

EQUALITY AND DIVERSITY COMMITTEE



Minutes of the meeting held on 23 April 2009

Present: The Pro-Vice-Chancellor (Professor T. Ward) (in the Chair), Academic Register (Mr R. Evans), Dean of Students (Dr A. Grant), Director of Human Resources (Mrs C. Piper), Human Resources Manager (Mrs S. Forder), Director of Estates and Buildings (Mr R. Bond), Head of Communications (Ms A. Ogden), Mrs J. Bone (attending for Director of Residences and Services), Head of Staff and Educational Development (Mr P Levy), Faculty representatives (Professor I. Harvey, Dean of Faculty of Health, Professor Neil Ward, Dean of Faculty of Social Sciences, Mr Michael McGarvie, Director of Faculty Administration, attending for the Dean of Faculty of Science), the Welfare Officer of the Union of UEA Students (Mr T. Sutton)* except for business marked *.

With: Equality and Diversity Manager (Ms H. Murdoch)

Apologies: Faculty of Humanities (Professor Jon Cook), Lay Member of Council (Ms Laura McGillivray), Trades Union Representative (Mr Alan Goillau), Student Union Equal Opportunities Officer, (Mr Akin Akinrinlade)

11. STATEMENTS BY THE CHAIR

The Chair stated that the opportunity to review the membership of the Committee would be timely prior to the next meeting. Possible additions included Jane Abson, the Disability Co-Ordinator, a representative from the Chaplaincy, and a member of the management team in ISD. It was noted that Jon Beard's replacement will attend rather than Annie Ogden at the appropriate point. It is planned that Chairs or representatives from staff and student networks, or minority groups may be included or invited to specific meetings to broaden the range of voices and experiences heard at a future stage, as the Committee matures.

12. MINUTES

Confirmed

the minutes of the meeting held on 23 October 2008.

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13. EQUALITY IMPACT ASSESSMENT – PROGRESS AND NEXT STEPS

Considered

a report outlining agreed areas for impact assessment, creating an institutional policy log, screening of new policies, scrutiny and course review. (A copy is filed in the Minute Book, ref. EDC08D008)

(Members noted that:

- (1) Each Division and Faculty have now identified two key areas for Equality Impact Assessment for completion by 31 Dec 2009;
- (2) Staff from most areas have now received training on the EIA process and training for members of faculty staff is in place;
- (3) Deans and Directors will be requested by email to ensure 'policy mapping' takes place in their areas and is forwarded to the Equality and Diversity Manager;
Action: HM
- (4) A summary of new processes for EIA to be forwarded to Deans and Directors for information;
Action: HM)

14. EQUALITY STATISTICS

Considered

background to recent developments on the production and circulation of statistics relating to equality. (A copy is filed in the Minute Book, ref.EDC08D009)

(In discussion, members

- (1) raised the need for Deans and Directors to see equality statistics of the kind proposed as a matter of routine;
- (2) emphasised the need for 'joined-up' thinking and liaison between the different parties working on equality statistics so that the results of survey work, primarily carried out in the Dean of Students Office's, can be linked in as a further vital source of information, as well as eliminating the potential for generating duplicated information;

- (3) proposed a working group be established to work towards an integrated series of statistics being produced. This to comprise: the Equality and Diversity Manager, the Dean of Students, the Project Officer (LTQO), the University Survey Officer and the Assistant Registrar and a representative from the Faculties, to be proposed by the Director of Faculty Administration (SCI).

Action: HM)

15. STUDENTS COUNSELLING ANNUAL REPORT PRESENTATION

Received

- (1) a presentation from Judy Moore, Director of the University Counselling Service – on the University Counselling Service Annual Report (Students).
- (2) The Annual Report on the University Counselling Service. (A copy is filed in the Minute Book, ref.EDC08D010)

(It was agreed that:

- (1) where statistics in the report indicated specific issues for particular student groups, this information is useful to Faculty staff and would be forwarded on with the aim of building consistent time series data;

Action: JM

- (2) the Committee would retain Counselling reports as an Agenda item for the foreseeable future, with expanded equality data and more focussed analysis. This will retain the educative element provided by the reports, and ensure the work of the Counselling Service can inform at a strategic level where appropriate.)

16. STUDENT AND STAFF STATISTICS

Considered

a tabled update report on the current profile of staff and students. (A copy is filed in the Minute Book, ref. EDC08D011)

(Members noted that:

- (1) The report is still in its early stages and would develop in depth and scope in coming months;

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- (2) The number of Black and Minority Ethnic students appears low but that UEA needs to ensure it benchmarks its performance and growth on this indicator against meaningful comparator institutions;
- (3) The number of students who do not declare their ethnicity may mask a higher population and work can be done to try and reduce this percentage and determine our population more accurately.)

