Equality and Diversity action plan

This action plan supports our equality and diversity vision, published in 2013. It lists a number of objectives, measures and actions that we commit to. It is a working document and will be refreshed from time to time. The next formal review will take place no later than April 2015.

Version 1.0

Document Control Summary

<table>
<thead>
<tr>
<th>Title</th>
<th>MRC Equality and Diversity Action Plan</th>
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<tr>
<td>Document author(s)</td>
<td>Mell Nunn, Linda Holliday, Sally-Louise Smith Head of E&amp;D, Deputy HRD (OD) and Deputy HRD (Ops) resp.</td>
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<td>Document owner</td>
<td>Ted Smith Director of Human Resources</td>
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<tr>
<td>Approved by (Names, titles and date)</td>
<td>Ted Smith Director of Human Resources</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>April 2015</td>
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<tr>
<td>Analysis of the effects on equality completed on</td>
<td>28 March 2014</td>
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**Action Plan**

This Action Plan is a living document which will be used to assess progress towards improving equality and diversity and meeting our key strategic priorities. We formally commit ourselves:

**A  Leadership**

<table>
<thead>
<tr>
<th>Objective 1</th>
<th><strong>As an organisation that promotes and values equality and diversity,</strong> we will continue and improve the visibility and high-level leadership and support for E&amp;D at Council, Boards, Institute, Unit and Head Office Directorate levels, by:</th>
</tr>
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</table>
| **Actions** | • Progress on E&D will reported directly to the MRC Operations Board twice a year  
• E&D will be reflected in the performance objectives and in the end of year appraisals for Directors  
• Director’s Annual Statements of Internal Control (DASIC) will require E&D to be addressed and we will follow-up on limited assurance scores  
• Annually publish E&D data on the composition of MRC Council and our boards and panels  
• Improve diversity representation on Boards and Panels  
• Bi-annual meetings between the Head of Equalities and Equality Champions  
• Quarterly meetings between the Head of Equalities and TUS E&D Working Group  
• Regular corporate communications to all employees on E&D from the CEO, Group HR Director and Head of Equalities |
| **Measures** | Annual E&D report |
| **Timescale** | Annual |
| **Owner(s)** | Group HR Director and Corporate Affairs Group Director |

<table>
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<tr>
<th>Objective 2</th>
<th><strong>As an employer,</strong> we will work with employees and associate workers at all levels, up to and including the MRC Council, to ensure that everyone understands the value of equality and diversity in the workplace and their role in making the MRC a truly inclusive organisation, by:</th>
</tr>
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</table>
| **Actions** | • Training our employees in equality and diversity  
• Offering courses to recruiting managers on selection skills training which includes consideration of bias and how to manage it  
• Developing a network of “Equality Champions” across the organisation from a representative employee base, who are conversant with equality and diversity issues, to act as points of contact |
| **Measures** | Appropriate training made available to employees and managers to ensure that all employees are aware of the benefits of having a diverse workforce and of their responsibilities for promoting equality and diversity across the MRC. Equality Champion network established |
| **Timescale** | Ongoing |
### Objective 3

**As an organisation that promotes and values equality and diversity,** we will seek to streamline and simplify to improve efficiency and effectiveness in the delivery of equality and diversity, by

**Actions**
- Working with other Research Councils to collaborate, benchmark and share best practice for equalities implementation, e.g. common cross-council E&D policies & guidance, training programmes, equalities monitoring data and impact assessments
- We will actively champion a common equalities plan and objectives across the Research Councils

**Measures**
- Implementation of harmonisation cross-council E&D policies, with common supporting guidance about protected characteristic groups and relevant MRC policies and guidance where required.
- Developed common. Research council-wide training programmes
- An agreed set of cross-council E&D reports that are easy to produce and include accurate and reliable data
- Participation in Research Councils’ Equality & Diversity Action Group (RCEDAG) and other relevant RCUK initiatives

**Timescale**
Ongoing

**Owner**
Group HR Director

### B Diversity

### Objective 4

**As an employer,** we will strive to ensure that we recruit the best people, irrespective of membership of any minority group, by:

**Actions**
- Reinforcing MRC Recruitment and Selection policy and relevant sections on equalities and diversity
- Taking positive action where appropriate to encourage more women to apply for scientific leadership roles with us, given their under-representation in the workforce
- Taking positive action to guarantee an interview to job applicants with disabilities providing that they meet the essential requirements of the person specification

**Measures**
- Evidence of continued working with Shared Service Centre and other Councils to ensure recruitment and selection processes are fair, transparent, free from bias and that selection is subject to individuals being able to fulfil the requirements of the job
- Appropriate positive actions, where necessary, from lessons learnt in the Athena SWAN research institutes project and possible subsequent Athena SWAN accreditations
- Appropriate positive actions, where necessary, from results of Staff Survey

