

UNIVERSITY OF WARWICK

**Minutes of the meeting of the Equal Opportunities Committee
held on Wednesday 6th February 2002**

- Present: Professor R Dyson (in the Chair), Mr S Ashby, Mr D Beaton, Rev M Bratton, Dr J Burns, Dr P Byrd, Ms R Cain, Dr H Dennis, Ms G Frigerio, Dr J Hutton, Mr S Malhotra, Ms M Melville, Dr J Nicholls, Ms L Taylor
- Apologies: Professor S Bassnett, Dr G Hundt, Dr C Jones, Mr B Plant, Mr L Sanders
- In attendance: Ms A Pocock, Dr C Twine

10/01-02 Membership of Committee

REPORTED:

That a vacancy had arisen for a representative from the Manual Staff category following the resignation of Mr Michael Skidmore.

11/01-02 Minutes

RESOLVED:

That the Minutes of the meeting held on 31 October 2001 be approved.

12/01-02 Matters Arising on the Minutes

- (a) Equal Opportunities Statement (Minute 1/01-02(a) (ii) refers)

REPORTED:

That at its last meeting the Committee resolved to delete the wording "or any other specifically individual ground" from the last sentence of the first paragraph of the section on Commitment to Equal Opportunities.

CONSIDERED:

Re-wording of the statement following representations made by the Students' Union representatives on the Committee (Paper EOC 9/01-02).

RESOLVED:

That the words “or any other inappropriate ground” be added to the end of the statement.

- (b) Positive Action Advertising (Minute 3/01-02 (a) refers)

REPORTED:

That at its meeting in on 21 June 2001 the Committee received an oral report on the progress of a recruitment advertising campaign aimed at ethnic minorities.

RECEIVED:

A further oral report from the Deputy Director of Personnel on the progress of the campaign.

RESOLVED:

That the campaign be implemented during the Summer Term 2001/02, following consultations with Coventry Racial Equality Council.

- (c) Equal Opportunities Training (Minute 3/01-02 (b) refers)

REPORTED:

That at its last meeting the Committee resolved that another seminar be held for Committee members presenting key aspects of Equal Opportunities law.

CONSIDERED:

Reports on the Equal Opportunities Training Seminar held on 16 January 2002 and the possibility of future seminars.

RESOLVED:

- (i) That further seminars be planned covering student issues and service delivery.
- (ii) That information to promote Equal Opportunities awareness, policies and training be placed on the University intra-net.

- (d) University membership of Race for Opportunity and Business in the Community (Minute 4/01-02 refers)

REPORTED:

That at its meeting in 14 December 2001 the Finance and General Purposes Committee resolved to approve the recommendation made by the Equal Opportunities Committee that the University become a member of Race for Opportunity and regional member of Business in the Community.

- (e) Religious discrimination (Minute 6/01-02 refers)

REPORTED:

That the further paper from the Chaplaincy on religious discrimination will be presented at the Summer Term meeting of the Committee.

RECEIVED:

Oral reports from the Registrar, University Chaplain, Senior Tutor and Students' Union stating that, following the events of 11 September 2001 and their aftermath, there were no reported incidents of religious discrimination on campus.

13/01-02 Race Relations (Amendment) Act

CONSIDERED:

A paper detailing the Race Relations (Amendment) Act and its implications for the University (Paper EOC 10/01-02).

RESOLVED:

- (a) That the Committee note that the University already fulfils some of the specific duties required under the Act, and that the Act should be regarded as an encouragement to improve on existing practice.
- (b) That a race equality policy and action plan be drafted in accordance with the Code of Practice for Higher Education Institutions and the statutory obligations of the Act, and be widely disseminated across the University.
- (c) That the race equality policy and action plan form a distinct and identifiable part of the overall University Equal Opportunities policy and future Action Plan.

14/01-02 Equal Opportunities Action Plan

REPORTED:

That a draft Equal Opportunities Action Plan, with supporting background material, be circulated to Committee members for comment prior to its consideration at the Summer Term meeting of the Committee and meetings of Senate and Council.

CONSIDERED:

Reports and recommendations from the following Working Groups:

- (a) Working Group on Recruitment and Selection (Paper EOC 11/01-02)

RESOLVED:

- (i) That the following principle be added to the Working Group report: "Feedback to candidates should be available if requested."
- (ii) That the recommendations of the Working Group are put into the draft Equal Opportunities Action Plan.

- (b) Working Group on Promotion Procedures and Processes (Paper EOC 12/01-02)

RESOLVED:

- (i) That the following principle be added to the Working Group report: "Managers should regularly review development of individual members of staff."
- (ii) That the recommended training in promotion and appraisal procedures be incorporated into the recommended mandatory recruitment and selection training.
- (iii) That staff data be used by the Committee to identify under-represented groups of staff and to form appropriate responses.
- (iii) That the recommendations of the Working Group are put into the draft Equal Opportunities Action Plan.

(c) Working Group on Work-Life Balance (Paper EOC 13/01-02).

RESOLVED:

That the recommendations of the Working Group are put into the draft Equal Opportunities Action Plan.

15/01-02 Students' Union Equal Opportunities Policy

RECEIVED:

The Students' Union Equal Opportunities Policy and an oral report from the Students' Union Welfare and Equal Opportunities Officer (Paper EOC 14/01-02).

16/01-02 Equal Opportunities Legislation Update

RECEIVED:

A paper detailing new guidelines for flexible working requests (Paper EOC 15/01-02).

17/01-02 Next meeting

REPORTED:

That the next meeting of the Committee will be held at 2pm on Wednesday 22 May 2002 in the Council Chamber, Senate House.

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