

# Equality Action Plan

## Annual Report

**1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018**

Should you require this document in an alternative format or if you have any queries relating to this report, please contact

**Brian Weir**

**Director of Student Experience**

**T | 029 2039 1321**

**E | [studentservices@rwcmd.ac.uk](mailto:studentservices@rwcmd.ac.uk)**

*A Welsh version of this report will be made available upon request*

## Contents

<b>1. Introduction and background .....</b>	<b>3</b>
<b>2. Equality at RWCMD.....</b>	<b>4</b>
<b>3. Identifying, Collecting &amp; Using Relevant Information .....</b>	<b>5</b>
3.1 The Steps Taken to Identify and Collect Relevant Information .....	5
3.2 How the institution has used this relevant information to meet the three aims of the public sector duty .....	
3.3 Reasons for Not Collecting Relevant Information .....	6
3.4 Statement on the Effectiveness of Arrangements for Identifying and.....	7
Collecting Relevant Information .....	7
<b>4. Strategic Equality Objectives .....</b>	<b>8</b>
<b>5. Conclusion .....</b>	<b>9</b>
<b>6. Appendix 1   Action Plan 2018/19 progress.....</b>	<b>10</b>
<b>7. Appendix 2   Action Plan 2019/20 .....</b>	<b>15</b>

## 1. Introduction and background

Under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 the Royal Welsh College of Music and Drama (RWCMD), as part of the University of South Wales Group, is required to develop a Strategic Equality Plan (SEP) and publish an Annual Report by the 31<sup>st</sup> March each year. The report must cover the period of 1<sup>st</sup> April to 31<sup>st</sup> March of the previous year.

The University of South Wales (USW) Group has a new [Strategic Equality Plan](#) for 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2020, which includes the Royal Welsh College of Music and Drama. Details of the University Group's objectives and progress towards meeting them can be found in the 2016 to 2020 SEP.

This annual report is to update on progress made on targets identified in the College's Action Plan from 1<sup>st</sup> April 2017 until 31<sup>st</sup> March 2018. There are separate annual reports for the University of South Wales and The College Merthyr Tydfil.

The Annual Report must detail:

- the steps we have taken to identify and collect relevant information;
- how we have used this information to meet the three aims of the public sector duty;
- the reasons for not collecting relevant information;
- a statement on the effectiveness of the arrangements for identifying and collecting relevant information;
- progress towards fulfilling each of our equality objectives;
- a statement on the effectiveness of the steps we have taken to fulfil each of our equality objectives;
- specified employment information.

## 2. Equality at RWCMD

The equality and diversity agenda at RWCMD is the responsibility of the Director of Student Experience, as a member of the College's Senior Management Team. The Director of Student Experience chairs the Equality & Diversity Committee, which includes representatives from Academic, Support and Administration staff as well as the Students' Union.

In November 2018, through funding from the Hodge Foundation, Uzo Iwobi OBE was appointed as the College's very first International Chair of Diversity. Uzo, the Chief Executive Officer of Race Council Cymru, will work with the College on its diversity strategy to make sure the College is as diverse and inclusive a space for its students, staff and visitors, as possible. In a Press Release, the Director of Student Experience said:

*"It's the College's ambition to be at the fore of the equality and diversity agenda and to be seen as a flagship institution in this area. We value the role the arts have to play in a diverse and inclusive society, and the power which can come from being a participant, audience member or collaborator."*

Uzo Iwobi said:

*"I will be working with senior leaders, front line staff, volunteers, students and lecturers amongst others, to ensure that the College continues to be a pacesetter and a beacon for equality - leading the way for other conservatoires to follow – because promoting inclusion and celebrating diversity will enable us to mainstream equality principles across the work we do,"*

The Director of Student Experience is also a member of the University Group's Equality and Diversity Steering Group (EDSG). The EDSG has overarching responsibility for the implementation and review of the SEP.

