Minutes of the Equality and Diversity Committee meeting held on Tuesday 7th March 2017 at 9.30am in the Principal’s Meeting Room.

Present:  
Ms Christine Goodyear (Chair)  
Ms Laura Lewis (SU Co-President, Welfare & Diversity)  
Professor Katie Normington (Vice Principal and Dean of Arts and Social Science)

In attendance:  
Mr David Ashton (Chief Operating Officer and Secretary to Council)  
Professor Rosemary Deem (Vice-Principal)  
Ms Gillian Hemus (Director of Human Resources)  
Ms Susan Lee (Equality and Diversity Officer)  
Mrs Rachael Pymm (Governance Support Assistant), Minutes

Apologies:  
Mr Majid Hawa

1. CHAIR’S WELCOME AND APOLOGIES FOR ABSENCE  
RECEIVED apologies from Majid Hawa. Katie Normington was thanked for her service to the Committee and wished well in her new role. Rosemary Deem was welcomed to the Committee which she will be attending in her new role as Vice-Principal, Equality and Diversity.

2. MINUTES  
APPROVED the Minutes of the meeting on 3rd October 2016.

3. MATTERS ARISING  
3.1 NOTED that Nona McDuff, Director of Equality and Diversity at Kingston University has been invited to join this committee as a co-opted member, and has accepted. The co-option will be submitted to Council Executive Committee in April, which should allow Nona to join the next meeting of the Committee in June.

3.2 RECEIVED a verbal update on the transgender guidance and action plan. Following amendments, which are in hand, the summary will be published on the College website. Training will be arranged thereafter.

3.3 NOTED that Council training in unconscious bias did not take place at the November Council meeting. The expectation is that the training will take place; a suitable time will be found and a new provider will be sourced.

3.4 NOTED that the College’s Statutory Duties will be covered by having undertaken the Equal Pay Audit, addressed under Item 6.

3.5 NOTED the new guidance from the Disabled Students Sector Leadership Group which steers to differential outcomes for disabled students. This guidance is being reviewed by the College’s Disability & Dyslexia Services and the Student Wellbeing Team, who are preparing an Action Plan in response.

ACTION: A detailed report will be provided to the Committee at its’ next meeting, and the guidance will be circulated to the Committee.

4. EQUALITY & DIVERSITY STEERING GROUP  
RECEIVED the Minutes of the Equality and Diversity Steering Group. Items were highlighted as follows:
3.4v – The uptake of the Equality & Diversity online training has been persistently low in some departments. Further work to follow-up with these departments will be undertaken.

Equality & Diversity Scheme Annual Plan 2016/17 (student body), 5.i – Further opportunities to explore the challenges associated with teaching and assessment approaches regarding inclusivity will be integrated into the training for new lecturers. Further resource will be required to expand these opportunities to existing academic staff. Forthcoming changes, such as the Student First Project and Personal Tutor scheme may lead to further capacity.

The Equality & Diversity Annual Scheme Plan 2016/17 (staff)

- 3.1 - The College assimilated into the Disability Confident Scheme at Level 2 in October 2016. The launch of the Cultural Diversity Network was successful and it is progressing well. There was also good awareness of the network amongst students.
- 8.1 - Overall there was a good response to the Staff Engagement Survey. For future surveys CAPITA, a third-party company which performs the survey, could take actions to reinforce assurances that respondents will remain anonymous. This may allow respondents to feel more comfortable in declaring a disability.
- 8.6 - At the next Steering Group meeting ideas will be gathered to develop equality objectives and outcomes for the new Equality Scheme sub-group.

7 – The Women’s Network in the Student’s Union has struggled with student engagement – this may have been a consequence of increased activity due to the recent SU Elections. NOTED that FemSoc won the SPR Inclusive and Accessibility award this week.

5. NEW SENIOR TEAM STRUCTURE

5.1 NOTED the creation of the role of Vice-Principal (Equality and Diversity). Rosemary Deem was welcomed to the Committee in this new role. Areas of Equality and Diversity work which may be considered going forwards are:

- Visibility – of the equality and diversity work we do, and how we communicate this work;
- Intersectionality – ensuring the work we do is well connected;
- Collaboration with other HEIs – raising awareness of actions being taken elsewhere.

5.2 ACTION: The revised Terms of Reference were agreed and will be submitted to the Council Executive Committee.

6. EQUAL PAY AUDIT

RECEIVED the Equal Pay Audit 2016. The high level indicators were highlighted as follows:

- The mean gender pay gap has reduced from 25.5% in 2014 to 21.2% in 2012. Although a welcome reduction, it was noted that the gap was still significant.
- With the Academic Staff Group, the mean pay gap in Base Pay for each level is less than 5%.
- The increase of the pay gap for Senior Lecturer has widened from 1.2% to 3%, which will be investigated.
- The median pay gap for Professional Services staff on Grades 3, 6 and 8 will also be investigated.
- It was noted that, as only 14.1% of staff identify as BAME and a total of 21 staff identify as disabled, analysis was limited in these areas.

NOTED that further action intended to be taken is as follows:

- A census of the workforce will be conducted, providing a further opportunity for disabilities to be declared. It was suggested that further work be undertaken to communicate that declarations are confidential, and reinforce the message that to declare a disability should be a positive step, rather than a negative one.
- An Action Plan will be developed to investigate the reasons for the gaps noted in the audit. This will be referred to the Equality and Diversity Steering Group, and also to this Committee.

NOTED the suggestion that the market supplement be revisited. There is more work needed to incentivise BAME people to apply for posts.
NOTED that work was being done at a senior level to ensure that those sought for Director and Vice-Principal roles will include BAME individuals.

7. **ANY OTHER BUSINESS**  
   None

8. **DATE OF THE NEXT MEETING**  
   26th June 2017, at 9.30am, in the Principal’s Meeting Room.
Christine Goodyear
Chair of Equality & Diversity Committee