

## EQUALITY AND DIVERSITY COMMITTEE



### Minutes of the meeting held on 9 May 2017

**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), Dean of Faculty of Medicine and Health Sciences (Professor Dylan Edwards), Director of Human Resources (Ms Cecile Piper), Human Resources Manager (Mrs Santha Forder), Chair of Council (Mr Joe Greenwell), Trade Union Representative (Dr Susan Sayce), Student Union Representative (Ms Jo Swo), Student Union Representative (Ms Lou Chiu), Senior Faculty Manager, Faculty of Science (Mrs Laura McGonagle), Widening Participation Manager (Mrs Rebecca Price), Staff Counsellor (Mr Eamonn O'Mahony), Head of Corporation Communications (Mr Andrew Stronarch)

**With:** Head of Equality and Diversity (Ms Helen Murdoch), Equality and Diversity Project Officer (Mr Matthew Gooch), Project Co-ordinator Equality and Diversity (Ms Hannah Clarke)

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

#### 44. STATEMENTS BY THE CHAIR

None

#### 45. MINUTES

**Confirmed**

the minutes of the meeting held on 28 February 2017.

**Agreed**

All actions from the meeting on 28 February 2017 completed.

#### 46. COUNSELLING REPORT (STAFF)

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D010)

The main summary points were: 151 clients seen in the 2015-16 academic year, an increase from 134 in 2014-15; The main themes which emerged were supporting staff during a time of crisis; women returning from maternity leave; management skills for academics; inductions for new staff; Two new workshops ran in 2015-16 which generated a good attendance and positive feedback. The themes were post docs and returning from maternity; Evaluation forms for those who

have used the counselling service in 2015-16 affirmed the value and effectiveness of workplace counselling **(AM)**

Various discussions took place including: What mechanisms are in place for the themes which emerge to link into HR **(SS/NW)**. It was confirmed that any issues which emerge are confidentially reported 2-3 times per year via Alison Clements (HRD) **(EM)**.

The UEA staff and student counselling services operate separately with two staff counsellors and Jane Lawrence is working on a student report to be presented at a future meeting **(HM)**. (in response to question from **JS**).

There is also a wellbeing section on the UEA portal which provides useful links **(CP)**.

#### **47. ATHENA SWAN PROGRESS REPORT**

##### **Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D011)

The main summary points were: BIO received a departmental Silver Award and HSC and PHA received departmental Bronze Renewals Awards in the latest results; ECO submitted a Bronze submission and ENV a Silver submission in the April 2017 round; All schools at UEA are now involved in Athena SWAN with HIS, LDC, DEV and SWK setting up self-assessment teams in September 2017; Hannah Clarke had joined the Equality and Diversity Office as Project Co-ordinator on 2 May 2017; The current schedule of submissions highlighted the plan up to and including the next REF but would be subject to change following the recent round of results; The Athena SWAN Eastern Regional Meeting was due to take place on 16 May 2017 and it was hoped to establish the current developments on the ECU merger with HEA and LFHE; The Athena SWAN Strategic and Operational Groups would both meet in June 2017 **(HM)**.

Various discussions took place including: Professor Fiona Lettice had queried with Helen Lewis but was advised that NIHR had not yet imposed Athena SWAN into its policies as part of its processes **(DE)** (in response to question from **NW**).

The next REF was imposing drivers that all departments would need to have secured at least an Athena SWAN Bronze award as part of the submission process **(NW)**.

HSC/PHA will need to make submissions again prior to the next REF following their Bronze Renewal **(NW)**.

Concerns were expressed around any slippage with HUM/SSF schools gaining Bronze prior to the REF given that some School are yet to fully

engage **(YT)**. There is an additional year which has been allocated should this happen **(HM)**.

It was queried whether League Tables such as the Complete University Guide take Athena SWAN into consideration and whether there is a ranked list of competitors with Athena SWAN awards available **(JG)**. There is no link to League Tables as yet around Athena SWAN and whilst there is no list of competitors produced UEA does keep a close eye on award successes **(HM)**.

