Equality and Diversity
Annual Report 2009/10
1. Introduction

The University of Leeds has made significant progress in recent years to drive forward the equality agenda. The Single Equality Scheme published in 2009 builds on the excellent work already undertaken within our Disability, Gender and Race Equality Schemes published in 2006, 2007 and 2008 respectively. The Schemes have enabled the University to plan and deliver the actions required to promote equality of opportunity in relation to disability, gender and race.

Some key achievements since the inception of the Single Equality Scheme include:

- establishing two Single Equality Scheme working groups (one for staff issues and one for student issues) to monitor the progress of the action plan
- embedding the analysis of equality and diversity data in faculties as part of the annual planning cycle in line with the Integrated Planning Exercise
- implementing Equality Impact Assessments within the organisational change framework

Section 5 of this annual report highlights further information on successes, particularly the progress of the single equality scheme action plan.


The Equality Act became law on October 1st 2010. It replaces previous legislation (such as the Race Relations Amendment Act 2000 and the Disability Discrimination Act 2005) and makes equality law simpler and easier to understand.

The Equality Act covers the same groups that were protected by existing equality legislation - age, disability, race, religion or belief, gender, sexual orientation. These are now called protected characteristics. It also extends some protections to groups not previously covered such as gender reassignment, marriage and civil partnership, pregnancy and maternity and also strengthens particular aspects of equality law, such as gender reassignment, marriage and civil partnership, pregnancy and maternity.

On 1 October 2010, some of the provisions relating to employment, service delivery and admission and treatment of students were brought in to force. Specific duties for England relating to the general public sector duty will be brought in to force in April 2011. We will know what specific actions to undertake in order to be ready for the latter part of the legislation once the consultation on the specific duties is carried out in November.

For further information on the legislation please visit the Equality Service website: [http://www.equality.leeds.ac.uk/equality-act-2010/](http://www.equality.leeds.ac.uk/equality-act-2010/)

3. The University Values

At the University of Leeds we recognise the importance of equality of opportunity for staff, students and other users of our services. This principle is embedded within
the University Strategy, with one of the five core values being “Inclusiveness – diversity, equal opportunities and access”. We continue to strive to ensure that equal opportunities issues are embedded into all aspects of our culture.

4. Governance and Monitoring - Our structures for promoting equality.

The Equality and Diversity Committee

Equality and diversity issues are overseen by a University-level Equality & Diversity Committee, which is chaired by the Pro-Vice-Chancellor (Staff) and attended by elected Deans, faculty representatives, and representatives of the 3 Trade Union, Human Resources, Leeds University Union and the Equality Service. The Committee meets three times during each academic session and its purpose is to monitor and advise on equality and diversity issues which have an impact on the University and send forward recommendations as appropriate to the Vice Chancellor’s Executive Group, Faculty Management Group, Senate or Council.

Some of the main issues considered and agreed by the Committee during 2009/10 include:

- access audit of the university campus
- policy on Dignity and Mutual Respect
- monitoring reports on new promotions system
- the next staff survey - with an equality and diversity theme
- updates on Black History Month and LGBT History Month
- procedures for supporting Disabled Staff
- operation of the Equality and Diversity Committee

The Equality Service

The University has in place an Equality Service which facilitates and co-ordinates the move towards embedding equal opportunities across all aspects of the University’s work. The vision statement of the Equality Service is as follows:

“We want to provide creative, effective and successful equality services that enable staff and students to have the opportunity to achieve their full potential. This supports the University in realising its commitment to delivering a world class, innovative and flexible learning environment for students as well as a supportive and professional working environment for staff”.

The Service comprises five teams:

- The Equality and Diversity Team
- The Disability Team
- The University of Leeds Assessment Centre
- The RNIB & University of Leeds Transcription Centre
- The Operations Team
Faculty Equality Committees – Diversity Leads and Diversity Officers

Individual Equality and Diversity Committees within faculties and services have been successfully established for a number of years. The make up of each committee includes both student and staff representatives. The role of these committees is to manage equality and diversity issues within their areas and also to represent local concerns to the Equality Service and the University’s main Equality & Diversity Committee, as appropriate.

The Head of Service has continued to review the operation of this structure to ensure the provision of the most effective service to students and staff and to the University as a whole. This has included a review of equality activity at faculty level and establishing a network of Equality and Diversity Leads to ensure commitment and action at strategic level.

