

SCIENCE AND TECHNOLOGY FACILITIES COUNCIL

GENDER EQUALITY SCHEME

Background

1. STFC's policy on Equality and Diversity specifically requires the fair treatment of people irrespective of their gender or marital status.
2. In the UK, the Equality and Human Rights Commission has published the Code of Practice on the 'Gender Equality Duty' for the UK. The Research Councils, including STFC, are classed as public authorities with 'general' and 'specific' duties. This document, together with its action plan, constitutes STFC's "Gender Equality Scheme" and details its approach to:-
 - The Scheme itself
 - Consultation process
 - Impact Assessments
 - Information Gathering
 - Publication
 - Review
3. The implementation of the Scheme will be driven by an action plan which will be reviewed annually. The initial action plan is shown at Annex C.

The Scheme

4. In all our roles we will actively:-
 - Eliminate unlawful discrimination and harassment
 - Promote equality of opportunity between men and women
 - Recognise that men, women and transgender people are different but equal
6. Gender equality in this document refers to men, women and transgender people. Sexual orientation is referred to in our intranet site on Equality and Diversity.
7. The Scheme applies to all STFC employees, board and committee members, students, visiting workers and users of our facilities and others who are involved in pursuing the aims of the Council.
8. All STFC employees and their associates should apply the principles of gender equality in day-to-day behaviour when dealing with others. We all have a responsibility not to allow others to practise or incite gender discrimination.

9. In the light of STFC's funding of research activities in a wide variety of research organisations, we will consider incorporating a compliance requirement on promoting gender equality in funding arrangements but will not attempt to monitor the gender or behaviour of those whose governance falls to another employer. However, STFC will respond appropriately to any observed unfair treatment or inappropriate behaviour against people working on our premises.

Responsibilities

10. STFC's HR Committee has corporate responsibility for approving the Gender Equality Scheme and action plan. The Committee, aided by STFC's Equality and Diversity Manager, will also ensure that the action plan is reviewed annually and that a more thorough review of the Scheme is undertaken at the end of its third year of operation, in April 2010.

11. We will ensure that all our employees, including those on fixed-term contracts, are fully briefed on the Scheme and supported in its implementation. Information and support will be provided to employees to raise awareness about the Scheme.

12. The requirements of this Scheme and equality values will be included in our induction programmes and recruitment processes so that all employees are made aware of their responsibilities.

13. A Diversity Forum will be set up (as in Annex A) to ensure that the impact assessments and action plan tasks are completed on target and will report on its activities to the Operations Board and Whitley Council.

14. The Forum will be chaired by the STFC's Equality and Diversity Champion, who will be a Director. He/ She will be responsible for facilitating the meeting of its members and should be a spokesperson for the group.

Compliance

15. Non-compliance with our policies on gender equality will be taken very seriously and will be addressed under our STFC disciplinary policy.

16. Equal pay for men and women is an important element of the Gender Equality Duty. The results of equal pay auditing are publicised each year in the Equality and Diversity Report. These are used to identify significant shortcomings in pay systems and in general terms our pay structure should provide safeguards against unfair pay discrimination.

17. **As an Equal Opportunities organisation, STFC will:-**

- Challenge through impact assessments its structures, policies, procedures and practices to promote gender equality

- Continue to work with other Research Councils to share best practice for equalities implementation, e.g. training programmes, equalities monitoring data and impact assessments.
- Ensure that all information, publicity and advertising which we undertake is non-discriminatory and promotes positive attitudes towards individuals, irrespective of gender.

18. As an employer with respect to pay, we will:-

- Incorporate equal pay principles when undertaking job evaluation
- Monitor the impact of pay policies and pay decisions and ensure their consistency with equal pay principles
- Undertake periodic equal pay reviews
- Provide guidance to managers and all staff involved in recruitment on pay, reward, benefits and equalities issues
- Make available to employees information about how their pay is determined
- Work in partnership with Trade Unions and keep our workforce informed of pay and reward policy developments.

