

UNIVERSITY OF WARWICK

Minutes of the meeting of the Equal Opportunities Committee held on Monday 3rd February 2003

- Present: Professor R Dyson (in the Chair), Mr D Beaton, Rev M Bratton, Dr P Byrd, Ms R Cain, Mr A Dolan, Mrs G Frigerio, Mr P Greatrix, Dr J Hutton, Dr C Jones, Mr J Lumley, Mr S Malhotra, Mrs M Melville, Mr A Reiss, Mr D Richards, Ms L Taylor
- Apologies: Professor S Bassnett, Dr J Burns, Dr H Dennis, Ms C Graham
- In attendance: Ms J Rawlinson, Dr C Twine

9/02-03 Membership

REPORTED:

That Mr Alan Dolan had replaced Professor Gillian Hundt as Faculty of Medicine representative on the Committee.

10/02-03 Minutes

RESOLVED:

That the minutes of the meeting held on 30th October 2002 be approved.

11/02-03 Matters Arising on the Minutes

(a) Religious discrimination (Minute 3/02-03 (a) refers)

REPORTED:

That at its last meeting the Committee resolved:

- (i) That a calendar of religious festivals be produced by the Chaplaincy and linked to the Equal Opportunities website.
- (ii) That a booklet providing information on religious beliefs and practices be produced by the Chaplaincy and made widely available throughout the University.
- (iii) That the Committee note that the newly-constituted Campus Life Committee would be a suitable forum for exploring further issues related to multi-faith provision.

RECEIVED:

An oral report from the University Chaplain.

RESOLVED:

- (i) That the Committee welcome the ongoing efforts to raise funds for an extension to the Chaplaincy, noting in particular the recent events organised by the Islamic Society.
 - (ii) That the Calendar of religious festivals on the Chaplaincy website be linked to the Equal Opportunities website.
- (b) Equal Opportunities Monitoring report: an analysis of existing staff 2002/03 (Minute 4/02-03 (d) refers)

REPORTED:

That at its last meeting the Committee resolved that Personnel Services provide further information on actions being taken to redress the points raised in 5.2 (a) and 5.2 (b) [under-representation of ethnic minority staff in ALC, Clerical, Technical and Manual posts].

RECEIVED:

An oral report from the Administrative Officer (Personnel) and Personnel Advisor responsible for Recruitment.

RESOLVED:

- (i) That the Committee welcomes the following initiatives from the Personnel Office: the recruitment service evaluation survey; the allocation of Personnel Advisers to departments; the redrafting and dissemination of selection panel guidelines; an interview checklist put on the intranet; and the development of a new recruitment website and application pack reflecting the diversity of the University community.
- (ii) That a paper be presented to the next meeting of the Committee detailing options for stimulating further applications from ethnic minorities.

12/02-03 Diversity model

CONSIDERED:

A paper explaining the difference between an equal opportunities model and a diversity model (Paper EOC 7/02-03).

RESOLVED:

That the paper be placed on the Equal Opportunities website for users to comment upon.

13/02-03 Equal Opportunities statement on recruitment advertisements

CONSIDERED:

The adoption of an equal opportunities statement on recruitment advertisements (Paper EOC 8/02-03).

RECOMMENDED:

That Council consider the incorporation of the phrase "The University values diversity" into its recruitment advertisements.

14/02-03 Equal Opportunities Policy

CONSIDERED:

An updated action plan on the implementation of the equal opportunities policy (Paper EOC 9/02-03).

RESOLVED:

That the Committee note:

- (a) The need to get trained appraisers and appraisal structures in place to ensure that all staff have the opportunity for regular developmental review, noting in particular the need to ensure all career research staff have access to appraisal in accordance with the 1996 Concordat.
- (b) That the Personnel Office would ensure all staff are aware of the new family-friendly working rights arising from the implementation of the Employment Act 2002.

15/02-03 Induction Days

CONSIDERED:

The introduction of an equal opportunities briefing session at staff induction days.

RESOLVED:

That an equal opportunities briefing session be introduced at staff induction days.

16/02-03

Date of Next Meeting

REPORTED:

That the next meeting of the Equal Opportunities Committee will be held on Wednesday 21st May 2003 at 2.00pm in the Council Chamber, Senate House.

CT/EOC/Feb03mins
04.03.02