University of Essex
Stonewall Employer's Workplace Equality Index Action Plan

Action	Actual Implementation Long Term vs Quick Win	In place? Yes/No	Sign-off (Responsible)	Lead (Responsible for Actioning)	Date	Comments
Provide guidance or training for all employees with recruitment responsibilities on how to carry out inclusive recruitment (pronouns at interviews, etc).	Long-term	No	Director of People and Culture	Organisational Development / Resourcing People and Culture	Jun-23	To be done before next submission
Add specific examples relating to intersectional (eg. gay Muslim man, trans disabled person) identities within the Unconscious Bias training (enhancing content around bisexual identities, as this is often left out) and other University trainings (bullying and harassment) to ensure people are familiar with what this type of harassment looks like.	Long-term	No	Director of People and Culture	Inclusion Team / Organisational Development	Oct-23	Can include further intersectional examples within How We Work at Essex, How We Manage at Essex when they are next reviewed in Summer 2023

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Ensure non-binary identities can be recognised across all staff systems.	Long-term	No	Director of People and Culture	Inclusion Team /Events Review Implementation Group	Jul-23	Non-binary identities are currently captured on HR Organiser, further investigation is needed to establish whether improvements can be made to the question asked and options available. This work complements wider work to consider disclosure categories (e.g. as part of the Race Equality Charter)
Issue internal communications to all staff with information about LGBT+ inclusion on a regular basis.	Quick Win	No	Director of Inclusion	Inclusion Team	On-going	This work can be implemented by Inclusion Team, LGBT+ Staff Forum, TNBWG
Create a formal strategy to include underrepresented groups, focusing on identities that have historically been less	Long-term	No	Chair of LGBTQ+ Forum	Chair of LGBTQ+ Forum and Forum	On-going	

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engaged with or represented.						
The University should offer the network a defined budget to support the work being done and to acknowledge the knowledge and expertise the network is offering them.	Quick Win	No	Director of People and Culture/Director of Inclusion	Inclusion Team	On-going	Budget provision for all networks made in 2022/23 budget; Inclusion team working to develop process for distributing funds
Advertise confidential support for LGBT+ related issues and issues on reporting bullying and harassment as widely as possible, so all staff can signpost as needed.	Quick Win	No	Chair of LGBT+ Forum	Chair of LGBT+ Forum	On-going	To be progressed in a manner consistent with the University's portfolio approach to EDI

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Identify measures in place to ensure activity reaches employees in all locations (across all three campuses) and put in place opportunities for staff to access content afterwards (meetings and events) especially by those who may not be able to attend due to other obligations, such as childcare or caring commitments.	Quick Win	No	Chair of LGBTQ+ Forum	Chair of LGBTQ+ Forum and Forum	On-going	To be progressed in a manner consistent with the University's portfolio approach to EDI
Identify and promote other equality events at the University, specifically identity awareness events, as an example of acknowledging intersectionality amongst the network's members.	Quick Win	No	Chair of LGBTQ+ Forum	Chair of LGBTQ+ Forum and Inclusion Team	On-going	Intersectional approach supported by the One Essex Inclusivity Network attended by all chairs of inclusion forums

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Identify ways for the LGBTQ+ Forum to work with the Trans and Non-Binary Working Group (and whatever form it takes in future) to ensure an acknowledgement of Trans+ workstreams and cooperative working.	Quick Win	No	Chair of LGBTQ+ Forum	Chair of LGBTQ+ Forum and Forum	Feb-23	To be considered by the Working Group for Trans, Non-Binary and Gender Non-Conforming Students and Staff as part of the next phase of the group
Build a library of resources and training that LGBT+ employees can access online.	Quick Win	No	Director of Inclusion	Inclusion / Organisational Development	Dec-22	To be provided through Develop@Essex, with new training being uploaded onto Moodle as appropriate, as part of the University's portfolio approach
Add tangible targets for the Inclusion Champions to meet with relevant networks, and evidence of requests made by networks being carried out by Inclusion Champion.	Quick Win	No	Director of Inclusion	Director of/ Inclusion Champions	Dec-23	Inclusion Champions Action Plans for 2022/23 currently being developed, and links to requests from networks to be considered as part of this process