19. As an employer, we will:-

- Take all reasonable action to prevent unlawful discrimination and reduce any significant disparities in treatment between the different genders
- Welcome applications from all people irrespective of whether they are male, female or transgender for all vacancies. Selection is subject to individuals being able to fulfil the requirements of the job
- Encourage more Science Engineering and Technology (SET) women to apply for jobs with us, given their under representation in the workforce
- Ensure that the selection criteria for recruitment, promotion or internal selection are free of gender bias.
- Strive for equality of representation in training and career development, reward and recognition initiatives, consistent with the need to appoint on merit
- Encourage networking of women employees in SET and promote positive relations between all staff
- Consult and involve male, female and transgender employees in the further development of this scheme
- Not tolerate harassment for any reason. We are committed to take action to stop harassing behaviour as soon as it is identified. Any STFC employee who believes they are experiencing harassment or victimisation will receive immediate support under the terms of STFC's formal harassment procedure. Employees may also raise concerns, in confidence, through STFC's nominated Harassment Advisors or through their Trade Union representatives
- Monitor gender in recruitment, employment and leavers processes to ensure compliance

- Build on existing initiatives, including producing courses for senior women and a positive action initiative.

20. As a funder of scientific research, we will:-

- Monitor annually a sample of award agreements to ensure that people are not discriminated against on the grounds of their gender, in agreements and collaborations with universities, research organisations, industry and others,

21. As a provider of facilities and technical expertise, we will:-

- Consult users in the further development of the scheme

22. As a communicator and promoter of public engagement we will:-

- Ensure that all information, publicity and advertising which STFC undertakes is non-discriminatory and promotes a positive attitude towards men, women and transgender people

23. As a purchaser of goods and services, we will:-

- Ensure that gender equality is integrated into procurement policy and in agreements, service agreements and contracts with private sector companies and others
- Require evidence from SSC to show that they regularly monitor the allocation of procurement contracts to determine the extent to which disabled people are accessing and winning STFC contracts.

Consultation and Involvement

24. Gender Equality Schemes were first published for the STFC's originating Councils in April 2007 (for PPARC and CCLRC) on their external websites. These schemes have been reviewed to produce this STFC's scheme which will be published on the STFC's intranets and external website in June 2008. We will bring it to the attention STFC staff and invite feedback from them and from the general public for an additional period following publication until 31st July 2008. Feedback should be addressed to Amy Bryan, HR Group, email: a.e.bryan@rl.ac.uk

25. In the development of this document, STFC has undertaken some consultation with other Research Councils and with Trade Union Representatives. Several ex-CCLRC staff have been consulted, including our Women in Science, Engineering and Technology (WiSET) network group. The document has been shown to the UK Resource centre for Women in Science, Engineering and Technology who have provided useful feedback.

26. We will develop further dialogue with the following groups:-

- Trade Union Side representatives
- The Cross-Research Council Equality and Diversity Advisory Group
- Research Councils UK (RCUK)
- A range of STFC staff across STFC's establishments in both permanent and fixed term posts.

Information Gathering

27. We will monitor employment data on the distribution of women, men and transgender people through collecting the information below, whilst appreciating that some people may not wish to register this information with us.

- Applications for jobs, both temporary and permanent, and success rates at each stage of the selection process
- Numbers of staff in post split by type of job, location and band
- Recommendations for promotion and level transfer and success rates for each
- Number of off-the-job training days
- Results of performance appraisals
- Numbers involved in disciplinary and grievance actions
- Numbers of leavers and reasons for leaving
- Benchmark ourselves jointly with other Research Councils
- As stated above we will undertake periodic pay reviews

28. The results of this monitoring will be published on the STFC diversity intranet/website.

Publication and Review

29. This Scheme is published internally on our intranet and also externally on our corporate website in order to demonstrate formal commitment in this area.

30. The Scheme, action plans and monitoring information will be reviewed after the first year of operation by the STFC HR Committee with a view to determining progress and checking against stated targets. After the first year, the action plan will be updated annually and comprehensively reviewed every three years.

Annex A Implementation Approach

A **Diversity Forum** will be set up in June 2008 to support STFC's policies on Equality and Diversity. The Forum will ensure that the action plans and impact assessments in the Gender and Disability Equality Schemes are completed within agreed timeframes. It will also develop an action plan on race equality. The Forum will include representatives from:-

- Rutherford Appleton Laboratory
- Daresbury Laboratory
- Swindon Office
- UK Astronomy Technology Centre, Edinburgh
- Trade Union Side
- A member of Estates and Site Operations
- A member of Safety, Health and Environment Group
- A member of Communications Group
- A member of CICT Group
- A member of Corporate Web Group

Two members from the WiSET network , two from the disabled employees network and two ethnic minority employees will also be invited to participate in the Forum. The Forum will be chaired by the STFC's Equality and Diversity Champion, who will be a Director, or by the Equality and Diversity Manager on behalf of the HR Committee.

