dialogue with staff networks to help shape a more inclusive culture. Chairs will be able to feedback on the lived experiences of staff to help identify areas for development.</p>
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Objective 2

Promote and embed Equality, Diversity and Inclusion
within University decision making



<ul style="list-style-type: none"> Review existing Equality Impact Assessment (EIA) form and guidance, include socio-economic considerations (as required by the duty in Wales), and fully embed into University business and communicate across the University. Ensure inclusive language is used in all new and revised University policy Monitor the implementation of the University’s REF Code of Practice to ensure fairness and inclusivity in the development of REF submissions Ensure Equality and Diversity Delivery Group has oversight of Strategic Equality Plan to enable the committee to be actively engaged and consulted on policy and strategy development, and to be advised on progress against meeting actions Work closely with Students’ Union and Trade Union representatives around the introduction and revision of policies and procedures ensuring that equality, diversity and inclusion are always given the appropriate consideration 	Head of Compliance	July 2021	EIA process is strengthened to ensure greater consideration to all equality groups and becomes part of core University processes	
			Ongoing	
	Director of Research	Ongoing	EIA to be conducted on final selection. Outcomes to inform future REF policy	
	Secretary and Clerk to Board of Governors	Ongoing	Action owners provide annual updates to Equality and Diversity Delivery Group providing greater strategical oversight	

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Objective 3

Promotion and development of a supportive and fair environment



Objective 3: Promotion and development of a supportive and fair environment

Action	Responsibilities (Including separate accountability if necessary)	Timescales (Including review points if relevant)	Outcomes (How will you know you have been successful?)
Tackling of identity-based abuse, harassment, hate-crime and bullying			
<ul style="list-style-type: none"> Review and implement the recommendations in the Equality and Human Rights Commission’s report: Tackling Racial Harassment: Universities Challenged by firstly identifying current awareness, understanding and confidence of complaints process amongst staff and students 	<p>Chair of University Race Equality Charter Task and Finish Group</p>	<p>September 2020</p> <p>Phase One Completion by January 2021</p> <p>Phase Two completion by July 2022</p> <p>Phase Three completion by March 2024</p>	<p>Establishment of University Race Equality Charter Task and Finish Group</p> <p>Phase One to identify a route map to address race equality across the University and to set agenda for Phase Two</p> <p>Phase Two to develop a set of recommendations and changes required for University to address identified shortcomings. Recommendations will help to secure Advance HE REC.</p> <p>Report produced outlining the recommendations being implemented across University.</p>

<ul style="list-style-type: none"> Take a cross University approach in line with UUK Changing the Culture recommendations, working beyond the legislative requirements and guidance produced taking steps to tackle gender-based violence, including in the management of complaints of sexual misconduct and pro-active prevention initiatives- 	<p>Chair of University Changing the Culture Group</p>	<p>March 2024</p>	<p>Increased confidence in University to handle instances of sexual and racial harassment, bullying and hate incidents.</p> <p>Implementation of revised University hate crime training</p> <p>Increase the number of staff reporting that they believe the University is committed to advancement to equality for all staff (currently 86% as identified in Staff Health and Wellbeing Survey 2019)</p> <p>Continue annual reporting on student complaints with trends analysed over time focusing on equality groups.</p> <p>Continue annual reporting on formal staff complaints with trends analysed over time focusing on equality groups.</p>
<p>Staff and Student Wellbeing</p>			
<ul style="list-style-type: none"> Revise relevant university policies and practices, embedding wellbeing practices and programmes into University functions so that they impact positively on all forms of wellbeing 	<p>Director of People Services / Director of Student Services</p>	<p>Ongoing</p> <p>By new academic year</p>	<p>Relevant wellbeing training and resources are available to equip staff to provide appropriate support who are struggling with their mental health and wellbeing.</p> <p>Wellbeing Officer role joining People Services in May 2021 who will support this further.</p> <p>Support for wellbeing of teams will be part of the essential management suite.</p>

<ul style="list-style-type: none"> • Continue the implementation of the biennial staff health and wellbeing survey • Development of student-centred pan-Cardiff support and wellbeing programme • Development of training for staff on safeguarding vulnerable students 	<p>Director of Student Services/Head of Compliance</p>	<p>October 2021 and October 2023</p> <p>March 2024</p> <p>Ongoing</p>	<p>Outcomes of the surveys are reported, evaluated and initiatives implemented to support and enhance staff wellbeing. Staff absences for reasons of poor wellbeing are reduced overall.</p> <p>Our students are more resilient and student retention rates improve</p> <p>Staff more confident in supporting student, building staff and student resilience.</p>
<p>Community Cohesion</p>			
<ul style="list-style-type: none"> • Develop a vibrant and inclusive programme of opportunities to enhance integration between home and international staff and students. • Hold an annual public lecture series that builds on our social responsibility to promoting social cohesion and tolerance and contributes to public debate on a range of topics 	<p>Director of Global Engagement/Coordinating Chaplain/Equality and Diversity Officer</p>	<p>March 2024</p> <p>Ongoing</p>	<p>A series of events which are well-attended by staff, students and the wider community, receiving positive feedback</p> <p>A series of lectures, involving all schools, which are well-attended staff, students and the wider community, receiving positive feedback</p>

