

EQUALITY AND DIVERSITY COMMITTEE



Minutes from the meeting held on 10 November 2014

Present: Pro Vice Chancellor (Academic) (Professor Neil Ward) (in the Chair), Director of Human Resources (Ms Cecile Piper), Human Resources Manager (Mrs Santha Forder), Dean of Faculty of Arts and Humanities (Professor Yvonne Tasker), Senior Faculty Manager, Faculty of Science (Ms Laura McGonagle), Dean of Students (Dr Annie Grant), Director of Information Services (Mr Jonathan Colam-French), Head of Staff and Educational Development (Ms Amanda Giles), Senior Faculty Manager, Faculty of Social Sciences (Dr Louise Bohn), Assistant Head of Recruitment (Mr Blair Campbell), School Manager, School of Health Sciences (Ms Felicity Hinch), Trade Union Representative (Ms Katy Quigley), Trade Union Representative (Ms Amanda Williams), Student Union Representative (Ms Holly Staynor), Student Union Representative (Ms Louise Goux-Wirth), Educational Counsellor (Ms Ruth Roberts), Staff Counsellor (Mr Eamonn O'Mahoney)

With: Head of Equality and Diversity (Ms Helen Murdoch), Equality and Diversity Project Officer (Mr Matthew Gooch)

Apologies: Director of Estates (Mr Roger Bond), Dean of Faculty of Social Sciences (Professor Jacqueline Collier), Dean of Faculty of Science (Professor Philip Gilmartin), Dean of Faculty of Medicine and Health Sciences (Professor Ian Harvey), Senior Faculty Manager, Faculty of Medicine and Health Sciences (Mr Mark Hitchcock), Disability Co-ordinator (Ms Jane Absom), Head of Strategic Marketing (Mr Giles Whattam), Trade Union Representative (Ms Susan Sayce)

1. STATEMENTS BY THE CHAIR

None

2. MINUTES

Confirmed

the minutes of the meeting held on 13 May 2014.

Agreed

the Staff Profile as part of the Annual Statistics to be presented to the meeting on Tuesday 3 March 2015.

ACTION: HM

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3. REVIEW OF THE TERMS OF REFERENCE

Considered

the Terms of Reference for the Equality and Diversity Committee (A copy is filed in the Minute Book, ref: EDC14D001).

(Mr Jonathan Colam-French raised a concern that if a nominated person attended in place of an academic then the committee would become more balanced towards administrative staff.)

Agreed

the inclusion of text and the name of a nominated person in the event of absence of a committee member. **ACTION: HM**

the inclusion of Ms Louise Goux-Wirth to the student membership. **ACTION: HM**

the revised version of the Terms of Reference to be presented to the meeting on Tuesday 3 March 2015. **ACTION: HM**

to review meeting attendance for the last 2 years to see how many academic staff have attended in this period and provide a report at the meeting on Tuesday 3 March 2015. **ACTION: HM**

4. COUNSELLING SERVICE REPORT - STAFF

Considered

the Counselling Staff Service Report present by Mr Eamonn O'Mahoney (A copy is filed in the Minute Book, ref EDC14D002)

(Mr Eamonn O'Mahoney noted that there had been a slight increase in use of the service from 106 clients in 2011/12 to 111 clients in 2012/13. It was particularly noticeable that the number of Associate Tutors using the service had increased. In addition due to restructuring in the General Grades this had seen a 50% rise in those using the service. There were also specific issues which emerged particularly that the institution is becoming more prescriptive so staff can only attend after work. Issues around student contact time and staff welfare were also areas of concern.

Dr Annie Grant reported that restructuring had caused a significant reduction in the student contact time.

Ms Cécile Piper advised that Human Resources had a duty of welfare as part of its remit so any clients with issues could be directed to them.

Helen Murdoch advised whether there were any specific reasons why BAME staff make up a small number of users. Mr Eamonn O'Mahoney indicated that this was due to cultural reasons.

Professor Neil Ward noted that the report presented was for 2012/13 so requested that at the November 2015 meeting both 2013/14 and 2014/15 are provided in one combined report.)

Agreed

to provide a link to the Counselling Service via the Equality and Diversity webpages. **ACTION: HM**

to provide Mr Eamonn O'Mahoney a copy of the Staff Profile.

