

EQUALITY AND DIVERSITY COMMITTEE



Minutes from the meeting held on 12 May 2015

Present: Pro Vice Chancellor (Academic) (Professor Neil Ward) (in the Chair), Dean of Faculty of Science (Professor Philip Gilmartin), Dean of Faculty of Medicine and Health Sciences (Professor Ian Harvey), Head of Staff and Educational Development (Ms Amanda Giles), Trade Union Representative (Ms Susan Sayce), Human Resources Manager (Mrs Santha Forder), Dean of Students (Dr Annie Grant), Director of Information Services (Mr Jonathan Colam-French), Senior Faculty Manager (SSF) (Dr Louise Bohn), Senior Faculty Manager (HUM) (Mr John Tully), Outreach Officer (Ms Alison Naylor) and Student Union Representative (Ms Louise Goux-Wirth).

With: Head of Equality and Diversity (Ms Helen Murdoch), Project Officer (Equality & Diversity) (Mr Matthew Gooch), for minute 27 Head of Corporate Communication (Mrs Susan Giles) and for minute 31 Student Union Representative (Mr Theo Antoniou-Philips), Student Union Representative (Mx Elliot Folan) and Student Union Representative (Mr Chris Jarvis),

Apologies: Director of Estates (Mr Roger Bond), Head of Strategic Marketing (Mr Giles Whattam), Director of Human Resources (Ms Cecile Piper), Dean of Faculty of Arts and Humanities (Professor Yvonne Tasker) and Dean of Faculty of Social Sciences (Professor Jacqueline Collier)

25. STATEMENTS BY THE CHAIR

None

26. MINUTES

Confirmed

the minutes of the meeting held on 3 March 2015.

Agreed

all actions from the meeting on 3 March 2015 completed except:

Revised UEA Counselling Services Report to circulate post meeting.

ACTION: HM

Access All Areas Minutes to be circulated to the Trade Unions and Union Welfare Officer to join the group.

ACTION: HM

Action Point Summary to be produced for subsequent meetings.

ACTION: HM

CSED post-course evaluation would be considered as part of the CSED Annual Review later this year. **ACTION: AG**

27. UEA CORPORATE PLAN UPDATE

Considered

an oral report. The consultation period is now extended from June to November 2015 as recognition that more events are required with stakeholders. The UEA 2030 consultation will inform the development of the new a strategic vision for UEA up to 2030 and the UEA Plan 2016-2020. The BIU are recording all feedback and a range of staff and student workshops have been held. Following the initial consultation key themes have emerged which are now online and further comments are welcomed. A draft vision will be presented at the next Heads Meeting prior to Council followed by wider circulation. The Corporate Plan and Vision will be signed by Council in November 2015 before being officially launched **(SG)**.

Agreed

a circulation to the Equality and Diversity Committee will be arranged to allow comments to be fed into the consultation and draft versions of the plan. **ACTION: SG**

28. ANNUAL STATISTICS – STAFF AND STUDENT PROFILES UPDATE

Considered

a report on the annual staff and student profile (A copy is filed in the Minute Book, ref EDC14D015).

(A change in the reporting tool from Discoverer to Data Warehouse introduced by the BIU has been a positive step to producing the annual statistics.

Key themes in staff and student populations were highlighted and discussed.)

Agreed

explore with the Student Records Office why students are not permitted to change their personal details as part of the re-registration process in particular with respect to the extension of current binary gender options to allow more flexibility of choice. **ACTION: HM**

29. ATHENA SWAN PROGRESS AND FORTHCOMING CHANGES**Considered**

the report: Athena SWAN Progress and Forthcoming Changes (A copy is filed in the Minute Book, ref EDC14D016).

(Athena SWAN November 2014 results shared. MED secured the first UEA Silver award along with PSY who secured Bronze. BIO and PHA were awarded Bronze (Renewal) following their Silver submission and CHE received no award following their Bronze submission. **(MG)**

Congratulations were expressed to MED and PSY on their successes. **(NW)**

Changes to ECU funding were highlighted. This involves a move to a subscription model from January 2016 (launch October 2015). A paper will go to ETR for wider discussion.

