1. **APOLOGIES**  
   Apologies were received from Mr Majid Hawa  
   
2. **MEMBERSHIP & TERMS OF REFERENCE**  
   **NOTE**d that it would be appropriate to invite the Co-President Welfare & Diversity.  
   **AGREED** that the Secretariat invite the Co-President to attend.  

3. **MINUTES**  
   The Committee approved the minutes of the meeting held on 13th October 2014 (M14/29-14/51)  

4. **MATTERS ARISING**  

4.1 **Athena Swan Awards**  
   **NOTE**d that the College had applied for a silver award Athena Swan at institution level but this had not been successful so the renewal at bronze level had been awarded. An application for a further departmental bronze award had also been unsuccessful. Feedback had been requested. It was noted that it took a significant amount of time to apply for the award and that it was disheartening to be unsuccessful.  
   **DISCUSSED** whether there would be a point where the amount of work involved outweighed the advantage of having the award. It was noted that the awards were required by some institutions because of the type of research they did but that was not the case for Royal Holloway.  

**EQUALITY AND DIVERSITY STEERING GROUP**  
   **RECEIVED** a verbal update on the meeting of the Equality & Diversity Steering Group held on 30th September 2014.  
   **NOTE**d that the Steering Group had discussed and reviewed the Equality & Diversity Scheme.  
   The meeting had received a presentation from staff and students in the LGBT network. The group had been set up with the assistance of the Equality & Diversity Adviser. The Chair of
Equality & Diversity Committee had also attended one of their events, and this together with the flying of the rainbow flag during Gay Pride Week had contributed to the group feeling well supported.

Discussed whether LGBT students felt that they were in a supportive environment and how this could be monitored. Noted that the Director of Student Experience would be looking into how this could be added to the student barometer survey. Noted that equality monitoring data on groups with protected characteristics needed to be improved as it was difficult to know what the issues were. In particular improving student data collection was a priority.

6   EQUALITY & DIVERSITY SCHEME

**RECEIVED** the final version of the Equality & Diversity Scheme. Noted that embedding the scheme in the organisation would be a priority for the next year. An annual plan would be developed to monitor progress against the objectives. A key priority was the Equal Pay Audit and it was hoped this would be completed by December.

**APPROVED** the Equality & Diversity Scheme for submission to College Council at its meeting in November.

7.   RACE EQUALITY CHARTER MARK

**NOTED** that work on the application was progressing. A self assessment team had been set up with 3 sub-groups concentrating on different parts of the application. The Staff & Students survey was currently on line and approximately 70 people had completed it so far. The ECU would help facilitate focus groups in November. The final submission would be completed by April 2015. An indication of the outcome was expected in May/June 2015. A total of 30 institutions were taking part in the survey.

9.   ANY OTHER BUSINESS

There was no other business.

10.   DATE OF NEXT MEETING

Please note the date of the next meeting has changed and is now:  
**26th February 2014 at 9.30** in the Principal’s Meeting Room.