Equality and Inclusivity at the Faculty of Medicine and Dentistry, incorporating the School of Biomedical Sciences

Introduction
Equality, diversity and inclusion are core principles for our faculty. The following leaflet highlights some of the ways the Faculty and the University promote equality of opportunity and a positive working culture for all of our staff.

Culture, Diversity and Inclusion Committee
The faculty Culture, Diversity and Inclusion Committee (CDIC) supports and advises with specific regard to equality, diversity, culture and inclusion across the faculty and schools. The committee ensure that all protected characteristics are considered in the activities of the Faculty (age, disability, ethnicity, gender, gender reassignment, religion or belief, sexual orientation, marriage and civil partnership, pregnancy or maternity). It raises awareness and supports on delivering responsibilities in regards to the Equality Act 2010 and the protected characteristics for the Faculty, its workplace, and wider society. It reviews, updates and monitors relevant policies and procedures, including approved equality schemes, disseminates best practice, identifies and shares relevant reports, publications, research and briefings. The committee has staff and student representatives from across the faculty and provides a forum to support consultation in relation to equality, diversity, culture and inclusion. Over the coming year the committee has committed to looking at (but not limited to) inclusivity in teaching, flexible working and mental health support.

Athena SWAN and the Faculty Self-Assessment Team
The Athena SWAN Charter is a recognition scheme for UK universities and their Science, Technology, Engineering, Medicine and Mathematics (STEMM) departments. The aim of the scheme is the advancement of women in science, engineering and technology in higher education and a significant increase in the number of women recruited to the top posts. The University of Plymouth was a founder member of the Charter and, in November 2016, the Faculty was awarded a departmental Silver award.

The Faculty has an Athena SWAN Action Plan, and the Dean, the Faculty Strategy Group, and the Self-Assessment Team (SAT) are responsible for its implementation and monitoring. The SAT are a mixed group representing all Schools and all levels. Our main activities are:

- Planning and leading initiatives that support sustainable structural and cultural change which advances gender equality,
- Gathering quantitative and qualitative data relating to Faculty and University practices, policies and processes,
- Using this evidence, identifying key objectives and actions with the aim of improving gender equality in the Faculty,
- Developing and maintaining the Action Plan, including ongoing review of progress against activities,
- Taking action to deliver the activities identified in the Action Plan, using its own members or other Faculty and University groups and committees as appropriate.
Actions that support women’s career advancement can benefit all staff. Therefore, we take active steps to create and maintain a culture of diversity where all can thrive and be rewarded for their contribution, regardless of gender and family circumstances. We are also committed to seeking out, listening and responding to feedback in order to further promote equality and to value and respect diversity.

**Gender Monitoring**
The Faculty monitors staff and students by gender and examines the impact of its specific policies and practices on different genders. We collate data on a number of areas including: applications, promotions, and staff turnover as well as undergraduate and postgraduate attainment.

**Equality & Diversity awareness and training**
The Faculty and the University are taking steps to promote good relations and prevent discrimination by raising staff awareness of Equality and Diversity issues: All staff must complete online Equality and Diversity and Unconscious Bias training modules. Other courses recently offered include intercultural communications, transgender awareness (workshops and e-learning), mental health awareness (staff and student), and dementia awareness.

**Performance Development Review (PDR) and mentoring**
All staff will receive a PDR, normally with their line manager, on an annual basis following successful completion of probation. The PDR is there to ensure everyone has the opportunity to discuss their Personal Development needs and how their role contributes to the strategic intent and ambitions of the Schools, the Faculty and the University. There is also a Faculty mentoring scheme which is open to all staff – further details can be found via the Faculty equality webpage: [https://www.plymouth.ac.uk/your-university/about-us/university-structure/faculties/medicine-dentistry/athena-swan-at-pu-psmd](https://www.plymouth.ac.uk/your-university/about-us/university-structure/faculties/medicine-dentistry/athena-swan-at-pu-psmd)

**Progression and Promotion**
Academic staff will be provided with regular information and updates on the University’s annual academic promotions process. Professional services staff are encouraged to think about their career progression whether within the Faculty or the wider University. Line-managers (or reviewers) will discuss promotion or progression possibilities as part of the PDR process, actively encourage those staff considered ready to apply and support others to develop the skills and experiences they will need for a future application.

