Leeds College of Music EDI Action Plan 2019-20

RAG rating:

🟥 This action has not been started or is significantly behind the published timescale

🟧 This action has been started and is taking place within published timescale

🟩 This action has been completed or is on target to be completed within the published timescale

NB: Member of committee to take ownership of an action where "EDIC" or "Network" is stated as owner. This will be established at the first committee meeting.

Actions	Measures	By who	By when	Progress	RAG
1. Leadership and Management					
Review all EDI related information and training for staff to include: **Unconscious bias in the selection and recruitment of staff and students** **Discrimination legislation in relation to staff selection and recruitment**	Proposal submitted to EDI Committee	EDI Committee Head of OD & HR	July 2020		
Review and update EDI information on website and Space	LCoM's commitment to EDI is clear and well communicated.	EDI Committee	November 2019		
Formulate a project group to examine staff recruitment considering: **Guidelines for recruiting managers on alternative models of recruitment to reach diverse range of candidates**	Report to EDI and actions included in 2020+ action plan	Head of OD&HR	June 2020		

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Actions	Measures	By who	By when	Progress	RAG
Alternative recruitment sites and social media Conscious and unconscious bias training for recruiting staff Getting PT staff involved. Recruitment events (own or external) Staff Recruitment – "Two Ticks" and how EDI is represented in adverts. Audit of person specifications to review Essential and Desirable requirements.					
EDI Theme for Staff Conference Establish training requirements from the action plan and working groups Dedicate a day/half day in the staff conference to meaningful EDI training	Greater awareness and investment in the EDI agenda of the conservatoire	EDI Committee Chair of EDI Committee Head of HR & OD	June 2020		
EDI Committee to assess budget needs for 2020-21.	Budget proposal submitted to ELT	Chair of EDI Committee	February 2020		
Evaluate anonymous shortlisting trial and report on outcomes.	Report submitted to EDI Committee for consideration.	Head of OD & HR	February 2020		
2. Safe and inclusive environment					

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Actions	Measures	By who	By when	Progress	RAG
Further develop student equality forums for key protected groups	Increased involvement from students with protected characteristics in embedding equality across the conservatoire. Increased feedback from students with protected characteristics regarding their learning experience	SU Executive	July 2020		
Deliver EDI training to elected student representatives and SU Executive.	100% of elected student representatives and SU Executive trained in equality and diversity.	Student Union Manager	October 2019		
Accessibility Working Group **Create an accessibility working group to consider the EU directive related to Digital Accessibility** **Representatives from academic staff, business support staff and students** **Report to EDI Committee**	Working group and Terms of Reference created	EDI Committee	September 2019		
Annual EDI Calendar of events published.	Greater appreciation of EDI matters and celebration of diversity.	SU Executive	October 2019		

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		EDI Advisory Group EDI Network			
Accessibility of Events **Roll out three major events promoting accessibility** **Four SU events that are offered during the day or offer different kinds of activities**	More inclusive culture for all members of the LCoM and wider community	Events and Enterprise SU Liberation Officers	June 2020		
Check the existence of a equality impact assessment for existing first aid training.	Outcome confirmed to EDI Committee	Head of Estates and Facilities Head of OD & HR	February 2020		
3. Effective management information, analysis and reporting					
Produce student outcomes report for first EDI Meeting	Report submitted to first EDI Committee of year	Planning Department	October 2019		
Review and circulate the statement for employees explaining how data on protected characteristics is used **Consult with EDI Committee and Network** **Circulate statement**		Head of OD&HR EDI Committee	November 2019		

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Review impact of change to staff personal details statement, if no improvement run anonymous employee survey	Review disclosure level Design and circulate survey Report to EDI	Planning Department Head of OD&HR EDI Committee	February 2020		
Monitor equality workforce data in relation to age, gender, ethnicity and declared disability through the Quality of Working Life survey.	Increased range of equality data gathered to assist in developing HR priorities.	Head of Policy and Planning	May 2020		
Commission audit into physical access to facilities, evaluate and act upon recommendations.	Improve physical access to facilities	Director of Operational Services Head of Estates and Facilities	July 2020		
4. Innovative and inclusive curriculum					
Development of inclusive practice guide	Guide produced and disseminated Training included as part of the staff conference	Disability Support Manager EDI Network	June 2020		

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Pilot a peer review scheme for module planning	Reported to EDIC with recommendations	Academic members of EDIC EDI Network	October 2019		
Evaluation of awareness of student support mechanisms. **Evaluate and review promotion of support to students**	Action plan created to ensure support is appropriately advertised to students	Head of Student Services Library Registry Academic Staff Student Union	June 2020		
Research other studies and initiatives that address the BAME Retention and Attainment gap	Produce report/presentation for the EDI Committee. Identify two or three initiatives to pilot in 20/21	EDI Network	June 2020		
Include questions on student employment commitments in October Student Survey	Results reported to EDI Committee and disseminated to Network	Planning Officer	November 2019		
5. **Keychange pledge actions**					

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At least one additional female practitioner is scheduled for each pathway's masterclass and workshop timetable	The aim is for each course to book at least one more female led workshop artist than in the previous year.	Programme Leaders and Heads of Schools Workshops Coordinator	June 2020		
Review recruitment process for committees and board members to ensure inclusive language	Reported to EDIC	Head of Policy and Planning	November 2019		
Invitations for LCoM fellowships to be sent out in equal proportion to both female and make candidates	Reported to EDIC	Principal ELT	June 2020		