

Meeting: EQUALITY AND DIVERSITY NETWORK

Date and Time: Tuesday 4th December 2014 at 2.15pm

Venue: Council Chamber

Present:	Adalgisa Giorgio Amber Allonby Luke Areekul Matthew Barrow Liz Clark Susannah Doyle Ellen Edenbrow Salvador Eslava Miada Hassan Karen Hunter Nicky Kemp Val Knapp Shelley Knowles Suzanne Maxwell Lizzie Milligan Kate Noad Rachel Sheer Chris Shimmin-Vincent Sarah Stead Araxi Urrutia Danielle Wain	Chair International Relations Office Race Equality Student Representative LTEO SU Representative Student Services LGBT Society Chemical Engineering Student Race Equality Group Estates Policy and Planning LGBT Staff Group Mature Students/Student Parents Vice-Chancellor's Office Education Human Resources Academic Registry Marketing and Communications Faculty of Engineering and Design Biology and Biochemistry Architecture and Civil Engineering
In attendance:	Marlene Bertrand Amanda Chapman Karen Gleave	Equality and Diversity Manager Health & Safety Adviser for minute nos. 347-350 Secretary (in Caroline Harris' absence)
Apologies:	Chris Ashwin Florin Bisset Chloe Clifford Alice Colley Jeremy Dixon Saiyada Fazal Samuel Holmes Natalie Jones Penny Keenan Paul Leonard Angela Milsom Shasi Nandeibam Linda Newnes Steve Roser Karen Sheppard Xiuping Su Nicolai Vorobjov Hazel Wallis Ailin Zhou	Psychology Widening Participation Office Gender Equality Group Bath Exchange/Erasmus Group Social & Policy Sciences Careers Service Sports Development Campus Retail/Commercial Operations Accommodation and Hospitality Electronic & Electrical Engineering Finance Economics Disabled Staff Group/Mechanical Engineering Chemistry Development and Alumni Mathematical Sciences Computer Science Research Innovation Services PGA

347. WELCOME

The Chair welcomed members to the meeting and explained that Karen Gleave would be taking the minutes in Caroline Harris' absence.

The Chair read a prepared statement in memory of Marie Morley and the meeting observed a minute's silence.

348. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 28th October 2014 were approved as a correct record and signed by the Chair (Paper EDN14/15-7 refers).

349. MATTERS ARISING

(1) Minute 339(1) Matters Arising, Trans Issues

The Equality and Diversity Manager reported that the statement on Trans Equality was now available:

<http://www.bath.ac.uk/equalities/policiesandpractices/Statementontransquality.pdf>

(2) Minute 339(3) Matters Arising, Flexitime (Flexible Working and Leave Policy)

The Chair explained that this had been discussed at length over the last year. She now had an update from the Chair of the Equality and Diversity Committee. There was no intention to put in place a recording system for every department. The three departments yet to introduce flexible working will be putting pilot schemes in place and, as such, the matter is now considered closed. The Network's role now should be to share good practice, monitor and bring any problems in departments to the attention of the Department of Human Resources. The webpage on flexible working can be found:

<http://www.bath.ac.uk/hr/working/flexible-working/index.html>

(3) Minute 345 Any Other Business

The Chair confirmed that the Director of Human Resources had replied to the question of bringing children to work as follows:

'It is generally not encouraged. There are health and safety issues in some areas, confidentiality issues and it can be disruptive to others in shared offices. There is a fairness issue too as some staff would not be able to do this because of the nature of the role. Of course, staff would be potentially distracted from their job if they were child minding.'

(4) Minute 336 Welcome

The Chair confirmed Moodle was now up-to-date and the Marketing and Communications Equality Co-ordinator was overseeing the page. He gave the meeting a demonstration of the system explaining its functionality. Moodle is an eLearning platform designed to share information, which can be accessed from anywhere using all browsers.

Access was gained from Moodle.bath.ac.uk using log-in and password. If users could not see the Equality & Diversity page, they should contact him. Minutes and presentations from previous meetings were available. There was a forum facility to create new fora or take part in those listed with the benefit of being able to upload attachments. The titles for new topics should be as succinct as possible, the formatting of messages was similar to Word's functionality and it was possible to add web links (e.g. what is taking place at other universities). The forum discussion was suggested as a good way of keeping in touch between meetings but was under-used and content discussed there could be used for future meetings.

The Chair queried whether an email notification would be received when new content was added to the page as this would be helpful. The title of a created message or discussion item would be replicated in any email notification sent, which reinforces the need for clarity. It was agreed that the default be set to issue an email notification when new content was added to the page.

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The Chair encouraged members to use the system to find out how to do things and disseminate information to others.

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350. TIME TO CHANGE UPDATE

The Chair invited the Health & Safety Adviser to update on the University's Time to Change pledge of support to end negative attitudes towards people with mental health problems, as detailed in Paper EDN14/15-8.

One in six people have symptoms of mental health issues, with one in four experiencing symptoms in a lifetime. She explained how common the different conditions are and gave their ratios, which were surprisingly high for some conditions. The definition of OCD (Obsessive Compulsive Disorder) was queried; one explanation given as OCD tasks occupying 30% or more of a person's time. It was explained that PTSD (post-traumatic stress disorder) is not confined to battle experiences but can occur as a result of other traumatic experiences. Many people can experience more than one condition simultaneously. Depression and anxiety were experienced commonly in conjunction with other conditions. Stories of actual experiences had been shared on the Tree of Life located in 4 West, which were thought mainly to be staff talking about their own or their child's experience. A selection of stories was read in small groups to gain a deeper understanding. The stories demonstrated how conditions impact upon people who live with or care for people with mental health issues highlighting there are two groups of people: those who are at work living with mental health difficulties and those who are at work with loved ones needing support.

