

Structures for Equality, Diversity and Inclusion

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1. Overview

The University of Bradford has a long history of engagement with equality and diversity issues and has made strenuous efforts to promote equality in relation to the implementation of all its policies and practices. Our strapline '*Confronting Inequality: Celebrating Diversity*' reflects this commitment to ensure that equality and diversity is at the heart of all aspects of university activities involving our diverse student and staff body.

Over the last few years the University has defined a clear agenda to promote an inclusive and supportive working and learning environment that is consistent with the university's ethos to confront inequality and celebrate diversity. This renewed approach sets out a strong commitment to bringing about positive change through mainstreaming equality and diversity in all core functions of the University.

As part of this strategy, the University has developed its Race Equality Policy and Scheme, and Gender/Disability Equality Schemes. In addition, a number of staff equality forums have been formed, including the Race Equality Staff Forum, N-Able Staff Network, Respect Sexual Orientation Group and Gender Forum.

The Equality and Diversity website (<http://www.brad.ac.uk/equality/>) provides a wide range of information on the schemes, policies, impact assessment and staff forum objectives and activities.

As an organisation based within such a multi-cultural and multi-racial city, the University is fully committed to put in place even more stringent structures and systems to ensure that equality is an integral part of its business and can be evidenced by the actions of all students, staff and others associated with the University.

The graphical representation of UoB structures for Equality, Diversity and Inclusion is shown in appendix 1.

2. Equality and Diversity Unit (EDU)

The Equality and Diversity Unit is based within the Office of the Vice Chancellor and consists of the Professor of Diversity, Equality and Diversity Manager, Equality and Diversity Officer, Equality Impact Assessment Officer and clerical support. The unit has a predominantly strategic and developmental role in helping to drive the equality and diversity agenda forward. Its role is to support and advise university governance, management, staff and students on equality and diversity related matters. It includes developing policies, procedures and action plans in this area, organising and delivering equality training and dealing with individual cases as well as building external relationships with local communities.

