

**EQUALITY AND DIVERSITY
COMMITTEE**



Minutes of the meeting held on 28 April 2010

Present: The Pro-Vice-Chancellor, ACAD (Professor T. Ward) (in the Chair), The Academic Register (Mr R. Evans), Dean of Students (Dr A. Grant), Head of Marketing and Admissions Services (Mrs S. Gook), Head of Staff and Educational Development (Mr P Levy), Disability Liaison Officer (Ms J. Abson), Faculty representative Mr J Sharp, Director of Faculty Administration attending for the Dean of Faculty of Health, Director of Information Services (Mr J. Colam-French), Trade Union Representative (Ms A. Lucchesi) and 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: Director of Human Resources (Mrs C. Piper), Director of Estates and Buildings (Mr R. Bond), Professor J. Cook, Dean of Faculty of Arts and Humanities, Professor N. Ward, Dean of Faculty of Social Sciences, Professor David Richardson, Dean of Faculty of Science, Independent Member of Council (Ms L. McGillivray) and the Equal Opportunities Officer of the Union of UEA Students (Mr U. Onyka), Human Resources Manager (Mrs S. Forder), Director of Faculty Administration attending for the Dean of Faculty of Humanities, (Ms H Fisher)

14. MINUTES

Confirmed

the minutes of the meeting held on 6 November 2009

15. STATEMENTS BY THE CHAIR

There were none.

16. STUDENTS COUNSELLING ANNUAL REPORT PRESENTATION

Received

- (1) a presentation from Judy Moore, Counselling Service Manager, on the Students Counselling Annual Report/discussion.
- (2) a presentation from Eamonn O'Mahoney, Staff Counsellor, on the Staff Counselling Annual Report;
- (2) a report. (A copy is filed in the Minute Book, ref. EDC09D009)

(The Committee warmly welcomed the presentations. It was noted that there were close correlations between percentages of students and staff by equality strand in Counselling service uptake compared to percentages in UEA staff and student populations as a whole. Other groups considered included manual/technical staff, Senior grade staff, members of Dean of Students staff, shift workers and others who may not have access to the service.

The increase in service demand was also noted. Given current resource issues and the immediate economic climate, much discussion focussed on ways of disseminating group, peer or mentoring support with central direction from Counselling to meet non-traditional, harder to reach groups or those with atypical work patterns.

It was agreed that training on student referral via the Advisory System should be on the Agenda for Heads of Division/ET.)

Action: HM/LW

It was agreed that key items from the Counselling Reports should form part of the annual Equality and Diversity Report to Council.

Action: HM

It was agreed that the Chair of the Committee would send a post-meeting 'digest' (after this and each future meeting) to Heads of Schools, Heads of Divisions, Deans and other key staff to highlight information and issues related during the meeting

Action: HM/TW

17. EQUALITY ACT 2010

Received

- (1) a briefing from Helen Murdoch, Equality and Diversity Manager on the Equality Act 2010 which has just received Royal Assent;
- (2) a supporting set of documents. (A copy is filed in the Minute Book, ref. EDC09D011)

(The Committee noted changes in equality legislation and considered implications of this, including review of existing policies, equality impact assessment and potential cost of reasonable adjustments. Further guidance is awaited post-election.)

18. STUDENT AND STAFF STATISTICS

Considered

an update report on trends within UEA's student and staff populations. (A copy is filed in the Minute Book, ref. EDC09D012)

(The Committee considered key changes in populations over the last four years and noted the development of data for both staff and students. The aim of horizontal data linking and vertical data drilling was outlined with a view to providing consistent and reliable management information to support policy development and decision making.)

19. EQUALITY IMPACT ASSESSMENT – PROGRESS AND NEXT STEPS

Considered

a report outlining summary of work carried out to date, agreed areas for impact assessment 2010, creating an institutional policy log, screening of new policies and scrutiny. (A copy is filed in the Minute Book, ref. EDC09D013) A further report was tabled providing a summary of EIAs received and the outcomes of that work.

(The Committee noted that progress has been made in this area but more work is required to bring consistent effort across Faculties and Divisions.

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It was agreed that screening of new policies should take place and a list of key Committees was approved where all new policies should have undertaken screening of equality impact as part of the initial policy formation.

It was recommended that JBOS be added to the list for the inclusion of UEA London

Action: HM

It was agreed that the means of screening be developed for approval and bearing in mind legislative changes.)

Action: HM

20. GENDER PROJECT

Received

a brief update on the Gender project and summary of next steps. Some delay was noted due to other priorities but that there is a launch event for Research staff on 29 April. Active engagement with staff and progress with the research is targeted for May, June and July 2010, with a view to meeting the goal of completing Phase 1 of the project before the start of the 2010/11 academic year.

21. DEAN OF STUDENTS OFFICE UPDATE

Received

an oral update from the Dean of Students.

(The Committee noted a number of changes to essential staffing in key posts in DoS and the impact that the loss of the Survey Officer had had. A research grant has been received for work to be carried out focussing on Socialisation and International students. Work has also been undertaken between DoS and INTO to improve bridging students' transition from INTO to UEA courses. Thirdly, a survey was sent out from DoS to international students and lecturers asking about language, engagement and success in study and what support services were widely used. A report has been written reflecting the results.

The Disability Co-Ordinator reported a successful year of work in launching the Disability Liaison Officer network but the Committee also noted that there had been mixed buy-in from some Schools and it was agreed that the Chair would lend support in re-motivating efforts from those not yet involved.)

Action: JA/TW

22. UNION OF UEA STUDENTS

Received

an oral report from the Student Welfare Officer.

(The Committee noted the excellent results achieved by the Union of UEA Students in transforming its approach to representation of minority groups during the term of the current officers.

Many changes are directly informed by consultation with students. An Equal Opportunities Committee has been established and a range of student representative posts are in place and due for re-election shortly.

It was noted that during the election of the LGBT Students Officer a high number of students, (approximately 1000 out of around 2500 votes) self-declared as LGBT, but that a substantial number who voted for the post were not LGBT. The Union is to consider whether the vote should only be open to students who self declare as LGBT, although this poses a number of difficult issues.

It was noted that the post of Welfare Officer is being replaced by the post of Community and Students Rights Officer. E&D Committee Terms of Reference are to be changed to reflect this.)

Action: HM

23. DATES OF MEETINGS IN 2010/2011

Reported

that the dates of the Equality and Diversity Committee had been set as:

Thursday 2 December 2010 – 2.30pm

Monday 28 February 2011 – 2pm

Tuesday 7 June 2011 – 2pm