

UNIVERSITY OF WARWICK

Equal Opportunities Committee

Minutes of the meeting held on Wednesday 29th October 2003

Present: Professor R Dyson (in the Chair), Mr D Beaton, Rev M Bratton, Mr P Greatrix, Ms F Miles, Dr A Parker (Students Union), Ms C Graham, Ms G Frigerio, Dr J Hutton, Mr D Richards, Ms M Melville, Mr Wright

In Attendance: Ms J Coleman

Apologies: Dr H Dennis, Dr K Flint, Dr C Jones, Dr P Byrd, Mr A Dolan

1/03-04 Terms of Reference and Membership

(a) Terms of reference

RECEIVED:

The Terms of Reference for the Equal Opportunities Committee for 2001/02 approved by Senate on 5 July 2000 and amended by the Equal Opportunities Committee on 21 June 2001 (Paper EOC 1/03-04).

(b) Membership

REPORTED:

That the membership of the Committee for 2002/03 was as follows:

Chair (a pro-Vice Chancellor) Professor Robert Dyson

Eight members of the academic staff, comprising two representatives from each of the four faculties appointed by the Senate:

Arts: Dr Jennifer Burns
Dr Helen Dennis

Medicine Mr Alan Dolan
Dr Jane Hutton

Science: Dr Evor Hines
Dr Ken Flint

Social Studies: Dr Andrew Parker
Dr Cecily Jones

The Students' Union Welfare and
Equal Opportunities Officer Ms F Miles

One postgraduate student appointed by the Students' Union	Dr Andrew Parker
The Senior Tutor or his/her nominee	Dr Peter Byrd
One contract researcher	tba
One member of Academic-related staff	Ms Gill Frigerio
One member of Technical staff	Mr Derek Richards
One member of Clerical staff	Ms Moya Melville
One member of Manual staff	Mr Douglas Wright
One Senior Manager from one of the University's Earned Income Areas	tba
One member external to the University	Mr Sawarn Malhotra
Director of Personnel Services	Mr Donald Beaton
The Director of Student and Ancillary Services	Mr Paul Greatrix
The Disability Co-ordinator	Ms Claire Graham
Co-opted member	Reverend Mark Bratton

RESOLVED:

That investigation be conducted as to whether a representative for International Students should be asked to join the EOC and the recommendation be presented to Steering Committee by Prof. Dyson.

2/03-04

Minutes

RESOLVED:

That the Minutes of the Meeting held on 21st May 2003 be approved.

3/03-04

Matters Arising

(a) Equal Opportunities statement on recruitment advertisement

REPORTED:

(i) That at its last meeting the Committee recommended the incorporation of the statement "The University values diversity" into its recruitment adverts (minute 13/02-03 refers)

(ii) That this statement was approved by Senate and Council and now appears on all University recruitment advertisements.

(b) Racial Harassment and International Students

REPORTED:

That at its last meeting the Committee resolved that the Director of Student and Ancillary Services examine the current reporting and police liaison arrangements and report back to the next meeting of the committee.

RECEIVED:

An oral report from the Director of Student and Ancillary Services on the level of reporting of racial harassment incidents and the positive action being taken to minimise these.

(c) Focus Groups Report

REPORTED:

(i) That a Working at Warwick Lunch would be held on 25th November to brief staff on managing requests for flexible working.

(ii) That training sessions on Diversity were being prepared by the Personnel Office and further details would be circulated to the Committee in due course.

(d) Part-time study opportunities for staff

CONSIDERED:

The progress made with regard to investigation into inconsistencies across the University with regard to the opportunity for part-time study (minute 24/02/03).

RESOLVED:

That guidelines for Chairs/Heads of Departments be produced by Personnel Services on principles to adopt when considering requests for time off for part-time study.

4/03-04

Equal Opportunities Monitoring Report: an analysis of existing staff 2002/03

CONSIDERED:

The Equal Opportunities Monitoring Report for existing staff (Paper EOC 2/03-04).

RESOLVED:

- (a) That the areas identified under race be followed up as part of the ECU/CRE Project. Including:
 - (i) Increasing ethnic minority applications for ALC and technical posts.
 - (ii) Monitoring posts to determine whether any of the stages may be discriminatory
- (b) That a benchmarking exercise be conducted with other similar Universities to understand how the University of Warwick compares with comparable institutions. Personnel Services would investigate collaboration with the Russell Group Universities.
- (c) That the Students Union and Personnel Services share some information on "Best Practice" in recruitment.
- (d) That data on apprenticeships in Estates should be incorporated into the monitoring report in future and provided to the EOC for review.
- (e) With reference to the monitoring figures for clerical staff that where possible further work be undertaken to break down the stereotyping barriers, to encourage more males into predominantly female professions, and vice versa.
- (f) That the Equal Opportunities Monitoring Report and the Recruitment Monitoring Report be submitted to Council together to provide an overall perspective, and that recruitment data be presented at the next EOC meeting.

