

EQUALITY AND DIVERSITY COMMITTEE



Minutes from the meeting held on 26 November 2013

Present: Pro Vice Chancellor Academic (Professor Neil Ward) (in the Chair), Director of Information Services (Mr Jonathan Colam-French), Assistant Head of Outreach (Dr Louise Bohn), Trade Union Representative (Mr Richard Mann), Director of Human Resources (Ms Cecile Piper), Human Resources Manager (Mrs Santha Forder), Dean of Faculty of Arts and Humanities (Professor Yvonne Tasker), Dean of Faculty of Social Sciences (Professor Jacqueline Collier), Senior Faculty Manager (Ms Laura McGonagle), Senior Faculty Manager, Faculty of Medicine and Health Sciences (Mr Mark Hitchcock) Dean of Students (Dr Annie Grant), Student Union Representative (Ms Bintu Foday)

With: Head of Equality and Diversity (Ms Helen Murdoch),

Apologies: Head of Staff and Educational Development (Mr Paul Levy), Disability Co-ordinator (Ms Jane Abson), Equality and Diversity Project Officer (Mr Matthew Gooch), Director of Estates (Mr Roger Bond).

1. **STATEMENTS BY THE CHAIR**

None

2. **MINUTES**

Confirmed

the minutes of the meeting held on 14 May 2013 (subject to amendment to the apologies)

Confirmed

that the Head of Equality and Diversity met with the newly-responsible Health and Safety Officer for the Faculty of Science; also with the Assistant Head of Health and Safety

Confirmed

that the Senior Management Training feedback had been circulated by email

3. **ATHENA SWAN UPDATE**

Received

A paper from the Equality Office outlining progress to date and next steps on Athena Swan charter. (A copy is filed in the Minute Book, ref. EDC13D001)

Agreed Paper to next meeting including the combined plans being managed in respect of Athena submissions;

ACTION: HM

Agreed All Executive Deans to be given access to Athena Swan Blackboard Site

ACTION: HM

Within the Athena submission process, student data was highlighted as an area of risk due to the withdrawal of development and support for Discoverer before the Data Warehouse is in a position to provide what is needed. Annie Grant, Dean of Students and Louise Bohn, Assistant Head of Widening Participation both reported similar data issues and it was agreed a paper be produced to outline what is needed and what issues have been encountered. Paper to be discussed with the Director of Planning, Ian Callaghan.

ACTION: HM

PVC Academic stated BIU have focussed resources on business critical priorities; Dean of Humanities suggested a review of the Corporate Plan would afford the opportunity to raise the profile of E&D priorities and establish appropriate metrics. The link between evidencing E&D performance and funding has made this a more business critical area.

The arrival of a new Vice Chancellor in 2014 may afford an opportunity to review the position of E&D in relation to other corporate priorities. A paper is to be developed before then to propose priorities from the Committee to the new VC. Draft to be presented to the next meeting for review and further development by the Committee.

ACTION: HM

4 **EQUAL PAY REVIEW**

Considered

the report. (A copy is filed in the Minute Book, ref. EDC13D002)

Received: A report outlining key points and data from the 6th Equal Pay Review conducted by the University. It was noted that the range of information has extended in this review to include Individual Salaries at Professorial level as well as pay for disabled and minority ethnic staff. Key pay gaps were explained and benchmarked to sector data. There was discussion regarding the pay gap for ethnic minority staff which is currently in

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favour of ethnic minority staff (data was checked subsequent to the meeting and found to be correct.

The Equal Pay Review is to be circulated to the Central Athena Swan Steering Group for the December 2013 meeting.

ACTION: HM

The Equal Pay Review will be repeated in 2015 and also completes an agreed action in our Bronze Athena Swan Action Plan.

5. STONEWALL WORKPLACE EQUALITY INDEX

Considered

the report (copy filed in the Minute Book, ref. EDC13D003)

The Committee was requested to approve the commitment to undertake the Stonewall Workplace Equality Index next Autumn. However, it was noted that, notwithstanding the RCUK recommendations, Athena Swan currently takes precedence due to the firm NIHR funding link and the Equality Office resource is heavily committed to this for the foreseeable future with little spare capacity.

It was also noted that the WEI looks at whether a Champion is in place for LGB issues which then raises a further question about having a Champion for all protected characteristics.

Agreed

that the question of Champions would be looked at in the next meeting

ACTION: HM

Agreed

that a scoping paper would be brought to the next Committee to examine time and resource needed to complete the Index

ACTION: HM

6. EQUALITY AND DIVERSITY ON LINE TRAINING

Considered

the report (copy filed in the Minute Book, ref. EDC13D004)

The paper requested approval to launch the online Equality and Diversity training in January 2014 as a requirement for all staff to complete. Some discussion took place around the concept of 'mandatory' and whether some penalty would be introduced for staff who didn't complete the module. It was

felt this could be easier to enforce for new staff joining the University. The module contains an administration element which allows tracking of those who have completed the module and chasing of those who haven't by email.

Agreed that the training be launched as proposed and wording of the accompanying email be agreed and sent from PVC Academic.

ACTION: HM

Agreed that the members of the Committee complete the training first. The Head of E&D is to send the link and instructions to all Committee members

ACTION: HM

All E&D Committee members

7. EXTENSION OF BREASTFEEDING RIGHTS FOR STUDENTS/NEW FACILITIES

Received

a paper outlining the extension of breastfeeding rights by the Equality Act 2010 to students. (Copy filed in the Minute Book, ref. EDC13D005)

The paper also outlined a new provision in the Elizabeth Fry Building which has a fridge, microwave and baby change facilities. The facility is accessible by key holders only, keys being logged out from the Equality Office. Guidelines for safe and fair use of the room are issued when the key is given and users are, from time to time, being asked for feedback on the provision.

Promotional material is being created and the facility will be fully announced and promoted in January 2014, although some posters are in place on campus already.

Agreed

all Directors and Deans would cascade the information across their areas in first quarter 2014

ACTION: All Committee members

8. ANY OTHER BUSINESS

It was clarified that the Two Ticks Scheme has not been renewed. This was generally felt not to be an issue and did not adversely affect or dilute the University's commitment to the employment and support of disabled staff.

Car parking and its impact on various E&D issues was commented on and it was confirmed that the University's Transport Co-Ordinator had agreed that

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The Head of Equality and Diversity was to be included in the next full review of car parking terms and conditions.

9. DATES OF NEXT MEETINGS

Reported

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

Tuesday 4 March 2014	2pm
Tuesday 13 May 2014	2pm