EDI Action Plan 2023

Table of Contents

Background

The following EDI Action Plan is not an exhaustive list of the EDI work that we expect to undertake this year, it is however a plan that we intend to commit to, ensuring that we are able to respond to each point stated in the plan. This plan brings together some of the recommendations set out in the previous EDI Change Report (2021), alongside concerns raised through consultation with our students, staff, and partners. We aim to continuously improve our EDI practices across the conservatoire and our Action Plan aligns with the EDI Objectives set out by the Luminate Education Group.

Luminate Education Group – EDI Objectives

Our EDI Objectives will help the group create a culture and environment of inclusion and belonging:

1 – Celebrate diversity

Seek and create opportunities to celebrate diversity.

2 – Champion disability, neurodiversity and improve accessibility

Respect inclusion regardless of ability or disability and address barriers to participation.

3 – Challenge discrimination and foster inclusion

Creating a culture of mutual respect, tolerance, democracy and individual liberty; challenging all oppressive language including sexism and gender-based.

4 – Invest in the Race Equality Roadmap

Invest in delivering the roadmap including anti-racist culture; accountability and the diversification of leadership; career development and fulfilling potential; students and their education; and community engagement and partnerships.

5 – Amplify voice and influence

How do we listen to and act upon issues to promote a diverse culture where everyone can shape and promote equality.

6 – Promote social mobility

Raise aspirations and improving outcomes for all regardless of backgrounds.

Leeds Conservatoire EDI Action Plan 2023

Staff Recruitment and Retention

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Provide EDI related recruitment training for all recruiting managers	EDI Profile Report demonstrates a lack of progress with regards to the recruitment of under-represented applicants	Recruitment training pack created	EDI Lead/HR	Dec 2023	Requires HR capacity to assist with the creation of recruitment guidelines	2, 4, 6.
Create an audit process for job vacancies to ensure unnecessary barriers to recruitment are removed from Job	Staff consultation has identified key barriers to recruitment	Audit process put in place as a procedure for all advertised vacancies	EDI Lead/HR/Individual Recruiting Managers	Sept 2023	Requires recruiting managers to engage with this process	2, 4, 6.

Descriptions and Person Specifications						
Broaden our recruitment network to widen our reach	EDI Profile Report demonstrates a lack of progress with regards to the recruitment of under-represented applicants	A minimum of two extra networks reached out to for all job vacancies	EDI Lead/HR	Sept 2023	Requires engagement from external organisations	2, 4, 6.
Review our current job advert template to ensure it explicitly mentions what adjustments we can make for applicants with specific accessibility requirements	Feedback from applicants has identified further affirmative action would be beneficial	Job advert template amended	EDI Lead/HR	Sept 2023		2, 6.

Investigate different ways to assess candidates than our current traditional written application and interview method, and build these in as options for recruiting managers to consider	Staff consultation has identified key barriers to recruitment with our current recruitment processes	Options included in staff recruitment training packs	EDI Lead/HR	Dec 2023	Could be impacted by proposed changes to our recruitment website	2, 6.
Develop a diverse group-wide database of staff who can be approached to sit on recruitment panels	Partnership consultation has identified the impact a lack of diversity can have throughout the interview process	Staff database created and linked to in staff recruitment training packs	EDI Lead/HR/Luminate EDI Team	Sept 2023	Requires engagement with the wider Luminate Education Group	1, 5, 6.

| Include information on staff diversity forums on all of our job adverts to increase a sense of belonging for diverse applicants | Staff consultation has identified a lack of awareness of these networks, and a demand for access to them | Job advert template amended | EDI Lead/HR | April 2023 | | 1, 5. |

Consistency with the Luminate Education Group

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Work with the Luminate EDI team on a group-wide campaign to encourage staff disclosures of EDI characteristics	There has been a large increase in staff data that is not disclosed to us	Campaign created, and circulated group-wide.	EDI Lead/Group Head of EDI	June 2023	Requires engagement with the wider Luminate Education Group (could run an	3.