EDU Staff

Professor of Diversity: Professor: Udy Archibong

Equality and Diversity Manager: Ms Kathy Hobbs

Equality and Diversity Officer: Mr Kez Hayat

Equality Impact Assessment Officer: Mr Rob Rhodes

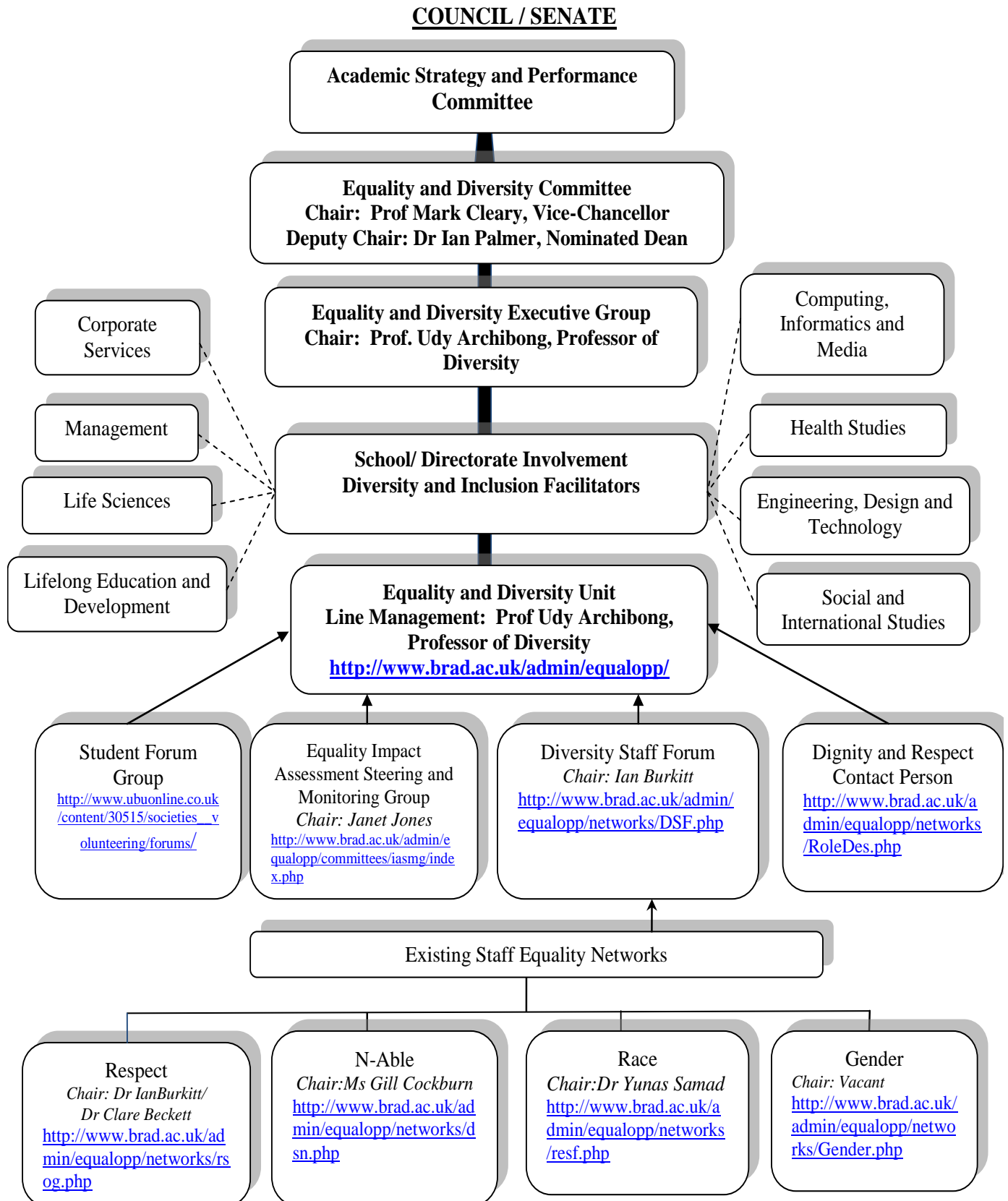
Equality and Diversity Secretary: Ms Narkis Rahman

3. Disability Service

Located within the Learner Support Services, the Disability Service offers a one-stop point for information and support on disability matters. The overall approach is based on a 'social model' of disability, which focuses on tackling the structural and institutional barriers faced by disabled people as well as more direct discrimination. This means that we work closely with students and all departments in the University and external partners to identify and facilitate reasonable adjustments and remove actual and potential barriers. We also focus on providing a service that is flexible and able to respond to individual needs.

4. Equality and Diversity Reporting Structures and Committees

If you find the following diagram inaccessible and require further guidance then please contact the Equality and Diversity Unit.



4.1 Equality and Diversity Committee

The University's Equality and Diversity Committee of Senate and Council is chaired by the Vice Chancellor and is made up of senior managers and others from across the University; council lay members; students union and lay community members. The EDC is a decision making body that agrees the strategic direction of the University in regard to equality and diversity

The Committee is responsible for the development, implementation, monitoring, and review of policy, planning, procedures and practice to support the University equality schemes and overall Equality and Diversity Policy and related equality policies in relation to staff, students, visitors and others closely associated with the University.

4.2 Equality and Diversity Executive Group

Equality and Diversity Executive Group (EDEG) is a working group of the EDC and is chaired by the Professor of Diversity. Its role is to be a consultative forum and responsible for advising and supporting the development of policy and strategy. Sitting at the heart of equality, diversity and inclusion structures, the EDEG sets management and operational priorities for equality and diversity.

4.3 Impact Assessment Steering and Monitoring Group (IASMG)

IASMG has been set up to support Impact Assessment in Schools and Directorate, to co-ordinate efforts and help share best practice. This Group reports progress made to the Equality and Diversity Committee.

5. Equality Networks

Here at Bradford we have a number of networks for staff and students that offer support, the opportunity to be actively involved in and explore diversity issues and to influence decision making:

5.1 N-Able Network (forum for promoting disability equality)

The Disabled Staff Network is now known as N-ABLE - Forum for disabled staff and staff that are interested in promoting disability equality.

