

**Meeting:** EQUALITY AND DIVERSITY NETWORK

**Date and Time:** Wednesday 19<sup>th</sup> October 2016 at 10.15am

**Venue:** Council Chamber

Present:	Adalgisa Giorgio Emmanuel Adama Nour Alhusein Amber Allonby Chris Ashwin Neil Bannister Mary Clarkson Rebecca Fox Conor Gent Brian Greenwood Dawn Hallett Alice Hovanessian Janina Iwaniec Kang Ma Sophie Miles Angela Milsom Max Nicol Charareh Pourzand Justin Rogers Rachel Sheer Karen Sheppard Laura Simpson Sarah Stead Elizabeth Stoneman Danielle Wain David Young	Chair Race Equality Group Campus Trade Unions International Relations Office Psychology Centre for Learning & Teaching Human Resources The Edge Arts LGBT+ Society International Relations Office Faculty of Science Research & Innovation Services Education Electronic & Electrical Engineering Marketing & Communications Finance ahs Pharmacy & Pharmacology Social & Policy Sciences Academic Registry Development & Alumni Research & Innovation Services Faculty of Engineering and Design Students' Union representative Architecture & Civil Engineering Student Recruitment & Admissions (alternate)
In attendance:	Marlene Bertrand Caroline Harris	Equality and Diversity Manager Secretary
Apologies:	Florin Bisset Ruby Earl Barbara Furnival Justin Hodds Samuel Holmes Karen Hunter Katherine Moynihan Daniel Murillo Antuna Dan Simpson Melanie Wortham	Student Recruitment & Admissions Student Minds Student Services Library Sports Development & Recreation Estates Students' Union representative International Students Association Mathematical Sciences Careers Service

**429. WELCOME**

The Chair welcomed members to the first meeting of the Network for the 2016/17 academic year.

The Chair asked for a volunteer to update the Network's Moodle page, explaining that the page held papers and minutes of the meetings, useful resources and could be used as a discussion tool. The Education Equality Co-ordinator kindly volunteered.

**Education  
Eq Co-ord****430. MEMBERSHIP AND TERMS OF REFERENCE**

The membership and terms of reference of the Network were noted (Paper EDN16/17-1). It was pointed out that there were still several representatives to be confirmed, with the outcome of student elections only very recently available.

**431. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 18<sup>th</sup> April 2016 were approved as a correct record and signed by the Chair (Paper EDN16/17-2 refers).

**432. MATTERS ARISING****(1) Minute 424 Annual Equality Returns**

The Chair reported that she raised all the points that the Network had made about the Annual Equality Returns at the June Committee meeting. The Committee had agreed that action would be taken about returns that were minimal but giving the returns a mark was not accepted.

She explained that a report on the returns and three exemplars were available at <http://www.bath.ac.uk/equalities/annualreports/index.html>

The Equality and Diversity Manager confirmed that one department would be approached about a minimal return and that support would be provided to departments that wanted to improve.

**(2) Minute 425 Members' items, Proposed Project**

The Chair advised that a group had been set up to consider which administrative roles were helpful in academic career progression. The group consisted of her, the Equality and Diversity Manager, Araxi Urrutia (former Biology and Biochemistry Equality Co-ordinator), Linda Newnes (Chair of the University Athena SWAN Self-assessment Team) and Cathryn Mitchell. The group decided to request a system to monitor all applications for promotion and Linda Newnes was taking it forward with Human Resources as an Athena SWAN project.

**(3) Minute 425 Members' items, Vegetarian food options**

The ahs Equality Co-ordinator confirmed that a new Food Direct menu (<http://www.bath.ac.uk/publications/food-direct-menu-and-allergens-list/attachments/food-direct-menu.pdf>) had been available since 31 August, offering four new non-egg vegetarian sandwich fillings in addition to roasted vegetables & hummus, all confirmed as suitable for vegans:

- Falafel, cucumber & lime currynaisse
- Shredded vegetables, veganaisse & guacamole
- Onion Bhaji, beetroot chutney & lettuce
- Tapenade, garlic, oregano & courgette

He explained that when food was ordered the event organiser could select the sandwich/wrap fillings and could request all vegan if wanted. A new dietary requirements sheet was also available.

The ahs Equality Co-ordinator stated that as a result of feedback and queries raised through the Network, ahs had revised the menus, extended the offering and expanded options for those with dietary requirements.

### **433. INDUCTION**

The Equality and Diversity Manager explained the structure of equality and diversity decision making at the University and the role of Network members (Paper EDN16/17-3). She then discussed relevant activities organised by the University over the past year including those run by the Women's Development Network, including the Equality Forum (this year's would be held on Friday 28 October at Bath Spa University), a Resilience Workshop, a workshop on funding opportunities for women and talks given by role models in engineering, which would be expanded to humanities and management.

The Equality and Diversity Manager explained that the work of the Network was visible in the current Statement of Equality Objectives 'Equality and Diversity Network used as an effective way of raising level of understanding of equality and diversity in departments'. She pointed out that all academic departments could now apply for the Athena SWAN Equality Charter and that departmental Equality Returns were used to inform Athena SWAN. There are now nine departments holding bronze Athena SWAN awards (none in 2013).