The work of Faculty Equality Committees and Equality and Diversity Leads is also supported by a network of Diversity Officers. The officers appointed to this role are granted workload remission to work collaboratively with their faculty, the Equality Service and the wider University Community to help build an inclusive environment for staff and students.

5. Progressing the action plan

The priorities identified in the Single Equality Scheme action plan include those recommended by staff and students in the 3Rs ‘Rights, Respect and Representation’ consultation sessions (held in 2009), and specific public sector statutory obligations. The involvement activities undertaken as part of the development of the Single Equality Scheme in 2009 have allowed the University to ensure the Scheme accurately reflects the current views and needs of the University community.

The University established two Single Equality Scheme working groups in March 2010. The ‘valuing and developing our staff’ working group is responsible for implementing and overseeing the action points relating to staff. The ‘inspire our students to develop their full potential’ working group is responsible for implementing and overseeing the action points relating to students. The development of and implementation of the Action Plan relating to ‘organisational development’ is overseen directly by the Equality & Diversity Committee.

A review of the actions originally identified within the Single Equality Scheme has been conducted to enable the University to reflect on what has been achieved over the past year and focus resources on where additional work is required to ensure the University is in line with new provisions within the Equality Act 2010.

<table>
<thead>
<tr>
<th>Status</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>The action has been completed and no further work is required at this time.</td>
</tr>
<tr>
<td><strong>Underway</strong></td>
<td>The action is underway / no further action will be required at this time.</td>
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<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Under review</strong></td>
<td>The action is under review and will be progressed further through the cycle of equality scheme</td>
</tr>
<tr>
<td><strong>New activity (under the provisions of Equality Act 2010)</strong></td>
<td>The Equality Act came into effect from October 2010. The specific duties relating to the public sector duty are currently under consultation and will be brought in to force in April 2011.</td>
</tr>
<tr>
<td>No</td>
<td>Action</td>
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<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td><strong>1. Recruitment and induction</strong></td>
</tr>
<tr>
<td>1.1</td>
<td>To support the implementation of equality monitoring forms for applicants and staff in post (include monitoring sexual orientation, religion/belief and caring responsibilities), and to systematically analyse the data</td>
</tr>
<tr>
<td>1.2</td>
<td>To identify and implement mechanisms for improving self declaration of applicants and for staff in post</td>
</tr>
</tbody>
</table>
| 1.3| To develop procedures for accommodating the needs of candidates during recruitment process | Improving access and the provision of an inclusive workplace            | Human Resources             | Timescale 2 | **Underway** | A full review of recruitment procedures and processes is currently being undertaken. As part of this review:  
  - Equality impact assessment currently being undertaken to ensure the needs of candidates are accommodated appropriately.  
  - Practical web-based guidance to support managers through the R&S process is being developed  
  - Toolkits are being developed for managers on effective selection process  
  - Changes to the application form have been made to invite candidates to discuss any concerns e.g. accessibility  
  - R&S training is under review to ensure staff are skilled appropriately and ensure excellent candidate experience, |

Updated February 2011
## 2. Promotion and progression

<table>
<thead>
<tr>
<th></th>
<th>To develop approaches to review the range of employment data across the equality strands in relation to recruitment, promotion/development, grievances and disciplinary action</th>
<th>Improved information to support the promotion of equality and the ability to track the number of staff from equality strands across the University</th>
<th>Human Resources, Equality &amp; Diversity Committee</th>
<th>Timescale 2 Strategic / Transformational Activity</th>
<th>Under review Following introduction of E-recruitment 2011</th>
<th>The collection of better core equality data (as described in action1.1 and 1.2) will mean robust, meaningful and accurate management information will be produced, as requested by senior managers or external bodies. In addition a project to develop and implement an online exit questionnaire is underway. This will provide access to management information to monitor why staff from the equality strands may be leaving and identify trends and or areas of concern</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To ensure positive action training and mentoring opportunities are available to target groups</td>
<td>Personal development courses such as Springboard continue to be delivered to staff</td>
<td>SDDU</td>
<td>Timescale 2 Statutory Activity &amp; Improving Business</td>
<td>Completed</td>
<td>The Springboard programme is planned for 2010-11. Two programmes will take place – one for research staff (funded by Roberts) and another for all other female staff at grade 5 and above</td>
</tr>
<tr>
<td></td>
<td>To continue to develop and deliver a suite of equality and diversity training courses for all staff, including frontline staff and staff with managerial/ review responsibilities</td>
<td>All staff have attended relevant TIFES E&amp;D briefings, Values sessions or similar targeted training</td>
<td>Equality Service and SDDU</td>
<td>Timescale 1 Strategic / Transformational Activity</td>
<td>Underway</td>
<td>The E&amp;D course has become part of the ‘Management Know-how’ suite – to be offered and advertised as part of the University’s provision for leadership and management development. Available via SDDU website <a href="http://www.leeds.ac.uk/sddu/leadership/LM_know_how.html">http://www.leeds.ac.uk/sddu/leadership/LM_know_how.html</a></td>
</tr>
</tbody>
</table>
## 2.4 To continue to implement the Athena Swan Action plan at University level and explore ways of achieving best practice at faculty level (progress towards Silver Award)

