Present: Mrs Christine Goodyear (Chair),
Mr Majid Hawa
Mr Jack Kilker
Mr Simon Higman, Registrar and Secretary
Professor Katie Normington, Vice Principal, Staffing

In attendance: Mrs Susan Lee, (Equality & Diversity Officer)
Mrs Hilary Baker (Governance Assistant)

1. APOLOGIES

Apologies were received from Mrs Cheryl Newsome. Mr Jack Kilker was welcomed to his first meeting.

2. MINUTES

The Committee approved the minutes of the meeting held on 26th June 2015.

3. MATTERS ARISING

NOTED that the College’s application for the Race Equality Charter Mark (REM) had been successful. The college was one of only 21 institutions who had been given the award.

4. EQUALITY & DIVERSITY STEERING GROUP

RECEIVED the Minutes of Equality & Diversity Steering Group held on 8th September 2015.

NOTED that a Fitness to Study guidance had been developed by Student Support and Advisory Service.

NOTED that a Dignity at Work policy was now in place.

NOTED that the Equality Challenge Steering Group had been set up to provide an overview of the processes and submissions for equality initiatives such as the REM and Athena Swan. The group was chaired by Katie Normington. Resources were being identified to ensure administrative support was provided.

NOTED that a leaflet about “Coming out@Work” had been produced. The leaflet was intended for staff although also suitable for students. The leaflet is currently available online and the possibility of hard copies being available was being explored.

NOTED that RoWaN (Royal Holloway Women’s Network) had met twice and both meetings had been successful.
5. **EQUALITY & DIVERSITY ANNUAL REPORT**

RECEIVED the Equality & Diversity Annual Report.

The Committee NOTED that considerable progress had been made and thanked Susan Lee for her hard work.

DISCUSSED that students were not aware of all the equality and diversity initiatives which were going on. The Coming Out@ Work booklet and the leaflet giving information about Ramadan were useful and highlighted the work that was going on. It was suggested that perhaps similar booklets for other topics would be helpful. The Communications Team would be able to provide assistance with publicising the equality and diversity work.

6. **EQUAL PAY AUDIT**

Received a verbal update on the Equal Pay Audit. At the last meeting it had been reported that some members of the Equality & Diversity Steering Group had raised some queries about the data. As a result further analysis had been carried out on the data to explain some of the pay gaps, which although within the accepted 5% level, were between 3% and 5% and required more investigation. Overall the report had been satisfactory and the Unions had not raised any further questions. It was noted that although manual workers still tended to be men, some progress had been made.

NOTED that the committee had received verbal updates on the Equal Pay Audit and the issues raised but that it would be helpful for the Committee to receive a summary paper clarifying the issues raised, the work that had been done and what the outcome was.

ACTION Equality & Diversity Adviser to provide a summary paper for the next meeting.

NOTED that the next Equal Pay Audit would be in 2017.

7. **EQUALITY & DIVERSITY COMMITTEE ANNUAL REPORT TO COUNCIL**

RECEIVED the draft report for Council.

NOTED that this report referred to the last academic year and therefore did not include information on the recent progress.

APPROVED the Equality & Diversity Annual Report.

8. **ANY OTHER BUSINESS**

8.1 NOTED that there had been no staff grievance cases where equality and diversity issues had arisen.

8.2 Equality & Diversity Training for Council Members

DISCUSSED that this had been highlighted on the Equality & Diversity strategy. Further thought needed to be given to how the training could be delivered. Although there was an E learning staff equality & diversity training module for staff it was felt that it would be better for training to be carried out when council members were together for example
before a Council meeting. The College Secretary and Equal Opportunities Adviser would consider a way forward.

8.3 DISCUSSED that Council members had been asked to complete equality & diversity monitoring forms. It was agreed that that at the next meeting the Committee should consider the overall information. It was noted that the recruitment process for new council members had been improved and the development of the skills register meant that Council members with appropriate experience were recruited.

8.4 NOTED that the Chair had had a meeting with a possible future member of the committee.

9. DATE OF NEXT MEETING

23rd March 2017 at 9.30