### **3. Identifying, Collecting & Using Relevant Information**

#### **3.1 The Steps Taken to Identify and Collect Relevant Information**

Under the Equality Act statutory duties for Wales, equality monitoring data of staff and students is classed as 'relevant information' to support the Strategic Equality Plan.

RWCMD monitors all protected characteristics of staff through an online recruitment system. Applicants are able to input their equalities data confidentially as part of the application process. This enables HR to produce yearly reports on the success rate of candidates through all stages of the recruitment process anonymously by protected characteristics. The Group's Strategic Equality Plan for 2016-2020 contains an action to increase disclosure rates of protected characteristics by 10% each year. Although there has been a marginal increase in disclosures during this year, further focus on this will be needed during 2019/20 RWCMD Employment data.

Student enrolment takes place at the start of each academic year through an online system, which includes equality monitoring for most protected characteristics. This data is stored securely and used anonymously. Both this and the Employment Information reports are presented to the Equality & Diversity Steering Group each year for analysis and scrutiny. They are used to assess trends and imbalances and inform development of the equalities agenda.

#### **3.2 How the institution has used this relevant information to meet the three aims of the public sector duty**

All actions within the Group's Strategic Equality Action Plan have been developed based upon relevant information gathered through consultation and engagement and detailed analysis of staff and student data, in addition to other relevant equalities information.

USW's Group's eight Strategic Equality Objectives, along with the detailed RWMCD Strategic Equality Action Plan that underpins these objectives, all focus upon meeting the three aims of the public sector duty:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

Relevant equality information is used to monitor implementation of the duties and, where relevant, features in the action plan table of progress (Appendix 1).

During 2017/18, the USW Group conducted an Equal Pay Review, involving extensive analysis of staff pay data relating to age, disability, sex and race. Detailed pay gap reports relating to these characteristics were produced, resulting in a comprehensive analysis and a set of recommendations to address any pay gaps or areas for further exploration. The recommendations, overseen by the Equal Pay Working Group, will continue to be implemented during 2019/20.

### **3.3 Reasons for Not Collecting Relevant Information**

RWCMD collects all protected characteristics for staff and students, with the exception of the following:

#### **Pregnancy and Maternity**

Information on pregnancy/maternity for students is not collected during enrolment. However, instead of undertaking quantitative analysis, the College uses other ways of supporting students who are pregnant or have recently given birth. Following an objective contained within the 2013 to 2016 SEP, guidance for students on pregnancy, maternity, paternity and adoption has been produced and support is provided through Student Services. Human Resources holds information on staff on pregnancy/maternity for the purposes of administering maternity leave.

#### **Marriage and Civil Partnership**

Data on marital and civil partnership status is currently collected for staff, but not for students. As marriage and civil partnership is not a protected characteristic for the higher education provisions, there are no plans at present to introduce monitoring of this characteristic for students. For both staff and students, the title 'Mx' (title that

does not indicate gender and is often used by non-binary people) has been introduced to both systems.

### **3.4 Statement on the Effectiveness of Arrangements for Identifying and Collecting Relevant Information**

Significant efforts are made to identify, collect, analyse and use relevant information. The arrangements in place for this are very effective, with new ways of using relevant information being developed regularly.

Each meeting of the College's Equality and Diversity Committee focuses upon exploring the evidence base for equalities work and impact of any actions undertaken, exploring good practice guidance, sector-wide initiatives and how they can be implemented at RWCMD.

## 4. Strategic Equality Objectives

Under the University Group's SEP, the College is committed to the following strategic objectives:

