

EQUALITY AND DIVERSITY COMMITTEE



Minutes of the meeting held on 19 February 2013

Present: The Pro-Vice-Chancellor, ACAD (Professor N. Norris) (in the Chair), Director of Estates and Buildings (Mr R. Bond), Professor Y. Tasker (Executive Dean of Faculty of Humanities), Professor P. Gilmartin (Executive Dean of Faculty of Science), Ms A. Rhodes (Director of University Services PPE) vice Professor Ian Harvey (Executive Dean of Faculty of Medicine and Health), Professor Y. Tasker (Executive Dean of Faculty of Arts and Humanities), Dr S. Connolly Senior Reader vice Executive Dean of Faculty of Social Sciences) Professor Neil Ward, Human Resources Manager (Mrs S. Forder).

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

Apologies: Director of Information Services (Mr J. Colam-French); Louise Bohn, Annie Grant, Suzie Gook, Nicky Skivington, Sam Clark, Cecile Piper, Jane Abson Dean of Students (Dr A. Grant), Director of Human Resources (Mrs C. Piper), Head of Staff and Educational Development (Mr P Levy), Head of Marketing and Communications (Mrs S. Gook), Assistant Head of Outreach (Dr L. Bohn), Trade Union Representative (Mrs N. Skivington), and Disability Co-Ordinator (Ms J. Abson) and the Student Representative except for business marked ** the Community & Student Rights officer of the Union of UEA Students (Mr S. Clark).

14. STATEMENTS BY THE CHAIR

No statements were made on this occasion.

15. MINUTES

Confirmed

the minutes of the meeting held on 27 November 2012.

Confirmed

the actions in respect of Fire Safety are being undertaken between the Director of Planning, the Director of Estates and the Head of Safety Services. Advice, guidance and input in respect of disabled students, staff and visitors will be given by the Equality and Diversity Office, Human Resources and Dean of Students Offices as appropriate.

The Chair clarified that Heads of Schools needed to take responsibility for actions to support central policy on fire evacuation. The Dean of the Faculty of Science reported each School had a fire safety Committee which reported to the Faculty Committee and each had a clear and consistent responsibility which they acted on. There is still some work to do in areas which are 'links' between main School rooms/offices.

ACTION

Head of Equality and Diversity to meet with Dean of Science to discuss and record process, then report to Committee.

(It was noted that

- (1) that where a building has multiple Schools and functions operating inside (e.g. Elizabeth Fry Building) the responsibility to co-ordinate lies with the senior Administrator in that building. Thus, in Elizabeth Fry this responsibility lies with the Director of University Services.
- (2) that SSF and HUM have complex circumstances as the Schools are spread over 5 or 6 separate buildings. Both Faculties will pick this up and report back. Deans to co-ordinate and ensure responsibilities clear with Heads of School – Heads of School are responsible for all students and staff regardless of which building they are in.
- (3) that the Equality and Diversity Committee has a watching brief on this issue.)

RESOLVED

that all Deans to report to next Committee on progress made.
Head of E&D to progress actions allocated to her Office – PEEP audit results to be brought to next Committee meeting.

16. STRATEGY AND EQUALITY OBJECTIVES

Considered

the report. (A copy is filed in the Minute Book, ref. EDC12D008)

(Six key objectives for the Equality Office to achieve during the forthcoming year were presented to the Committee. In line with discussion under previous Minutes above, recommendations and clarification by the Chair, Objective 2, relating to Fire Safety of Disabled Students, staff and visitors, was taken out of the key objectives for the Equality Office as the responsibility for these

actions lie within the remit of the Director of Estates and Head of Safety Services with Heads of Schools acting.

It was noted that

- (1) some solutions will be 'work arounds' due to the physical restraints inevitable with this campus. Therefore, progress is likely to be best achieved through workable, practical solutions moving us towards the key goal. Must avoid paralysis through perfectionism, and find acceptable solutions to move the situation on.
- (2) that the Senior Management Training is in place with a session on 25 February for the Executive Team, and 8 March/26 April for Heads of Schools and Service Directors, and has had a good take up. Equality Office/VCO will be issuing reminders and are looking for 100% take up.

ACTION: Head of Equality and Diversity

- (3) that the action relating to completion of the Stonewall Workplace Equality Index has been identified as a useful action and one supportive of the approach recommended by RCUK. Stonewall are the leading pressure group for gay rights and also one of the most effective organisations leading on change and equality in the UK. The Index has been widely taken up across the sector and UEAs participation has been planned for some time, interrupted only by integration and the rearrangements connected with this.)

RESOLVED

- (1) objectives, with the exception of #2, were approved by the Committee.
- (2) that the Head of Equality and Diversity should report on progress against each goal to the Committee.

17. ATHENA SWAN CHARTER

Considered

the report. (A copy is filed in the Minute Book, ref. EDC12D009).

EDC12M002

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Min. 17

(It was noted that

- (1) Progress was good for all Schools reported. Also, that progress for the School of Environmental Sciences had been omitted. The Head of Equality and Diversity reported that this School was also well underway with its submission, having met several times and with tasks allocated to group members who were making contributions to the submission document held on Blackboard.
- (2) That there were Schools not yet on board with the initiative: Schools of Chemistry and International Development.
- (3) That the University Silver Submission is in mind and will be put in place once the component Schools had gained silver and sufficient 'distance travelled' can be demonstrated. Earliest estimate for this is April 2014.
- (4) That the wider component institutions on the Research Park are also undertaking their own submissions. Post April submission, the Equality Office to link with the wider areas and share practice and experience.

ACTION: Head of Equality and Diversity.

18. PUBLICATION OF EQUALITY INFORMATION

Considered

the report. (A copy is filed in the Minute Book, ref. EDC12D010).

(It was noted that significant progress had been made in establishing a 'pipeline' of statistics from the point of admission /recruitment, measuring retention, achievement and then destination to first graduate employment. There are significant challenges due to the fragmentation of systems and ensuring like is compared with like. However, linking to the objectives outlined at EDC12010 this work will be developed over the coming year to ensure the University has management information which has a broader depth and range than has hitherto been possible to help inform decisions which affect students, staff and visitors to the University.)

RESOLVED

that the Head of Equality and Diversity to bring report to Committee during year with more detail and range as described.

19. RCUK EXPECTATIONS FOR EQUALITY AND DIVERSITY

Received

a short briefing on their recent announcement and implications for UEA. (A copy is filed in the Minute Book, ref. EDC12D012)

(That there are increasing requirements, in respect of demonstrating action taken to further the aims of equality for students and staff and that securing important funding streams is increasingly linked to this work. The Committee agreed with the paper's proposal to audit available standards and assess which will be most effective in terms of outcome/cost/resource. Report to be brought to future Committee meeting.)

ACTION: Head of Equality and Diversity/Human Resources
Manager

20. DATE OF NEXT MEETING

Reported

that the next meeting of the Equality and Diversity Committee meeting would be held on 14 May 2013.