

# **Cardiff University Strategic Equality Plan 2016 – 2020**

This document is available on-line: <http://www.cardiff.ac.uk/public-information/equality-and-diversity/strategic-equality-plan>

It is also available in alternative formats, e.g. hard copy, Braille, large print, audio on request. Should you or someone you know require this in an alternative format, please contact the Equality Unit on 02920 870230, email [morganca5@cardiff.ac.uk](mailto:morganca5@cardiff.ac.uk).

A Welsh version of this document is also available.

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# CONTENTS

Foreword by the Deputy Vice Chancellor.....	3
Executive Summary .....	4
<b>1 Introduction</b>	
1.1 Legal Context.....	5
1.2 Aim of the Strategic Equality Plan.....	7
1.3 Cardiff University Context .....	7
1.4 Welsh Language Commitment.....	8
1.5 Engagement and Consultation.....	11
<b>2 Equality Objectives for Cardiff University .....</b>	<b>12</b>
<b>3 Arrangements to identify and publish relevant equality information.....</b>	<b>14</b>
<b>4 Equality Impact Assessments .....</b>	<b>15</b>
<b>5 Staff and Student Training .....</b>	<b>15</b>
<b>6 Reviewing, Reporting and Publishing Arrangements .....</b>	<b>16</b>
<b>7 Contact Details.....</b>	<b>16</b>

- Appendices**
- A:** Equality Objectives Action Plan (includes Equal Pay)
  - B:** Supporting Policies Map
  - C:** Engagement and Consultation Processes
  - D:** Equality Evidence

## **Foreword by the Deputy Vice Chancellor**

At Cardiff University, we recognise the importance of embedding equality and promoting the benefits of diversity in everything we do. This is not only fundamental to meeting our legal responsibilities, but is also crucial to fostering the kind of excellence and success which a world-class university aims to achieve.

As a university, we are in a privileged position in that the education we provide has the potential to promote social and economic mobility. In the context of the current economic climate, it is more important than ever to ensure that the equality and diversity agenda is given a high profile and that we work proactively to eliminate all forms of discrimination that may lead to the creation of barriers to study or employment and/or differential outcomes. We are also in a position support our staff to engage in research which develops the equality and diversity agenda and engages with the communities we serve.

This is Cardiff University's second Strategic Equality Plan. The new Plan (2016 – 2020) has been developed following a comprehensive review of the available data and an engagement process that involved discussion with internal and external stakeholders. The revision of the Plan focussed on using this evidence base to identify specific priorities – ensuring that we spend the next four years targeting our resources towards the key equality issues for Cardiff University.

In the Strategic Equality Plan we wholeheartedly commit to providing a positive and inclusive learning and working environment which takes into account the needs of staff and students, and actively promotes the fostering of good relations among diverse and different groups. This is consistent with the aims of the University's overarching 'The Way Forward' Strategy that is guided by the principle of 'respect for people and diversity'.

**Professor Elizabeth Treasure**

Deputy Vice Chancellor and Chair of the Equality & Diversity Committee

## Executive Summary

Cardiff University's Strategic Equality Plan provides a clear framework and equality objectives for implementing and embedding requirements of the Equality Act 2010 which promotes an equal and diverse society. It also affirms our commitment to equality, diversity, dignity and respect as incorporated within Human Rights principles.

The University is required to revise its Strategic Equality Plan at least every four years, and this is the University's second Strategic Equality Plan. It covers the period of 31<sup>st</sup> March 2016- 31<sup>st</sup> March 2020 and aims to build on the work carried out under the initial Strategic Equality Plan (2012-2016).

The Strategic Equality Plan, together with its Action Plan, identifies key priorities for achieving improved equality outcomes in a targeted and consistent way across the University. The Plan incorporates actions relating to the nine 'Protected Characteristics' of Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race/Ethnicity, Religion or Belief, Sex/Gender and Sexual Orientation.