**Work-life balance**
The Faculty takes account of the needs of individual members of staff. Requests for changes to working patterns to fit in with family-life/caring responsibilities will be considered fully and, subject to operational needs, will be supported where reasonably practicable. The University’s policy on flexible working can be found on the Human Resources intranet community: [https://documents.plymouth.ac.uk/uop/documents/Personnel%20and%20Development/Pay%20and%20hours%20of%20work/Flexible%20working%20procedure.doc](https://documents.plymouth.ac.uk/uop/documents/Personnel%20and%20Development/Pay%20and%20hours%20of%20work/Flexible%20working%20procedure.doc) (University login required).

**Parental leave**
We recognise the need to assist staff with managing the sometimes conflicting demands of parental and work responsibilities. The University’s policy on parental leave can be found on the TOD intranet community: [https://intranet.plymouth.ac.uk/perdev/leave/](https://intranet.plymouth.ac.uk/perdev/leave/) (University login required).
Childcare
Freshlings Nursery is situated on campus in Endsleigh Place, offering childcare to the staff and students of the University. The Nursery is registered with OFSTED to take up to 83 children between the ages of 0-5 years. The nursery is open: Monday to Friday 08.15 – 17.45 all year round. A flexible service is offered with both part-time and full-time care available. The nursery is registered to offer government funding for all 3 and 4 year old children and children with special needs are welcome. Further information about can be found at https://www.plymouth.ac.uk/your-university/life-at-plymouth/campus-and-facilities/childcare.

Nursing mothers
The University of Plymouth wishes to encourage an understanding of breastfeeding and a positive and supportive attitude towards breastfeeding among all staff. Mothers who wish to continue breastfeeding when they return to work are positively supported and are welcome to breastfeed in any public space within the University. On Main Campus, a quiet room with comfortable chair, refrigerator for milk storage and baby changing area is available during office hours in Occupational Health on Kirkby Terrace. We have a similarly equipped family room at our headquarters in the John Bull Building at Derriford.

Further advice
There are many sources of advice in addition to line-managers, mentors and colleagues in the Faculty and Schools. The University’s strong commitment to equality, diversity and inclusivity is supported by a number of specialists in the Equality and Diversity Unit. The University’s Equality and Diversity Policy can be found at https://www.plymouth.ac.uk/uploads/production/document/path/7/7108/Equality_and_Diversity_policy_Aug_2016_v.1.1_2_.pdf
Our equality policies are supported by a variety of professional development activities for staff overseen by Organisational Development team. For further information and details of the full programme, please see https://intranet.plymouth.ac.uk/staffdev/ (University login required). Occupational Health (OH) looks after the health and wellbeing of employees and supports employees in effectively managing sickness absence. For further information, please see https://www.plymouth.ac.uk/your-university/about-us/university-structure/service-areas/occupational-health.

Useful Contacts

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<th>Telephone</th>
<th>Email</th>
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<tr>
<td>Freshlings Nursery</td>
<td>01752 588550</td>
<td><a href="mailto:freshlingsnursery@plymouth.ac.uk">freshlingsnursery@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td>01752 588180</td>
<td><a href="mailto:hr@plymouth.ac.uk">hr@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Equality and Diversity Unit</td>
<td>01752 582060</td>
<td><a href="mailto:equality@plymouth.ac.uk">equality@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Organisational Development</td>
<td>01752 588218/9</td>
<td><a href="mailto:organisational.development@plymouth.ac.uk">organisational.development@plymouth.ac.uk</a></td>
</tr>
<tr>
<td>Occupational Health</td>
<td>01752 587412</td>
<td><a href="mailto:occupationalhealth@plymouth.ac.uk">occupationalhealth@plymouth.ac.uk</a></td>
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If you require this document in a larger font or an alternative format, or further information, please contact: Katie McManus (katie.mcmanus@plymouth.ac.uk or 01752 586817)