Supported by the University's Disability Service, N-ABLE (formally known as Disabled Staff Network) meets regularly to discuss issues, initiatives and support on a range of disability matters. There is also an email forum and Blackboard discussion facility.

The group aims to:

- Raise awareness of disability issues and positively promote disability equality
- Discuss and address common issues or problems
- Provide mutual support in a safe environment
- Share knowledge, experience and good practice
- Provide a voice for disabled staff

The group is currently co-chaired by Helena Jones and Cath Hooson. The Chair of the Forum has a place on the University's Equality and Diversity Committee, the formal route for recommending policy, initiatives and action to the University's Senate and Council.

5.2. Race Equality Staff Forum

The Forum meets regularly to discuss issues and activities that contribute to the University's work on race equality.

The Forum aims to:

- Promote the University's approach to race equality and good race relations
- Provide role models and advocates for progressing racial equality.
- Offer a support network for staff
- Celebrate and promote social and cultural cohesion.

The group is currently chaired by Dr Yunas Samad. The Chair of the Forum also has a place on the University's [Equality and Diversity Committee](#) which recommends policy, action and initiatives to the University's Senate and Council.

5.3. Respect Sexual Orientation Group

Respect meet formally three times a year, as well as socially on the first Monday of each month. Both staff and students are welcome. The group aims to:

- Raise the profile of issues to do with sexual orientation at work and in study
- Improve conditions in the university with regards to sexual orientation, creating an environment of respect
- Combat discrimination against anyone on the grounds of sexual orientation
- Provide a forum to discuss issues and support those who feel they have suffered discrimination on the grounds of sexual orientation.

The Chair is currently jointly held between Dr Ian Burkitt and Dr Clare Beckett. The Chair of the group also has a place on the Equality and Diversity Committee, the main route for influencing equality action, initiatives and policy at the University.

5.4. Gender Forum

The key aims of the Forum include:

- Promoting the University's approach to gender equality and good gender relations;
- Providing cross-disciplinary role models and advocates for progress in making gender equality a reality at the University;
- Contributing to the work of the Equality & Diversity Committee through the Gender Forum;
- Offering a formal and informal support network for men, women and trans staff within the University;
- Celebrating and promoting success.

5.5 Diversity Staff Forum

Purpose of Group

- To provide an arena where BME/Disabled/Gender/LGB or any other staff group representatives meet corporately to discuss key issues impacting upon them
- To act as an advisory/consultation forum for the University on equality and diversity issues on behalf of their respective staff groups
- To influence and support the development of the Equality and Diversity Agenda.

Terms of Reference

- To make links with senior managers with a view to raise general issues of concern and make suggestions for improvement.
- To provide a discussion forum where generic equality issues can be raised.
- To provide guidance on equality aspects of the University's employment practices.
- Provide a forum for staff to raise ideas, and to be consulted on improvements to service delivery that meets the diverse needs of staff and students.
- To ensure that University employees are aware of the group, its remit/purpose and the work it does. A range of accessible communications methods such as a confidential mail box where wider staff can raise issues and ideas.
- To acquire support for the forum from the VC and senior staff and foster links with external agencies/other staff groups.
- Enable staff to share experiences, gain support, advice and guidance.
- To enable staff representatives to share good practice taking place in their respective staff forums
- Terms of reference to be reviewed annually.

5.6 Dignity and Respect Support Contact Persons Network

A network of Dignity and Respect Support Contacts to share experiences and issues emerging from their role. The network provides support and training for those in the role.

5.7 Diversity and Inclusion Facilitators Network

A network of Diversity and Inclusion Facilitators to share experiences and issues emerging from their role. The network provides support and training for those in the role.

5.8 Disability Equality Forum

A space for discussion and for sharing ideas, knowledge and good practice in order to improve communication between disabled students, the Disability Service, Schools and other divisions.

