



Equality and Diversity Committee

Minutes of the Third Meeting of the Equality and Diversity Committee in the 2014-15 Academic Session, held on 23 April 2015, at 2.00 pm, in Room QM159, Queen Mary Court, Greenwich Campus

Present:

Frances Hewison	Director of Human Resources (Chair)
Ami Solomon	Education Liaison Manager
Christopher Hallas	Director of Student Affairs
Claire Clark	Equality and Diversity Manager
Lucy Pollard	Faculty Operating Officer (Education and Health)
Tariq Effendi	FACH Equality and Diversity Representative
Robert Mayor	Faculty Operating Officer (Business)
Will Calver	Access and Partnerships Manager

In attendance:

Frederico Maia	Senior HR Manager
Karen Taylor	Researcher Development Manager
Lisa Winter	Accommodation Office Manager
Liz Laurence	Secretary

Apologies:

Alex Brooks	Student Union President
Bill Franciscy	Accommodation Services Manager
Clifton Kandler	Web Services Manager
Stuart Ashenden	Faculty Operating Officer (Engineering and Science)

EDC/14.19 Welcome and Introduction

The Chair welcomed everyone to the meeting. She introduced Claire Clark to the Committee and explained that she had recently been appointed to the role of Equality and Diversity Manager.

EDC/14.20 Minutes of the Previous Meeting

The minutes of the previous meeting held on 22 January 2015 were **agreed** as an accurate record.

EDC/14.21 Matters Arising from the Minutes

Point EDC/14.14 regarding the possibility of a presentation from the Equality Challenge Unit, a query was raised as to when this might take place. The Chair suggested that it would be considered for the next meeting.

Action: Presentation from the Equality Challenge Unit to be considered for the next meeting.

EDC/14.22 Equality, Diversity and Inclusion Strategy and Action Plan (EDC/14.P07)

The Equality and Diversity Manager (EDM) introduced this item and explained the document. She explained that the university needed to demonstrate our ongoing commitment by to the promotion of equality, diversity and inclusion by setting out our equality objectives which was the reason for the strategy and its action plan which supersedes the previous Action Plan. The EDM said that the plan needed to be clear, workable, embedded into the heart of the university and be part of everyday activity. She asked that the committee look at the strategy and action plan to see if that would be achievable. She explained the prioritising of work streams is highlighted by the 'traffic light' system of red, amber and green, by risk areas and that each faculty and directorate needed to complete their actions in Year 1 (red) and in addition choose one or two of their actions highlighted in amber and Year 2 to be completed as highlighted in green.

The Committee then held a long discussion regarding the strategy during which they made suggestions and amendments on the content

It was suggested that point 2.5 relating to training should be red and not green making 12 year one priorities. Concern was raised regarding the cost of the training and the Chair suggested amending the plan to make the completion of on-line training as red and keep point 2.6 as green. The Committee then remarked on the difficulties of getting information reports from the on-line training system and the Chair agreed to look into the issue.

Action: The Chair to seek to resolve the reporting difficulties with the on-line training

The Director of Student Affairs (DSA) queried points 2.1 and 2.2 as there was no mention of gender and the EDM said that this was acknowledged on page 18. It was suggested that discussions should be held with PAS relating to student data and that the EDM should look at other institutions to see at which point they collect their student EDI data.

Action: The EDM to contact PAS regarding student data.

Action: The EDM to see when other institutions collect their student data

In relation to equality objective 3 on page 13 the EDM said that she was looking to achieve accreditations in the areas of religion, race and disability from which the university would use the benchmarks already in place in the accreditations.

The Access and Partnerships Manager (APM) said in relation to point 3.9.2 that the Access Agreement had been submitted today and did the Committee think that the statistics in table 7b regarding the progression of students should be put into point 3.2 of the action plan. The DSA said they should not and the action plan should be kept simple. The Chair suggested that a reference should be made to them in the final column.

The EDM then explained the chart on page 18 and the idea of EDI specific champions. She was conscious that the university had a number of other champions and wondered if they should be called ambassadors. The Education Liaison Manager (ELM) thought that this would cause confusion with the student ambassadors and the Chair thought it was important to define what was expected of the role. Discussion was then held on what level the champions should be and it was decided that it would usually be at directorate level but could be beneath that if no one suitable could be found. It was agreed to amend the action plan to reflect this and that faculties and directorates should seek to identify EDI champions for their area.

Action: EDM to amend the wording on the Process Chart in Appendix 2 to include the word 'usually'

Action: Faculties\Directorates to liaise with the EDM regarding their EDI Champions.

