Departmental Equalities Officer Annual Report Template

Purpose

The purpose of this report is to provide an outline of all equalities related activities the Departmental Equalities Officer has either lead or supported.

The report is to be presented at the relevant departmental/division management meeting, or alternatively to the head of department/division.

All reports are also to be presented at the next College/Division Equality and Diversity Committee meeting, due to be held in May 2014.

Note: the template below has been provided only as a guide. It is expected that the nature of equalities work undertaken by the DEO may vary considerably across colleges/divisions. It would be useful if bullets under ‘Background’ could be completed but others serve as reminders for what you might wish to report.

Background

- How you came to be in the post.
- How long have you been in the post.
- Your capacity to undertake equalities work and the amount of time allocated to the role by the departmental workload model.
- Training you have received to help undertake the role.

Highlights

- The number of college meetings you have attended in the past year.
- Your contribution to college Equality and Diversity Committee meetings.
- How you have promoted your role within your department and examples of where you have provided equalities guidance or advice to people within your department.
- Examples of equalities issues you have raised and pursued.
- Examples of how you have pro-actively advanced equalities within your department.
- Example of equalities related communications you have circulated within your department.
- Any involvement with equalities work outside your department.

Looking forward

- Is the level of support you have from your head of department and college chair sufficient?
- Is the level of support you receive from the Equalities Team sufficient? If not in what ways would you like to see it improved?
- Do you have sufficient resources to pro-actively advance equalities within your department?
- What do you think are the key issues in terms of equalities for your department for the next academic year?
- What areas of equalities are you looking to lead on in the next academic year?