5.9. Diversity and Inclusion in Learning Teaching and Assessment Network

The Inclusion and Diversity Network seeks to sustain and build upon current developments at the University of Bradford, and in the sector more widely, that promote inclusive learning and teaching. The Network seeks to capitalise on the university's unique, diverse staff and student population in order to innovate in the development and implementation of inclusive pedagogies, and the creation of wider university strategies that support inclusive learning, teaching and

assessment. Through this work, the network seeks to bring about cultural change across the university and to improve the learning experience here at Bradford for *all* students. The Network uses an evidence-based approach to promote best practice in inclusive learning, teaching and assessment. Members of the Network are from a range of disciplines and departments; as such, the Network has access to wide range of expertise.

6. Cultural Understanding in Leadership & Management (CULM)

CULM is an organisational development programme which aims to enhance the diversity competence of our leaders and management.

It offers individual senior managers the opportunity to learn more about the world view of members of staff whose background is different to their own. It offers members of staff with leadership potential the opportunity to discover more about senior management through one to one meetings with an individual senior manager. Members of minority and less powerful groups often find it more difficult than others to establish the kind of relationship with senior managers that leads to a mutual understanding of each other's experience. CULM aims to redress that imbalance by creating partnerships that can lead to mutual understanding.

CULM provides a structure within which individual senior managers meet with their diversity partner (the member of staff), and includes meetings of all participants at which progress is reviewed and issues of cultural understanding are explored and discussed.

7. Roles

The **Vice Chancellor** chairs the Equality and Diversity committee and is the executive sponsor for equality and diversity at the University.

A **nominated Dean** is deputy chair of the EDC.

Professor of Diversity is responsible for providing strategic oversight for equality and diversity issues, line manages the Equality and Diversity Unit, and reports to the Vice Chancellor.

The **Head of Disability Service** is responsible for a service aimed at directly supporting staff and disabled students, by facilitating and developing the notion of 'reasonable adjustments' and promoting equality of access to disabled students.

The Equality and Diversity Manager provides a 'one University' point of policy advice and support on equality and diversity and plays a key role in anticipating future trends and legislative developments that will impact on the University and partner organisations.

University Faith Advisors - The University has connections with individuals and groups from a variety of faiths and denominations within the local community.

The chaplains and advisers are part of the university team for staff and student support. As well as the faiths which each of our staff and students represents, they can provide contact details for other local groups and faiths, including worship facilities on and off campus. These faith advisors are also available for people of no faith.

Diversity and Inclusion Facilitators work collaboratively with the Dean/Director of School/Directorate, Professor of Diversity, the HR Director, the Equality and Diversity Manager and other School/Directorate Equality and Inclusion Facilitators on the development and implementation of the school equality and diversity plan. The overall purpose of the role is to:

- support the mainstreaming and integration of equality and diversity awareness into the day to day activities of their School/Directorate
- provide assistance and advice to Dean /Director to promote equality and diversity across the School/Directorate to both staff and students
- ensure their School/Directorate is aware of best practice developments in equality and diversity and of changes to relevant legislation
- set local diversity objectives/action plan on an annual basis in conjunction with the Dean/Director.

Specific tasks associated with the role are to:

- act as the first point of contact and source of local advice on equality and diversity issues and legislation in the wider sense
- cascade news of changes to policy and procedures, best practice and developments in equality and diversity to colleagues and students within their School/Service
- collect feedback from staff and students on equality and diversity issues for discussion at equality networks and equality and diversity committees
- support and promote consultation with staff and students on equality and diversity initiatives
- assist the Dean/Director of School /Directorate annually to produce local diversity objectives supported by a local action plan
- meet regularly (at least four times per year) with Dean/Director to review the School's/Directorate's progress against objectives
- support their School/Directorate in developing local monitoring procedures including equality impact assessment and to report via Equality and Diversity Executive Group to the Equality and Diversity Committee
- assess School/Directorate equality and diversity training needs and to work with the Equality and Diversity Unit to suggest/design local training and development solutions.

