

EQUALITY AND DIVERSITY COMMITTEE



Minutes from the meeting held on 14 May 2013

Present: Executive Dean of Faculty of Medicine and Health Sciences (Professor Ian Harvey) (in the Chair), Head of Staff and Educational Development (Mr Paul Levy), Disability Co-ordinator (Ms Jane Abson), Director of Information Services (Mr Jonathan Colam-French), Trade Union Representative (Mrs Nicky Skivington), Director of University Services PPE (Ms Alison Rhodes), Director of Human Resources (Ms Cecile Piper), Senior Reader and Vice Executive Dean of Faculty of Social Sciences (Dr Sarah Connolly), Human Resources Manager (Mrs Santha Forder), Executive Dean of Faculty Arts and Humanities (Professor Yvonne Tasker), Executive Dean of Faculty of Science (Professor Philip Gilmartin), Dean of Students (Dr Annie Grant), Deputy Director of Safety Services (Ms Karen Thompson), Director of Counselling (Ms Judy Moore), Staff Counsellor (Mr Eamonn O'Mahony), Outreach Officer (Ms Elizabeth Ferguson), Student Union Representative (Mr Sam Clark)

With: Head of Equality and Diversity (Ms Helen Murdoch), Assistant Manager, Student Disclosure Service (Mr Matthew Gooch)

Apologies: Dean of Faculty of Medicine & Health Sciences (Professor I. Harvey).

21. STATEMENTS BY THE CHAIR

22. MINUTES

Confirmed
the minutes of the meeting held on 10 February 2013.

Confirmed
that the Head of Equality and Diversity met with Professor Philip Gilmartin and that another meeting with the newly-responsible Health and Safety Officer for the Faculty of Science would be arranged.

Confirmed
that the Senior Management Training had now taken place and although there was not a 100% take up another session will be arranged to take place in next academic year.
Mr Jonathan Colam-French requested feedback following the Senior Management Training.

ACTION:

Head of Equality and Diversity to forward a summary of feedback from the training sessions.

23. STAFF AND STUDENTS COUNSELLING ANNUAL REPORT PRESENTATION

Received

- (1) a presentation from Judy Moore, Director of Counselling – on the Students Counselling Annual Report/discussion. (A copy is filed in the Minute Book, ref. EDC12D013)
- (2) a presentation from Eamonn O'Mahony – Staff Counsellor – on the Staff Counselling Annual Report/discussion. (A copy is filed in the Minute Book, ref. EDC12D14)

Professor Ian Harvey wished to clarify whether 1.7% of the overall numbers were ECO students or if it was 1.7% of the ECO student population used the Counselling Service. The latter was confirmed as the accurate statistic.

Ms Helen Murdoch asked whether any work had been done to attract students from different backgrounds to use the Counselling Service.

Ms Judy Moore advised that international student numbers using the service were lower but this was down to the acceptance of counselling amongst students from different backgrounds. However, the American student population was the largest group of international students to use the service.

Dr Annie Grant advised that at the Student Affairs Group which took place in the morning, the numbers for SSF using counselling was consistent with students from that faculty using the services of DOS. However DEV is the largest faculty to use DOS. It was suggested that institutionally there was a need to look at breaking down the barriers to using both DOS and Counselling and at the referral routes.

Dr Sara Connolly commented on the referral routes for PGR students.

Ms Judy Moore indicated that HUM PGR students were the highest users of the service and that issues were down to the PGR supervisors.

Dr. Annie Grant indicated that the PGR Students seen in DOS did tend to have problems with their supervisors which endorsed the comments made by Ms Judy Moore.

Ms Jane Abson indicated that PGR students did have a lot of stress and therefore having a separate adviser away from the supervisor would be a good idea. This was impaired further for PGR students with some form of disability.

- (1) Mr Eamonn O'Mahony, Staff Counsellor gave a presentation in respect of the Staff Counselling Annual Report.

EDC12M003

Professor Ian Harvey asked whether more provision of counselling could be made for staff if restructuring occurred.