ACTION: HM

5. COUNSELLING SERVICE REPORT - STUDENTS

Considered

the Counselling Student Service Report presented by Ms Ruth Roberts (A copy is filed in the Minute Book, ref EDC14D003)

(Ms Ruth Roberts noted that there had been an increase in use of the service from 694 users in 2011/12 to 736 in 2012/13 but that the gender split was 70% female compared to 30% male. Overall the HUM faculty remains the largest user group.

Ms Holly Staynor advised that reviewing the report it appeared a lower number of international students were using the service and that it was likely to be due to cultural issues and therefore it should be considered how to market the service to this group of students.

Mr Jonathan Colam-French advised that it would be useful if the institution statistics could be compared to the sector.)

Agreed

to ascertain whether sector data is available for students and to split the data by faculties with a revised report being provided to the meeting on Tuesday 3 March 2015. **ACTION: RR**

6. TIME TO CHANGE INITIATIVE

Considered

the report on the Time to Change Initiative presented by Ms Holly Staynor and Ms Louise Goux-Wirth (A copy is filed in the Minute Book, ref EDC14D004)

(Dr Annie Grant advised that the Dean of Students covers a lot of the areas covered in the Time to Change initiative but that it required an institution commitment.

Ms Cécile Piper advised that for the institution to be involved in this initiative resources in terms of staff and time were needed and at this stage it was unclear how this could be resourced.

Mrs Santha Forder advised that it was clear that more investigation into this initiative was required before a commitment could be made.

Mr Jonathan Colam-French and Dr Annie Grant felt that a small working group was required to review this initiative and to provide a report to the next meeting before any commitment is given.)

Agreed

to establish a Working Group to look at the feasibility of the institution signing up to the Time to Change initiative and presenting a report at the meeting on Tuesday 3 March 2015. **ACTION: NW**

to the Student Union providing a copy of their Time to Change Initiative Action Plan and any others they have from other institutions for reference. **ACTION: HS/HM**

7. ATHENA SWAN UPDATE – PROGRESS AND NEXT STEPS

Considered

the report on the current progress and next steps in respect of the Athena SWAN Charter (A copy is filed in the Minute Book, ref EDC14D005).

(Professor Neil Ward wished to thank the Schools of Environmental Sciences, Nursing Sciences and Rehabilitation Sciences for all securing Athena SWAN Bronze Awards following their submissions in April 2014.

Helen Murdoch reported that the Gender Equality Charter Mark would now be launched in April 2015 with its first submissions in November 2015 following a successful pilot.

Helen Murdoch advised that the UEA Bronze Action Plan showed that a lot had already been achieved, however, appraisal and promotion were seen as the big building blocks for showing distance travelled. Alison Clements was currently working with Anne Meyer from the UEA Nursery on conducting a review of the nursery provision.

Helen Murdoch reported that Unconscious Bias training was now part of the CSED Programme and could be offered on a bespoke basis as required. The Executive Team were due to have this training in January 2015.

Professor Yvonne Tasker raised a concern in respect of UEA not moving forward with the Gender Equality Charter Mark as it was likely that research funding would become dependent on such a Charter Mark in future in a similar way to how funding is linked to the Athena SWAN Charter.

Professor Neil Ward indicated that UEA needed to look at the resources already available as no funds were available to increase resource within the Equality and Diversity Office.

Mr Jonathan Colam French advised that Equality and Diversity needed to be considered in terms of the new UEA Corporate Plan and appropriate resource provided.)

Agreed

to a Scoping Document being presented to the meeting on Tuesday 5 March 2015 outlining both the Athena SWAN and Gender Equality Charter Marks to include the resources required and more detail around the work involved in order to achieve each award.

ACTION: HM

a paper around Workload Models to be presented to the meeting on Tuesday 12 May 2015.

ACTION: HM

8. E-LEARNING MODULE – PROGRESS AND NEXT STEPS

Considered

The report on the current progress and next steps in respect of the Diversity in the Workplace E-Module (A copy is filed in the Minute Book, ref EDC14D006)

Matthew Gooch reported that since the report the current completion rate had increased from 51-53%.

Agreed

that Heads of School, Divisional Heads and Faculty Deans are provided with reminders to cascade to their respective staff.

ACTION: MG

9. MULTIFAITH COMMITTEE

Agreed

to defer this item until the next meeting on Tuesday 3 March 2015.

ACTION: HM

to circulate the minutes of the previous meeting.

ACTION: NW

10. ANY OTHER BUSINESS

None

11. DATES OF MEETINGS IN 2014/2015

Reported

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

Tuesday 3 March 2015	2pm
Tuesday 12 May 2015	2pm