1. **CULTURE & GOVERNANCE** | promote dignity, respect, inclusion and fairness within the university community to embed equality into the decision making of the USW Group.
2. **COLLABORATION, COMMUNICATION & ENGAGEMENT** | ensure that engagement takes place with staff, students and local voluntary sector groups from protected characteristics through collaboration, communication and consultation.
3. **DIVERSITY OF STUDENT BODY & STUDENT EXPERIENCE** | attract, select and retain a diverse range of students to study at USW Group and create an environment that encourages and supports all students to actively engage with the University and Colleges to realise their full potential.
4. **ATTRACTING, RETAINING & DEVELOPING STAFF** | attract, retain and develop a diverse range of people to work for the USW Group and to enable those that work for the Group to have access to open and transparent career development and progression.
5. **ACCESSIBILITY** | ensure USW Group buildings and infrastructure reflect the diverse needs of the University and College communities and provide accessible and inclusive working and learning environments.
6. **INCLUSIVITY IN RESEARCH** | develop an inclusive approach to research conducted by USW Group staff, whereby the involvement of people from protected characteristic groups is promoted and barriers to the participation of people from diverse groups are removed.
7. **EQUAL PAY** | undertake Equal Pay Reviews of the USW Group every three years and implement the actions arising from the resulting Equal Pay Action Plans.
8. **DATA COLLECTION & MONITORING** | enhance the collection, analysis and monitoring of equalities data and relevant equalities information.

**Appendix 1** contains detail regarding the actions undertaken in 2018/19. **Appendix 2** sets out our agreed actions for 2019/20 in relation to each objective listed above.

## 5. Conclusion

This report reflects upon progress made by RWCMD during the first year of USW's Strategic Equality Plan for 2016 to 2020. Considerable work has been done towards setting the foundations for fulfilling the Group's eight strategic equality objectives over the forthcoming three years; positive progress has been made towards greater equality and inclusion for protected characteristic groups.

This report has highlighted achievements during this period, along with areas that require additional focus during the forthcoming years. Whilst it is recognised that there is still much further work to be done towards our strategic equality objectives, the work undertaken during the first year of the Strategic Equality Plan provides a sound basis on which to move forwards.

## Appendix 1 | Previous Action Plan and progress achieved

The College's goal is to attract, develop and retain the best and brightest from all walks of life and backgrounds whether this be students, staff or audiences. This requires the College and all its employees to do their part in promoting a culture of inclusion where all individuals feel respected and are treated fairly. We want the College to reflect the diversity of contemporary Wales and have outlined the following equality objectives to support the achievement of our goal.

**OBJECTIVE 1: CULTURE & GOVERNANCE** | promote dignity, respect, inclusion and fairness within the university community to embed equality into the decision making of the USW Group

	Actions	Rational	Timescale & owner	Success measure
1	Review and make recommendations on the diversity of the Board of Directors	Benchmark data is needed on equality profile of the College Board	Chair March 2019	A review of the Board make-up will be completed and actions agreed
2	Monitor the membership of the EDC, review in light of specific actions and make use of external links	The committee responsible for implementation of this plan should be diverse, representational and targeted to actions	Director of Student Experience March 2019	The membership will reflect the College community and agreed actions
3	Link actions from the Equality Action Plan to the College's Strategic Plan with ownership at senior levels	To embed equality and diversity at the heart of institutional strategic planning and implementation	SMT March 2019	The College's new 5 year strategy will have tangible actions and ownership
4	To review the College's Student Code of Conduct and evaluate a Dignity at Study Policy	To talk to students with regards to expectations and responsibility as a member of the College community	Director of Student Experience March 2019	Student targeted policy will embed the College ethos of inclusivity
5	To formalise the process of Equality Impact Assessment for all operational and policy decisions	For it to be the norm that all decisions have measured impact on protected characteristics	SMT March 2020	A major change for the College, the altering of working patterns will be embedded
6	To evaluate if inclusion in the University's Procurement Strategy is fit for purpose for RWCMD	Equality Act specific duty on procurement outlines requirements for public authorities.	Vice Principal (Resources) March 2019	Adhere to the Equality Act; embed equality into Procurement and ensure equality in tendering