5/03-04 Equal Opportunities Monitoring Report: Personal Promotions 2002/03

CONSIDERED:

The Equal Opportunities Monitoring Report for promotions of existing staff (Paper EOC 3/03-04).

RESOLVED:

That a review of Promotion Recommendations made in the last 5 years be prepared by Personnel Services, focusing on ethnicity and gender, and that this paper be submitted to a future meeting of the EOC.

6/03-04 Race for Opportunity Benchmarking Results 2002/03

CONSIDERED:

The benchmarking results from "Race for Opportunity" 2002/2003 (Paper EOC 4/03-04).

RESOLVED:

That a more comprehensive report be circulated to the Committee members to help clarify the basis on which the benchmarking results had been calculated.

7/03-04 ECU/CRE Race Equality Project

REPORTED:

(a) That the University had been invited to participate in a national project by CRE/ECU on Race Equality. The two-year project is a collaboration aimed at helping participating higher education institutions develop a full understanding of what they need to do to meet the Race Relations Amendment Act (2000).

(b) Working Group

That a working group had been established to manage the project for 2003/2004, with the membership as follows:

Professor Robert Dyson (PVC and Chair)

Jane Coleman (Assistant Director of Personnel Services)

Leonie Aspinall (Personnel Adviser)

Paul Greatrix (Director of Student and Ancillary Services)

Dr Cecily Jones (Lecturer, Dept of Sociology)

Sawarn Malhotra (Race Equality Consultant)

Mike McLeod (Senior Research Fellow, CRER)

Dr Zoe Radnor (Lecturer, WBS)

Ken Sloan (Director of Student Recruitment and Admissions, Academic Office)

(c) Project Action Plan

That a draft action plan for the project was currently being considered by the Working Group to be submitted to the CRE/ECU by the 28th October 2003 and that a copy of the final approved plan would be copied to the Committee for its next meeting.

RECEIVED:

A paper setting out proposed new arrangements for procurement, to be introduced as part of the "ECU Race Equality Project" (Paper EOC 5/03-04)

8/03-04 Equal Opportunities Legislation Update

NOTED:

An article detailing the main considerations under the new religion, sexual orientation legislation (Paper EOC 6/03-04).

9/03-04 Working Hours for Academic and ALC Staff

REPORTED:

That at the last meeting, the Committee resolved to discuss the proposal to define full-time hours for academic and academic-related staff.

CONSIDERED:

The issues surrounding academic and ALC working hours.

RESOLVED:

(a) That clarification on ALC working hours be considered as part of the overall HR strategy and in relation to other harmonisation initiatives.

(b) That guidelines be issued by Personnel Services to Heads of Departments to outline the principles and approaches to flexible working, particularly in relation to ALC staff.

10/03-04 Recruitment and Selection Training

REPORTED:

(a) That a pilot session was run in July 03 with further sessions planned for November 2003 and January 2004 and then continuing from there.

(b) That the training is split into phases with the first stage being aimed at heads of departments and people likely to chair appointment panels.

11/03-04 Feedback from CRE Meeting

CONSIDERED:

A report from the Director of Personnel Services on issues arising from the CRE meeting on 14th October 2003. (Paper EOC 7/03-04).

RECOMMENDED:

(a) That the recommendations made in Paper EOC 7/03-04 be supported by the Committee.

(b) That the Director of Personnel Services be asked to progress recommendations 1,2 and 5, that the Academic Registrar respond

to recommendation 3 and that the Director of Personnel Services and the Director of Student and Ancillary Services progress recommendation 4.

12/03-04 Equal Opportunities Network Minutes

RECEIVED:

A copy of the Equal Opportunities Network Minutes of 21st May 2003

13/03-04 Job Evaluation Project

REPORTED:

- (a) That a pilot study was currently underway to evaluate a broad sample of jobs across the University using the two potential schemes (Hay and HERA) and that the decision would be taken following this study as to which scheme would be adopted by the University.
- (b) That a series of briefing sessions on the JE project had been held around the University in recent weeks and that these had been well attended and had attracted positive feedback.

14/03-04 Harassment Guidelines

RESOLVED:

That the University's harassment guidelines for staff and students be updated in line with the forthcoming legislation on religious belief and sexual orientation.

15/03-04 Date of Next Meeting

REPORTED:

That the next meeting of the Equal Opportunities Committee will be at 2pm on Monday 2nd February 2004 in the Council Chamber, Senate House.

LA/EOC/Oct03mins

29.10.02