The expanded Athena SWAN incorporating the previous Gender Equality Charter has now been launched. A paper will go to ET to request support for the new charter principles and a formal commitment to continue with the charter. As a result of all UEA schools being eligible to apply for Athena SWAN awards internal guidance to help manage workflow will be produced. Deans will be asked to support and manage expectations of their Schools. Without additional resource for the Equality Office there would be dilemma around prioritising the work of the team in supporting Athena SWAN. **(MG)**

A clear steer is required for the next stage of Athena SWAN. **(SF)**

NW emphasised that due to limited financial resources, it may not be possible for any additional resource to be given to the Equality Office. It was vital that any requests for additional resource made explicit what work would not be able to be done if new commitments took priority over existing work. **(NW))**

30. STONEWALL WORKPLACE EQUALITY INDEX**Considered**

the Stonewall Workplace Equality Index Report (A copy is filed in the Minute Book, ref EDC14D017).

(Evaluating the current Workplace Index application form, UEA had a number of strengths but also significant opportunities which completing the index would generate in order to show a commitment to creating an inclusive workplace for everyone regardless of their sexual orientation. The index would require support from ET but in light of the Athena SWAN changes, additional resource would be required to drive this forward. **(MG)**

Concern that the focus on Athena SWAN meant other protected characteristics were not receiving attention. A small group looking at the wider issues, and an extra meeting of the committee were recommended. **(JCF)**

There was a clear need to risk assess the capacity of what could and could not be provided under the current resource. **(AG)**

In order for ET to provide direction it needed to understand what is currently being covered within the current resource and what would not be possible, so that ET could set the priorities. **(PG))**

Agreed

create a sub group to look at the key issues covering the whole range of protected characteristics which could be discussed at an extraordinary meeting in July as a single agenda item, to then inform ET via a paper to allow priorities and direction to be given in respect of the wider equality agenda. **ACTION: HM**

31. GENDER NEUTRAL TOILETS

Considered

the report on increasing the provision of Gender Neutral Toilets across campus (A copy is filed in the Minute Book, ref EDC14D018).

(All single occupancy toilets in the library are gender neutral in order to increase capacity, albeit that the signage may need changing. **(JCF)**

The Equality Office is currently working with Estates around a set of design principles which would include ensuring new builds and refurbishments included gender neutral toilets. **(MG)**

There appeared a consensus that everyone was supportive of increasing the provision of gender neutral toilets and therefore Estates and ET would be made aware that all new buildings and refurbishments must include this provision and where possible current single occupancy toilets are changed with appropriate signage. **(NW))**

Agreed

explore appropriate signage for gender neutral toilets with Estates and where possible ensure as many single occupancy toilets are converted to gender neutral and a list of their locations communicated across campus. **ACTION: HM**

32. ONLINE EQUALITY AND DIVERSITY TRAINING

Considered

the report on current progress and next steps in respect of the Diversity in the Workplace E-Module (A copy is filed in the Minute Book, ref EDC14A003).

(The current completion rate was 87% (or 90% if the Sportspark and Sainsbury Centre were excluded).

Other staff groups will be targeted during the year before core staff are asked to complete the module again.)

Agreed

that Heads of School, Divisional Heads and Faculty Deans will continue to receive reminders to cascade to their respective staff.

ACTION: MG

33. MULTI-FAITH GROUP

Considered

an oral report from the last Multi-Faith Group which focussed on the ECU questions around faith and whether there was a requirement for this group to continue in its current format or whether it should be included as a standing item at the Student Experience Committee. (NW).

Agreed

to circulate a copy of the minutes for information

ACTION: NW

34. ANY OTHER BUSINESS

None

35. DATE OF MEETING

Reported

that the dates of Equality and Diversity Committee in 2015/16 are:

Monday 9 November 2015	9.30am
Tuesday 1 March 2016	9.30am
Tuesday 10 May 2016	2.00pm