The Strategic Equality Plan outlines six key objectives for the period of this strategic Equality Plan (2016-2020):

<b>Objective 1</b>	To attract, retain and develop a global, diverse and talented workforce by addressing underrepresentation and equal pay
<b>Objective 2</b>	To attract and retain the brightest students from a diversity of backgrounds by providing an inclusive and supportive learning and teaching environment.
<b>Objective 3</b>	To promote equality of opportunity for those in research roles
<b>Objective 4</b>	To improve accessibility and inclusivity of university estates and facilities
<b>Objective 5</b>	To promote and develop an inclusive (internal) culture and governance by addressing diversity of decision-making committees
<b>Objective 6</b>	To deliver inclusive collaboration, communication and engagement that will involve groups that have not traditionally engaged with the University including identifying opportunities for promoting good relations

All our equality actions have been formed following the evaluation of evidence.

## 1. Introduction

### 1.1 Legal context

The Equality Act 2010 provides protection against discrimination, harassment and victimisation where that is related to specific characteristics, known as protected characteristics. Specific equality duties for public bodies in Wales require the University to produce a Strategic Equality Plan which sets out its equality objectives with reference to these protected characteristics over a four year planning period.

The 9 'Protected Characteristics' under the Equality Act are:

• Age	• Disability	• Gender Reassignment
• Marriage & Civil Partnership	• Pregnancy & Maternity	• Race
• Religion and Belief	• Sex (Gender)	• Sexual Orientation

See definitions poster below.

In addition, the Equality Act included the following '**General Duties**':

Public bodies are required to have due regard<sup>1</sup> to the need to:

1. eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
2. advance equality of opportunity between people who share a relevant protected characteristic and those who do not;
3. foster good relations between people who share a protected characteristic and those who do not.

The aim of the general duty is to ensure that we can positively contribute to a fairer society through advancing equality and good relations in our day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all and in relation to all the protected characteristics.

The Equality Act and supporting legislation requires that the Strategic Equality Plan must be based on a review of relevant evidence, include an objective relating to equal pay and be informed by engagement with relevant groups and communities. The Plan must also be published, reviewed every year for progress against actions and the objectives themselves must be reviewed every four years.

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<sup>1</sup> 'Due regard' comprises two linked elements: proportionality and relevance. The weight that public authorities give to equality should be proportionate to how relevant a particular function is to equality. The greater the relevance of a function to equality, the greater the regard that should be paid.



# The 9 Protected Characteristics

## Age

This refers to a person belonging to a particular age (e.g. 50 year old) or range of ages (e.g. 18 to 30 year old). Age includes treating someone less favourably for reasons relating to their age (whether young or old).



## Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.



## Gender Reassignment

The process of transitioning from one gender to another.

**Gender Identity** refers the way an individual identifies with their own gender, e.g. as being either a man or a woman, or in some cases being neither, which can be different from biological sex.



## Marriage and Civil Partnership

Marriage can be defined as a formal union between two people (same-sex or different-sex persons) as recognised by law. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.



## Pregnancy and Maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. Protection against maternity discrimination is for 26 weeks after giving birth. This includes treating a woman unfavourably because she is breastfeeding.



## Race

Race refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins.



## Religion and Belief

Religion has the meaning usually given to it but belief includes religious convictions and beliefs including philosophical belief and lack of belief. Generally, a belief should affect your life choices or the way you live, for it to be included in the definition.



## Sex (Gender)

A man or a woman.



Treating a man or woman less favourably for reasons relating to their sex.

## Sexual Orientation

A person's sexual attraction towards their own sex, the opposite sex or more than one sex.



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## 1.2 Aim of the Strategic Equality Plan

Our Strategic Equality Plan supports the University's vision and 'Way Forward' Strategy. The purpose of our Strategic Equality Plan is to document our priorities in fulfilling the specific duties of the Equality Act 2010 which positively promote equality and diversity, challenge discrimination (through moral and legal obligations) and strive to ensure that no one is disadvantaged by the way we carry out our functions. On a fundamental level, the Strategic Equality Plan will support our efforts to:

- embed a culture where respect, communication and understanding is fostered and diversity positively valued;
- understand and address needs of different groups;
- embed the equality agenda in all our work ensuring that equality and diversity is considered, implemented and assessed with regards to policies, services and decision-making processes;
- provide an environment where unlawful discrimination, harassment or bullying is not tolerated.

Through these mechanisms, we will meet legal obligations to remove disadvantage, advance equality of opportunity and promote good relations with various groups.

The Plan aims to develop our work on all protected characteristics. It also demonstrates our commitment to the Human Rights framework.

The Plan has been developed using an evidence based approach to developing actions. This includes a review of data and engagement with key internal and external stakeholders.