The Students' Union (SU) representative spoke about SU equality and diversity initiatives, detailed in Paper EDN16/17-4, including:

1. The SU Top Ten issues include a campaign to ensure diverse course content.
2. Two issues from last year's Top Ten were still relevant: improving prayer room facilities on campus and signposting to mental health support.
3. The new Student Minds support group was now represented on the Network and would support those with low level mental health issues, in conjunction with the counselling service. The SU Postgraduate Officer would look at mental health issues for postgraduate students.
4. This year more than 20 groups have signed up for the SU Inclusivity Award. The award encourages student groups to meet targets to remove barriers to participation.

The LGBT+ Society representative explained that the group would focus on bisexual and BME this year and was currently electing representatives. The Race Equality Group representative promoted events during Black History Month.

During feedback from small group discussions the following points were raised.

What worked well:

- In one department equality and diversity (E&D) was a standing item on department meeting agendas. Unconscious Bias was discussed at one meeting and colleagues subsequently wrote appreciative e-mails.
- One Equality Co-ordinator felt powerless at the start of their term as they were in a junior position; but there had been positivity about E&D in the department.
- Inviting speakers to a department meeting gives people the opportunity to ask questions (speakers can be approached directly or advice sought from the E&D Manager).
- Keeping in touch with the department throughout the year to raise awareness.
- The Department of Pharmacy & Pharmacology encouraged all members and final year students to complete the Unconscious Bias training, which was very well received. This training is necessary for pharmaceutical professionals.
- One Equality Co-ordinator had a communication plan for the year and had the opportunity to speak to the department for 10 minutes every two weeks.

What needs improvement:

- It was still the case in some departments that the Equality Co-ordinator is given the task of completing the Equality Annual Return with little help.
- Engaging departments could be difficult, particularly where individuals did not perceive that they were directly affected or the topic was relevant.
- It took time to convert the materials provided to be relevant to a non-academic department.

Making an effective contribution to the Network:

- Communication with the constituency represented was very important particularly cascading information from the Network.
- It was important for the Head of Department (HoD) to be supportive by providing time and space for this work and a slot at department meetings or awaydays.
- The Moodle page could be used to gather ideas of issues that could be covered in say, 10 or 20 minutes. Any members with experience of running such sessions to send the details to the Education Equality Co-ordinator.
- Familiarity with the department's Annual Return and actions was helpful.

**ALL**

The following issues were raised:

- Concern was expressed that a recent change had removed the requirement for managers to take the online E&D courses and that there was a very low take up of these courses in some departments. It was pointed out that it should be mandatory for hiring panels. AGREED that the Chair raise this with the Committee.
- Members of staff from the EU were very concerned about the implications of Brexit. The Human Resources Equality Co-ordinator offered to provide the slides from a recent presentation on the subject. AGREED that the Chair raise the issue with the Committee requesting a statement of reassurance.

**CHAIR**

**HR Eq  
Co-ord**

**CHAIR**

- The gender pay gap was queried; it was explained this was reported on to the Committee every year. The report helps to understand the gender pay gap, which is affected by length of service and overtime hours.
- It was felt that information was not always filtered to staff effectively and the Marketing and Communications Equality Co-ordinator mentioned that this issue was being considered to find ways to improve it.

The Chair summarised by mentioning:

- Promoting E&D training in departments using some of the materials provided to the Network, starting with a topic relevant to your department.
- Examples of small sessions on E&D issues for use in departments to be sent to the Education Equality Co-ordinator.
- Asking for a meeting with HoDs to discuss the Equality Co-ordinator's needs and engagement with the constituency.
- Reading the department's 2016 Equality Return.
- Completing the E&D and Unconscious Bias modules.
- Becoming familiar with the University's Dignity and Respect Policy and the Statement of Equality Objectives.

The Chair explained that in the previous year time was spent at each meeting focusing on specific topics using presentations, role play and conversations. This year the topics would be ethnicity and race (liaising with the SU), religion (liaising with the chaplaincy) and E&D issues raised in the 2016 staff survey.

**434. APPOINTMENT OF NETWORK'S REPRESENTATIVE TO THE EQUALITY AND DIVERSITY COMMITTEE**

Network members had been asked to self-nominate for the roles of Network representative and alternate to the Equality and Diversity Committee. Two members had come forward and were thanked for volunteering.

AGREED to appoint Charareh Pourzand as the representative of the Network on the Equality and Diversity Committee and Deborah Lewis as the alternate for the period to 31st July 2019.

**435. EQUALITY AND DIVERSITY COMMITTEE**

The Network noted the minutes of the meetings of the Equality and Diversity Committee held on

- (1) 14<sup>th</sup> April 2016 (Paper EDN16/17-5(a)); and
- (2) 9<sup>th</sup> June 2016 (Paper EDN16/17-5(b)).

**436. EQUALITY MANAGEMENT GROUP**

The Network noted the minutes of the meeting of the Equality Management Group held on 26<sup>th</sup> May 2016 (Paper EDN16/17-6).

**437. EQUALITY MATERIALS**

The Network noted Paper EDN16/17-7, materials received by the Equality and Diversity Manager.

**438. PROGRAMME OF MEETINGS**

The programme of meetings for 2016/17 was noted:

- Tuesday 6 December 2016 2.15pm (N.B. was previously 10.15am)
- Wednesday 1 March 2017 10.15am
- Thursday 4 May 2017 2.15pm

---

The meeting concluded at 12.05pm

---

Chair: .....