The Forum will meet at least twice a year to ensure that the impact assessments and action plan tasks are completed on target. The Forum will prepare an annual report on its activities which will form an integral part of the formal report on Equality and Diversity which is presented to the Operations Board and to the Whitley Council. The Forum will also report informally to the Operations Board through the Head of HR as and when necessary throughout the year.

Implementation Plan 2008 – 2010

Below is an outline of the plan we intend to put in place over the next three years.

Year One - 2008

Diversity Forum members will be trained on equalities and impact assessments. The Forum will also allocate responsibility to particular members to manage sections of the Gender and Disability Equality action plans. The Forum will then begin a programme of impact assessment screening and priority impact assessments. The Forum will also check the status of any new policies on an ongoing basis and arrange to conduct impact assessments on these.

Year Two - 2009

The Forum will complete the impact assessment screening and the priority impact assessments by March 2009 and the associated reports will be published on our website. The Forum will ensure that any remaining impact assessments, normally those of lower priority,

are carried out and reported on by the end of 2009. In addition, the action plan will be updated.

Year Three - 2010

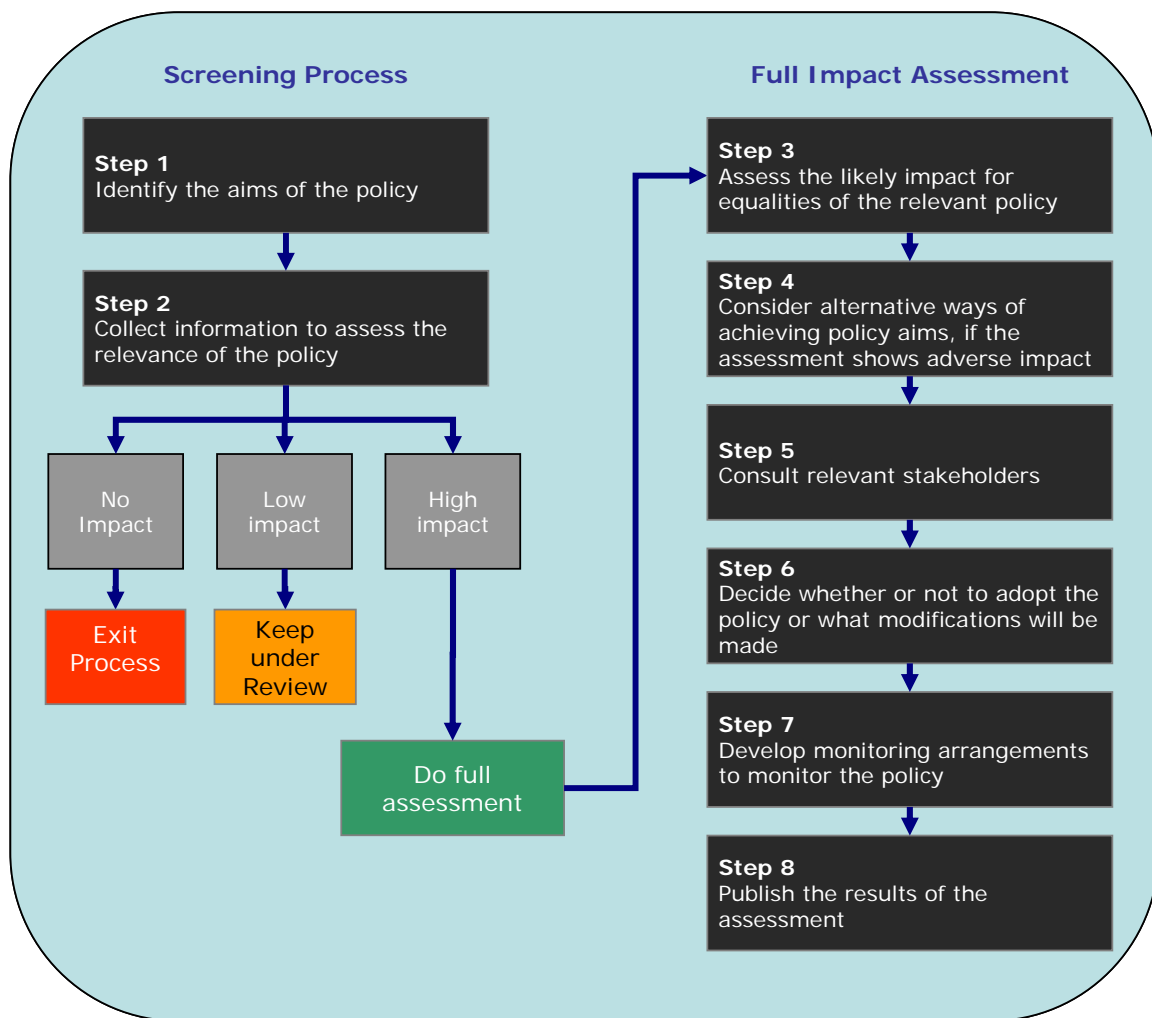
The action plan will be updated and a thorough review of the Scheme will be undertaken by the Forum and by the Director of Corporate Services.