<ul style="list-style-type: none"> • Open up the week-long event in celebration of the cultural diversity of our staff and student body to include our community to enhance cultural awareness and acceptance and to aid mutual understanding • Support and build upon our University of Sanctuary status, which is accessible and welcoming to asylum seekers and refugees • Strengthen the volunteering opportunities within our community as part of our status as a University of Sanctuary. • Produce and implement a new University Safeguarding Policy 	<p>Head of Compliance</p>	<p>Annually in February</p> <p>March 2024</p> <p>Ongoing</p> <p>June 2021</p>	<p>Global Week led by students and attracts our communities to engage with the cultural diversity of the university.</p> <p>Increase in provision of support for Sanctuary status students.</p> <p>Increased student engagement with community volunteering initiatives</p> <p>New Safeguarding Policy produced and communicated across University and staff trained.</p>
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Objective 4

Lead the way as an inclusive and diverse Higher Education Institution and employer



Objective 4: Lead the way as an inclusive and diverse Higher Education Institution and employer

Action	Responsibilities (Including separate accountability if necessary)	Timescales (Including review points if relevant)	Outcomes (How will you know you have been successful?)
Addressing pay gaps between staff who share protected characteristics and those who do not, ensuring accurate data that enables analysis and publish findings (specifically Gender, Race and Disability)			
<ul style="list-style-type: none"> Following the publication of our Gender Pay Gap in March 2020, continue to report in line with the gov.uk recommendations for reporting on an annual basis Establish a Pay Gap Action Planning Team (taking over from Gender Pay Action Planning Team) committed to analysing workforce data and identifying and taking appropriate action in relation to ethnicity, disability and gender Extend our Pay Gap reporting to include Ethnicity and Disability in line with the gov.uk recommendations for reporting 	<p>Head of Compliance/ Director of People Services</p>	<p>Ongoing</p> <p>March 2024</p> <p>March 2022</p>	<p>Publish all Pay Gap reports</p> <p>Reductions in identified pay gaps across protected characteristics by 2024.</p>

<ul style="list-style-type: none"> Under-take an annual Equal Pay Audit – identify any gaps and explore causes 		<p>Ongoing</p>	
<p>Increase workforce diversity</p>			
<ul style="list-style-type: none"> Analyse recruitment data and compare with local and national data to identify any under-representations of protected characteristic groups. 	<p>Director of People Services</p>	<p>September 2022</p>	<p>Where under-representation is identified, measurable increase in job applications</p>
<ul style="list-style-type: none"> Undertake activity to collate qualitative feedback on barriers to applying to work at Cardiff Met across all protected characteristics and take action to attempt to remove those barriers. 	<p>Director of People Services</p>	<p>March 2024</p>	<p>Where barriers are identified, measurable reduction in those barriers being removed</p>
<ul style="list-style-type: none"> Utilise technology and social media to promote recruitment campaigns and attract outstanding talent from both the UK and overseas, specifically targeting people from underrepresented groups. 	<p>Director of People Services</p>	<p>March 2022</p>	<p>Improved use of technology and social media to promote recruitment. Measurable increase in job application from overseas candidates, underrepresented groups, and Welsh speaking staff.</p>
<ul style="list-style-type: none"> Continue to promote and advertise the University in Welsh and English versions equally. 	<p>Director of People Services/ Head of Welsh Language Unit</p>	<p>Ongoing</p>	

<ul style="list-style-type: none"> Mandatory unconscious bias training for all staff involved in recruitment and selection. 	<p>Director of People Services</p>	<p>September 2021</p>	<p>100% of recruitment and selection staff have received Unconscious Bias Training. Both recruitment and selection training and valuing E&D will be part of the new essential management suite.</p>
<p>Embedding equality through staff training and career development</p>			
<ul style="list-style-type: none"> Develop a comprehensive equality training programme for all staff at Cardiff Met (e.g. Unconscious Bias training, Cultural Awareness training, Welsh Language Awareness training etc) Continued focus on our successful Reader to Professorship training programme Continue to implement and develop mentoring scheme to support less experienced colleagues with a specific focus on individuals from protected characteristics. 	<p>Organisational Development/Director of Learning Enhancement/ Equality and Diversity Officer / Head of Welsh Language Unit</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>100% of all staff, including associate tutors have completed Equality in the Workplace training.</p> <p>Increase in the number of successful applications from females for professorships.</p>
<p>Support the development of an inclusive environment for staff by engagement with relevant external charter marks</p>			
<ul style="list-style-type: none"> Delivery Institutional Athena SWAN action plan with the view to apply for Silver as a University by November 2023 	<p>Institutional Athena SWAN SAT/ Director of</p>	<p>November 2023</p>	<p>Support the implementation of Athena SWAN action plan, and for all schools to hold Athena SWAN awards by 2024.</p>



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