		Result measured in the next EDI Profile Report.			independent Leeds Conservatoire campaign)	
Create a platform to promote the work of the Luminate EDI Staff Networks to Leeds Conservatoire staff	Staff consultation identified a lack of awareness with regards to these networks	Information to be updated on SPACE with regular reminders circulated in 'All Staff' Emails	EDI Lead	June 2023		1, 3, 5.
Continue to invite EDI Staff Network chairs to have a presence at staff development events	Staff consultation identified a lack of awareness with regards to these networks	Network chairs to attend all staff development events	EDI Lead	Ongoing	Requires the availability of the network chairs	1, 3, 5.

Incident Reporting

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Develop clear and defined channels for reporting incidents of discrimination, including, where possible anonymous reporting mechanisms to understand the scale and type of issues experienced at the conservatoire	Identified as a priority in the EDI Change Report	Reporting system created or procured and circulated to all staff and students	EDI Lead/Head of Student Support and Wellbeing	Dec 2023		3, 5.
Regularly monitor and review nature of complaints/grievances	Identified in the EDI Change Report	A report produced detailing any	EDI Lead/Head of Student Support and Wellbeing	Dec 2023	Requires a reporting system to be in	3, 5.

| related to discrimination and outcomes, continuously evaluating the conservatoire's approach and systems to support complaints/grievance process and putting in place any learning as a result of findings | | findings from the reporting system | | | place in order to begin monitoring findings | |

EDI Training

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Continue to offer in-person staff EDI training to new starters, and	Identified in the EDI Change Report	Registers taken at all staff EDI Training sessions	EDI Lead	Ongoing		3, 6.

those yet to complete the training		to confirm completion				
Ensure that Leeds Conservatoire staff can access the Luminate Education group staff development gateway, to access the EDI Online Training Module	Identified in the EDI Change Report	Access granted to the staff development gateway	ELT	June 2023	Potential technical barriers could prevent this	3, 6.
Ensure all LCSU Diversity Reps complete in-person EDI training	Identified in the EDI Change Report	Training completed by all Diversity Reps	EDI Lead	April 2023	Requires student availability	3, 6.
Develop a mandatory EDI training session for all students as part of their induction process	Identified through consultation from both staff and students	Training session created and facilitated in the new academic year	EDI Lead/Head of Learning Enhancement/LCSU	Sept 2023	Requires availability in the schedule of all students	3, 6.

| Create a series of staff and student development opportunities surrounding key issues raised that relate to EDI (e.g. trans awareness, disability awareness) | Identified in the EDI Change Report, and through consultation | A monthly series of external speakers programmed and promoted | EDI Lead | Feb 2023 | | 1, 5. |

Digital Accessibility

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Create a standing item for discussion in the EDIAPC meetings to discuss Digital Accessibility updates and requirements	Identified in the EDI Change Report	Standing item included in all future meeting agenda	EDI Lead/Head of Learning Enhancement	Jan 2023	Requires availability of relevant TEL team members	2.

Student Voice

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Work with LCSU Diversity Reps on a targeted promotional campaign to reach our underrepresented students	Identified in the EDI Change Report	Promotional campaigns produced	Projects Coordinator/LCSU	April 2023	Requires student input	1, 3, 5.
Anonymously capture the lived experiences of students in these sessions, and work with them to improve on current policies and practices where necessary	Identified in the EDI Change Report	A report produced detailing any findings from this consultation	Projects Coordinator/LCSU	Ongoing	Requires student input	1, 3, 5.

Curriculum Development

Action	Rationale	Measured By	Ownership	Update by	Risks	
Adapt the provocations document created for masterclasses and workshops to make it user-friendly when identifying curriculum resources	Consultation from staff	Amended document created	EDI Lead	April 2023		1, 5, 6.

Policy Creation

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Create a Staff Gender Identity Policy, to mirror the Student Gender Identity Policy	Consultation from staff has identified a gap in our provision	Draft policy created for consultation	EDI Lead	March 2023	Requires approval	3.

Awareness Celebrations

Action	Rationale	Measured By	Ownership	Update by	Risks	Related Objective
Create and publish an Awareness Celebration Calendar in collaboration with LCSU	Consultation has identified a need for more structured planning of Awareness Celebrations	Calendar created and promoted	EDI Lead/LCSU	Sept 2023	Requires design input	1, 5.
Create a structured template to use as a guide for future awareness celebrations	Consultation has identified a need for more structured planning of Awareness Celebrations	Template created and used by all Diversity Reps and the Projects Coordinator	EDI Lead/LCSU	Sept 2023		1, 5.