Annex B

Impact Assessments

An impact assessment checks whether an existing or future policy affects a particular equalities group adversely. The process can be divided into two parts, the screening process and the full impact assessment. The screening process is an initial review of a policy to assess its impact as high, low or no impact. For those with high impact, it is then decided when a full impact assessment needs to be undertaken.

The diagram below shows our Impact Assessment process. Impact assessment documentation can be obtained from the HR department and will be covered during the training.



Policies to be impact assessed

It is planned to assess the following policies in relation to our duty under the Gender Equality Scheme. The list is not exhaustive and other policies may be added at a later date.

Corporate Governance

Membership of STFC Council
Membership of STFC Boards / Committees
Policy on declarations of interest for Council, Board and Committee members
Procedure for investigating allegations of scientific misconduct

Science Programme and Funding

STFC terms and conditions for research grants, fellowships and studentships

Communication, Dissemination of Knowledge and Promotion of Public Engagement

Freedom of Information / Data Protection policies

Provision of Facilities and Expertise

Terms and conditions for customers / users of STFC facilities

Human Resources / Employment

STFC Conditions of Employment Memoranda (CEM). Priority will be given to:

- CEMs on staffing, covering recruitment, performance management, promotion, transfer and termination
- new CEMs generated for the new STFC organisation.

Other conditions/ policies and procedures to be impact assessed are:

Grievance and Discipline procedures
Job evaluation procedure
Training and development policies
Maternity / paternity/ adoption / parental / special leave
Redundancy selection procedure
Equal Pay policy
Flexible working policy and procedures

Procurement

Procurement policy

ANNEX C

Gender Equality Action Plan: Progress at January 2010

Action	Measure For Success	Responsibility	Timescale For Completion and Progress
<i>Raising Awareness</i>			
STFC Senior Management briefed on their responsibilities to promote STFC's commitment to gender equality	100% coverage of HR Committee, Operations & Executive Board	Roger Eccleston Neil Geddes	September 2008 - Done Ongoing
GES and action plan published on the intranet & extranet	Published by target date	Rosie Sherry	June 2008 - Put on STFC extranet: diversity pages of intranet will link to this when available
Raise awareness of the scheme and action plan internally through STFC notice to staff and presentation materials	Notice issued by target date	Rosie Sherry	June 2008 done via first two issues of 'Diversity Matters' newsletter
Establish a Diversity Forum (DF)	Forum members recruited & their roles defined	HR	June 2008 Completed
Train Forum members and nominated managers in relevant areas on conducting impact assessments and assign impact assessments to them	Members conducting assessments competently	Rosie Sherry	Completed Q1 2009
All employees briefed via the intranet or training, depending on their role and responsibilities concerning gender equality	Understanding and commitment of all staff	Rosie Sherry & Alison Ball	Dec 2008 Briefing & some training undertaken
Continue to support the WiSTEM network	Feedback from members	HR	Ongoing
Publicise family friendly and flexible working benefits more widely	Publicity via intranet, notices to staff & training programmes	HR/Trade Unions	Ongoing Careers for Women brochure published in 2009

