

## EQUALITY AND DIVERSITY COMMITTEE



### Minutes of the meeting held on 21 February 2012

Present: Professor T. Ward (PVC Academic) (in the Chair), Dr A Grant (Dean of Students), Mrs C Piper-Beillevaire (Director of Human Resources), Mr P Levy (Head of Centre for Staff and Educational Development), Professor P. Gilmartin (Executive Dean of Faculty of Science), Ms S. Connolly (Senior Lecturer, Faculty of Social Sciences), Mr J Colam-French (Director of Information Services), Ms L McGillivray (Independent Member of the Council), Mrs S Forder (Human Resources Manager), and Ms T Ross\*\* the Community and Student Rights Officer of the Union of UEA Students (except for business marked\*\*)

With: Ms H Murdoch (Head of Equality, Diversity & CRB), Ms R Broadway (Assistant Manager, Equality, Diversity & CRB), Ms E Towner (Director of Continuing Information).

Apologies: Professor I. Harvey (Executive Dean of Faculty of Medicine and Health Sciences), Ms A Rhodes (Director of University Services)  
Mr R Bond (Director of Estates and Buildings)  
Professor D Peters Corbett (Executive Dean of Faculty of Arts and Humanities); Ms J Abson (Disability Coordinator, Dean of Students); Mrs S Gook (Head of Marketing and Communications Services); Mrs A Lucchesi (Trade Union Representative)

#### 14. STATEMENTS BY THE CHAIR

There were no statements by the Chair.

#### 15. MINUTES

Confirmed  
the minutes of the meeting held on 29 November 2011.

#### 16. STRATEGY AND EQUALITY OBJECTIVES

Received  
Strategy and Equality Objectives (A copy is filed in the Minute Book, ref. EDC11D010).

Paper (and attached table) brings forward work from the Single Equality Scheme and Action Plan (2009). As a result of the Integration Project some actions scheduled for completion during 2011-12 have been delayed. The Action Plan will be reviewed in light of the Corporate Plan to achieve organisational synergy.

Agreed: Head of Equality and Diversity/CRB to submit suggested E&D amendments to the Corporate Plan  
**ACTION: HM**

## EDC11M002

EDC-M2  
21.02.2012  
Min. 17

### 17. ATHENA SWAN CHARTER

Received

Athena Swan Charter (A copy is filed in the Minute Book, ref. EDC11D011).

Received

an oral update by Head of Equality and Diversity on progress of submission for which the deadline is 30<sup>th</sup> April 2012. All schools have been asked to assign a representative for Athena Swan. Chemistry, AHP and NSC are yet to do this. TW/PG to chase.

**ACTION: TW/PG**

Agreed that draft narratives are to be circulated to Steering Group as they are produced for input and feedback.

**ACTION: HM**

### 18. PUBLICATION OF EQUALITY INFORMATION

Received

Publication of Equality Information (with UEA Summary of Key Activities 2010/11 and Equality Data Annual Report 2012) (Copy filed in the Minute Book, ref. EDC11D012).

(UEA is obliged to publish above information by 31 January each year as part of specific duties. Head of Equality and Diversity outlined the importance of this report and made group aware of potential auditing of the reports by the EHRC.

As this is an annual requirement proposal was made to regularly sweep for this statistical information for preparedness for the next/further submissions.

Discussion over data collection and the correct terminology to be used in collecting relevant information, in particular with regard to protected characteristics. Group requested standard guidance from E&D office about this. Item is to be scheduled into the agenda at the forthcoming E&D information management meeting.

**ACTION: HM**

Changes to Equality and Diversity Annual Report recommended by group as follows:

- Page 7 (Section 3.4): Removal of 'stubbornly', clarification of 'teaching' as ATS and definition of 'Associate Tutor'.
- Use of percentages/statistics needs to be well defined to avoid confusion/misrepresentation.)

**ACTION: HM/SF**