

EQUALITY AND DIVERSITY COMMITTEE



Minutes of the meeting held on 30 October 2017

- Present:** Pro Vice Chancellor (Faculty of Humanities) (Professor Sarah Barrow) (in the Chair), Pro Vice Chancellor (Faculty of Social Sciences) (Professor Jacqueline Collier), Director of Human Resources (Mrs Cecile Piper), Human Resources Manager (Mrs Santha Forder), Trade Union Representative (Dr Susan Sayce), Trade Union Representative (Mr Trevor Bellward), Student Union Representative (Ms Lou Chiu), Student Union Representative (Ms Amanie Mathurin), Widening Participation Manager (Mrs Rebecca Price), Head of Corporation Communications (Mr Andrew Stronarch), Director of Estates (Mr Roger Bond), Head of Staff and Educational Development (Ms Amanda Giles)
- With:** Head of Equality and Diversity (Ms Helen Murdoch), Equality and Diversity Project Officer (Mr Matthew Gooch)
- Apologies:** Pro Vice Chancellor (Faculty of Science) (Professor Philip Gilmartin), Senior Faculty Manager (Faculty of Science) (Mrs Laura McGonagle), Pro Vice Chancellor (Faculty of Medicine and Health Sciences) (Professor Dylan Edwards), Professor of Microbiology, Education and Development (Norwich Medical School) (Professor Laura Bowater), Director of Student Services (Mr Jon Sharp), Chair of Council (Mr Joe Greenwell), Student Union Representative (Ms India Edwards), Head of Student Services INTO (Mr Simon Duckworth)

51. STATEMENTS BY THE CHAIR

Welcome to new members. India Edwards is our new Student Union Representative. In India's absence Amanie Mathurin will be acting as the Representative for this first meeting **(SB)**.

The committee meetings for this academic year are being moved away from Committee Room 2 which is not fully accessible to other accessible rooms across the campus **(SB)**.

52. THE COUNCIL

UEA Council received a presentation in addition to the written report from Helen Murdoch on 26th June 2017 outlining the main aspects on equality and diversity work which had taken place over the last year. Council had several new members and it welcomed the information on this area of work. Council will be looking at equality issues later in the current academic year via a concept known as "deep diving" which involves providing Council with in-depth knowledge on a key range of areas linked to UEA business. The Executive Team will receive the presentation in advance **(SB)**.

53. **MINUTES**

Confirmed

The minutes of the meeting held on 9 May 2017.

Agreed

All actions from the meeting on 9 May 2017 completed.

54. **EQUALITY AND DIVERSITY MEMBERSHIP AND TERMS OF REFERENCE**

Considered

The report (A copy is filed in the Minute Book, ref EDC17D001)

The Committee had previously discussed making the membership more diverse by including the Chairs of the Staff Networks. Consideration is still needed with a view to achieving greater representation on the Committee (**JC**).

Agreed

Subject to the following *amendments*:

Director of Human Resources – *Mrs Cecile Piper*
Human Resources *Manager* (Equality Remit) – *Ms Santha Forder*
Senior Faculty Manager – *Ms Eve Dewsnap (SSF)*
Welfare, Community & Diversity Officer – *Ms India Alderson*

The Membership and Terms of Reference were still accurate and were approved. **ACTION: HM**

55. **ATHENA SWAN PROGRESS REPORT**

Considered

The report (A copy is filled in the Minute Book, ref EDC17D002).

Results have been received from the April 2017 round when both the Schools of Economics (Bronze) and Environmental Sciences (Silver) were successful in receiving awards. It was noted that Economics are the first School of Economics in England to achieve the award.

No schools will be submitting in the November 2017 round.

The April 2017 round proved tough with an overall success rate of 59.5% (down from 70%), split by 42% success at the level desired but 17% success at a lower level. A total of 85 awards were conferred.

Congratulations to the John Innes Centre who secured a Gold Research Institute Award were noted. **SB/HM** have a meeting scheduled with Carole Thomas and Dale Sanders during the Autumn term.

The institution has four key challenges over the next 3 years:

- All AHBSSL Schools to achieve a minimum of Bronze before REF 2020.
- All Schools to retain award levels already achieved.
- STEMM Schools to move to Silver where possible.
- University to achieve a Silver status.

The difference between Bronze and Silver is the movement from progress to impact which can be demonstrated via data or consultations.

The ECU merger with HEA and LfHE is still in the early stages with a Shadow Board having been established but no timescales yet released.

The Athena SWAN Central Steering Group meetings will recommence in January 2018 with **SB** taking on the role as Chair. Thanks have been noted to Professor Fiona Lettice for her hard work, leadership and support during her time as Chair. The next meeting will focus on the UEA Action Plan and additional positive actions which are needed given the broadening of the framework (**HM**).

56. STONEWALL INDEX INSTITUTIONAL SUBMISSION

Considered

The report (A copy is filed in the Minute Book, ref, EDC17D003)

The Stonewall Workplace Equality Index was submitted in September following our 2016 submission where we ranked 293 of 439. Stonewall uses a 3-year cycle for its questions so 2017 saw the start of the new cycle of questions which were not released until June, so gave a very short timescale prior to submission. It is expected that the current submission made will show no great progress this time, given the changes in questions (**HM**).

