

FOI/KR

18th December 2018

Name: Jens Bakewell and LJ Potter

Via email to: request-538076-161e99a3@whatdotheyknow.com

Dear Jens Bakewell and LJ Potter

Thank you for your email of 10th December requesting information concerning gender and staff information at the University. Colleagues have provided the information you requested below.

1. *How many individual members of staff were employed at your institution (as of 1st Nov 2018)?* **6715**
2. *During your recruitment process, how do you ask candidates about their title?* **Yes**

Does your online application system have default title choices, e.g Mr/Mrs/Ms? If yes, what is the list available?

Brother, Capt, Captain, Comm, Commander, Dame, Dr, Earl, EM Prof, Emeritus Prof, Eur ing, Father, Fr, Frau, Herr, His Excellence, Ing, Lady, Lord, M, Major, Master, Miss, MLLE, Mlle, Mme, Mr, Mrs, Ms, Prof, Prof Dame, Professor, Professor Sir, Rabbi, Rev, Reverence, Reverend Dr, S, Sir and Sister.

Do you offer a free-form box to enter title? **No**

Is title a required field on your online application form? **Yes**

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?

Questions about gender identity are only asked in the Equal Opportunity Monitoring form.

3.2 On your equal opportunities monitoring form for recruitment do you ask for candidates to state their gender? **Yes**

If yes, what questions are asked and what options are provided? **Male, Female and Prefer not to say**

Are candidates able to select an option which is not provided? **No**

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? **No.**

3.4 Do you ask candidates any other questions about their gender identity? If yes, what are they and what options do you provide? **No.**

4 If such information is available, what is the breakdown (in percentages) of sex or gender/gender identity of employed staff at your institution? **54.4% female; 45.6% male.**

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 **10.3% of current employees have answered the question "Is your gender identity the same of that which was assigned to you at birth?" Of those that have answered Yes or No, 0.3% have stated No.**

5. Do you have a transgender equality policy? If so, please attach and return with your response. **No**

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

All policies are available here: <https://www.liverpool.ac.uk/hr/diversityandequality/policies/>

6. What is the procedure to support staff who transition whilst in role at the university?

If staff want support when transitioning, we encourage them to contact their Area HR Business Partner in Human Resources (HR) to discuss their plans and agree the support required and, ideally, to discuss their plans with their line manager. If required, a Transition Support Plan can be agreed and implemented which set out all the actions that need to be taken, and whose responsibility those actions are.

How would they change their name, title and gender marker?

A member of staff would need to contact HR to change their name and title records and provide supporting documentation. Staff can amend their equal opportunity answers to the Gender and Gender Identity question using the HR self-service portal.

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?

Currently the option would be to use "Unknown". The system only uses Male or Female sex options.

Do you have a central point of contact for administering changes across all IT systems?

No. Most staff systems will pull name / gender / title data from the HR record, however, some systems may require local changes to be made by the relevant system administrator.

How is the policy made available to managers and staff? Do you provide specific training?

Guidance is available on the HR website on transitioning in the workplace. Staff and managers can contact the Area HR Business Partner for advice. Staff and managers can contact the Diversity and Equality Team for advice. Generic D&E training is provided though this does not include detailed information on Trans / Gender Non-Binary / or the Transition Process. Some training has been provided in the past on an ad-hoc basis.

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.

No. Our policies currently use the terminology within the Equality Act 2010 relating to the protected characteristics of “Sex” and “Gender Reassignment”.

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?

Our policies currently use the terminology within the Equality Act 2010 relating to the protected characteristics of “Sex” and “Gender Reassignment”. Most staff do not have name badges. Where badges exist, titles are not routinely used. Staff ID cards do not include titles. Titles are not compulsory and can be omitted from the system if required, though generally they are included.

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?

- **Policies on Diversity & Equality; Bullying & Harassment; Family Friendly Policies; Bullying & Harassment Advisers; Guidance on Transition in the Workplace.**
- **Employee Assistance Programme which includes Staff Counselling and Legal Advice.**
- **LGBT Staff Network.**
- **Events marked for LGBTHM, IDOHOT, Liverpool Pride, Trans Remembrance Day etc.**
- **Stonewall Diversity Champion.**

If you are not satisfied with the University’s response to your request, you may ask the University to review it. If you wish to do this, please write to the Freedom of Information Reviewer, Legal & Compliance, The University of Liverpool, The Foundation Building, 765 Brownlow Hill, Liverpool, L69 7ZX (email foi@liverpool.ac.uk) enclosing a copy of your original request and explaining your complaint. Please include an address for correspondence.

If you remain dissatisfied with the handling of your request, you have a right to appeal to the Information Commissioner at:

The Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Telephone: 0303 123 1113
Website: www.ico.gov.uk

Yours sincerely,

Kirsty Rothwell

Freedom of Information / Data Protection Officer