The University additionally has in place a number of equality & diversity related policies – see Appendix B

## 1.3 Cardiff University Context

Cardiff's University **Vision** is to be a world-leading, research excellent, educationally outstanding university, driven by creativity and curiosity, which fulfils its social, cultural and economic obligations to Cardiff, Wales, and the world. Our focus is on 4 areas: Research and Innovation, Education, International, and Engagement. The University is a member of the Russell Group of leading UK research-intensive universities. The University's 'Way Forward' Strategy and supporting information can be found on <http://www.cardiff.ac.uk/thewayforward>

Cardiff University has over 30,000 students and more than 6,000 staff. As an internationally-renowned University, Cardiff University attracts students and staff from Wales, throughout the UK and from more than 100 overseas countries. The profile that follows provides further information relating to the composition of our staff and student body.

The information overleaf was produced in January 2016 and is snapshot taken from our Strategic Equality Plan Annual Monitoring Report 2016.

#### 1.4 Welsh Language Commitment

Cardiff University recognises that it has a special responsibility for the Welsh language and culture. The provisions of the Welsh Language Act 1993, as updated by the Welsh Language (Wales) Measure 2011, require that in the conduct of public business in Wales, public bodies will treat the English and Welsh languages on the basis of equality. The University's [Welsh Language Scheme](#) sets out how the University gives effect to this principle.

Being a Welsh speaker is not a protected characteristic under the Equality Act. Therefore, compliance with the Welsh Language Act and Measure is administered separately. However, in equality terms we recognise the importance and value of our commitment to Welsh language and ensuring the equal treatment of our community on the basis of language. The [Welsh Language Service](#) can provide further information on Welsh language provision and support.



# Cardiff University Monitoring Data Summary

## Composition of Students

In 2014/15 there were:

- Over 30,000 students enrolled, representing over 100 countries
- Over 21,000 undergraduates
- Over 8,500 postgraduates
- Over 6,500 international students

## Composition of Staff

In March 2015, Cardiff University employed over 6,500 staff

Cardiff University is an Investors in People (IiP) Award holder (people management standard).  
Cardiff is also involved in a Positive Working Environment (PWE) initiative.

### Age

#### Students:

Of enrolled undergraduate students in 2014/15, **16.6%** were over 21.

- Cardiff has a part-time Mature Students elected officer.

#### Staff for 2014/15:

- Age bands for staff are as follows:

Age Band	%
16 - 24	3.2
25 - 34	25.0
35 - 44	32.5
45 - 54	21.4
55 - 64	16.2
65+	1.7

### Disability

#### Students:

Of all enrolled students in 2014/15, **7.8%** were disabled.

- Cardiff has a part-time 'Students with Disabilities elected officer'.
- The Disability & Dyslexia Service provides support and advice to disabled students.

#### Staff for 2014/15:

**4.2%** of staff have declared a disability.

- Cardiff has a Disability Staff Network.

### Gender Reassignment

#### Students:

This is not currently reported.

#### Staff:

This information is collected via the HR Management Information System and is included within the staff survey (Jan 2015). Figures are not reported due to low numbers involved.

The University has developed a Trans Policy for students and staff.

### Race

#### Students:

Of enrolled students in 2014/15, **11.7%** of all undergraduate UK fee code students were from a Black and Minority Ethnic background, when all students are considered, **29.3%** are from a Black and Minority Ethnic background.

- Cardiff has a part-time 'International Students elected officer' and a 'Black and Ethnic Minorities' Officer.
- Cardiff has many cultural and International societies, e.g. African Caribbean, Asian, Malaysian, Japanese, Jewish, Pakistani.

#### Staff for 2014/15:

**7%** were BME, **85%** White and **1%** Other White (7% unknown).

Cardiff has a Global Diversity Staff Network.

### Religion and Belief

**Students:** An optional question is included on the equality form at enrolment. In 2014/15 the responses were as follows (all students):

Religion/Belief	%
Buddhist	1.67
Christian	27.03
Hindu	2.76
Muslim	8.16
Jewish	0.22
Sikh	0.52
Spiritual	1.17
None	42.71
Other	1.12
Prefer not To Say	11.28
No response	3.36

**Staff for 2014/15:** Religion/Belief are recorded as follows:

Religion/Belief	%
Buddhist	0.3
Christian	24.0
Hindu	0.5
Muslim	0.8
Jewish	0.1
Sikh	0.03
Other	7.0
None	5.5
Spiritual	0.1
Prefer not To Say	28.0
Unknown	34.0

### Sex (Gender)

#### Students:

Of all enrolled students in 2014/15 **58.4%** were female and **41.6%** male.