Disability nominees are the key point of contact between the Disability Service and Schools and other Divisions, and have responsibility for communicating the recommendations for reasonable adjustments that disabled students are entitled to by disseminating a Learner Support Profile (LSP) to appropriate module leader / personal tutor or other Staff Member

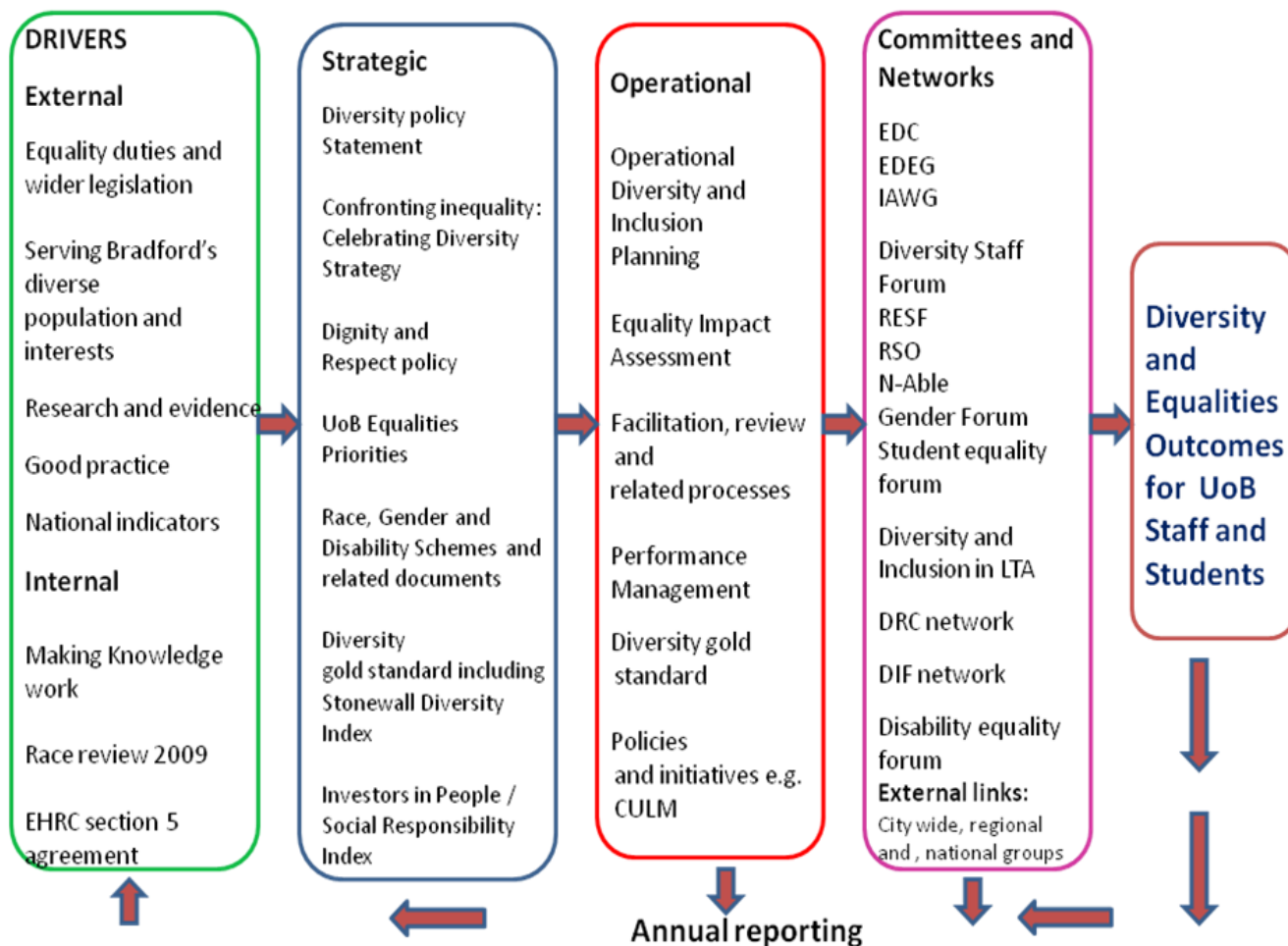
Dignity and Respect Support Contacts provide confidential support to individuals who may be experiencing difficulties relating to harassment and/or bullying. The aim of the role is to facilitate informal resolution in cases of harassment in line with the University's Dignity and Respect Policy.

