

Essential enabling activities – institutional self-assessment template

Enabling activity	What it means in practice	What does your institution do?	Rating your institution *	What could you do or do differently at your institution?
<p>1. Leadership and responsibility are vital to support the implementation of an equality strategy. How do senior managers actively promote equality? How are the responsibilities of students and staff at different levels of the organisation communicated?</p>	<p>All members of the institution treat others with dignity and respect, challenge or report incidents of discrimination and respond positively and inclusively to individual differences.</p> <p>Managers identify and respond to equality-related staff development needs and support individual needs of staff so they can participate and perform effectively.</p> <p>The most senior managers in the institution sponsor equality projects and speak at equality events. They promote the value of diversity through strategic decision making, management responsibility and influence in committees and working groups.</p>			
<p>2. Staff development is an essential component in being able to achieve equality aims and objectives. What equality learning opportunities are provided to staff?</p>	<p>There is a minimum standard of learning and development on equality and diversity which all staff must meet.</p> <p>There are opportunities for staff to improve their knowledge by participating in additional compulsory or optional activities.</p> <p>Staff with specific equality-related duties receive training and/or support to enable them to fulfil those duties.</p>			

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<p>3. Individual behaviours are important in ensuring that principles and values are realised in everyday interactions. How does the institution deal with bullying and harassment? How does the institution promote valued behaviours?</p>	<p>The institution has a clear mechanism(s) for communicating to all staff, students and partners, those behaviours which are valued and those which are not.</p> <p>The institution does not tolerate any forms of bullying or harassment and has effective procedures in place whereby individuals can raise issues, both informally and formally.</p>			
<p>4. Involvement and engagement of staff, students and others in the affairs of the institution is important to inform policies and service development. How does the institution engage and involve people with a wide range of individual characteristics?</p>	<p>Individuals are told about decisions that are made that will or are likely to affect them.</p> <p>Individuals are encouraged to engage with the institution and are provided with a range of ways to provide feedback or participate in decision-making.</p> <p>The individuals who participate in consultation and involvement activities are broadly representative of the wide range of characteristics at the institution.</p>			
<p>5. Impact assessment ensures that decisions made and policies implemented are fully informed and do not result in unintentionally disadvantaging people. How does the institution assess the impact of changes and policies?</p>	<p>The institution has a clear process in place to help managers assess the impact of policies and decisions in relation to different characteristics.</p> <p>There is evidence that impacts are considered before key decisions are taken.</p> <p>There is evidence that assessments are used to respond to known inequalities.</p>			

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<p>6. Monitoring and reporting helps to ensure that equality challenges are identified, prioritised, resourced and reviewed on a regular basis. What is the institutions monitoring strategy?</p>	<p>The institution monitors the participation and progression of staff and students by individual characteristics and considers the findings regularly.</p> <p>The institution has key performance indicators for equality and diversity.</p> <p>There is a strong and influential management group or committee that oversees the prioritisation and management of equality work.</p> <p>The institution benchmarks its performance externally.</p>			
<p>7. Publishing a wide range of information, statistics and reports provides transparency in the management of equality and diversity. What is the institutions publishing strategy?</p>	<p>The institution publishes its equality strategy and related action plan, the findings of its monitoring and the findings of its impact assessments.</p> <p>The institution publishes data beyond what it is required to publish.</p> <p>The institution promotes good practice by making any equality resources it produces available to other institutions.</p>			

* Rating your institution:

- 1 = little evidence of this activity
- 2 = some evidence of this activity
- 3 = significant evidence of this activity
- 4 = evidence of exceeding this activity