**Timescale**
Ongoing

**Owner**
Group HR Director
### Objective 5

**As an employer,** we will enable people to contribute fully and to develop to their full potential, irrespective of membership of any minority group, by:

| Actions | Evidence of completion of all PDRs  
Evidence of training take-up  
Evidence of increased promotion for females in the scientific cadre |
|---|---|
| **Measures** | **Evidence of completion of all PDRs**  
**Evidence of training take-up**  
**Evidence of increased promotion for females in the scientific cadre** |
| **Timescale** | Ongoing |
| **Owner** | Group HR Director |

### Objective 6

**As an employer,** we will ensure that we fully engage with and retain talented employees, irrespective of their membership of any minority group, by:

| Actions | Evidence of staff survey results  
Evidence of decreased turnover where appropriate  
Evidence of effective conflict resolution  
Evidence of robust pay policies and procedures |
|---|---|
| **Measures** | **Evidence of staff survey results**  
**Evidence of decreased turnover where appropriate**  
**Evidence of effective conflict resolution**  
**Evidence of robust pay policies and procedures** |
| **Timescale** | Ongoing, staff survey results due in early 2013 |
| **Owner** | Group HR Director |

### Objective 7

**As an organisation that promotes and values equality and diversity,** we will assess the implications of major activities against each of the protected characteristic groups by:

<table>
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<tr>
<th>Actions</th>
<th>Ensure that equality implication of structures, policies, procedures and practices are considered and evidenced in key</th>
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Issued 10 April 2014  
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<table>
<thead>
<tr>
<th>Objective 8</th>
<th><strong>As a purchaser of goods and services</strong>, we will work with colleagues in the RCUK Shared Service Centre to</th>
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<tbody>
<tr>
<td>Actions</td>
<td>• ensure that the promotion of equality and diversity and elimination of discrimination and harassment is integrated into appropriate procurement policy, services, agreements and contracts</td>
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<tr>
<td>Measures</td>
<td>Annual review with SSC of how the promotion of equality and diversity and elimination of discrimination and harassment is integrated into appropriate procurement policy, services, agreements and contracts</td>
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<tr>
<td>Timescale</td>
<td>By end March each year</td>
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<tr>
<td>Owner</td>
<td>Finance Director</td>
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3 **Communication, knowledge & understanding**

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<th>Objective 9</th>
<th><strong>As a communicator of science and promoter of public engagement</strong>, we will:</th>
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| Actions | • Continue to ensure that all information, publicity and advertising which MRC undertakes is non-discriminatory and promotes a positive attitude towards people regardless of their membership of any protected characteristic group.  
• Continue to ensure that all information we disseminate to the public via the internet complies with the Web Content Accessibility Guidelines’ AA standard of accessibility, as a minimum.  
• Guarantee consideration of requests, on an individual basis, to translate corporate information should this be required for people with disabilities.  
• Ensure that (as far as practicality and safety allow) public events hosted on our sites are accessible to everyone regardless of membership of any protected group |
| Measures | Reinforced guidance on publicity and advertising  
Evidence of continued working with cross-council to encourage SSC to further improve the accessibility of Oracle recruitment |
### Corporate information to employees and public identifies facilities for alternative formats
Completed EqIAs on facilities used for public events

| Timescale        | Ongoing  
|------------------|-----------
| Owner            | Corporate Affairs Group Director |

**Objective 10**

**As an organisation that promotes and values equality and diversity,** we will ensure that employees, stakeholders, collaborators and the public understand our ongoing commitment to equality and diversity by:

**Actions**

- Inform employees of any equality and diversity related developments by publishing regular articles in MRC Life
- Maintain an Equality and Diversity pages on the Portal and external MRC internet site to promote our policies, developments, reports, news items and other diversity related information
- Consult and involve representatives of protected groups in the further development of this Vision, through various discussions, road-shows and through employee wide consultation website
- Publish any relevant awards that we achieve and articles we publish on E&D
- Include a diversity related strap line on recruitment adverts

**Measures**

- Up-to-date external MRC website
- Evidence of internal communications
- Evidence of recruitment advertising practice

| Timescale        | Ongoing  
|------------------|-----------
| Owner            | Group HR Director |

### Amendment history

<table>
<thead>
<tr>
<th>Version</th>
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<th>Comments/Changes</th>
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<tr>
<td>1.0</td>
<td>10 April 2014</td>
<td>Development and launch of action plan</td>
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</table>