8. Appendix 1- A graphical representation of structures for equality, diversity and inclusion

If you find the following diagram inaccessible and require further guidance then please contact the Equality and Diversity Unit.

Appendix 1

A graphical representation of structures for equality, diversity and inclusion at UoB



9. Appendix 2 - Equality and Diversity Committee

The Committee is responsible for the development, implementation, monitoring, and review of policy, planning, procedures and practice to support the University equality schemes and overall Equality and Diversity Policy and related equality policies in relation to staff, students, visitors and others closely associated with the University.

Terms of Reference

- To support the University in promoting its value 'confronting inequality: celebrating diversity' in relation to staff, students, visitors and others closely associated with the University.
- To promote an inclusive, supportive, healthy and equitable working and learning environment that is consistent with the corporate objectives.
- To be responsible for the development, implementation, monitoring and review of policy, planning, procedures and practice to support the equality and diversity strategy, including action planning.
- To advise on the optimum use of resources, including staff time, in embedding equality and diversity processes throughout the University by identifying and setting clear priorities, objectives, targets and actions with Planning Units/Schools.
- To be responsible for establishing, supporting, monitoring and reviewing progress of working groups. Membership of the project groups is intended to draw on the commitment and experience existing within the University and the community thereby spreading ownership throughout the organisation. In establishing such groups EDC will advise on the longevity or time framework of the existence of the group.
- To establish effective two-way communication channels between the Committee and the University community generally and specifically with campus trade unions and the Students Union.
- To ensure that appropriate equality and diversity training and development is provided and accessible to all staff, students and others associated with the University.

Membership

Chair: Vice Chancellor: Prof. Mark Cleary

Deputy Chair: Dr Ian Palmer

Forum Chairpersons:

Race Equality Staff Forum: Prof. Yunas Samad;

Respect Sexual Orientation Group: Dr Clare Beckett / Dr Ian Burkitt;

N-Able: Ms Cath Hooson / Helena Jones

Dean of Academic Area: Ms Nadira Mirza

Council Lay Members: Ms Sandy Needham; Ms V Steele

Community Lay Members: Mr Mohammed Salam; Ms Georgina Webster

Professor of Diversity and Chair of Equality and Diversity Executive Group: Prof. Udy Archibong

Students Union Representatives: Mr Abdul Ali, Nancy Quadri and Imad Faghmous

In attendance (others by invitation as appropriate):

Director of Human Resources: Ms Janet Jones

Equality and Diversity Manager: Ms Kathy Hobbs

Equality and Diversity Officer: Mr Kez Hayat

Head of Disability Service: Ms Helena Jones

Legal Adviser: Susan Matthews

10. Appendix 3 - Equality and Diversity Executive Group

Main responsibilities of the group include:

- Setting priorities for the Equality and Diversity Unit
- Acting as a sounding board for School/Directorate equality and diversity initiatives
- To ensure key priorities are included in the Equality and Diversity Committee (EDC) agenda
- To inform training on equality and diversity
- Discuss any matter referred to it by EDC, and to convey its views thereon to the EDC as appropriate
- To review and monitor University/Planning Units equality statistics and advise EDC on actions to be taken.
- Steering the Equality and Diversity Strategy (Advisory Board)

Membership:

Chair: Prof Uduak Archibong

Deputy Chair of EDC: Dr Ian Palmer

Equality and Diversity Unit representative: Kathy Hobbs / Kez Hayat

Schools/Directorate representation: 3 (1 from CS and 2 from Academic schools)

Student representation: Mr Abdul Ali, Nancy Quadri and Imad Faghmous

Staff Network representation: Helena Jones/Ian Burkitt

Legal Adviser: Susan Matthews

Strategic Planning Manager: Sally Dyson

Dignity and Respect Support Contact Persons: Bev Yates and Rebecca Bradley

Learning and Teaching representative: Becka Currant

Research & Knowledge Transfer representative: Prof Nana Poku

Disability Service representative: Helena Jones

Meeting Dates

The group will meet six times per academic year.

