Minutes of the Equality & Diversity Committee held on Monday 8th June 2015 in the Principal’s Meeting Room

Present: Mrs Christine Goodyear (Chair),

In attendance: Mr Simon Higman, Registrar and Secretary
Mrs Cheryl Newsome (Director of HR),
Professor Katie Normington (Vice Principal Staffing)
Mrs Susan Lee,(Equal Opportunities Adviser)
Mrs Hilary Baker (Governance Assistant)

1. APOLOGIES

Apologies were received from Mr Majid Hawa. 15/37

2. MEMBERSHIP & TERMS OF REFERENCE

NOTED the terms of reference. 15/38

3. MINUTES

The Committee approved the minutes of the meeting held on 26th February (M15/01-15/36). 15/39

4. MATTERS ARISING

NOTED the Equality & Diversity Summary booklet which would be available for all students and staff. 15/40

NOTED that the range of data the College needed to collect was increasing and was required to be collected at enrolment. Students were also encouraged to update their data each year. 15/41

5. EMPLOYMENT EQUALITY MONITORING DATA

RECEIVED the Equality Employment Monitoring Data report. 15/42
DISCUSSED that the trends were similar to previous years. Staff numbers appeared to have dropped but this was due to a data cleansing exercise. 15/43

NOTED that the recommendations of the report would be addressed through the Equality & Diversity Strategic plan. 15/44

NOTED the difficulties of collecting data on sexual orientation and ensuring that this is dealt with sensitively. Also the importance of ensuring that Data Protection legislation was adhered to regarding the use and storing of data. 15/45

NOTED that the percentage of minority ethnic staff continued to increase annually. 15/46
6. **EQUAL PAY AUDIT**

**RECEIVED** the Equal Pay Audit 2014. **NOTED** that the report had been discussed at the Equality Steering Group.  

**DISCUSSED** that further explanation around the gender pay gap was required especially further analysis into where the length of time in service may have had an impact on the figures. The Equal Pay Audit would be on the agenda at the next JNC meeting. At the Equality Steering Group one trade union representative had highlighted a number of concerns but had been re-assured that further analysis was being carried out. At the time of the report there had been no women in level 5 of the professorial banding but this had now changed. It was encouraging to note that where women had achieved promotion to readership they were keen to know how to move on to the next step. The next Equal Pay Audit would be in two years.

The Committee **NOTED** the report and the actions being taken. The report would also be considered by Remuneration Committee.

7. **EQUAL OPPORTUNITIES MONITORING DATA FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS**

**RECEIVED** the analysis of undergraduate and taught post graduate performance.  

**DISCUSSED** that there continued to be an issue that where BME students started with qualifications that were on the low side it had not been possible to improve these. The Learning & Teaching Quality Committee were looking at how equality and diversity could be embedded into the curriculum. It was envisaged that with the improvement of management information and the work of the Strategic Planning & Change section it would be possible to monitor students individually and provide support more effectively where it was needed. The VP (Staffing) would raise this further with the Vice Principal (Education). Further work also included the Race Equality Charter Mark action plan. It was noted that cultural differences also affected how students learned and whether they were willing to access or accept the support on offer to them.

8. **RACE EQUALITY CHARter MARK**

**RECEIVED** an update on the application for the Race Equality Charter Mark.  

**NOTED** that the application had been submitted after Easter and that the result was expected by the end of June. If the charter mark was awarded it would then be reviewed every three years. The outcome would be announced on Iquad. A steering group was being established to oversee the work required for both the RECM, Athena Swan and other similar awards.

9. **MINUTES OF EQUALITY & DIVERSITY STEERING GROUP HELD ON 6th MARCH 2015**

**RECEIVED** the minutes of the meeting held on 6th March 2015.  

**NOTED** that the meeting had discussed the Equal Pay Audit.
NOTED that the Royal Holloway Women’s network had been launched and had chosen the logo of a Rowan tree.

10. **ANNUAL REPORT TO COUNCIL**

DISCUSSED the Committee’s draft annual report to council.

AGREED that report should include details of the issues and improvement of student data, should include the success of the LGBT network and the disability network and refer to the Equal Pay Audit.

ACTION report to be updated and circulated via e mail. Plan for the revised report to be submitted to Council for its meeting in October.

11. **ANY OTHER BUSINESS**

NONE

12. **DATE OF NEXT MEETING**

6TH October 2015 at 9.30 in the Principal’s Meeting Room