**OBJECTIVE 2: COLLABORATION, COMMUNICATION & ENGAGEMENT** | ensure that engagement takes place with staff, students and local voluntary sector groups from protected characteristics through collaboration, communication and consultation.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
7	To monitor and develop membership of the EDC and to draw on external experts for specific issues	EDC members should be representative of the college community (staff and students) and engage in sector and industry issues	Director of Student Experience March 2019	The membership of EDC will be increased and professional links established
8	To regularly present issues of equality and diversity at staff and departmental meetings	To raise awareness amongst the college community	EDC	Staff will be more aware of current issues and identified actions
9	To engage formally with the student body regarding themes and campaigns on Equality and Diversity	Collaborative working with the Students' Union and students to raise awareness and organise awareness campaigns	EDC	Students will be more aware of the current issues and have buy-in into progress
10	To engage formally with initiatives arranged by CUK and other sector stakeholders	CUK has recognised that there is work to do across the sector and RWCMD should play a key role in this	Director of Student Experience March 2020	The sector will have committed and action planned objectives
11	To regularly review and develop the college's performance activity in order to present a more diverse programme, representative of a 21 <sup>st</sup> century population	The college, as a major producer, has a responsibility to promote equality and diversity in its offer to the public and students	Head of Creative Programme March 2019	Events will be produced to promote equality and the College will have recognised key campaign themes (LGBT/Black History/Women)
12	To work with Stonewall in order to "needs assess" the College's commitment to the LGBT+ community	As a major venue, the college should look for external recognition of the work and support it offers to protected characteristics, commencing with this one.	EDC March 2019	The College will have evaluated its current support and decided on whether to enter the Stonewall Charter
13	To evaluate whether the College can become a partner in the Diverse Schools Initiative	This national initiative includes drama schools in England and the College should look at its relevance for Wales	Director of Student Experience March 2019	Evaluation will be complete and possible membership commenced

**OBJECTIVE 3: DIVERSITY OF STUDENT BODY & STUDENT EXPERIENCE** | attract, select and retain a diverse range of students to study at USW Group and create an environment that encourages and supports all students to actively engage with the University and Colleges to realise their full potential.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
14	To include issues of equality in the curriculum review	Evaluate how to attract diverse applications to a more varied portfolio and to consider how the curriculum can offer flexibility to students in need	SMT March 2020	Any new curriculum development will be inclusive and offer opportunity to a wider constituency
15	To track academic progression of current students who identify as having a protected characteristic	The college will engage with current students in order to evidence academic progress made	Head of Learning and Teaching / EDC March 2020	Data will be available to show academic progression of current students
16	To establish a working group collaboratively with the Students' Union to identify themes and concerns of current students	A group of students will be asked to report on expectation v reality of their student experience and to suggest themes for development	Director of Student Experience March 2019	Current students will have commented on their experience and identified actions for the 2019 Plan
17	To review the College's Code of Conduct for Students and further evaluate the development of a Dignity at Study Policy	Current policies are due for update in light of legislative and operational review.	Director of Student Experience and Head of Academic Services March 2019	Updated policies will have been agreed through committee and implemented.

**OBJECTIVE 4: ATTRACTING, RETAINING & DEVELOPING STAFF** | attract, retain and develop a diverse range of people to work for the USW Group and to enable those that work for the Group to have access to open and transparent career development and progression.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
18	To implement unconscious bias training for those involved in staff recruitment	To educate panels on best practice	EDC March 2020	Increase in applicants from diverse backgrounds
19	To widen the communication of actions identified in this plan through committees and staff meetings	To promote work of the EDC to all staff and, in particular, HPLs	EDC March 2020	Increase awareness of actions and plan implementation
20	To include training on equality and diversity in the annual staff development programme	To ensure compliance with regards to promotion of equality cross-college	Vice Principal (Resources) March 2020	Staff will be made aware of responsibilities in this area annually
21	To organise an awareness campaign on staff feeling confident in declaring individual support needs	To raise awareness that the College wishes to support all staff	Vice Principal (Resources) March 2020	Declared needs of staff will have increased from the current low levels

**OBJECTIVE 5: ACCESSIBILITY** | ensure USW Group buildings and infrastructure reflect the diverse needs of the University and College communities and provide accessible and inclusive working and learning environments.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
22	To conduct an Estates audit to establish accessibility of college buildings	In order to ensure that the college site is useable.	Estates Manager March 2019	Audit will be available with any recommendations
23	To ensure that the College's new website meets accessibility standards	In order to ensure that the college site meets current equality and diversity guidance	Head of External Relations November 2018	The new site will be compliant with best practice

