

## EQUALITY AND DIVERSITY COMMITTEE



### Minutes of the meeting held on 31 October 2016

- Present:** Pro Vice Chancellor (Academic) (Professor Neil Ward) (in the Chair), Dean of Faculty of Social Sciences (Professor Jacqueline Collier), Dean of Faculty of Arts and Humanities (Professor Yvonne Tasker), Faculty of Medicine and Health Sciences Representative (Professor Laura Bowater), Director of Student Services (Dr Jon Sharp), Director of Human Resources (Ms Cecile Piper), Head of Staff and Educational Development (Ms Amanda Giles), Human Resources Manager (Mrs Santha Forder), Head of Corporate Communications (Mr Andrew Stronach), Trade Union Representative (Dr Susan Sayce), Trade Union Representative (Mr Trevor Bellward), Student Union Representative (Ms Jo Swo), Student Union Representative (Mr James Barker)
- With:** Head of Equality and Diversity (Ms Helen Murdoch), Equality and Diversity Project Officer (Mr Matthew Gooch)
- Apologies:** Dean of Faculty of Medicine and Health Sciences (Professor Dylan Edwards), Dean of Faculty of Science (Professor Philip Gilmartin), Director of Information Services (Mr Jonathan Colam-French), Director of Estates (Mr Roger Bond)

#### 28. **STATEMENTS BY THE CHAIR**

None

#### 29. **THE COUNCIL**

**Confirmed**

that Council received the Annual Equality and Diversity Committee report dated June 2016.

#### 30. **MINUTES**

**Confirmed**

the minutes of the meeting held on 10 May 2016.

**Agreed**

All actions from the meeting on 10 May 2016 completed.

#### 31. **EQUALITY AND DIVERSITY MEMBERSHIP AND TERMS OF REFERENCE**

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D001)

EDC-M2  
31.10.2016  
Min. 31

The current Terms of Reference and Membership were not changed at this meeting as more work is required to establish the format of this committee against comparators in the sector. Preliminary work suggests that having a core membership with invited staff and student attendance combined with Annual Reports from those representing certain areas or protected characteristics would be most acceptable **(NW)**.

## **32. KEY EQUALITY POLICIES**

### **Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D002 A-H)

- 002a Disability in Employment
- 002b Briefing Note 1: Disclosing a Disability
- 002c Briefing Note 2: Reasonable Adjustments under the Equality Act
- 002d Briefing Note 3: Different Types of Disability Discrimination
- 002e Briefing Note 4: Access to Work
- 002f Briefing Note 5: Transgender
- 002g Briefing Note 6: Glossary of Transgender Terms
- 002h Guidance for Staff who are Transitioning

A working group consisting of Trade Union Representatives, Human Resources and Equality and Diversity had met and prepared the revised/new policies and guidance for comment and approval **(SF)**.

A number of minor amendments were noted for change.

**ACTION: SF**

A communications plans for these documents would drafted with Vice-Chancellor support and launched followed the next meeting on 28 February 2017 once the second phrase of documents around Dignity and Respect (previously Harassment and Bullying) had been presented to the committee. The working group will meet to consider these documents over the coming months **(SF)**.

Discussions took place with various comments, amendments and suggestions provided.

### **Agreed**

All policies and guidance presented at the meeting are approved subject to amendments raised in the meeting.

Documents around Dignity and Respect to be presented at the next meeting on 28 February 2017 for comment and approval.

**ACTION: SF**

33. **ATHENA SWAN – CHANGES TO CENTRAL STEERING GROUP**

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D003)

The changes were agreed with the suggestion that the two revised groups should be entitled Strategic and Operational (the latter group being for Athena SWAN Leads) with the aim that the Operational Group meets three times per annum just after the Strategic group has met **(JC)**.

**Agreed**

That the changes to the Athena SWAN Central Steering Group take immediate effect with the inclusion of a Student Union Representative on the Operational Group. **ACTION: HM**

34. **STONEWALL INDEX FIRST INSTITUTIONAL SUBMISSION**

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D004)

UEA had submitted its first application to the Stonewall Index in September 2016 with the result and feedback expected in January 2017. Preliminary work had identified strengths and weaknesses from the application but this would act as a benchmark for future submissions and areas of future work/priority **(HM)**.

**Agreed**

A paper to be presented at the next meeting on 28 February 2017 once the result and feedback had been received. **ACTION: HM**

35. **ATHENA SWAN – PROGRESS REPORT**

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D005)

An update was provided on Athena SWAN progress with CHE and PPL being successful in the April 2016 round of submissions and with ECO noted as having been unsuccessful but working towards a resubmission in 2017. The current submission schedule was presented until the next REF in 2019/2020 at a rate of 3 submissions per round, based on current resource. An update on the sector results, panel experience and the Athena SWAN Central Steering Group were noted. A brief overview of the Aurora Leadership Programme meeting was provided with the aim to launch this to all staff in Spring 2017 **(MG/HM)**.

## **EDC15M003 - draft**

EDC-M4  
31.10.2016  
Min. 36

### **36. DATES OF MEETINGS IN 2016/2017**

#### **Reported**

the dates of the Equality and Diversity Committee have been set as:

Tuesday 28 February 2017	9.30am	Committee Room 2
Tuesday 9 May 2017	2.00pm	Committee Room 2