Reviewing the Terms of Reference

The Terms of Reference will be reviewed at the first meeting of each academic year.

11. Appendix 4 - Impact Assessment Steering and Monitoring Group (IASMG)

The Equality Impact Assessment Steering and Monitoring Group (EIASMG) was established to co-ordinate and oversee work on equality impact assessments in the University, to help set priorities for action, to co-ordinate efforts, and to help share best practice.

This Group reports progress made to the Equality and Diversity Committee and meets approximately every two months.

The Group also establishes ad hoc Subgroups to undertake work on major areas that require equality impact assessment across the University. At present there is a Subgroup looking at various processes and equality impact assessments around staff and student complaints.

Terms of Reference

The EIASMG reports to the University's Equality and Diversity Committee (EDC).

The overall purpose of the EIASMG is to drive the University's work towards meeting its duty to equality impact assess its policies, processes, functions and criteria, arising as a result of the Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005, and Equality Act 2006, and soon to be replaced by the Equality Act 2010.

Objectives

- To oversee the University's equality impact assessment work including process and progress, helping to set timescales and performance measures, ensure appropriate training is delivered, and set appropriate review dates.
- To help to identify areas of priority for equality impact assessment for the University and specific areas, including providing feedback, advice and acting as a steer for relevant areas of the University.
- To share good practice and experiences among members of the Group and with the wider University.
- To ensure scrutiny and oversight of actions and action plans arising from equality impact assessments.
- To provide strategic advice on embedding equality impact assessments and ensuring we develop a culture in which equality impact assessments are considered early on in the development of policies and processes and throughout their development.
- To advise Deans and Directors of the need for ongoing links between their representatives on the Equality Impact Assessment Steering and Monitoring Group and the School's or Directorate's own Equality and Diversity Facilitator

Membership

Janet Jones (Chair)	Human Resources
Anne Copley	Human Resources
Helena Jones	Disability Service
Ansar Rahman	School of Lifelong Education and Development
Rob Rhodes	Equality and Diversity Unit
Kez Hayat	Equality and Diversity Unit
Adrian Pearce	Offices of the Vice Chancellor
Susan Matthews	Offices of the Vice Chancellor
Claire Beckett	School of Social and International Studies
Gail Holdsworth	Research and Knowledge Transfer Support
Peter Morgan	School of Management
Lynn Stinson	School of Management
Iqbal Mujtaba	School of Engineering, Design & Technology
Sue Kershaw	Finance
Angela Fletcher	Finance
Karen Mortimer	Estates and Facilities
Roger Thrush	Estates and Facilities
Karen Jackson	UCU
Glenn Leedham	UCU
Bertha Ochieng	UCU
Gary Slater	Unison
Linda Broadley	Unison
Graham Pearson	Unite
Andrew Fitzpatrick	Students' Union
Nicola Cotson	Students' Union
Jan Gibson	School of Life Sciences
Sean Walton	Academic Development Unit
Chris Toft	Academic Administration
Fahmida Ashraf	School of Health Studies
Patrick Allen	School of Computing, Informatics and Media
Andrea Cullen	School of Computing, Informatics and Media

12. Appendix 5 - Diversity and Inclusion Facilitators

This section is currently being revised.

