

## EQUALITY AND DIVERSITY COMMITTEE



### Minutes from the meeting held on 3 March 2015

Present: Pro Vice Chancellor (Academic) (Professor Neil Ward) (in the Chair), Director of Human Resources (Ms Cecile Piper), Dean of Faculty of Arts and Humanities (Professor Yvonne Tasker), 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), Head of Staff and Educational Development (Ms Amanda Giles), Disability Co-ordinator (Ms Jane Absom), Outreach Manager (Ms Sian Hiskey), Student Union Representative (Ms Holly Staynor), Student Union Representative (Ms Louise Goux-Wirth), Trade Union Representative (Ms Susan Sayce),

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

Apologies: Director of Estates (Mr Roger Bond), Head of Strategic Marketing (Mr Giles Whattam), Human Resources Manager (Mrs Santha Forder), Dean of Students (Dr Annie Grant), Director of Information Services (Mr Jonathan Colam-French),

#### 12. STATEMENTS BY THE CHAIR

None

#### 13. MINUTES

##### **Confirmed**

the minutes of the meeting held on 10 November 2014.

##### **Agreed**

the Staff Profile as part of the Annual Statistics to be presented to the meeting on Tuesday 12 May 2015 **ACTION: HM**

to provide Mr Eamonn O'Mahoney with a copy of the Staff Profile. **ACTION: HM**

to provide a revised copy of the UEA Counselling Services Report to the meeting on Tuesday 12 May 2015 **ACTION: RR**

a scoping document outlining the resources required for the revised Athena SWAN/Gender Equality Charter Marks to be presented to the meeting on Tuesday 12 May 2015 **ACTION: HM**

**Confirmed**

the Time to Change Working Group had met and agreed to submit the UEA Time to Change Action Plan during the next submission round. The Student Experience Committee to receive a copy of the UEA Action Plan in the interim period.

following discussion that the Senior Faculty Managers can deputise for Faculty Deans for this committee because of their breadth of knowledge, close working relationship with the Deans and Heads of Schools. Deputies would not extend for other committee members.

14. UEA 2030 CONSULTATION

**Considered**

an oral report from Professor Neil Ward confirming the consultation period to be extended from June to November 2015 in recognition that more events were required with stakeholders. The UEA 2030 Consultation will inform the development of the new Corporate Plan and provide a strategic vision for UEA up to 2030.

(It was felt that Equality and Diversity needed to become firmly embedded in the Corporate Plan with hard targets to evidence achievement, lacking in the current plan and this committee should submit its views during the consultation (YT).)

**Agreed**

UEA Corporate Plan to be added to the Agenda for the meeting on Tuesday 12 May 2015 **ACTION: HM**

specific comments to be forwarded to Helen Murdoch by the end of April 2015 for inclusion in the discussion paper to be presented at the meeting on Tuesday 12 May 2015

**ACTION: ALL**

The BIU are currently collating the key themes from the first 2030 event and comments to be reviewed and feedback provided at the meeting on Tuesday 12 May 2015 **ACTION: NW/YT**

15. ATHENA SWAN UPDATE

**Considered**

a report on progress within the Athena SWAN award framework (A copy is filed in the Minute Book, ref EDC14D008)

(Ms Helen Murdoch reported that the Schools of Computing Sciences and Mathematics were due to submit Bronze applications in April 2015.

The Schools of Law, Economics and Politics, Philosophy and Language and Communications Studies were currently working on their Gender Equality Charter Mark submission which is anticipated once ECU Guidance has been issued in April 2015.

Professor Ian Harvey queried the omission of School of Health Sciences from the schedule.)

**Agreed**

the need for a submission from HSC in November will be raised in the next HSC Athena SWAN meeting. **ACTION: MG**

the HSC Head of School to be made aware of the importance of a November 2015 submission in light of the NIHR funding deadline

**ACTION: IH**

16. CAREER PIPELINE AT UEA BY GENDER – DATA UPDATE REPORT

**Considered**

the Career Pipeline at UEA by Gender – Data Update Report (A copy is filed in the Minute Book, ref EDC14D009)

(Ms Helen Murdoch reported the student data appeared static over the 5 year reporting period compared to the staff data where some improvement in the proportion of women attaining Senior Lecturer/Reader/Chair positions was noted over the 6 year reporting period.

There was considerable discussion over the data, use of tables and graphs, and the range of information. All issues raised were minor and resolved by discussion.