#### 48. EQUALITY POLICIES

##### Considered

the report. (A copy is filed in the Minute Book, ref. EDC16D012a-h)

- 12a How to deal with Race-Related Hate Incidents and Hate Crime
- 12b Promotion of Age Equality in Employment for Staff
- 12c Different Types of Age Discrimination
- 12d How to Deal with Age Related Incidents and Hate Crime
- 12e Code of Practice for Staff – Sexual Orientation
- 12f Disclosing your Sexual Orientation
- 12g Different Types of Sexual Orientation Discrimination
- 12h How to Deal with Sexual Orientation Related Hate Incidents

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 communications plan for these documents would drafted with Vice-Chancellor support and launched, with all policies being available both to the UEA community and the public **(SF)**.

Dignity and Respect (previously Harassment and Bullying) policies would be presented at the next meeting as some recent good practice which has come out of the change the culture group needed to be included **(SF)**.

UEA Staff Pride had reviewed the documents linked to sexual orientation and suggested some minor amendments **(HM)**.

All policy documents should be made available via the UEA HR vacancies pages for prospective applicants **(JC)**. The HR webpages will be reworked over the coming months and this would be possible **(SF)**.

##### 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 for comment and approval.

**ACTION: SF**

**49. STONEWALL WORKPLACE EQUALITY INDEX – RESULTS/FEEDBACK**

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D013)

The summary points were that UEA ranked 293/439 overall and 42/56 within the HEI sector; Full feedback from Stonewall which included the strengths and weaknesses of the submission were provided but it was a considerable achievement for a first submission given those below us have been completing the Index for many years; Lloyds Banking Group were the highest performing organisation; The Index comprises of 50 mandatory questions plus a staff survey; trans questions will be scored in the next Index, an area where UEA has completed a lot of work; Evidence has to be provided for each question and uploaded electronically; The next Index would include new questions and is due for release in June ahead of the September submission deadline **(HM)**.

It was evident that UEA now has a plan for what needs to be completed in this area to support future submissions **(NW)**.

More visible role models were needed within the institution for those who felt comfortable to do so **(AS/SS)**.

The Trans Guidance for Students would be presented at the next meeting **(HM)**.

**50. WIDENING PARTICIPATION ACCESS AGREEMENT**

**Considered**

the report (A copy is filed in the Minute Book, ref. EDC16D014).

A brief overview of the new Widening Participation Department in FPG was provided and the role Access/Widening Participation plays at UEA. The Equality and Diversity Agenda has some crossover with Widening Participation which was the purpose the new Access Agreement was brought to the committee. Such agreement is a statutory requirement. It was to be noted that mature students do feature as part of the agreement **(BP)**.

A lot of good practice was evident within the paper **(SS)**. It was noted that BME is positive within the report but there is concerns around disabled students and how UEA is looking at this **(HM)**.

The Access Agreement cannot be used as a replacement for the DSA funding, so other avenues would need to be explored **(BP)**.

50. **ANNUAL STATUTORY REPORT – STUDENT PROFILE**

**Considered**

the report. (A copy is filed in the Minute Book, ref. EDC16D015)

The main summary points were: Under 21 have been increasing year on year, whilst there has been a reduction in mature students, although FMH and SCI still retain a large proportion ~50%; 431 students (2.6% have declared a Mental Health difficulty in 2016-17 a year on year increase of +0.2% so above the sector at UEA; The overall trend has gradually risen for disabled students from 7.6% to 12.5%; BAME student numbers which had risen significantly had now stabilised; 54.1% of students have declared no religion so is the largest single group at UEA; The total self-declared LGBT+ student community is now at 7.7% a rise from 4.3% in 2011/12 **(HM)**.

The trend in the disability graph was difficult to see for the sector compared against UEA **(JC)**.