- Cardiff has a part-time Women's Officer elected officer.

#### Staff for 2014/15:

**55%** of staff were female and **45%** male.

- Cardiff University is an Athena SWAN bronze award holder and a large number of Academic Schools hold individual awards:

Academic Schools	Award
Pharmacy	Silver
Biosciences	Bronze
Dentistry	Bronze
Healthcare Sciences	Bronze
Medicine	Bronze
Optometry	Bronze
Psychology	Bronze
Chemistry	Bronze
Computer Science	Bronze
Engineering	Bronze
Mathematics	Bronze
Business school	Bronze
Modern Languages	Bronze
Social Sciences	Bronze

As at February 2016

# Some facts/information about Cardiff University

## Sexual Orientation



### Students:

An optional question is included on the equality form at enrolment. In 2014/15 the responses were as follows (for all students):

Sexual Orientation	%
Bisexual	1.8
Gay Man	1.2
Heterosexual	81.6
Lesbian	0.6
Other	0.9
Prefer not to say	10.3
Not Known	3.5

- Cardiff has a LGBT+ working group as a sub-group of E&D Committee that is co-chaired by the LGBT+ association president and the Chair of the University's LGBT+ Staff Network.

### Staff for 2014/15:

- Sexual Orientation for staff is recorded as follows:

Sexual Orientation	%
Bisexual	0.3
Gay	0.7
Heterosexual	48.3
Lesbian/Gay Woman	0.5
Other	0.3
Prefer not to say	27.0
Not Known	23.0

As at 31 March 2015

- Cardiff are Stonewall Diversity Champions and listed in the UK's top 100 Workplace Index.
- Cardiff has a LGBT+ Staff Network (ENFYS).

## Welsh Language

The Welsh Language (Wales) Measure 2011 undertakes to promote and facilitate the use of Welsh and to treat Welsh no less favourably than English. A legal framework is being established by the Welsh Language Commissioner to impose duties on organisations to comply with statutory standards relating to the Welsh Language. Standards will eventually replace the University's current statutory Welsh Language Scheme.

The Standards cover a range of activities including decision making, provision of services and educational courses, and recruitment procedures.

### Students:

There are approximately 4,000 Welsh speaking students studying in Cardiff University.

- Cardiff has a part-time Welsh Students elected officer.

### Staff:

A large number of staff (statistics being updates) at Cardiff speak Welsh with some also teaching through the medium of Welsh as part of its partnership with the Coleg Cymraeg Cenedlaethol.

- Cardiff has a Welsh Language Staff Network.

## Positive Working Environment



## Stonewall Champions



## Athena SWAN



## Investors in People



## 1.5 Engagement and Consultation

We recognise the importance of engaging and consulting with our staff, student and communities in order to gather views and ensure that as many needs as possible are identified, considered and tasked into equality objectives. Engagement is a primary part of our legal duty where due regard needs to be given to relevant information when setting or revising our objectives.

For the revision of our Strategic Equality Plan, we embarked on an inclusive engagement process. Both internal and external engagement was undertaken, an outline of which is shown in Appendix C.

Outcomes of these engagement activities together with qualitative and quantitative evidence from internal and external sources have allowed us to develop and form meaningful objectives to allow for the potential of maximum impact over forthcoming years. A comprehensive list of our evidence is included in Appendix D.

## 2. Equality Objectives

The key purpose of setting equality objectives is for us to drive better outcomes for people with protected characteristics. This Plan outlines objectives (formed on a four-year basis) with specific improvements and outcomes which aim to meet our legal compliance and our wider aims and vision for the University as outlined in the University's overarching 'Way forward' Strategy and to shape an inclusive and welcoming environment for our University Community.

In setting objectives, we considered:

- feedback from consultation on the process of setting objectives;
- equality issues raised by students, staff and the community;
- evidence indicating underrepresentation or differential outcomes;
- potential of short, medium or long term objectives in different areas;
- objectives that could remove barriers, promote equality, promote good relations or improve performance;
- how progress against the objectives will be measured;
- scope for benchmarking against similar organisations.