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SET facilities (Biological Sciences, Engineering Environment, MAPs, Medicine and Health). Faculties and Schools will set their own timescales</td>
<td><strong>Underway</strong></td>
</tr>
<tr>
<td>One or more faculties or schools are working towards silver awards in 2009/2010, with successful applications by 2011/2012</td>
<td><strong>Improving Business</strong></td>
</tr>
</tbody>
</table>

## 3. Facilities and support in the workplace

### 3.1 The University to consider joining Stonewall’s Diversity Champions programme

- Promotion of LGBT equality in the workplace

### 3.2 To ensure the information page on the Equality Service website is linked to main University website, and provides up-to-date information on support, facilities and adjustments available for staff

- Details of facilities available on campus (e.g. childcare, prayer facilities, staff counselling, staff services and networks) accessible to all staff

### Timescale

- Underway
- Under review
- Underway

During 2010 the Athena SWAN Steering Group has met three times and the Working Group has met on one occasion. Good progress is being made towards the Bronze Award Action Plan. Notable actions include:

- Establishment of a Women in Science, Engineering and Technology (WiSET) e-mail network
- Establishment of a monthly Leeds WiSET forum – the First Tuesday club
- Plans are in place to establish a WiSET web site
- The Faculties of Engineering and MAPs and the School of Healthcare are actively working towards applying for Silver Awards
<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
<th>Activity Owner</th>
<th>Timescale</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3</td>
<td>To consider a programme of events to further promote University-wide good practice on all aspects of the new Flexible Working policy</td>
<td>Human Resources, Equality Service</td>
<td>Timescale 3</td>
<td>Under review</td>
</tr>
<tr>
<td></td>
<td>Managers and staff are aware of guidance and information available to support requests for flexibility on aspects of equality</td>
<td>Improving Business</td>
<td></td>
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<tr>
<td>3.4</td>
<td>To explore the value and desire for establishing staff networks for international/BME staff disabled staff, LGBT staff and carers</td>
<td>Equality Service, SDDU</td>
<td>Timescale 2</td>
<td>Under review</td>
</tr>
<tr>
<td></td>
<td>Staff networks to support and provide advice for members of staff from under-represented groups</td>
<td>Improving Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>To ensure that the staff survey themed on equality is implemented across faculties, schools and departments</td>
<td>Wellbeing, Equality Service</td>
<td>Timescale 1</td>
<td>Underway</td>
</tr>
<tr>
<td></td>
<td>Faculties and departments address equality issues affecting staff in the workplace, through analysis of the results of the survey</td>
<td>Strategic / Transformational Activity</td>
<td></td>
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<td></td>
<td>The survey will be conducted from the 1st to 19th November and has a specific Equality Theme, and a set of demographic questions designed to further identify equality issues. The intention is for the survey to be analysed by equality theme and then for the Faculties, Schools/Services and the University as a whole to either further analyse equality issues that arise or to respond to issues that arise. The reporting from the survey is scheduled for January 2011.</td>
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<tr>
<td>3.6</td>
<td>To scope practical guidance on supporting trans staff (covering records, confidentiality and services available)</td>
<td>Equality Service</td>
<td>Timescale 2</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Provision of an inclusive workplace</td>
<td>Improving Business</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Practical guidance on supporting trans staff and students has been prepared and is available from the Equality Service website: <a href="http://www.equality.leeds.ac.uk/for-staff/good-practice-guidance/trans-staff-and-students-in-higher-education/">http://www.equality.leeds.ac.uk/for-staff/good-practice-guidance/trans-staff-and-students-in-higher-education/</a></td>
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### 3.7
To seek to promote E&D issues in other University activity (e.g. staff festivals, surveys and other events on campus)

**Promotion of equality across campus**

**Employee Comms, Equality Service**

**Ongoing Improving Business**

**Underway**

Could we comment on the events where we've had a stall over the last year? Also, perhaps a mention of input to induction and putting out our leaflets at the associated information fair.

