



## Equality and Diversity Committee

### Minutes of the First Meeting of the Equality and Diversity Committee in the 2013-14 Academic Session, held on 24 October 2013, at 2.00 pm, in Room S311, Mary Seacole Building, Avery Hill Campus

#### Present:

Dalia Dasgupta	Interim Director of Human Resources (Chair)
Alex Brooks	Students' Union President
Clifton Kandler	Web Services Manager
Mark Kerrigan	Educational Development Unit
Mostafa Azzi	Recruitment and Admissions
Simon Leggatt	Faculty Representative - Education and Health
Tony Mann	Faculty Representative - Architecture, Computing and Humanities
Will Calver	Access and Partnerships Manager

#### In attendance:

Liz Laurence	Secretary
Kay Thomson	Development and Communications
Neil Cormack-Bissett	GRE

#### Apologies:

Ami Solomon	Education Liaison Manager
Chris Powner	Director of Facilities Management
Lucie Pollard	Faculty Operating Officer – Education and Health
Robert Mayor	Faculty Operating Officer – Business School
Stuart Ashenden	Faculty Operating Officer – Engineering and Science

#### EDC/13.1 Minutes of the Previous Meeting

The minutes of the previous meeting held on 16 May 2013 were **agreed** as an accurate record.

## EDC/13.2 Matters Arising from the Minutes

### 3.1 Essential Equality and Diversity Training for New Staff

**Action: Committee members to complete the online equality and diversity training before the next meeting.**

This item was carried over from the last meeting. The Chair asked the committee who had completed the training. Mark Kerrigan confirmed that he had now finished the training but no-one else had done so. The Chair encouraged members of the committee to complete the training as soon as possible. Further to the meeting Tony Mann confirmed that he had now completed equality essentials training and Christopher Hallas confirmed that he had completed that and the training for managers.

### 12.18 Equality Impact Assessment Review of Process and Proposal

**Action:** Guidance notes to be developed. Online training to be developed and implemented.

**Action:** Screening form to include a 'neutral impact' column (section five) and the word 'negative' (section six).

Karen Weaver, the Equality and Diversity Champion had confirmed that these actions had been completed before her departure on Maternity Leave. It was confirmed that the guidance was now available on the HR website and the online training via Moodle. Committee members were encouraged to view the training.

### 12.19 Equality and Diversity Action Plan 2013-2014

**Action:** Remove specific actions as discussed and amend wording in EIA action.

Karen Weaver, the Equality and Diversity Champion had confirmed that this action had been completed before her departure on Maternity Leave

**Action:** Access and Partnerships Manager to provide further updates on the Student Retention and Attainment Project. Success Measures to be included in the next Action Plan linked to the Access Agreement.

Will Calver responded to this action at agenda item 4.

### **EDC/13.3 Student Retention & Attainment: Report on Protected Categories**

Will Calver referred the group to the statistics that PAS had generated and asked if they felt that equality and diversity data should be introduced into the E&D committee for the monitoring and evaluation of students from protected categories. The committee agreed that success and progression data of students from protected categories should be referred to the E&D Committee; however representatives from Faculties mentioned that the data looked incorrect. Tony Mann stated that the data presented may include international partners which give an inaccurate picture of what is happening on the main campuses.

**Action:** Will Calver to ask PAS if it is possible to disaggregate the E&D data to just include the campuses of Greenwich, Avery Hill and Medway and not include partners.

### **EDC/13.4 LGBT Staff Network Update**

Neil Cormack-Bissett gave an update on the newly formed LGBT Staff Network. He explained that the Network was formed as a result of positive feedback following a staff survey in the February 2013 edition of the HR newsletter Staff Matters. A Steering Group was formed consisting of 5 members, plus the Equality and Diversity Champion.

He confirmed that the aims and objectives of the Network were as follows:

- provide support and information to staff on LGBT matters in the workplace;
- act as an advisory group on LGBT equality & diversity issues within the university, e.g. contributing to policy development and implementation;
- increase the visibility of LGBT issues in the workplace;
- provide networking opportunities, within the university and between other universities' LGBT staff networks;
- have a positive and recognisable presence within the university community;
- organise social events to celebrate diversity and cultural inclusion; and
- sign-post to other LGBT support networks and organisations.