Appendix D gives a list of evidence that we have collected in gathering data and the current gaps to be addressed which have been analysed, discussed and formed into equality objectives/actions, as appropriate.

Our equality objectives are outcome-focused with clear and specific improvements to benefit students, staff and the community. We have used SMART methodology, i.e. ensured objectives are specific, measurable, realistic and achievable and within a clear timeframe.

Cardiff University's **Equality Objectives for 2016-2020** are as follows:

**Objective 1: To attract, retain and develop a global, diverse and talented workforce by addressing underrepresentation and equal pay.**

**Issue/area for action:** Recruitment of staff– investigating further the diversity of those applying to the University and whether they reflect the local population with particular focus on ethnicity, gender and disability.

**Issue/area for action:** Underrepresentation of women and BME staff at leadership grades

**Issue/area for action:** Equal Pay – addressing the national interest in tackling the pay gap between male and female especially at professorial level (expanding this to include other characteristics such as ethnicity.)

**Objective 2: To attract and retain the brightest students from a diversity of backgrounds by providing an inclusive and supportive learning and teaching environment.**

**Issue/area for action:** Progression of students (focus on Year 1).

Addressing the non-progression of students from Year 1 for all protected characteristics but with particular focus on ethnicity, male students, disabled students and students with mental health difficulties (with a link to learning and teaching/ curriculum, student support and wellbeing provision and also to the changes with Disabled Students Allowance)

**Issue/area for action:** Addressing differential attainment for some protected characteristic groups – focus on male students and BME students who are less likely to attain a 'good' (1<sup>st</sup> or 2.1) degree. Link into looking at Year 1 average marks to see if differential attainment is present at an early stage.

**Issue/area for action:** Student Admissions – Addressing the balance of males and females relating to subject choice with particular emphasis on subject choices that have a very low percentage of male participants (e.g. Healthcare, Psychology and Social Sciences) and subject choices that have a very low percentage of female participants (e.g. Computer Sciences, Physics and Engineering)

**Objective 3: To promote equality of opportunity for those in research roles.**

**Issue/area for action:** Working to address underrepresentation of a number protected characteristic groups in the University's next Research Excellence Framework return (or equivalent) to address issues identified in the REF 2014 Equality Impact Assessment. Actions to be focussed on Female and BME members of staff.

**Objective 4: To improve accessibility and inclusivity of university estates and facilities.**

**Issue/area for action:** Ensuring that the physical environment is inclusive of all those with protected characteristics with a particular focus on accessibility for disabled staff, students and visitors. Additionally, addressing frequently raised issues identified as part of the engagement process, focussing on ensuring that there is provision of gender neutral toilets, baby changing facilities, and that the provision of quiet rooms is reviewed.

**Objective 5: To promote and develop an inclusive (internal) culture and governance by addressing diversity of decision-making committees**

**Issue/area for action:** Working to address underrepresentation of a number of protected characteristic groups on the University's decision-making committees focussing in the first instance on Council (the University's Governing Body) and the protected characteristics of gender, race and disability.

**Objective 6: To deliver inclusive collaboration, communication and engagement that will involve groups that have not traditionally engaged with the University including identifying opportunities for promoting good relations**

**Issue/area for action:** Working to promote effective collaboration, communication and engagement in the University and wider community in order to foster good relations, promote external collaboration and widening access with a focus on developing improved links with community groups representing all protected characteristics who may not have been traditionally involved in communication and engagement with the University in the past.

These overarching objectives are shown in our Action Plan in Appendix A, together with specific equality actions.

Cardiff University aims to take a stepped approach to meeting these objectives and may revise or remake the equality objectives at any stage. We will subsequently publish the new objective or revision to reflect any changes and steps for meeting the objective.

### **3. Arrangements to identify and publish relevant equality information**

We will continue to collect statistical information on the composition of staff and students analysed by relevant protected characteristics. We currently monitor equality data for the following areas:

Staff:

- Numbers employed
- Recruitment
- Training
- Promotions
- Disciplinary & Grievances
- Leavers

Students:

- Admissions
- Student Numbers
- Student Retention/Progression
- Student Attainment
- Student Complaints

This information will be published annually on our website and may be used to:

- Compare Cardiff University data with relevant demographic indicators (internal and national benchmarks);
- Assess the impact of the Strategic Equality Plan and Objectives;
- Help identify barriers, underlying causes and plan appropriate action;
- Assess what further improvements can be made;
- Establish the current position for appropriate action;
- Develop and plan future strategies and targets;

Review ways to continue to improve performance.