Action: HM

17. HUMAN RESOURCES UPDATE

Considered

an oral report from the HR Director.

(Members noted that:

- (1) the Green Book, which covers academic promotion processes has been under review. Once consultation with is complete and amendments have been made as appropriate it will be re-circulated. An Equality Impact Assessment is being carried out concurrently;
- (2) a fourth Equal Pay Audit has been carried out and will be reported at the next meeting;
- (3) the Flexible Working procedures have been updated to comply with new legislation introduced at the beginning of April;
- (4) changes have been introduced to Staff equality monitoring forms to incorporate questions on sexual orientation and religion or belief).

18. DEAN OF STUDENTS OFFICE UPDATE

Considered

an oral update from the Dean of Students.

(Members noted that:

- (1) Due to the arrival of Appointmentpro student data can now be downloaded via SITS. Equality analysis will now be possible and this information will be valuable for forthcoming Equality Impact Assessments;
- (2) A project is underway to identify best routes of support for students with Aspergers Syndrome. Increasing numbers of applications are being received from this group;
- (3) Recruitment is underway to appoint an additional Mental Health professional;
- (4) A report is being produced on International Students' academic and English language skills development, in order to inform strategic initiatives for these students;
- (5) Analysis is being undertaken of the Student Experience advisory system, looking at the quality of experience in different Schools;
- (6) The Head of the International Students Advisory Team is working with the Academic Registrar on the new processes needed to accommodate recent legislative changes to the Visa system;
- (7) Work is on-going to support students suffering racial abuse on the Three Score estate close to the University.

19. EQUALITY AND DIVERSITY OFFICE UPDATE

Considered

an oral report from the Equality and Diversity Manager (including a tabled Legislative Update report. (A copy is filed in the Minute Book, ref.EDC08D013)

(Members noted that

- (1) a set of web pages has now been launched covering a range of information for staff and students on Equality and Diversity. Further developments to incorporate audio clips/podcasts are planned for 2009/10;
- (2) A programme of training and support for staff undertaking Equality Impact Assessment is being delivered. Around 70 staff have been trained so far;

- (3) Two networks for Parents at Work and Carers at Work have been launched and initial meetings have taken place. An LGBT network and Disabled Staff Forum are also planned for the near future;
- (4) A combined initiative with Dean of Students Office, the Equality and Diversity Office and Estates to work with the external company 'Disabled-Go' has been successful in securing financial support. This will result in detailed access information to buildings across campus to be published on the web, enabling students, staff and visitors to plan their routes across campus.

20. STUDENTS UNION

Considered

an oral report from the Student Welfare Officer.

(Members noted that

- (1) a film showing for Black History Month (Amistad) had attracted an audience of around 60 students and staff;
- (2) three film showings and additional promotional activities had taken place for LGBT History Month in February. It is anticipated that this will become a regular event
- (3) this year's training for Sabbatical Officers and Campaign Convenors will include training on equality and diversity delivered by the Equality and Diversity Manager;
- (4) the Union is currently analysing its Annual Survey, the results of which will be fed into its review of Governance. The last such review took place ten years ago. The process will also be subject to an Equality Impact Assessment.)

21. SINGLE EQUALITY SCHEME

Considered

an update prior to submission to Executive Team. (A copy is filed in the Minute Book, ref.EDC08D012)

(Following discussion by members the following points regarding the proposed, draft Single Equality Action Plan were clarified:

- (1) Action Point 5: any Equality Statements appearing in the Corporate Plan and the University's Annual Report would first be agreed by the VC, PVC (Academic) and ET;
- (2) Action Point 6: The wording 'explore possibility' of University becoming part of the Stonewall Diversity Champions programme allows the general concept to be agreed but subject to a further paper, initially presented to the Equality and Diversity Committee, which would examine the proposal in detail, including financial implications. It is anticipated this paper would be presented to EDC at the next meeting;
- (3) Action Point 7: the proposal to introduce Arial 12 point as standard institutional font for key University documents needs (a) rewording to allow sufficient flexibility for practical purposes while retaining the original aim and (b) further investigation with regard to concerns raised by the School of Maths and examination papers.
Action: HM to undertake both actions
- (4) Deans and Directors will be requested to give feedback on proposed timescales for actions falling into their areas;
Action: HM
- (5) It was agreed that the next stage was to take the paper to ET for discussion and approval, followed by Council.
Action: HM

22. DATE OF NEXT MEETING:

The next meeting will be held on **Friday November 6th, 2009 at 2.30 p.m. in Committee Room 2, Council House.**