

UNIVERSITY OF WARWICK

**Minutes of the meeting of the Equal Opportunities Committee
held on Wednesday 31 October 2001**

Present: Professor R Dyson (in the Chair), Professor S Bassnett, Mr J Brant, Rev M Bratton, Dr P Byrd, Ms R Cain, Dr H Dennis, Dr K Flint, Mrs G Frigerio, Professor G Hundt, Dr J Hutton, Dr C Jones, Mr S Malhotra, Ms M Melville, Mr B Plant, Mr D Richards, Mr L Sanders, Ms L Taylor

Apologies: Mr S Ashby, Dr J Burns, Dr J Nicholls, Mr M Skidmore, Dr A Parker

In attendance: Dr C Twine

1/01-02 Terms of Reference and Membership

(a) RECEIVED:

- (i) 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 1/01-02).
- (ii) A copy of the University of Warwick's Equal Opportunities Statement (Paper EOC 2/01-02).

RESOLVED:

That the following amendments be made to the University of Warwick's Equal Opportunities Statement:

- A. Delete "or any other specifically individual ground" from the last sentence of the first paragraph of the section on Commitment to Equal Opportunities.
- B. Delete "religious or political beliefs" and replace with "political beliefs, religious beliefs or practices" in the last sentence of the first paragraph of the section on Commitment to Equal Opportunities.
- C. Update the information on the University Day Nursery in the section on Creating an Equal Opportunities Environment.

(b) REPORTED:

That the membership of the Committee for 2001/02 is as follows:

Chair (a pro-Vice Chancellor) Professor Robert Dyson

A second pro-Vice Chancellor Professor Susan Bassnett

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

Medicine: Professor Gillian Hundt
tba

Arts: Dr Jennifer Burns
Dr Helen Dennis

Science: Dr Jane Hutton
Dr Ken Flint

Social Studies: Dr Andrew Parker
Dr Cecily Jones

The Student Union Equal Opportunities Officer and one other student representative, appointed by the Steering Committee Mr Scott Ashby
Mr Ben Plant

The Senior Tutor or his/her nominee Dr Peter Byrd

One contract researcher Ms Rebecca Cain

One academic-related member of staff Ms Gillian Frigerio

One Technician Mr Derek Richards

One Clerical member of staff Ms Moya Melville

One Manual member of staff Mr Michael Skidmore

One Senior Manager from one of the University's Earned Income Areas Ms Lisa Taylor

One member external to the University Mr Sawarn Malhotra

Director of Personnel Services Mr Jim Brant

The Registrar Dr Jonathan Nicholls

The Academic Registrar Mr Lee Sanders

Co-opted member Rev M Bratton

2/01-02 Minutes

RESOLVED:

That the Minutes of the Meeting held on 21 June 2001 be approved.

3/01-02 Matters Arising on the Minutes

(a) Recruitment advertising (minute 8/00-01(a) refers)

REPORTED:

That at its last meeting the Committee resolved that a recruitment advertising campaign aimed at ethnic minorities should be repeated.

RECEIVED:

An oral report on the progress of the campaign, noting that consultation were being held with the University's advertising agency.

(b) Equal Opportunities training (minute 8/00-01(b) refers)

REPORTED:

That at its last meeting the Committee resolved that a seminar be held for Committee members presenting key aspects of Equal Opportunities law, and that this was held on 11 October 2001.

RESOLVED:

(i) That another seminar be held in January 2002 and repeated on an annual basis.

(ii) That a training seminar dealing with Equal Pay be arranged for members of the Committee.

(b) Special Educational Needs and Disability Act (SENDA)
(minute 10/00-01 refers)

REPORTED:

That the University is awaiting further guidelines from the Government on the implementation of measures contained in the Act.

4/01-02

University membership of Race for Opportunity and Business in the Community

CONSIDERED:

A paper on membership of Race for Opportunity and Business in the Community (Paper EOC3/01-02).

RECOMMENDED (to the Finance and General Purposes Committee):

That the University of Warwick become a regional member of Race for Opportunity and Business in the Community, on the basis described in the paper.

5/01-02

Equal Opportunities Action Plan

a) CRE Standard and Benchmarking

REPORTED:

- (i) That at its last meeting the Committee resolved that the University adopt the CRE Standard, adapted to include other areas of equality (minute 13/00-01 refers).
- (ii) That at its last meeting the Committee resolved that recruitment and selection practices be monitored more closely, and that the issue of compulsory recruitment and selection training be examined (minute 13/00-01 refers).
- (iii) That at its last meeting the Committee resolved that appropriate equality targets / benchmarks for the University be identified (minute 13/00-01 refers).

CONSIDERED:

A paper on Equal Opportunities Action-Planning and Benchmarking (Paper EOC 4/01-02).

RESOLVED:

That a Working Group on Benchmarking Recruitment and Selection Practices be set up to produce a report and Action Plan for the Committee, and that members of the Committee be invited to let the Secretary know whether they would be willing to serve.

(b) Promotion Processes

REPORTED:

That at its last meeting the Committee resolved to survey existing promotion criteria and processes (Minute 13/00-01 refers).

RESOLVED:

That a Working Group on Promotion Processes be set up to produce a report and Action Plan for the Committee, and that members of the Committee be invited to let the Secretary know whether they would be willing to serve.

(c) Family Friendly Working/Work-Life Balance

REPORTED:

That at its last meeting the Committee resolved to examine the opportunities for part-time work within the University as part of a review of family friendly working practices and work-life balance (Minute 13/00-01 refers),

CONSIDERED:

A paper on Family-Friendly Working and Part-Time Opportunities (Paper EOC 5/01-02).

RESOLVED:

That a Working Group on Work-Life Balance be set up to produce a report and Action Plan for the Committee, and that members of the Committee be invited to let the Secretary know whether they would be willing to serve.

6/01-02 Religious discrimination

RECEIVED:

A paper on religious discrimination (Paper EOC 6/01-02) and an oral report from Reverend Mark Bratton.

RESOLVED:

That the Chaplaincy produce further specific proposals for the Committee to consider at its next meeting.

7/01-02 Staff Data analysis

RECEIVED:

Existing Staff Data Analysis for 2000/01(Paper EOC 7/01-02).

RESOLVED:

- (a) That future reports distinguish where possible between non-White staff from the UK and non-White staff from overseas.
- (b) That the Personnel Office examine measures to reduce the proportion of staff whose ethnicity is “not known” in the data.
- (c) That the conclusions and data presented in the report be used to provide an initial guide for the Working Groups set up to develop the Equal Opportunities Action Plan.

8/01-02 Equal Opportunities Legislation Update

RECEIVED:

A paper detailing changes to the Sex Discrimination Act (Paper EOC 8/01-02).

9/01-02 Next meeting

REPORTED:

That the next meeting of the Committee will be held at 2pm on Wednesday 6 February 2002 in the Council Chamber, Senate House.

CT/EOC Oct01mins
2/11/01