The EDM explained that the EDI champions would be the key leads to develop the Equality reference groups for the faculties and directorates. The FOO-Bus thought was reluctant to have a special EDI group as he considered that this would marginalise the work and that EDI should be a standing item on the Executive Committee agenda. Other committee members agreed with this idea believing it would give more relevance to it. The FOO-Bus also thought that it would be a good idea to bring the EDI Champions together to share good practice and the FOO-EH thought it would be a good idea to have a launch event arranged. The Chair agreed with the idea and agreed to have a launch event.

Action: The EDM to arrange a launch event when appropriate.

EDC/14.23 Athena SWAN Progress Update (EDC/14.P08 &P09)

The Researcher Development Manager (RDM) announced to the committee that the university had been successful in achieving the Athena SWAN Bronze Award and that the university had been asked to hold the award ceremony on 15 June. The committee were very pleased with the news and offered their congratulations.

The RDM then introduced paper EDC/14.08 the Athena SWAN action plan. She explained that the actions highlighted in green at points 7, 12, 20 and 26 related to the Committee and it was the data within those actions that the committee had to look at.

The Senior HR Manager (SHRM) said in relation to point 7 that he is working on a new exit interview form which corresponds to the HESA questions and will be sent to staff leaving with other exit documentation.

The RDM explained that point 12 referred to standardising reporting, point 20 related to career initiatives\development and point 26 related to making sure university governance was EDI aware.

The Chair remarked in relation to point 26 that the committee reports to Executive and then to the Staffing Committee of the Court. The Chair asked the RDM if she wanted the committee to engage with the actions and the RDM said the Athena SWAN Working Group was only at the beginning of setting up the reporting and monitoring mechanisms and although they need to let the committee know how it was going she suggested bring a summary report of the meetings to the next committee meeting.

Action: The RDM to bring ASWG meeting summary report to the next meeting.

EDC/14.24 Stonewall Workplace Equality Index Update

The DSA reported that a meeting had been held with Stonewall following on from the Index result. The idea of the meeting was to see how the university could improve and what else could be done. He said that they planned to organise an event to share the index information and identify how everyone can contribute.

The EDM reported that the areas Stonewall said the university needed to concentrate on were:

- Engaging with outside partners;
- More LGBT staff at senior level;
- Disclosure rates;
- Recording of sexual orientation;
- Checking of complaints;
- Bullying and Harassment training for managers.

- Career Development

The EDM also explained that next year Stonewall will include information relating to trans people. The RDM said that Athena SWAN also now includes transgender.

The DSA said that although there were areas that required improvement the university had increased by 46 places in the 2015 submission which was positive and the aim was to be in the top 130 employers by 2017.

EDC/14.25 Evaluation of Equality and Diversity Work

The EDM reported that she had met with the APM to discuss the legacy of previous equality and diversity work and how to share the previous historic overview. The Chair thought it was important not to lose what has been achieved but thought it a good idea to think about how and where to present the information to show the journey of equality and diversity at the university. The FOO-Bus suggested having a celebration of our progress with a launch event and the FOO-FEH suggested presenting the action plan to Executive Committee. It was agreed to discuss further suggestions outside of the committee.

EDC/14.26 Access Agreement 2016-17

The APM reported that the Access Agreement had been submitted today and circulated copies to the committee. He agreed to send the paper electronically to members following the meeting.

Action: The APM to circulate the Access Agreement via email.

EDC/14.27 Faculty\Directorate Updates

Faculty of Education and Health

The FOO-FEH asked that the report for her faculty be moved to the next meeting. This was agreed.

Faculty of Business

The FOO-Bus asked that the report for his faculty be moved to the next meeting. This was agreed.

Student Affairs Directorate

The DSA circulated his report to the members and said that he had also emailed round as well.

ILS

The report for ILS could not be given due to the absence of the ILS representative.

EDC/14.28 Any Other Business

The ELM asked when the results of the staff engagement survey would be available and the Chair said that there had been a high level response, that she would circulate the communication plan to the committee and bring the equality analysis of the results to the next meeting.

Action: The Chair to circulate the communication plan to committee and to bring the EIA of the results to the next meeting

EDC/14.29 Date of Next Meeting

The date of the next meeting was confirmed as 15 October 2015, to be held in room S311, Mary Seacole Building.

*Secretary: Liz Laurence
Tel: 8982
Email: e.laurence@gre.ac.uk*