During May to September the Steering Group worked towards the launch event developing resources and support and new web pages. The Pro Vice-Chancellor for the Faculty of Education and Health agreed to be the Network's Senior Straight Champion.

The Network held their launch event at Greenwich on 12 September which was very well attend by over sixty members of staff from all over the university.

He reported that the Action Plan for 2013/14 included the following items:

- Network mailing list - 11 subscribers
- Guidance for Managers
- CELEBRATE
- Collaboration with other LGBT networks.
- Role-models profiles
- Informal 'social' events
- LGBT History Month - lectures/events
- IDAHO - lectures/events
- Communication - Twitter (60 followers), Website, Mailing-list

He confirmed that although this was a staff network they will be working closely with the Student LGBT Society and plan to hold collaborative events between them.

## **EDC/13.5 Faculty/Office Updates**

### **13.5.1 Faculty of Engineering and Science**

Stuart Ashenden was unable to attend the meeting and sent his apologies. The Chair asked the Secretary to contact him and ask for his update for circulation to the committee.

**Action:** The Secretary to contact the FOO-ES for his update and circulate to committee members.

### **13.5.2 Development and Communications**

Kay Thomson attended the meeting to give an update on progress regarding equality in the Development and Communications Office.

She confirmed that the Development and Communications Office were working closely with the Design Team to ensure that 100% of materials produced have images including age, ethnicity, gender and disability.

She also confirmed that the Development and Communications Office now have a representative on the

Disability Forum and one member of staff is now a Listening Ear.

### **13.5.3 Partnership**

Will Calver gave an update on progress regarding equality in the Partnership Division.

He confirmed that there were now 2 new student societies which were ratified in the Summer which have 10 students in each. He said that Melanie Thorley the AccessAbility Project Coordinator had been working with the AccessAbility Ambassadors to improve university life for disabled students and had been visiting local schools. It was also mentioned that continued support was being provided for Care Leavers via the 'GRE Friend' project.

### **13.5.4 GRE**

Neil Cormac-Bissett gave an update on progress regarding equality in GRE.

He reported that their main focus had been equality and diversity training for the Research Excellence Framework (REF) for 2014. He confirmed that this would ensure anyone involved in the assessment/selection process understands the E&D issues surrounding staff selection, and individual circumstances (e.g. health, maternity, part-time, ECR) are not excluded un-necessarily (subject to suitable quality of research). He also reported that training provided by HEFCE and ECU had taken place at all three campuses and 40 people had undertaken the on-line training module. The Equality and Diversity Sub-Panel of the REF had convened to assess individual staff circumstances with results as follows: 17 maternity, 72 part time, 10 career break, 46 ECRs, 15 complex.

He reported that they will be taking part in UEL's project for women-led business entitled 'Make it Global'. He also confirmed that a member of GRE will be attending the Disability Forum and that they had asked for volunteers to become Listening Ears.

### **13.5.5 Faculty of Architecture, Computing and Humanities**

Tony Mann gave an update on progress regarding equality in the Faculty. He reported that the Faculty was currently undergoing a re-organisation and restructure and therefore it was currently unclear how to proceed on

this matter. He asked to defer his report to the next meeting.

**Action:** The Equality and Diversity Update for the Faculty of Architecture, Computing and Humanities to be deferred to the next meeting.

#### **EDC/13.6 Any Other Business**

The Chair asked whether the SU President (Alex Brooks) has anything to report to the committee.

He reported that there was big issue on Avery Hill Campus with homophobic bullying. He confirmed that the Students Union was currently putting together an awareness campaign to highlight the problem. They will be working with the student LGBT Society to hold events and are working with Facilities Management to get awareness posters put up around the campus. Discussion was then held regarding this situation and it was confirmed that there had been students disciplined over homophobic bullying and that the Students Union were working closely with the Office of Student Affairs to try to resolve the issue.

Alex confirmed that he was due to give the Equality and Diversity update for the Students Union at the next meeting, in which he will report back to the Committee on the situation.

#### **EDC/13.7 Date of Next Meeting**

The date of the next meeting was confirmed as 23 January 2014, held in room S311, Mary Seacole Building. A suggestion was made that one of the meetings should be held at another campus and therefore the venue for the meeting to be held in May 2014 may change.

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