

EQUALITY AND DIVERSITY COMMITTEE



Minutes from the meeting held on 9 November 2015

Present: Dean of Faculty of Social Sciences (Professor Jacqueline Collier) (in the Chair), Pro Vice Chancellor (Academic) (Professor Neil Ward), Dean of Faculty of Medicine and Health Sciences (Professor Ian Harvey), Dean of Faculty of Arts and Humanities (Professor Yvonne Tasker), Trade Union Representative (Dr Susan Sayce), Trade Union Representative (Mr Trevor Bellward), Human Resources Manager (Mrs Santha Forder), Dean of Students (Dr Annie Grant), Director of Information Services (Mr Jonathan Colam-French), Head of Strategic Marketing (Mr Giles Whattam), Assistant Head of Outreach (Dr Louise Bohn), Director of Human Resources (Ms Cecile Piper), Senior Faculty Manager for Faculty of Science (Ms Laura McGonagle), Student Union Representative (Ms Louise Goux-Wirth), Staff Counsellor (Mr Eamonn O'Mahony)

With: Head of Equality and Diversity (Ms Helen Murdoch), Equality and Diversity Project Officer (Mr Matthew Gooch)

Apologies: Dean of Faculty of Science (Professor Philip Gilmartin), Head of Staff and Educational Development (Ms Amanda Giles), Director of Estates (Mr Roger Bond)

1. STATEMENTS BY THE CHAIR

Revised version of the Corporate Plan will be circulated shortly for comments prior to final sign-off by the UEA Council in January 2016.

The Vice-Chancellor (Professor David Richardson) has been invited to join a new higher education initiative, called the Harassment on Campus Taskforce established by Universities UK at the request of Jo Johnson MP, Minister of State for Universities and Science.

Thanks to Dr Annie Grant who will be retiring from UEA in December and this being the last committee meeting **(JC)**.

2. MINUTES

Confirmed

the minutes of the meeting held on 12 May 2015.

Agreed

all actions from the meeting on 12 May 2015 completed except:

Action Point Summary to be produced for subsequent meetings.

ACTION: HM

EDC-M2
09.11.2015
Min. 2

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

Create a sub group to look at the key issues covering the whole range of protected characteristics. **ACTION: HM**

3. **REVIEW OF THE TERMS OF REFERENCE**

Considered

The terms of reference (A copy is filled in the Minute Book, ref **EDC15D001**).

How was the UEA Council informed about the University's statutory obligations for equality and diversity (**JCF**).

UEA Council are provided with an Annual Report outlining our statutory obligations and the progress made (**HM**).

Confirmed

The terms of reference as an accurate reflection of the committee.

Agreed

The Annual Report is approved by this Committee prior to circulation to the UEA Council. **ACTION: HM**

4. **COUNSELLING SERVICE REPORT - STAFF**

Considered

The report (A copy is filed in the Minute Book, ref **EDC15D002**).

The UEA Counselling Service provides a highly valued service so thanks were expressed to all those involved (**JC**).

DOS Staff cannot access Counselling Service due to close working relationships, so currently DOS funds staff from its own budget, having previously been funded by HRD currently at a rate of 6 x £40 sessions to seek external counselling (**AG**).

Agreed

The findings of this report to be raised at other key UEA meetings attended by the Chair. **ACTION: JC**

Review current arrangements for external Counselling for DOS Staff with **CP** with the aim to re-establish a central budget. **ACTION: JC**

Statistics to show year on year trends in future reports.

ACTION: EM

*5. **EQUAL PAY REVIEW 2015**

This minute is confidential and attached as a separate sheet.

6. **ACCESS FOR ALL: GUIDANCE FOR THE ACCESSIBLE DESIGN AND USE OF THE BUILT ENVIRONMENT AT UEA**

Considered

The report (A copy is filed in the Minute Book, ref **EDC14D004**).

Thanks were recorded to Dr Katherine Deane (HSC) who had worked hard on this document. The aim was to raise awareness to this committee; invite comments before final approval by ET.

Colour Blindness needed to be more explicit and embedded throughout the document (**JC**).

Mental Health needed consideration, for example anxiety which can be impacted by work spaces including open plan offices. Dyslexia also needed to be included (**AG/IH**).

The document appears very mobility focussed, so needed more consideration to other disabilities in order to make it a more balanced document (**SF**).

Access between buildings should be included in addition to just buildings. BCRE and ECB was an example (**IH**).

The Access for All email address should be included within the document (**JC**).

Agreed

Comments to be emailed to HM by end of November.

ACTION: ALL

Health and Safety Committee to be circulated a copy for comments.

ACTION: JC

Campus Users should be consulted when Access Audits are completed.

ACTION: HM/JC

7. **PREVENT**

Discussed

The progress at UEA of the Prevent initiative following the HEFCE consultation (A copy is filed in the Minute Book, ref **EDC15D005**).

EDC-M4
09.11.2015
Min. 7

UEA contributed as part of the national consultation but we have evaluated ourselves as low risk in terms of the Prevent agenda. UEA has a duty to raise awareness of our risk, but also needs to be compliant as UEA will be asked to complete the HEFCE Annual Monitoring Framework. The Registrar is currently changing appropriate UEA policies to reflect these changes **(NW)**.

Agreed

EIA required on training for staff to ensure the UEA is equality and diversity compliant **(JCF)**. **ACTION: HM**

8. ATHENA SWAN UPDATE – PROGRESS AND NEXT STEPS

Consider

The report (A copy is filed in the Minute Book, ref **EDC15D006**).

The Schools of Computing Sciences and Mathematics were the latest schools to receive Athena SWAN Bronze awards following their submissions in April 2015. The UEA Bronze Renewal was currently being drafted and due for submission on Monday 30th November 2015 **(HM)**.

Congratulations were noted to both schools and thanks expressed to the Equality Office for their work on Athena SWAN **(JC)**.

9. STONEWALL WEI UPDATE

Considered

The report (A copy is filled in the Minute Book, ref **EDC15D007a** **EDC15D007b**).

ET would need to sign off agreement to proceed with the WEI but the current document outlines the current strengths and weaknesses and that reaching the Top 100 would require sustained work over a period of time **(HM)**.

The Student Union would support UEA completing the WEI but it would endorse that it would require time and resource **(LGW)**.

Athena SWAN focuses primarily on gender and there are other protected characteristics which as an institution we should be considering too **(SF)**.

Research Councils are now looking beyond Athena SWAN in terms of other initiatives so this needed to be considered **(HM)**.

To complete the WEI would need ET to prioritise this project and consider the resource as this could not be absorbed into the current workload of the Equality Office **(CP)**.

ET had not been asked to consider resource for either Stonewall or Athena SWAN **(JC/YT)**.

The paper to ET should be made in the first quarter of 2016 to allow for the sub-group to have met first but that the paper needed to be explicit and outline the level of resource required and whether the WEI should be a priority of the UEA **(JC/IH)**.

Agreed

Report to be submitting to ET in the first quarter of 2016 following the initial meeting of the sub-group. **ACTION: HM**

10. TIME TO CHANGE

Considered

A oral update that the Time to Change pledge will be signed on Tuesday 24th November 2015 at 3.00pm in Room 1.06, Enterprise Centre and all members of the committee are welcome to attend **(HM)**.

Dean of Students Office already works hard on mental health issues and is a leader in this area **(AG)**.

11. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

the reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. EDC15D008).

12. ANY OTHER BUSINESS

None

13. DATES OF MEETINGS

Reported

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

Tuesday 1 March 2016	9.30am
Tuesday 10 May 2016	2.00pm