**OBJECTIVE 6: INCLUSIVITY IN RESEARCH** | develop an inclusive approach to research conducted by USW Group staff, whereby the involvement of people from protected characteristic groups is promoted and barriers to the participation of people from diverse groups are removed.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
24	To actively engage in research conducted through the Healthy Conservatoires project	Sector-wide research supporting students at UK Conservatories	Director of Student Experience/ Director of Music March 2020	Published research outcomes

**OBJECTIVE 7: EQUAL PAY** | undertake Equal Pay Reviews of the USW Group every three years and implement the actions arising from the resulting Equal Pay Action Plans.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
25	In line with the University Group, implement actions arising from the Equal Pay review	To meet the recommendations of the 3 yearly review	Vice Principal (Resources) March 2020	All recommendations will have been implemented

**OBJECTIVE 8: DATA COLLECTION & MONITORING** | enhance the collection, analysis and monitoring of equalities data and relevant equalities information.

	<b>Actions</b>	<b>Rational</b>	<b>Timescale &amp; owner</b>	<b>Success measure</b>
26	To include equality and diversity data in Annual Course Monitoring	In order the evidence actions taken in this area at course level	Course Leaders and CQAC March 2019	Equality will be evaluated annually at course level
27	To organise an Equality and Diversity questionnaire for staff	To raise awareness that the College wishes to support all staff	EDC March 2019	To establish current perception/awareness

## Appendix 2 | Action Plan 2019/20

The College's goal is to attract, develop and retain the best and brightest from all walks of life and backgrounds whether this be students, staff or audiences. This requires the College and all its employees to do their part in promoting a culture of inclusion where all individuals feel respected and are treated fairly. We want the College to reflect the diversity of contemporary Wales and have outlined the following equality objectives to support the achievement of our goal.

	<b>Actions</b>	<b>Progress to date</b>	<b>Owner &amp; Target date</b>	<b>Success measure</b>
1	Review and make recommendations on the diversity of the Board of Directors	Three appointments to Board in last 9 months. 2 Female and 1 male. Gender split now even /slightly more female.  Ethnicity will be looked at next	Chair  March 2020	A review of the Board make-up will be completed and actions agreed
2	Monitor the membership of the EDC, review in light of specific actions and make use of external links	More students engaged in Committee. Should consider HPL staff.	Director of Student Experience  March 202	The membership will reflect the College community and agreed actions
3	Link actions from the Equality Action Plan to the College's Strategic Plan with ownership at senior levels	Equality & Diversity one of 4 main areas in the Strategic Plan Development	SMT  March 2020	The College's new 5 year strategy will have tangible actions and ownership
4	To review the College's Student Code of Conduct and evaluate a Dignity at Study Policy	Completed and gone through Ac Board route. Now have ability for students to anonymously report issues.  Dignity to Study policy issues already covered in current policies and guidelines.	Director of Student Experience  July 2019	Student targeted policy will embed the College ethos of inclusivity