Mr Eamonn O'Mahony said that workshops were offered at the previous integration which were well attended but due to resource implications other provision might be considered alongside the services offered by Counselling.

24. SUBMISSION FOR ATHENA SWAN BRONZE AWARD AND NEXT STEPS

Considered

the report. (A copy is filed in the Minute Book, ref. EDC12D015)

Ms Helen Murdoch presented a report around the progress made on the Athena Swan initiative.

Professor Ian Harvey stressed that the Athena Swan initiative was a high priority for the institution and asked whether we were using examples from the web of successful applications.

Ms Helen Murdoch said that we had used an example from Queen's University, Belfast and that others had been referred to during the process. It was indicated that LAW and PSI were also interested in a similar initiative for their schools and that subject to resources the Equality and Diversity Office were happy to support this as far as resources allowed.

Dr Sara Connolly stated that the Athena Swan data and text were being produced simultaneously for the recent submissions and that it would be preferred to have the data produced separately to allow time to check accuracy and to provide greater thought about the text.

Ms Helen Murdoch reported about the new audit process for Athena Swan submissions and referred to Appendix 4 which shows a block of time allocated for the E&D Office to produce and double check data before it is presented to the Schools.

Ms Cecile Piper indicated that a model template for the production of consistent graphs and tables was needed.

Ms Alison Rhodes reported that she liked the appendices to the report which were very helpful and asked how far the model template had got.

Ms Helen Murdoch advised that a model template does not exist at present but that a meeting would be useful to pad out the detail required in order to get such a template in existence.

25. FIRE SAFETY FOR DISABLED STUDENTS, STAFF AND VISITORS

Considered

EDC12M003

the report. (A copy is filed in the Minute Book, ref. EDC12D016)
Ms Helen Murdoch presented a report around the progress made around the area of Fire Safety.

Professor Philip Gilmartin advised that Mr Richard Rix was now fulfilling the Health and Safety remit across the Faculty of Science.

Agreed: Meeting to be arranged between Head of Equality and Diversity and Richard Rix.

ACTION: Head of Equality and Diversity

Ms Jane Abson and Mrs Santha Forder reported that there were no cases of PEEPS required in DOS and HRD.

Dr Annie Grant advised that the Student Union should provide guidance to the UEA Societies when booking rooms in respect of fire safety.

Ms Jane Abson raised the issue about contacting the LTS Hubs as they do tend to have a large volume of temporary staff who may require PEEPs.

In response to a query from the Chair Ms Helen Murdoch advised that the Director of Buildings and Estates (Mr Roger Bond) was conducting the audits referred to in the report and this would fall within the remit of a newly appointed member of staff.

Ms Cecile Piper raised the point that it was important for the Equality and Diversity Office to prioritise its resources and therefore let other UEA Divisions move forward on Fire Safety matters allowing the Equality and Diversity Office to step back and simply provide guidance as required.

Ms Karen Thompson (Deputy Director of Safety Services) supported the point raised by Ms Cecile Piper and said they were working with Estates to move the Fire Safety forward with the current resources.

Mr Jonathan Colam-French suggested whether it would be an idea for the UEA Health and Safety Committee to provide an Annual Report to the Equality and Diversity Committee each year for report and discussion.

Professor Ian Harvey agreed with the point raised by Ms Cecile Piper and Mr Jonathan Colam-French that the UEA Health and Safety Committee should provide an Annual Report to the Equality and Diversity Committee each year for report and discussion.

ACTIONS:

UEA Health and Safety Committee to provide an Annual Report to the Equality and Diversity Committee for report and discussion.

Equality and Diversity Office to prioritise resources away from Fire Safety and act in a guidance capacity as required.

26. DATES OF MEETINGS IN 2013/2014

Reported

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

Tuesday 26 November 2013	9.30am
Tuesday 4 March 2014	2pm
Tuesday 13 May 2014	2pm

The Chair
26th November 2013