Royal Holloway
University of London

Equality & Diversity Committee

Unconfirmed Minutes of meeting held on 14th February 2013

Present: Dr Jackie Hunter (Chair), Mr Majid Hawa, Professor Katie Normington, Mr Simon Higman, Mrs Gemma Bailey.

In Attendance Miss Rachel Fagan (for Agenda Item 4)

With: Mrs Hilary Baker

1. MEMBERSHIP AND TERMS OF REFERENCE

The Committee

AGREED

the Membership and Terms of Reference.  

2. MINUTES

The Committee confirmed the Minutes of the meeting held on 15th October 2012 (M12/10 – 12/18).

3. MATTERS ARISING

The chair noted that if Council members required more detail of the discussion during the meeting than was recorded in the minutes she would be able to provide this at the Council meeting.

4. STUDENT DATA

The Committee noted the analysis of the undergraduate student performance for cohorts entering the College between 2005 and 2011.

It was noted that the data about disability came from information recorded on Banner and covered a range of disabilities from learning disabilities to declared disability.

The Committee noted that it was positive that there had been an increase in the number of female students achieving first class degrees and it would be helpful to find a way to highlight this possibly via a message on Iquad.
Concern was expressed that there was a consistent trend which showed that white students achieved more than ethnic minorities. Although it was noted that if the qualifications students entered with and the results they graduated with were compared this could provide an explanation. The Committee requested further data about the entry qualification of students compared to end results broken down by department/faculty should be available at the next meeting.

5. **EQUALITY & DIVERSITY FOCUS GROUPS**

The Committee considered the suggestions of groups to take part in Focus Groups so that lay members of the committee could hear personally about Equality & Diversity issues at the College. The Committee discussed the best way to identify participants from relevant groups and how to contact them.

It was AGREED that the lay members of the Committee would meet with representatives from the Unions and the Student Union Executive separately to hear specifically about their views about equality and diversity for the future. They would draft a letter inviting them to a meeting on a date to be confirmed.

The Committee discussed the best way to facilitate the participation of disabled, lesbian, gay or transgender members of staff or students who who would not feel comfortable attending a meeting. It was AGREED that arrangements would be made for people to speak over the telephone to the lay members so that they could give their views privately and anonymously if they wished. The Acting Director of Human Resources would contact the staff LBGT group to ask if they would like to attend the main focus groups or if they would prefer a telephone conversation on an individual basis.

Anonymised lists of staff groups from grades 1-5, 6-9, non academic staff in grade 10, Academic Staff (excluding professors), and professors were circulated at the Committee. It was AGREED that staff in grades 1-5 and 6-9 would be selected by choosing one person from every 20 on the list with a maximum of 15 people in each group. The Committee noted that the view of post doctoral research assistants should be included.
It was AGREED that a list of undergraduate and postgraduate students should be obtained from Banner and that random groups of students could be selected in a similar way.

It was AGREED that male and female academic staff and male and female professorial staff would be seen in four separate groups in order to give an opportunity for views to be freely expressed. These groups would also include Heads of Departments. It was envisaged that there would be 8 members of staff in each group.

The Committee considered the questions which could be used to facilitate discussion at the focus groups. As well as receiving information the groups would also provide an opportunity to reinforce the College’s commitment to equality and diversity and to follow up the work to be undertaken following the Equal Pay Review.

The Committee considered the questions to be used to facilitate discussions in the Focus Groups. It was AGREED that the Chair would review the questions which needed to be adapted according to the different groups and a further draft would be circulated to committee members with the minutes.

The Committee AGREED that the main focus groups would be held on 14th March 2013.

6. SINGLE EQUALITY ACTION PLAN

The committee received an update on the progress of the Single Equality Action Plan. As agreed at the last meeting an update column had been added to the plan. The Committee noted the progress made since the last meeting. The current plan had been updated on the Equal Opportunities website.

It was reported that interviews for the Equal Opportunities Adviser post would be taking place at the beginning of March.
7 ANY OTHER BUSINESS

The Committee noted that it would be advantageous to give regular updates on the progress of equality and diversity issues possibly via a regular feature on the intranet.

8. DATE OF NEXT MEETING

The next meeting will be held on 9th May 2013 at 11.30 am in the Principal’s Meeting Room.