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### Inspire our students to develop their full potential

<table>
<thead>
<tr>
<th>Nd.</th>
<th>Action</th>
<th>Output</th>
<th>Lead</th>
<th>Dates for delivery</th>
<th>Status</th>
<th>Detail</th>
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</thead>
</table>

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### 4. Applications and admissions

#### 4.1
To ensure information on support is available for students in a variety of formats: such as
- In the main University prospectus, during open days and student induction sessions.
- the Equality Service DVD to be attached to the main prospectus, publicity materials, and main visitors website

**Encourage and attract students from diverse backgrounds to the University**

**Equality Service to lead with support from Comms team, Admissions team, faculties and schools.**

**Timescale 1 Improving Business**

**Underway**

Information about the support and services available (including disability team, E&D team<, LUU) featured in UG & PG prospectus, 'count down to university' publication, in the student handbook. Equality Service also had dedicated stands at both open days in June & September.

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#### 4.2
To ensure the student handbook includes equality information e.g.:
- prayer facilities on campus
- childcare facilities on campus
- accessible campus routes
- students societies
- students services
- calendar of main festivals and events

**Students are able to locate and access facilities and support specific to their needs**

**Academic Quality and Standards team (Induction Team)**

**Timescale 1 Improving Business**

**Underway**

The student handbook has been updated with the information provided through the working group and includes: Prayer and Contemplation Facilities, Religion and Belief, Pregnancy and Parenthood, Support for Diversity, Accessibility Across the Campus and Student Societies and Assemblies. [http://www.leeds.ac.uk/qmeu/tsg/](http://www.leeds.ac.uk/qmeu/tsg/)
4.3 To devise a process of monitoring and analysing the admissions, progress and attainment of students of different backgrounds, and supporting faculties/schools to make use of this data

| Improved information to support the promotion of equality and the ability to track number of students from equalities groups | Strategy & Planning Office, Faculty Equality Committees | Timescale 1 | Underway | As part of the annual integrated planning exercise faculties have been provided with monitoring data on admissions, registrations and degree classifications. |

5. Facilities and support across campus

5.1 The induction sessions for disabled students during the start of academic year to include:
- Introductory meetings with Disability Contacts within facilities
- Training sessions on the use of assistive technology and software in libraries


During Induction Week introductory meetings are held between Disability Contacts and students. Assistive technology training sessions with ISS are also included within the training plan. Leeds University Union are offering an introductory tour of the Union building for disabled students in the first month of semester one. |

5.2 Faculties, schools and departments to be involved with hosting events to celebrate Black History Month, LGBT History Month and other national awareness days

| Promotion of equality and good relations across the University | Leeds University Union, Equality Service, academic faculties, schools and departments | Ongoing | Underway | A programme of events for Black History Month scheduled for October, publicity of the events in various formats. Plans for events throughout the rest of the academic term on going, including
- Women’s campaign encouraging reporting of harassment and domestic violence.
- Celebrating LGBT history month, Interfaith Week and Disability Awareness week. |
| 5.3 | To develop strategies and activities to promote an inclusive student community including: managing conflicts in common rooms, celebrating key events supporting international students, dealing with hate crime, bullying and harassment | Promotion of equality and elimination of unlawful treatment | Faculty Equality Committees, Residential Services | Timescale 1 Improving Business | Underway |
| 5.4 | To develop practical guidance on supporting trans students (covering academic records, accommodation, confidentiality and services available) | Provision of an inclusive student experience for trans students | Equality Service | Timescale 2 Improving Business | Completed |

### 6. Learning, teaching and the curriculum

| 6.1 | Review attainment levels of groups of students with various protected characteristics and have available appropriate training materials to support learning and teaching staff in understanding the needs of a diverse student body including general material on inclusive learning and teaching and more specific material on support for disabled students. | Academic staff can demonstrate inclusive learning and teaching between students of diverse backgrounds | Taught Student Education Board, SDDU, Equality Service | Timescale 1 Improving Business | Under review |