5	To formalise the process of Equality Impact Assessment for all operational and policy decisions	This will go back to Committee level. SMT already do this but needs to be formalised throughout College	SMT  March 2020	A major change for the College, the altering of working patterns will be embedded
6	To evaluate if inclusion in the University's Procurement Strategy is fit for purpose for RWCMD	Work to be completed in liaison with USW Group	Vice Principal (Resources)  March 2020	Adhere to the Equality Act; embed equality into Procurement and ensure equality in tendering
7	To monitor and develop membership of the EDC and to draw on external experts for specific issues	To be advised by the International Chair	Director of Student Experience  March 2020	The membership of EDC will be increased and professional links established
8	To regularly present issues of equality and diversity at staff and departmental meetings	People Plan being drawn up. Part of training programme for staff being rolled out, Equality & Diversity issues are all included.	EDC	Staff will be more aware of current issues and identified actions
9	To engage formally with the student body regarding themes and campaigns on Equality and Diversity	SU will take this on and report back to next meeting of the Equality & Diversity Group with proposals	EDC	Students will be more aware of the current issues and have buy-in into progress
10	To engage formally with initiatives arranged by CUK and other sector stakeholders	NAW on CUK Equality & Diversity Group. Not regularly meeting but CUK currently looking into all sub-groups	Director of Student Experience  March 2020	The sector will have committed and action planned objectives
11	To regularly review and develop the college's performance activity in order to present a more diverse programme, representative of a	Programming department currently providing a number of diverse events. Still working on improvements. Free carer tickets have proved successful.	Head of Creative Programme  March 2020	Events will be produced to promote equality and the College will have recognised key campaign themes

	21 <sup>st</sup> century population	Time credits also successful		(LGBT/Black History/Women)
12	To work with Stonewall in order to “needs assess” the College’s commitment to the LGBT+ community	Needs assessment to be completed during the year to identify areas for development	EDC  March 2020	The College will have evaluated its current support and decided on whether to enter the Stonewall Charter
13	To evaluate whether the College can become a partner in the Diverse Schools Initiative	Overtaken by Open Door. College working to establish possibility of Open Door Cymru through YAS	Director of Student Experience  March 2020	Evaluation will be complete and possible membership commenced
14	To include issues of equality in the curriculum review	Validation Events disappointing in the lack of Equality & Diversity issues. Must ensure these are included in future validation events. Recommendation to Quality Committee to look into this.	SMT  March 2020	Any new curriculum development will be inclusive and offer opportunity to a wider constituency
15	To track academic progression of current students who identify as having a protected characteristic	SU to arrange group of students to discuss and draw up plan of action.	Head of Learning and Teaching / EDC  March 2020	Data will available to show academic progression of current students
16	To establish a working group collaboratively with the Students’ Union to identify themes and concerns of current students	Work to be led by the Students’ Union with support from EDG	Director of Student Experience  March 2020	Current students will have commented on their experience and identified actions for the 2019 Plan
17	To review the College’s Code of Conduct for Students and further evaluate the development of a	Review to include externality	Director of Student Experience and Head of Academic Services	Updated policies will have been agreed through committee and implemented.

	Dignity at Study Policy		March 2019	
18	To implement unconscious bias training for those involved in staff recruitment	Partnership with International Chair in Equality and Diversity	EDC March 2020	Increase in applicants from diverse backgrounds
19	To widen the communication of actions identified in this plan through committees and staff meetings	Members are champions. To be part of April staff meeting.	EDC March 2020	Increase awareness of actions and plan implementation
20	To include training on equality and diversity in the annual staff development programme	To embed into the new People Plan	Vice Principal (Resources) March 2020	Staff will be made aware of responsibilities in this area annually
21	To organise an awareness campaign on staff feeling confident in declaring individual support needs	Ties into staff meeting.	Vice Principal (Resources) March 2020	Declared needs of staff will have increased from the current low levels
22	To conduct an Estates audit to establish accessibility of college buildings	Review to be conducted by Estate Department	Estates Manager March 2020	Audit will be available with any recommendations
23	To ensure that the College's new website meets accessibility standards	Team fully aware of requirements	Head of External Relations August 2019	The new site will be compliant with best practice
24	To actively engage in research conducted through the Healthy Conservatoires project	Ongoing	Director of Student Experience/ Director of Music March 2020	Published research outcomes
25	In line with the University Group, implement actions	HR issue.	Vice Principal (Resources)	All recommendations will have been implemented

	arising from the Equal Pay review		March 2020	
26	To include equality and diversity data in Annual Course Monitoring	To be raised and actioned through College Committees	Course Leaders and CQAC  March 2020	Equality will be evaluated annually at course level
27	To organise an Equality and Diversity questionnaire for staff		EDC  November 2019	To establish current perception/awareness