It was felt that a PDF copy of all the data including the split of staff application data by gender would be useful (**NW/PG**.)

**Agreed**

to send a PDF copy of all data to the committee and add these documents to Blackboard. **ACTION: MG**

(A concern was raised that the promotions data was not helpful as it only indicated those staff who had been successful and could not be compared against those who had applied (**IH**). It was advised that the data provided by HRD only recorded successful applications and that much promotion information is held only at School or Faculty level. Concern was expressed that such data should be held centrally by HRD (**JC**).

The HRD Director advised that currently only those who were successful with a promotion are recorded on HRD systems.

The Chair advised that in his capacity as PVC and with the agreement of all four Faculty Deans (in attendance) that all applications and successes for promotion should be recorded centrally.)

**Agreed**

HRD to ensure that all Faculties report promotion applications and results at School and Faculty level to HRD so that data can be provided centrally and for this to be discussed at the next meeting.

**ACTION: CP**

17. INTERIM EQUALITY OBJECTIVES 2015

**Considered**

the Interim Equality Objectives 2015 (A copy is filed in the Minute Book, ref EDC14D010).

(It was reported that Section A provided a review of progress made against the previous objectives and that Section B contained the new objectives for 2015.

The question of post course evaluation of those who had completed CSED Equality and Diversity related courses was raised (**SS**). It was suggested this could be done twelve months after completion to establish where this had any impact on professional or personal lives.)

**Agreed**

to consider the feasibility of post-course evaluation. **ACTION: AG**

18. E&D ONLINE TRAINING PROGRESS UPDATE

**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 EDC14D011)

(It was reported that the current completion rate for the e learning module was 87% (or 90% if the Sportspark and Sainsbury Centre were excluded).

The Chair congratulated all the Schools and Departments included in the report for proactively engaging in this initiative and for Mr Matthew Gooch for his work following the rollout of this module.)

**Agreed**

that Heads of School, Divisional Heads and Faculty Deans will continue to receive reminders to cascade to their respective staff.

**ACTION: MG**

19. MULTIFAITH COMMITTEE

**Agreed**

to defer this item until the next meeting on Tuesday 12 May 2015 as the last Multifaith Committee had been cancelled and is rescheduled for late-March 2015.

**ACTION: HM**

20. STONEWALL WORKPLACE EQUALITY INDEX

**Considered**

The report on the Stonewall Workplace Equality Index (A copy is filed in the Minute Book, ref EDC14D012)

(This initiative received support among the Committee members and it was felt that UEA should be engaging with and submitting an application to the WEI.

Concern was expressed however that resources would be required to engage with such an initiative (**CP**).

It was confirmed that Stonewall would evaluate a draft or preliminary Index ahead of a formal submission and provide feedback and that to secure a Top 100 position typically takes between three to five years.)

**Agreed**

To provide a scoping document of the resources required to complete the WEI to the next meeting on Tuesday 12 May 2015.

**ACTION: HM**

21. ACCESS ALL AREAS WORKING GROUP – TERMS OF REFERENCE

**Considered**

The terms of reference for the Access all Areas Working Group (A copy is filed in the Minute Book, ref EDC14D014)

(A brief overview of the new Access all Areas Working Group was provided (**HM**).

It was confirmed that the ECB and BCRE (part of the West Campus) would be considered when reviewing access following recent access issues at the newly opened BCRE.

Ms Susan Sayce requested that the Unions received copies of the minutes from the meetings.

Ms Holly Staynor requested as Welfare Officer if she could join the working group.

**Agreed**

Terms of Reference were agreed and the working group will provide a yearly report to the committee. Mr David Weekly will be asked to ensure the Unions receive copies of the minutes and at the next meeting of the working group it will be discussed if the Union Welfare Officer can join the working group. **ACTION: HM**

22. TIME TO CHANGE – DRAFT MENTAL HEALTH ACTION PLAN

**Reported**

The draft Mental Health Action Plan was now in place (A copy is filed in the Minute Book, ref EDC14D013)

Future progress on the Action Plan will be reported via the Student Experience Committee (**NW**)

23. ANY OTHER BUSINESS

The Trade Union Representative raised the issue of bullying and reported that the Trade Unions are focussing on a Respect at Work Campaign to support both those who are experiencing this and those who are accused of it.

The HRD Director advised that she had not been made aware of this campaign but welcomed further information.

24. DATE OF MEETING

**Reported**

that the date of the next Equality and Diversity Committee is:

Tuesday 12 May 2015

2pm