			for use in recruitment which includes this
Monitoring			
Regular collection and analysis of employment data to monitor progress on equality.	Publish in annual report on Equality & Diversity	Rosie Sherry Dawn Bidgood Alison Ball DF	Dec each year Delayed - Data for 07/08 & 08/09 to be extracted from Empower and analysed in Jan 2010
Publish employment monitoring data	Published on website in annual Report on Equality & Diversity	HR Alison Ball Rosie Sherry	Dec each year Delayed. Combined Report for 07/08 & 08/09 now to be written in Feb 2010
Ensure gender equality is considered in procurement policy and in purchase agreements and contracts.	Impact screening on policy completed	SSC	Dec 2008 SSC Ltd procurement have responded quoting a high level statement of commitment to equality and diversity but no detail yet available as to how this is implemented in practice.
All impact assessment initial screens completed	Completion by due date	IAG	Majority of screens completed and published in summer of 2009. Remainder to be done by March 2010
Priority impact assessments completed	Completion by due date	IAG	Delayed to March 2010
Remaining impact assessments completed			End 2010
Ensure that all new policies (resulting from legislation, establishment of STFC, or business change) are impact assessed in	Impact assess new policies before issue	DF/HR	Ongoing

relation to gender			
Communications & Publicity			
Ensure that all information, publicity and advertising is non-discriminatory and promotes positive attitudes towards people of different genders	100% communications to be checked	Tony Buckley Dan Hillier Robin Clegg	From May 2008 onwards
Add information on gender equality to the diversity intranet site	Information added by due date	HR	September 2008 Delayed as STFC Intranet site not available. Diversity site now to be set up in Feb 2010
Sign up to UKRC for WISSET CEO Charter	Signed Charter	CEO	Completed Feb 2009
Recruitment & Employment			
Ensure that recruitment, induction and careers information literature are designed to promote gender equality	Review/amendment of all materials	Rosie Sherry SSC	Initially done in context of move to SSC. Ongoing for the future.
Continue to consider how to attract more SET women to apply for jobs with us, given their under representation in the workforce. Review other companies' practices.	Increase number and proportion of women applicants year on year	HR/DF	Ongoing Careers for Women brochure published in 2009 for use in recruitment
Consider how to encourage suitably qualified women to progress through the organisation to the most senior levels e.g. - increase the number of senior SET women (at band 3 and above) with a mentor at director level by 50% - roll out a leadership programme for senior women (band 4 and above)	Increase in numbers of women at senior levels Meet target of 50% increase 100% coverage over next few years	HR/DF HR/DF HR	Ongoing Dec 2008 Good progress – 3 courses run so far with excellent feedback

Offer short term mentoring for women going on maternity leave/career breaks and produce guidance note for women returning from maternity leave	Arrangements in place Guidance published Survey sample of women returners about their experience	HR Gemma Lyons	Oct 2008 Mentoring provided in a few ad-hoc cases but not yet in any systematic way Feb 2010
Review nursery provision at RAL and DL	Make recommendations for future provision	DF	Completed for RAL – commitment to continue providing an on-site nursery on the HSIC. RAL nursery places have been increased by 12% (7 new places)
Other Stakeholders			
Ensure gender equality is taken into account in agreements and collaborations with universities, industry etc.	Sample of agreements checked	Procurement Gary Robbins SSC Angela Roythorne	Dec 2008 Reviewed in 2009 with Gary Robbins and decided not to pursue.
Continue to work with the other Research Councils to share best practice on implementing gender equality	Regular discussions at RCEDAG and other forums and sharing of information on a regular basis	Rosie Sherry Dawn Bidgood	Ongoing STFC key contributor at recent UKRC event (Nov 2009) held at MRC and involving several HEIs, MRC and BBSRC.
Revise and update funding application material where necessary to ensure that recipients are informed of our commitment to gender equality	Sample of agreements checked	Katherine Hollinshead	Ongoing

Monitor percentage of grants, fellowships and studentships allocated to individuals by gender	Monitoring data published	Katherine Hollinshead	June 2008 Data presented to senior management Nov 2009
Obtain the UKRC Charter Mark for STFC	Hold a review session and send follow up evidence	HR	September 2009 STFC took part in piloting the charter mark in Summer 2009 and in the national launch of the re-named SET Fair standard in November 2009. Judged as 'Achieving' in the pilot. Will go for real assessment in early 2010 – as soon as up to date data is available.
Set up an Impact Assessment Group to develop a process for embedding Diversity Impact Assessment throughout STFC	Establishment of Group and embedding of process	Rosie Sherry	July 2008 Group and process set up. Embedding ongoing
Review action plan annually	Review & Publish	Diversity Forum	April each year
Produce an annual summary of progress for Operations Board	Review & Publish	Diversity Forum	April each year
Comprehensive review of full scheme and action plan	Review & Publish	Diversity Forum	April 2010