13. Appendix - 6 Dignity and Respect Support Contact Persons

D&RSCPs List 2009/2010

Name	School/Directorate	Telephone	Email
Andrea Cullen	Computing, Informatics and Media	01274 235689	a.j.cullen@bradford.ac.uk
Bev Yates	Computing, Informatics and Media	01274 233921	b.yates@bradford.ac.uk
Jess Guth	Management	01274 236799	j.guth@bradford.ac.uk
Jill Hendron	Health Studies	01274 236573	j.m.hendron1@bradford.ac.uk
Jak Radice	Health Studies	01274 236348	j.radice@bradford.ac.uk
David Streatfield	Health Studies	01274 236415	d.g.streatfield@bradford.ac.uk
Berni Addyman	Health Studies	01274 236339	b.a.addyman@bradford.ac.uk
Toheed Raza	Life Sciences	01274 235937	t.raza@bradford.ac.uk
Satwant Singh	Life Sciences	01274 234637	s.singh10@bradford.ac.uk
Marina Bloj	Life Sciences	01274 236258	m.bloj@bradford.ac.uk
Catherine Viner	Life Sciences	01274 235593	c.l.viner@bradford.ac.uk
Anne Graham	Life Sciences	01274 233570	a.graham@bradford.ac.uk
Clare Beckett	Social and International Studies	01274 233521	c.beckett@bradford.ac.uk
Gavin Bissell	Social and International Studies	01274 234787	g.bissell@bradford.ac.uk
Rebecca Bradley	Social and International Studies	01274 235282	r.l.bradley@bradford.ac.uk
Ash Mistry	Engineering, Design & Technology	01274 234130	a.mistry@bradford.ac.uk
Darwin Liang	Engineering, Design & Technology	01274 234039	d.t.w.liang@bradford.ac.uk
Amanda Tate	Corporate Services (HR)	01274 233097	a.g.tate@bradford.ac.uk
Christine Clarke	Corporate Services (Estates & Facilities)	01274 231488	c.j.clarke2@bradford.ac.uk
Becci Barker	Student Union	01274 232500	r.barker@bradford.ac.uk

14. Appendix 7 – Disability Nominees

Disability Contacts/Nominees for receipt of Learner Support Profiles (LSPs) 2009/10

School	Department/Division	Name of Nominee	Contact Details
School Of Social and International Studies (Language and European Studies)	Development & Economic Studies (formerly BCID)	Patrick Ryan	p.w.ryan@bradford.ac.uk (3976)
	Peace Studies	Rosemary Day	r.day@bradford.ac.uk (4175)
	Social Sciences and Humanities	Linda Broadley	l.j.broadley@bradford.ac.uk (5304)
	Centre for Psychology Studies		
School of Lifelong Education and Development	SLED	Jo Rothery	j.rothery2@bradford.ac.uk
		Sue Ledger	s.ledger@bradford.ac.uk (3198)
School of Engineering Design and Technology	EDT	Sue Hinchliffe	s.a.hinchliffe@bradford.ac.uk (4013)
School of Health Studies cc. Shirley Congdon (Dean) s.congdon@bradford.ac.uk	Midwifery and Reproductive Health Radiography, and Rehabilitation Studies, Physiotherapy and Occupational Therapy, Dementia Studies	Kim Thirkill	k.s.thirkill@bradford.ac.uk (6408)

School	Department/Division	Name of Nominee	Contact Details
	Nursing	Lynn Wood	l.bakes@bradford.ac.uk (6334)
School of Life Sciences	Biomedical Sciences, Clinical Sciences, Optometry, School of Pharmacy, Chemical and Forensic Sciences	Carol Sealy	c.noble@bradford.ac.uk (6255)
	Division of AGES	Jill Thompson	j.b.thompson@bradford.ac.uk
		Karen Parker	k.a.parker1@bradford.ac.uk
		Cc Carol Sealy	c.noble@bradford.ac.uk (6255)
School of Computing, Informatics and Media (SCIM) cc to Dr Palmer (Dean) i.j.palmer@bradford.ac.uk	Computing, Media, Mathematics Creative Technology	Aisha Ibrahim	a.ibrahim1@bradford.ac.uk (4286/5126)
		Tracy Wright	t.wright3@bradford.ac.uk (4011)
School of Management	Postgraduate	Jo Hardcastle	j.e.hardcastle@bradford.ac.uk
	Undergraduate	Sylvia Bentley	s.e.bentley@bradford.ac.uk (4375)
Library		R. N. Khan	r.n.khan@bradford.ac.uk