

**Office of the Director of Corporate Governance
University House
Winston Churchill Avenue
Portsmouth
PO1 2UP**

Direct Line: 023 9284 3103

9 January 2019

LJ Potter and Jens Bakewell

By email only to: request-538071-123cec2e@whatdotheyknow.com

Dear LJ and Jens,

I write further to your request for information, below, made on 8 December 2018 under the terms of the Freedom of Information Act 2000, and to the University's acknowledgement of 10 December 2018. Please accept my apologies for the slight delay in responding, which was caused by my own absence. I hope this did not cause you too much inconvenience.

Having consulted my colleagues, I am now able to provide the following response to your request.

1. How many individual members of staff were employed at your institution (as of 1st November 2018)?

On 1 November 2018 (based on information extracted 10 December 2018) 4,170 individual members of staff were employed by the University.

2. During your recruitment process, how do you ask candidates about their title? Does your online application system have default title choices, e.g Mr/Mrs/Ms? If yes, what is the list available? Do you offer a free-form box to enter title? Is title a required field on your online application form?

The University does require applicants to specify a title when applying to work at the University. The applicant's title is asked for under the 'personal details' section of the application form and is a required field. We do not currently have the facility to offer a free-text box. The list of choices are as follows:

- Dr,
- Eur Ing,
- Eur Ing Dr,
- Lady,
- Lord,
- Miss,
- Mr,
- Mrs,
- Ms,
- Mx,
- Professor,

- Rev,
- Sister,
- Sir.

3.1. During your recruitment process, how do you ask candidates about their gender identity outside of your Equal Opportunity Monitoring form? If so, does your online application system have default gender options, e.g Female/Male? If yes, what is the list available? Do you offer a free form box to enter gender? Is gender a required field on your online application form?

The University does not ask candidates about their gender identity outside of the Recruitment Equality Monitoring Form.

3.2 On your equal opportunities monitoring form for recruitment do you ask for candidates to state their gender? If yes, what questions are asked and what options are provided? Are candidates able to select an option which is not provided?

We ask candidates to state their sex on the Recruitment Equality Monitoring Form, though this is not a required field. The question asked is 'Your sex' and there is no freeform text box. The dropdown options are as follows:

- Female,
- Male,
- prefer to self-describe,
- prefer not to say.

3.3 Do you ask candidates about the sex/gender they were assigned at birth? Do you ask if candidates if they are transgender? If so, what are the questions you ask and what are the options provided?

The University does not ask candidates if they are transgender and does not ask candidates about the sex/gender they were assigned at birth.

3.4 Do you ask candidates any other questions about their gender identity? If yes, what are they and what options do you provide?

The University does not ask candidates any questions about their gender identity aside from the question mentioned at 3.2 above which is an optional question on the equal opportunities monitoring form.

4. If such information is available, what is the breakdown (in percentages) of sex or gender/gender identity of employed staff at your institution? What is the percentage of employed staff at your institution who do not identify as the sex assigned at birth? Please provide this information as 1st November 2018

Male: 45.25%

Female: 54.75%

Percentage (of total staff employed) who have identified themselves to the University as not identifying as the gender assigned at birth is:
0.05%

5. Do you have a transgender equality policy? If so, please attach and return with your response. If not – is there a transgender section in your wider equality policy? If yes, please attach and return with your response.

The University has a Gender Identity and Expression Policy which was agreed in March 2018. The policy can be found here:

<http://www2.port.ac.uk/departments/services/equalityanddiversity/policiesandreports/>

6. What is the procedure to support staff who transition whilst in role at the university? - How would they change their name, title and gender marker? - What would you do if a member of staff at the university wanted to use a gender that was not currently listed on your system? - Do you have a central point of contact for administering changes across all IT systems? - How is the policy made available to managers and staff? Do you provide specific training?

The procedure to support staff who transition whilst in role at the University is outlined in the Gender Identity and Expression Policy 2018 which is provided at question 5 above.

The Deputy Director of Human Resources is the central point of contact for administering changes that need to be made with regard to name, title and gender marker across systems at the University.

The Gender Identity and Expression Policy is available for managers and staff via the online document warehouse and UoP website. Specific Trans Awareness training is delivered by Gendered Intelligence quarterly to University staff.

7. Do any of your policies and procedures specifically include non-binary people (those who do not identify as male or as female), and if so, in what ways? Please attach any policies that specifically mention non-binary people.

The Gender Identity and Expression Policy 2018 specifically includes non-binary people and recognises their right to express themselves in the way they are most comfortable. The Gender Identity and Expression Policy 2018 is provided at question 5 above.

8. Across university systems (such as HR, name badges, IT accounts etc) what title choices are available for members of staff at your institution? (e.g Ms, Mrs, Mr etc). Are titles compulsory for people to state?

All University systems allow the same range of titles as referred to at question 2 above. Titles are not compulsory to state and the majority of systems (including access cards) do not display a title as default.

9. What provisions have you put in place for transgender (including non-binary) members of staff at your institution to ensure that these staff members feel comfortable and included at your organisation?

The appendices in the Gender Identity and Expression Policy mentioned above provide guidance points for supporting a person who is transitioning, a Checklist for Action and there are flowcharts for supporting transition. Where relevant this material would apply to non-binary members of staff also.

The University of Portsmouth also has an LGBTQ Staff Network that offers a platform for discussion and support to staff. We also organise events in the month of February to celebrate LGBT+ History month and this September took part in the Portsmouth Pride celebrations. We have recently produced rainbow lanyards for staff to express their identity as being LGBT should they wish to, or their respect and solidarity as allies.

It is possible for a member of staff to have 2 identity badges to reflect a fluctuating gender identity if this is requested.

The University holds an Athena SWAN Bronze Award which includes recognition for our commitment to transgender equality for both staff and students. The Athena SWAN logo is widely used on University communications, including recruitment materials, and the successful submission, which includes the section on Transgender equality is publically available online.

The University is a member of Stonewall and their logo is also displayed on University materials.

I trust that this is the information that you require, however, if you have any queries, please do not hesitate to contact me either by replying to the email that sends this letter or by telephoning me directly on 02392 84 3103.

Yours sincerely,

A handwritten signature in blue ink that reads "N Young". The signature is written in a cursive, flowing style.

Nicola Young
Assistant Complaints and Information Disclosure Officer