

GENDER EQUALITY SCHEME - ACTION PLAN Update January 2009

Students' Union Royal Holloway University of London



Purpose	Desired Outcome/Objective	Activity	Timescale	Priority	Action By	Status
Leadership						Blue – complete Red – to be done
Identify overall “diversity champions” within SURHUL	Students’ of SURHUL have representation from the SU at trustee level	Appoint Sabbatical (trustee) Representative (President)	Appointed	H	President	Achieved and updated within Equality/Diversity policy review October 07
	Staff of SURHUL have representation at management level.	Appoint Management Representative (General Manager)	Appointed		General Manager	
Gender Equality to be embedded into culture of SURHUL	Diversity fully embedded into all SURHUL activity	Draft remit of new executive officer expected within Governance Review – Equality and Diversity Officer (“Diversity Champion”)		H	President	Equality/diversity officer now appointed
Gender Equality to be embedded into SURHUL’s Strategic Documents	Gender Equality embedded into the Business Development Plan	Review existing aims and objectives within existing strategic aim (Diversity)	Ongoing	M	GM/Sabbaticals	Equality/diversity now on key meeting agendas
		Ensure E+D is included on all meeting agendas	From Feb 07 onwards	M		
Marketing and Publicity						
Ensure visitors to the SURHUL website are aware of SURHUL commitment to Equality and Diversity	Diversity page on the website	Create a diversity page for website, with appropriate external links.	Jan 2008	L	Welfare / HR Advisor	Achieved and monitored on a termly basis E+D policy on website along with DED and GED action plans
	Employment policies relating to E+D on website in “employment” section	Re-develop employment section on website and forward policies as and when completed to IT support for inclusion on website		M	HR Advisor	
Stakeholder involvement						
To involve all concerned with SURHUL with consultation regarding equality and diversity	Actively seek and represent the views of students and staff with equality and diversity needs.	Regular consultation with students and staff regarding the service level they receive from SURHUL	From 07/08 intake	H	Executive / Equality and Diversity Officer / HR Advisor	Staff forum formation in progress + student Consultation to be included within Students’ Union Evaluation
		Attendance at university Equal Opportunities	From 07/08 intake. Exec			

		Forum meetings Attendance at all usual executive meetings (E+D Officer)	officer to attend in interim	M M		Initiative (SUEI)
Training and Development						
Diversity and Equality training for staff, sabbatical officers, executive officer, AUC, SFC	Staff awareness of gender and equality issues	All staff receive diversity and equality training Create student staff induction to include E+D training	Ongoing For 07/08 intake	H	HR Advisor HR Advisor	Executive officers training held 07/08 Perm staff and sabbatical training agreed with new RHUL training officer, to take place Jan 2008 In place for 07/08 intake, under review to develop further
Staff Recruitment						
All job applicants aware that SURHUL are positive about diversity and equality	All job applicants aware that SURHUL are positive about diversity and equality	Positive diversity and equality statement to be placed on all staff recruitment advertisements	Ongoing		HR Advisor	Statement in place
Monitoring						
Monitor effectiveness of SURHUL equality and diversity policy and procedure	Regular monitoring and publication of data for SURHUL staff recruitment initially. Once system in place, training monitoring to be initiated.	Monitor recruitment anonymously using following categories, staff type, age, gender, disability, marital status, dependants, ethnic origin, nationality, religion, sexual orientation	Backlog to be complete 07/08 intake, regular collation of data thereafter	H	HR Advisor	Monitoring in place from August 2009
Policy						
All staff/students aware of SURHUL policy/procedure re equality/diversity	Full set of policies for all areas of Equality and Diversity. Policies completed 8.2009 Flexible Working Policy	Review Equality/Diversity policy Draft: Harassment/bullying policy Pay and reward	every 3 years (next review feb 2010) development ongoing in all		HR Advisor HR Advisor M	Review complete Oct 07 Draft policies to be completed

Maternity Adoption and Paternity Policy

areas of SU
employment.
Aim to
complete/con
sult staff by
2010 intake

HR Advisor

HR Advisor