Practical guidance on supporting trans staff and students has been prepared and is available from the Equality Service website: [http://www.equality.leeds.ac.uk/for-staff/good-practice-guidance/trans-staff-and-students-in-higher-education/](http://www.equality.leeds.ac.uk/for-staff/good-practice-guidance/trans-staff-and-students-in-higher-education/)
| 6.2 | To develop practical guidance on how to respond to requests for flexibility on the grounds of religion or belief, including an awareness of timings of key festivals or prayer times e.g. when scheduling exams/lectures, requests for prayer time, implications for field trips or work experience | Academic staff can take issues of religion/belief into consideration when developing activities | Taught Student Education Board to lead, supported by the Equality Service | Timescale 2 Improving Business | Under review | To embed dates of key religious festivals within University calendar |
| 6.3 | Explore the opportunity for developing an E&D ethos consistent with the University Values through Leeds for Life or other routes | Students can develop specific skills and knowledge, preparing their input to global society | Taught Student Education Board (via Leeds for Life) | Timescale 2 Strategic/Transformational Activity | Under review |
| 6.4 | To publicise key festivals and religious events on University and Union calendars | Raised staff and student awareness of key festivals throughout the year | Secretariat, Leeds University Union | Timescale 1 Improving Business | Underway | Information on dates of key holy days and festivals (including guidance on responding to requests from staff and students for flexibility on grounds of religion or belief) is available via the University Almanac http://www.leeds.ac.uk/calendar/almanac.html this action needs to be developed further, by incorporating key festival dates within University Calendar. |
| 6.5 | To develop flexible methods of making learning/teaching accessible for disabled students, mature or part-time students and students with dependants or caring responsibilities | Accessible and technology enhanced learning opportunities available, e.g. via podcasts/other online resources | ISS, Equality Service | Ongoing Improving Business | Under review |

**Organisational Development**
<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Output</th>
<th>Lead</th>
<th>Dates for delivery</th>
<th>Status</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>To agree the approach to Equality Impact Assessment (EIA)</td>
<td>Agreed approach to conducting activity</td>
<td>Equality and Diversity Committee</td>
<td>Timescale 1 Statutory Activity</td>
<td>Underway</td>
<td>A paper was presented to the University Equality and Diversity Committee on Equality Impact Assessment – an approach to Organisational Review in the first instance (EDC 10 07). Further development of the EIA process for University policies and practices will continue.</td>
</tr>
<tr>
<td>7.2</td>
<td>To produce EIA guidance, design training and toolkit</td>
<td>Guidance and training designed and delivered to those responsible for carrying out the EIA process</td>
<td>Equality and Diversity team</td>
<td>Timescale 2 Statutory Activity</td>
<td>Underway</td>
<td>Template for undertaking EIA in organisational reviews complete. This will be followed with a toolkit for conducting EIA on University policies and practices.</td>
</tr>
<tr>
<td>7.3</td>
<td>To map key University policies / procedures to be initially screened and fully impact assessed</td>
<td>All key university wide and major local faculty implementation policies and procedures identified, assessed and documented</td>
<td>All central department s and faculties to identify University wide policies / local and procedures</td>
<td>Timescale 3 Statutory Activity</td>
<td>Under review</td>
<td></td>
</tr>
</tbody>
</table>

8. Equal Pay Audit
| 8.1 | To identify timescales and resources for carrying out an Equal Pay Audit to identify areas of segregation, pay inequalities and other associated inequalities | Report identifying any pay inequalities with action plans to address issues | Human Resources | Timescale 1 Statutory Activity | Underway | The University appointed Capita, an independent specialist, to undertake a comprehensive and independent review of pay data to provide an overview of pay patterns across the institution. The first draft of the review report will be presented to VCEG, EDC and Trade Unions in November. |
| 9.1 | To continue to progress actions identified in the Disability Access Audit | Progress towards a fully accessible campus for staff, students and visitors | Estates | Timescale 1 Statutory Activity | Underway | This project covers five key areas:- • lift improvements • hard of hearing enhancements • building/externals accessibility works • maintenance works and • management measures. Work is currently on site and planned in four phases with main contractor Thompson and Co and final completion is due in 2011. |
| 10.1 | To clarify and raise the profile of faculty diversity officers across schools, faculties and departments | Promotion of equality and University wide ownership of the Single Equality Scheme | Faculty Diversity Officers, Faculty Equality Committees | Timescale 1 Improving Business | Underway | A series of recommendations were passed on how to progress the equality and diversity agenda at FMG on 22nd July. These include how faculties will decide upon the appropriate level of support for the Equality & Diversity Leads including administrative support and workload remission required for the Diversity Officer post(s), as in point 11.2 |
| 10.2 | To ensure ‘Make Me a Diversity Officer’ briefing sessions are delivered to Faculty Diversity Officers | Diversity Officers have an understanding of how to deal with general equality related issues and promote good practice in local areas | Equality Service | Priority 1 Improving Business | Under review | 5 ‘Make Me a Diversity Officer’ sessions were delivered during the period September 09- June 10. Further sessions will be planned and delivered for the period 2010 – 2011 once gaps in skills / knowledge are identified, and also where faculty leads identify targeted projects & initiatives. |