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Introduce knowledge sharing/peer-mentoring amongst senior leaders, where those with particular knowledge on LGBT+ inclusion could mentor those with less experience / pass on knowledge.	Quick Win	No	Vice-Chancellor	Director of/ Inclusion Champions	Dec-23	To be considered further as part of the Inclusion Champion Action Plans for 2022/23
Signpost bi, non-binary and trans focused conferences, seminars or webinars to senior leadership in coming year - especially if directed at senior leaders within organisations rather than being content for all staff.	Quick Win	No	Director of Inclusion / Inclusion Champions	Director of/ Inclusion Champions	Jul-23	To be considered further as part of the Inclusion Champion Action Plans for 2022/23 and in line with the University's portfolio approach
Senior leaders should issue strong statements of their commitment to LGBT+ equality, where it is clear the statements come directly from senior leaders.	Quick Win	No	Director of People and Culture	Director of/ Inclusion Champions/ CER	Jul-23	Inclusion team to work with Inclusion Champions to ensure that comms/ blogs are planned throughout the year, including to reflect the EDI calendar and as part of the University's portfolio approach

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Senior leaders should send strong messages on bi equality, as this area is often underrepresented.	Quick Win	No	Director of People and Culture	Director of/ Inclusion Champions	Jul-23	Inclusion team to work with Inclusion Champions to ensure that comms/ blogs are planned throughout the year, including to reflect the EDI calendar and as part of the University's portfolio approach
Senior leaders should review LGBTQ+ related equality strategies or diversity monitoring reports.	Quick Win	Yes	Director of People and Culture	Director of Inclusion	Jul-23	Included in the annual EDI report - next annual report to be agreed by USG and Council by end of July 2023.
Embed inclusion work at the senior leadership level by requiring all senior leaders and line managers to have an inclusion-based competency on recruitment, giving all senior leaders and line managers an inclusion based objective, to ensure	Quick Win	No	USG	Director of People and Culture/Director of Inclusion/Resourcing	Apr-23	To be considered as part of the review of inclusive recruitment which is a strategic priority for People & Culture for 2022/23

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this is embedded into the heart of their work						
For more inclusive data capturing, condense categories for 'gay man' and 'gay woman/lesbian' into 'gay/lesbian'.	Quick Win	No	Director of People and Culture/Director of Inclusion	Inclusion Team	May-23	Work is ongoing to review relevant forms and systems
Include a free text box alongside the option 'I use another term' so employees can write their own identity.	Quick Win	No	Director of People and Culture/Director of Inclusion	Inclusion Team	Mar-23	Work is ongoing to review relevant forms and systems
Review any monitoring questions on gender and trans status to ensure the Uni is capturing both whether staff identify as trans and / or non-binary and also whether they	Quick Win	No	Director of People and Culture/Director of Inclusion	Inclusion Team	Mar-23	Work is ongoing to review relevant forms and systems

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identify as man, woman, non-binary or another term.						
Release more comms around equality monitoring - why LGBTQ+ monitoring matters, how previous monitoring exercises have led to improvements, providing a definition of 'bi' that is explicitly inclusive of pan and queer identities, and providing a definition of 'trans' that is explicitly inclusive of non-binary identities.	Quick Win	No	Director of People and Culture/Director of Inclusion	Inclusion Team	Apr-23	Work underway as part of the Working Group on Equality Pay Gaps to improve all diversity monitoring disclosure rates and as an aspect of the University's portfolio approach.
Identify how gender identity is captured at the University.	Quick Win	No	Director of People and Culture/Director of Inclusion	Inclusion Team	On-going	Work is ongoing to review relevant forms and systems

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Embed screening of various areas of diversity and inclusion into procurement scrutiny through pre-tender questionnaires.	Long-term	No	Head of Procurement	Inclusion / Procurement team	Jul-23	This will look to expand the existing questions asked to suppliers
Support LGBT+ community groups such as Pride organisations, LGBT+ equality charities, youth groups, grass roots networks: financially, and also through non-financial partnerships such as sharing expertise or event space.	Quick Win	No	Director of Inclusion	Chair of LGBT+ Forum / Inclusion Team	Jul-23	
Use main social media accounts to issue messages of inclusion for marginalised groups - non-binary, bi-sexual, trans, etc.	Quick Win	No	Director of Communications and External Relations	Inclusion / Comms	Jul-23	Undertaken in line with the University's portfolio approach

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Monitor equalities data within Report and Support and analyse to generate insights - consider how this can be used to understand the experiences and engagement of LGBTQ+ students in comparison to other groups.	Quick Win	No	Director of Inclusion	SWIS, Inclusion	Jan-23	Diversity monitoring categories are currently under review for Report and Support.
The policy banning biphobic, homophobic and transphobic discrimination in services should be available on the public-facing website.	Quick Win	No	Director of People and Culture/Director of Communications and External Relations	Inclusion Team/ CER	Sep-23	Review public facing and staff facing EDI pages on the website to ensure they are accessible so that the University's portfolio approach is clearly visible.