

Bronze Progress Record Form

University of Bedfordshire

Key Assessment Area 1: SET baseline and academic profile

What data and other evidence has been collected?	What issues have been identified through data gathering and consultation?	What actions are proposed to address these issues?	What will success look like?	Who will be responsible for taking the action?	What is the timescale for the activities?	How have these actions been communicated to staff?
1.1 HR database and University reports including Payroll Reports, Equal Pay Review, SITS Reports, and Undergraduate and Postgraduate Scheme Annual Reports	Difficulties in obtaining information of certain categories	Completion of the TRENT data validation in order to provide accurate monitoring information for all categories	Validated database with accurate information for all staff categories	Human Resources	July 2008	Online staff noticeboard; Life Monthly Newspaper for staff and students
1.2 Payroll Report (March 2008)	There are no female SET staff at grade 7	<p>Review recruitment interview panel structures and ensure panel members undertake equality and diversity training</p> <p>Development of a specific programme for personal and career development and career progression for contract researchers</p>	Increased female representation at grade 7 (lecture)	Human Resources	<p>Review annually</p> <p>To be incorporated into the induction programme by August 2008.</p>	<p>HR webpage</p> <p>Monthly all staff emails; Staff HR webpage; Organisation Development and Training Unit BREO site; staff review.</p>
1.3 Payroll Report	The Department of	Review recruitment	Increased female	HoD with	Discussions to be	

(March 2008)	Computing and Information Systems has the lowest proportion of female staff – 2 out of a total of 27	<p>interview panel structures</p> <p>Development of a specific programme for personal and career development and career progression for contract researchers</p> <p>Develop strategies to improve staff profiles and in turn encourage more female student participation</p>	representation in the department	HR support	undertaken with the HoD June 2008	
1.4 Equal Pay Review 2007	For all posts covered within the HERA grading structure, only 1 group is subject to a pay gap of more than the recommended 5%	Regular pay reviews will be conducted to determine improvements resulting from implementation of equality policies and practices	Equal pay for all HERA grading; greater transparency of the grading and rewarding of spot salary	Human Resources	Annually	Equality and Diversity Training; HR web pages

Key Assessment Area 2: Key career transition points

University of Bedfordshire

What data has been collected?	What other evidence is available?	What issues have been identified through data gathering and consultation?	What actions are proposed to address these issues?	What will success look like?	Who will be responsible for taking the action?	What is the timescale for the activities?
2.1 Feedback from the questionnaires	New staff mentoring scheme	Those who had mentors (44% of those who returned questionnaires) responded more positively when asked about the career development advice they had received	Mentoring arrangements are to be put in place for all SET female staff	Increased take-up of the mentoring arrangements	Organisation Development and Training Unit and Athena SWAN Coordinator	Review annually
2.2 Payroll Report		42% of all academic staff are female compared with 23% within SET departments	<p>Mentoring arrangements mentioned above</p> <p>Explore the feasibility of a PDP programme for SET women through the University's Centre for Women's Enterprise (currently run leadership courses for women)</p> <p>Promotion criteria</p>	Increased representation of SET females	Organisation Development and Training Unit and Athena SWAN Coordinator	<p>Review annually</p> <p>2008/09 Academic year</p> <p>August 2008</p>

			should be made more transparent to all staff.			
2.3 Gender Equality Scheme Report 2006		Although flexible working policies are available, there has been little uptake.	Flexible working policies are to be reviewed with the aim of promoting flexible working options across the University.	Increased awareness of flexible working options	Human Resources	Review annually
2.4 Feedback from questionnaires		The majority of research students who responded do not feel they are encouraged to take part in career development activities	Development of a specific programme for personal and career development for research students	More positive feedback	Research Graduate School with support of HR	2008/09 academic year

Key Assessment Area 3: Culture change and gender balance in decision-making

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What data has been collected?	What other evidence is available?	What issues have been identified through data gathering and consultation?	What actions are proposed to address these issues?	What will success look like?	Who will be responsible for taking the action?	What is the timescale for the activities?
3.1 Gender Equality Scheme Report 2006	Current data from staff database	Women are under-represented in senior/decision-making positions	Identification of women for leadership training programmes	Increased representation of women in senior/decision – making positions	HR and senior management	December 2008
3.2 Reports on University Committees	Current data from staff database	Review structures	To ensure female representation	University Secretary's Office	Annually	University Secretary's Office webpage
3.3						