A gap analysis based on the current questions has been completed and the key gaps are:

- Profiles/Success Stories (Role Models)
- Communications
- Allies
- Intersectionality
- Induction/Exit processes
- Procurement
- Events
- Engagement with the Wider Community

Linking with external allies i.e. Aviva would be positive and cover a number of gaps (engagement, events) (**RB**).

Role models themselves have to feel comfortable to act in this capacity so this would need some careful consideration (**JC**).

Roles models and allies were identified as an important aspect to students as highlighted in the SU Survey **(LC)**.

The Stonewall Workplace Survey which forms part of the Index could be promoted via ARM Communications as it's not clear that this is open to all non-LGBT employees to complete **(JC)**.

The inviting of Staff Network Chairs, i.e. Staff Pride to this committee would certainly improve communications **(SB)**.

57. DIGNITY AND RESPECT POLICY

Considered

The report (A copy is filed in the Minute Book, ref, EDC17D004)

A working group has been reviewing a number of policies, this one being a key one, as there has been a gap in this area. This policy will replace the Harassment and Bullying Policy, is aimed to be user friendly and is underpinned by Briefing Notes **(SF)**.

The definitions of harassment, the inclusion of staff/student examples on cyber bullying and explicit links that this policy does cover anyone not just those with a protected characteristic need to be added.

Guidance around staff/student relationships also needed to be explicitly mentioned **(JC)**. This will form part of a separate guidance document being presented to the next meeting **(SF)**.

This policy does need to be uploaded to the website as a matter of urgency as demand for this guidance is needed **(SS)**.

Once this policy has been launched, there will be the need for a communications plan, i.e. staff briefings **(RB)**.

Agreed

That the amendments proposed are incorporated, and following a 2 week period to allow for additional comments, this policy be approved and added to the website, whilst then working with **AS** to produce a communications plan **(SB)**. **ACTION: SF**

58. GUIDANCE FOR TRANS STUDENTS

Considered

The report (A copy is filed in the Minute Book, ref, EDC17D005)

The Committee approved the Guidance Document for Staff in October 2016 and the same format has been applied to this Guidance for Students. The aim is for this guidance like the version for Staff to make the existing support network explicit via a user friendly questions and

answers format. In 2018 Guidance for Staff Supporting Trans Colleagues and/or Students would be presented for approval **(HM)**.

The inclusion of the full details of Jon Sharp (role and name in full) **(JC)**; for emails to be marked strictly confidential, addressee only **(SF)** should be added.

A shortened version of this document would be useful similar to the briefing notes **(RB)**.

Agreed

This guidance be approved subject to the amendments raised in the meeting **(SB)**.

ACTION: HM

59. EQUALITY POLICIES

Considered

The report (A copy is filed in the Minute Book, ref, EDC17D006)

- UEA Code of Practice for Staff – Religion or Belief
- Briefing Note 17 - Disclosing Your Religion or Belief
- Briefing Note 18 - Different Types of Discrimination Related to Religion or Belief
- Briefing Note 19 - How to deal with religious or perceived religious hate incidents and crime
- UEA Code of Practice for Staff – Sex Equality
- Briefing Note 21 - Disclosing your Gender
- Briefing Note 22 - Different Types of Sex Discrimination
- UEA Code of Practice for Staff – Marriage and Civil Partnership
- Briefing Note 24 - Disclosing your Marital or Civil Partnership Status
- Briefing Note 25 - Different Types of Marriage and Civil Partnership Discrimination
- Briefing Note 23 - How to deal with transgender hate incidents and crime
- UEA Code of Practice for Staff – Pregnancy and Maternity
- UEA Code of Practice – Equal Pay and Gender Pay Gap
- UEA Equality & Diversity Code of Practice for Staff

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 be drafted with Vice-Chancellor support and launched, with all policies being available both to the UEA community and the public **(SF)**.

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The Codes of Practice and Briefing Notes needed clear version controls including footers to outline the dates as this was currently not clear **(JC)**. The box shown on the last page of each document would be updated to include this information **(SF)**.

Code of Practice for Staff: Marriage and Civil Partnership: It needed to be made clear that the section on responsibilities for managers should be read by all managers as there will be some who will be unaware of their responsibilities **(RB)**. The UEA Bulletin could be used to outline that all managers are required to read all the revised policies **(CP)**.

The Learning and Teaching Day could have a show and tell session (15 minutes) to all academic staff outlining all these policies **(LC)**.

The job specifications and appraisal forms could include explicit statements on Equality and Diversity including questions added at recruitment interviews **(AG)**. Statements could be added quite easily to job specifications but concerns were expressed with the appraisal forms **(SF/CP)**.

The Equal Pay Audit 2017 will be presented to the next meeting as these are conducted bi-annually and the reports available to all staff **(SF)**. It was indicated that these reports needed to be promoted to raise awareness given a recent HUM meeting when surprised was expressed that this information already exists **(SB)**.

Thanks were expressed to **SF** and colleagues who formed part of the Working Group for this valuable work **(SB)**.

Agreed

All these documents be approved following the amendments raised in the meeting and that a summary of the Communications Plan is presented to the next meeting **(SB)**.

ACTION: SF

60. DATES OF MEETINGS IN 2017/2018

Reported

The dates of the Equality and Diversity Committee for the remainder of the academic year have been set as:

Tuesday 27 February 2018
2.00pm, Lawrence Stenhouse Building 01.21

Tuesday 29 May 2018
2.00pm, Thomas Paine Study Centre 0.1