Minutes of the Equality and Diversity Committee meeting held on Monday 3rd October 2016 at 10am in the Principal’s Meeting Room.

Present: Ms Christine Goodyear (Chair)
Mr Majid Hawa

In attendance: Mr Simon Higman (Registrar and Secretary)
Mr David Ashton (Chief Operating Officer and Secretary to Council)
Professor Katie Normington (Vice Principal and Dean of Arts and Social Science)
Mr Darren Thurston (Interim Director of Human Resources)
Ms Susan Lee (Equality and Diversity Officer)
Ms Laura Lewis (SU Co-President, Welfare & Diversity)
Mrs Rachael Pymm (Governance Support Assistant), Minutes

1. MINUTES
The Chair welcomed new attendees Dr David Ashton (Chief Operating Officer and Secretary to Council) and Rachael Pym (Governance Support Assistant) to their first meeting of the Committee.

The Minutes of the meeting on 21st June 2016 were approved, subject to an amendment to Minute 16/51 indicating that the scheme was intended to encourage women to apply to professorial chair.

2. MATTERS ARISING
2.1 NOTED that the staff booklet on transgender guidance is being finalised. It is expected that the booklet will be released and publicised, following which workshops will also be held over the next 12 months

2.2 NOTED that a number of queries and template letters pertaining to the Gender Pay Gap have been received, following the decision of LSE to follow the example of Essex University and increase female academics’ salaries. The template letters highlight a pay differential, but the figures they give do not compare like-for-like. Our equal pay audit has determined that there is no gender pay gap within pay bands. A new pay audit within the College is planned and due to report in the Spring. Royal Holloway’s 2014 equal pay audit indicated that our pay differential within bands is below the 5% threshold for action to be taken.

NOTED that no Equal Pay claims are in progress or anticipated.

NOTED that the government is currently consulting on mandatory equal pay reporting for public authorities.

3. EQUALITY & DIVERSITY STEERING GROUP
RECEIVED the Minutes of the Equality and Diversity Steering Group held on 6th September 2016.

Points were highlighted as follows:
- Item 3 – Actions arising from the Staff Equality Monitoring Report 2014/15 are to be embedded into the Equality Scheme. This year, 7 of the 20 Heads of Department across the College are women, some of whom attended the workshop on promotion to professorial chair.
- Item 6 – NOTED that more data was required for future benchmarking.
- Item 7 – NOTED that the completion rate for the Equality & Diversity online training was very low in some departments. A campaign will be run to increase rates of completion.
- Item 9 – NOTED that improved and direct communications regarding access during building works will be sent to individuals with disabilities going forwards. NOTED that the Organisational Development team is working with Security regarding a programme of
equality and disability awareness training. There have been issues of students experiencing symptoms of their mental health condition which was misconstrued as exhibiting anti-social behaviour.

NOTED that increased numbers of students with mental health issues are attending university. This is partly due to improved support in schools, allowing more students to progress to university, and partly due to some mental health conditions being triggered when students leave home.

NOTED that the Student First project is considering a central records database. Such a database identifying support needs would be positively received by the Student’s Union.

4. TERMS OF REFERENCE
DISCUSSED the Terms of Reference for the Committee and several changes were suggested. A redrafted version of the Terms of Reference is to be produced.

DISCUSSED the possibility of co-opting an external member with a high level of expertise. Further attention is to be given to this outside the meeting, and members were invited to suggest appropriate candidates.

5. EQUALITY & DIVERSITY TRAINING FOR COUNCIL MEMBERS
NOTED that the unconscious bias training has not yet been scheduled for the November Council meeting, due to a busy agenda. It was suggested that it be determined whether the training could be delivered in one hour, rather than the proposed 3 hours. Following confirmation of this, the training request will be referred to the Chair of Council.

6. ANNUAL REPORT TO COUNCIL
DISCUSSED the draft report. Text to be added regarding the recommended unconscious bias training, and to indicate that the Terms of Reference will be amended. The text under ‘Work of the Committee’ will be amended to reflect the role of the Committee in advising Council. An addition will also be made to reference the Equality & Diversity Annual Progress Report 2015-16.

APPROVED the report, subject to the changes discussed.

7. EQUALITY & DIVERSITY ANNUAL PROGRESS REPORT 2015-16
RECEIVED the Annual Progress Report. It was felt that the report conveyed a sense of energy and excitement, and indicated that Royal Holloway was ahead of the field with regards to Equality and Diversity.

RECEIVED an update regarding the Athena SWAN awards, referenced on page 9 of the report. Maths and ISG were unsuccessful in their application for a bronze award. Psychology, Earth Sciences and Computer Science were successful in maintaining their awards. The standard for Athena SWAN awards particularly under the expanded Athena SWAN gender equality criteria, has been raised. A list of point-by-point feedback was received in response to each of the departmental applications.

NOTED that recent training for Equality Champions has helped to embed the necessary principles.

8. RACE EQUALITY REPORT
RECEIVED the Race Equality Report, which arose from an action from the Race Charter Mark application. The report compares the staff profile of the College against the local area and neighbouring institutions. In the areas that we recruit locally we are employing a good proportion of BME staff. It was suggested that it may be helpful to investigate how our staff profile compares with the national profile, for example with BME staff in professorial positions, which we recruit for at a national, rather than local, level.

DISCUSSED the BME promotion workshop that was held recently. The workshop was not as successful as the women’s workshop, partly as the pool of attendees was more diverse than that of
the women’s workshop, and also that there seemed to be less awareness among attendees of the
issues they might be facing. Further discussion about delivering an in-house course with a BME
provider is being undertaken.

10. **ANY OTHER BUSINESS**
    NOTED that Royal Holloway has been shortlisted for the Times Higher Leadership award for
    Women, and we have been named as one of the Top 50 employers for Equality & Diversity.

10. **DATE OF THE NEXT MEETING**
    7th March 2017, at 9.30am in the Principal’s Meeting Room.
Christine Goodyear
Chair of Equality & Diversity Committee