| 11. Governance and management | 11.1 | To undertake annual review of the Single Equality Scheme and Action Plan and produce annual reports on activities and projects progressed | Regular monitoring to ensure the effectiveness of steps set out in action plan | Equality Service | Timescale 2 Statutory Activity | Underway |
| 11.2 | To clarify the role of Faculty Equality Committees in terms of ownership and delivery of the Single Equality Scheme action plan | University wide ownership of the Single Equality Scheme | PVC (Staff and org change), Faculty Management Group, Chairs of Faculty Equality Committees, Head of Equality Service | Timescale 2 Statutory Activity | Underway | A series of recommendations were passed on how to progress the equality and diversity at agenda FMG on 22nd July. These include:

- Faculties should identify an Equality & Diversity Lead from the Executive Team who would be responsible for providing leadership to the Faculty equality and diversity strategy.
- The Equality Service will annually produce a standard set of statistics for Faculties & Services on staff and student core activities. This data (and other data identified by Faculties as appropriate) will then be used to identify whether there is a differential experience between staff or student groups and what action, if any, the Faculty will need to take.
- Faculties will decide upon the appropriate level of support for the Equality & Diversity Leads including administrative support and workload remission required for the Diversity Officer post(s).
- Faculties should ensure that appropriate mechanisms are in place to monitor and review the progression of this agenda.

To support Faculties in implementing these recommendations an Equality & Diversity Lead Network will be facilitated by the PVC Staff & Organisational Change and a Diversity Officer Network facilitated by the Equality and Diversity Team. |
## 12. General provisions of the Equality Act 2010

### 12.1 Ensure the key changes are reflected in current policies and procedures.
- Update references to previous legislation (for example DDA, SENDA, SDA, RRAA, Equality Act 2006) but note that some parts of previous legislation will still be in force. Page 234 of the Equality Act 2010 highlights which areas of previous legislation have been repealed.
- If referring to external guidance that has not been updated, provide a note that legislation has changed.

<table>
<thead>
<tr>
<th>University policies and procedures are in line with promoting the Equality Duty</th>
<th>The Equality Service</th>
<th>Timescale 1 Statutory Activity</th>
<th>New activity under the provisions of the Equality Act 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underway</td>
<td></td>
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</tr>
</tbody>
</table>
### 12.2 Promotion of changes

- Assess training sessions and materials, review and update in line with the key changes.
- Revise the institution's statement of commitment to tackle all forms of discrimination to include all protected characteristics and prohibited conduct.
- Produce a plan for identifying and meeting the information needs of governors, committees, managers, staff and students, trade unions and students' unions in line with the key changes.
- Review present arrangements for informing staff, students and visitors of their equality rights and responsibilities in light of the key changes.
- Revise relevant university documentation (hard copy or web-based) to ensure that it covers the changes in the legislation.

| Communication of changes to Equality legislation to staff, students and service users | The Equality Service | Timescale 1 Statutory Activity | New activity under the provisions of the Equality Act 2010 Underway | • Training material (including induction, Values, E&D management know how programme) updated to reflect current changes.  
• Briefing delivered to FMG, VCEG and Leadership Forum  
• Changes to Equality Act legislation circulated to all staff via email, and campus web  
• Briefing for managers prepared to highlight implications of changes and responsibilities, available via [http://www.equality.leeds.ac.uk/equality-act-2010](http://www.equality.leeds.ac.uk/equality-act-2010) |

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### 12.3 To ensure actions within the Single Equality Scheme action plan are reviewed and revised once the specific duties relating to the public sector duty are brought into force in April 2011.

| The University of Leeds to continue to promote equality, eliminate unlawful discrimination and promote good relations between diverse groups | The Equality Service | Timescale 1 Statutory Activity | Under review  
New activity under the provisions of the Equality Act 2010 |
If you would like more information about anything contained within this report, or if you require information about our equality and diversity work in alternative formats (for example, Braille, large print or audio), you are welcome to contact Maria Pervaiz, Equality and Diversity Manager.

Maria Pervaiz
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Leeds LS2 9JT

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Website: www.equality.leeds.ac.uk