Information will be obtained through a variety of sources, e.g. internally through Human Resources, voluntary self-assessment by potential and existing staff completing Equal Opportunities Recruitment Monitoring forms, data from Student Information Management System (SIMS), any student and staff equality reports, information from Equality Impact Assessments, departmental data gathered during the delivery and review of education and services.

External sources will be extracted from Higher Education Statistics Agency (HESA), Equality Challenge Unit (ECU), Universities, Colleges Admissions Service (UCAS), Office for National Statistics (ONS) and any other equality body as appropriate in order to benchmark our position.

Equality monitoring data will be considered as part of the University's key management and business information sets, and its collection and use will be reviewed as part of the University's Management Information and Business Intelligence project. The 'Business Intelligence' project is currently being implemented to develop an electronic reporting system that will provide comprehensive monitoring and benchmarking data on staff and students to those with responsibility for collating/analysing data. This project will result in improved availability and integrity of monitoring data relating to equality and diversity while maintaining the required levels of data protection and confidentiality.

Annual Reporting of the Strategic Equality Plan and Objectives will take place during March of every year. We will ensure that reports are published in such a way that no individual can be identified. Reporting and publishing arrangements are shown in section 13 below.

#### **4. Equality Impact Assessments**

Cardiff University has a requirement under the specific duties to assess policies, procedures and decisions to ensure that due regard has been paid to equality issues as part of the decision process. We are also required to publish any assessments shown to have 'substantial impact', i.e. considerable evidence that certain groups could or are affected by a policy or decision.

Assessing the impact of policies, procedures and practices (including decisions) is a positive opportunity to ensure that inclusive processes and strategies are developed, and to ensure that decisions are based on robust evidence.

Cardiff University has developed an impact assessment tool to provide a process for screening and assessing policies, procedures and decisions. This will allow monitoring of potential, actual and ongoing impact of policies, procedures and decisions as appropriate. A copy of the toolkit and relevant guidelines can be found on the following we page:

<http://www.cardiff.ac.uk/govrn/cocom/equalityanddiversity/eqimpactassess/>

#### **5. Staff and Student Training**

Cardiff University has a number of training courses available to staff and students to ensure awareness of our legal requirements and the University's Commitment to equality and diversity. This includes a mandatory online training module for all staff and a variety of bespoke training sessions as required.

## 6. Reviewing, Reporting and Publishing Arrangements

Cardiff University will monitor progress of the Strategic Equality Plan and Objectives on an annual basis. This will be reported each April in an Annual Equality Report together with monitoring statistics.

This Strategic Equality Plan and Objectives, and subsequent Annual Reports will be overseen by the Equality and Diversity Committee and following its approval, passed to Governance Committee and subsequently to Council for its approval.

These reports will be published bilingually on the University's website and will be available in other formats on request.

Publishing reports will allow us to review what progress we have made in meeting our objectives, how objectives are measured and what needs to be carried out during the forthcoming year.

Keeping the progress of our Strategic Equality Plan under review will help us to identify where there is insufficient progress and whether we need to revise our approach. Continuous engagement with protected groups, networks and other stakeholders will help us to keep us abreast of the main issues and concerns.

Our strategic equality plan will be widely circulated and promoted through electronic and hard copy media (including appropriate social networking tools), and through face-to-face training and mandatory 'Diversity in the Workplace' e-learning training.

## 7. Contact Details

For further information, support or feedback regarding the Strategic Equality Plan, please contact Mrs. Catrin Morgan, Equality and Diversity Manager in the University's Strategic Planning and Governance Department on 02920 870230, email [morganca5@cardiff.ac.uk](mailto:morganca5@cardiff.ac.uk).

### Strategic Equality Plan Approval Dates:

Equality & Diversity Committee	22 <sup>nd</sup> January 2016
Governance Committee	2 <sup>nd</sup> February 2016
University Council	29 <sup>th</sup> February 2016

[Back to top of document](#)