Royal Holloway
University of London

Equality & Diversity Committee

Confirmed Minutes of meeting held on 15th October 2012

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

In Attendance June Jackson & Andrew Caplan, Equality Research & Consulting.

With: Mrs Hilary Baker

1. MEMBERSHIP AND TERMS OF REFERENCE

The Committee reviewed the membership. Consideration was given to whether membership should include representation from the College unions and the Student body. However it was felt that it would be more appropriate to have this involvement through the Equalities Steering Group. It was

AGREED

That a student representative and representative from each of the Unions would be invited to join the Equalities Steering Group.

The Committee reviewed the Terms of Reference. It was felt that the Terms of Reference should clarify that the Committee had a clear role in reviewing and recommending the Equality & Diversity Strategy to the Council. It was

AGREED

That the Terms of Reference would be revised to reflect this and a draft circulated by e-mail.

2. MINUTES

The Committee confirmed the Minutes of the meeting held on 28th March 2012 (M12/01 – 12/09).

3. MATTERS ARISING

There were no matters arising.
4. EQUALITY MONITORING REPORT

June Jackson and Andrew Caplan from Equality Research and Consulting who prepared the Equality Monitoring Report gave a presentation on the main points of the report. The Committee noted the recommendations of the report. It was noted that work to look at how to support staff from underrepresented groups to apply for promotion was ongoing. The Committee requested an update on this work at the next meeting.

5. RESEARCH EXCELLENCE FRAMEWORK EQUALITY UPDATE

The Committee received an oral update. Staff were expected to submit 4 research outputs for the REF unless there were special circumstances to be taken into account such as a bereavement, long term sickness, disability issues, caring for sick dependents etc. Questionnaires had been sent out to staff to identify these cases. The responses received had raised issues for the College because in some cases managers had not been aware of the difficulties. Human Resources would be providing a report to College Executive.

6. SINGLE EQUALITY ACTION PLAN

The committee received the Single Equality Action Plan. Progress on the objectives was reported to the committee. It was noted that there needed to be a clear assessment of work that had been completed so that actions could be taken off the plan. It was

AGREED

That an update column should be added to the plan.

It was noted that actions around raising awareness needed to be migrated away from Human Resources and owned by the whole college.

7. ANY OTHER BUSINESS

Minutes

A member of Council had raised a question about the content of the minutes. The minutes were produced in the College style however it was noted that it would be helpful to disseminate more detail of the discussions of the Committee. It was

AGREED

That the minutes of the Equality & Diversity Committee could be unstarred at the Council meeting and the Chair would give a brief summary of the issues discussed.
Focus Groups

At the previous meeting there had been discussion about the lay members of the Committee meeting with small focus groups of staff and students to talk about equality issues. It was AGREED

To arrange dates for these meetings.

8. **DATE OF NEXT MEETING**

The next meeting will be held on Thursday 14\textsuperscript{th} February 2012 at 11.00 am in the Principal’s Meeting Room.