The University operates an Employee Assistance Programme delivered by the Occupational Health Service. The waiting time for appointments was 3-4 weeks after request, for up to 6 weeks' duration. Telephone counselling was also available and was thought to be a good service. The 3-4 week wait was due to there being only one person delivering the service in the face of high demand; it was thought the wait for NHS services would be considerably longer.

The Health & Safety Adviser explained the stress management process begins with a line manager making a stress risk assessment and making adjustments as appropriate to support the individual. If adjustments did not reduce the

stress enough, Health & Safety (UHSE) were able to provide advice to both the individual and the line manager. If the formal route was chosen, UHSE provided a written report to HR and the line manager, with further recommendations being made. The report is based on the Health and Safety Executive's Management Standards. If the cause was felt to involve mental health issues, an Occupational Health referral was made.

The Health & Safety Adviser demonstrated the Wiki pages on Health & Safety:

Mental Health Awareness – <https://wiki.bath.ac.uk/x/kMWNB>

Maintaining Good Mental Health – <https://wiki.bath.ac.uk/x/EYGNB>

Recovery was the stated end-goal for mental health conditions, but it was acknowledged that recovery was not necessarily about a cure to conditions but was more about finding ways of dealing with problems and living as creative and productive a life as possible. The difficulty a person faced when deciding to tell others about their condition was often due to concern at being stigmatised, particularly in the workplace.

The Chair suggested this topic could be included as an item in department meetings and could form part of the programme for annual returns. The Health & Safety Adviser is happy to be invited to attend those meetings to give presentations if required.

A comprehensive list of University of Bath URLs on Mental Health for staff and students would be provided by the Health & Safety Adviser to be placed on MOODLE and distributed to members, who will in turn distribute it to their constituencies.

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The Chair thanked the Health & Safety Adviser for her presentation, which had been extremely informative and interesting.

351. STAFF SURVEY 2013

The Network received a report from the Working Group on Equality and Diversity issues (Paper EDN14/15-9). The Equality and Diversity Manager confirmed action had taken place as detailed in the minutes of the Equality and Diversity Committee of 13th November 2014 (Paper EDN14/15-11).

Two new staff groups will be created:

- Race Equality, which is open to anyone to join. Information about meetings will be advertised shortly; and
- Under 25s. This has already been advertised.

Anyone interested in being part of the steering group or sending out publicity, should contact the Equality and Diversity Manager.

The Chair encouraged the Network to cascade this information to others.

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352. ANNUAL EQUALITY AND DIVERSITY RETURNS

The Chair confirmed the University Secretary had sent the return form to Heads of Departments, copied to the Network. Due to disquiet regarding the equality co-ordinator responsibilities, previously discussed at the Network, it had been agreed to change the Guidance, which now more clearly located responsibility:

'The Return is the responsibility of the Head of Department, who is asked to either complete it personally or to delegate this to a senior member of staff to complete the Return. The appointed person should complete the form in conjunction with the department's Equality Co-ordinator.'

The Chair emphasised the need for members to be proactive to ensure that activities and discussion took place in staff meetings and at managerial level in good time, in preparation for the Annual Return. She also advised that the Annual Return of the previous year is an important starting point for the planning of activities to be fed into the new submission due on 9th March.

It was suggested a discussion forum could be started on Moodle if difficulties were encountered.

353. EQUALITY AND DIVERSITY COMMITTEE

- (1) The Network noted the Annual Report, 2013/14 (Paper EDN14/15-10).
- (2) The Network noted the minutes of the meeting of the Equality and Diversity Committee held on 13th November 2014 (Paper EDN14/15-11).

354. ANNUAL REPORT OF THE STATEMENT OF EQUALITY OBJECTIVES 2013/14

The Network noted the Statement of Equality Objectives Annual Report 2013/14 (Paper EDN14/15-12).

355. EQUALITY MANAGEMENT GROUP

The Network noted the minutes of the meeting of the Equality Management Group held on 14th October 2014 (Paper EDN14/15-13).

356. EQUALITY MATERIALS

The Network noted Paper EDN14/15-14, materials received by the Equality and Diversity Manager.

357. ANY OTHER BUSINESS

Trans-gender Sports Changing Facilities

A Network member highlighted a problem currently being experienced by trans-gender staff and students with changing rooms in the Sports Training Village (STV). Sport is not being played by some due to the lack of gender neutral changing rooms. Toilets were also a problem area due to the threat of hate crime.

It was explained the STV was not in a position to allocate gender neutral changing rooms due to lack of space and popularity of use of facilities, however the Network did not consider the STV answer acceptable and its legality was questioned. The fact that this was affecting one particular group was a good reason to reject the STV argument.

It was suggested that if rooms have signs saying 'open to all' this may be helpful. The Equality and Diversity Manager stated that if more people made the point that extra private areas were needed, this may bring benefits over the

long-term but it might take time. Confirmation was given that the Department of Estates was looking into this issue, although it had no say on the allocation of STV facilities.

The Network requested an authoritative explanation from the STV.

It was AGREED that the Equality and Diversity Manager would contact the STV and ask for a statement regarding the facilities. If the Network was not content, it would ask an STV representative to attend the next meeting to further explain.

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358. PROGRAMME OF MEETINGS

The programme of meetings for 2014/15 was noted:

- Wednesday 4th March 2015 at 10.15am
- Tuesday 21st April 2015 at 2.15pm

The meeting concluded at 4.00pm

Chair: