

UNIVERSITY OF WARWICK

Minutes of the meeting of the Equal Opportunities Committee held on Wednesday 30th October 2002

Present: Professor R Dyson (in the Chair), Professor S Bassnett, Mr D Beaton, Rev M Bratton, Dr J Burns, Dr P Byrd, Mr P Greatrix, Dr E Hines, Dr C Jones, Mr J Lumley, Mr S Malhotra, Mrs M Melville, Dr A Parker, Mr D Richards, Ms L Taylor

Apologies: Ms R Cain, Dr H Dennis, Ms C Graham, Mrs G Frigerio, Professor G Hundt, Dr J Hutton, Mr A Reiss, Mr D Wright

1/02-03 Terms of Reference and Membership

(a) Terms of reference

RECEIVED:

The Terms of Reference for the Equal Opportunities Committee for 2001/02 approved by Senate on 5 July 2000 and amended by the Equal Opportunities Committee on 21 June 2001 (Paper EOC 1/02-03).

(b) Membership

REPORTED:

That the membership of the Committee for 2002/03 is as follows:

Chair (a pro-Vice Chancellor)	Professor Robert Dyson
A second pro-Vice Chancellor	Professor Susan Bassnett

Eight members of the academic staff, comprising two representatives from each of the four faculties appointed by the Senate:

Arts:	Dr Jennifer Burns Dr Helen Dennis (<i>on Study Leave, Autumn and Spring Terms</i>)
Medicine	Professor Gillian Hundt Dr Jane Hutton (<i>on Study Leave, Autumn Term</i>)
Science:	Dr Evor Hines tba
Social Studies:	Dr Andrew Parker Dr Cecily Jones

The Students' Union Welfare and
Equal Opportunities Officer

Mr John Lumley

One postgraduate student appointed by the Students' Union	Mr A Reiss
The Senior Tutor	Dr Peter Byrd
One contract researcher	Ms Rebecca Cain
One member of ALC staff	Ms Gillian Frigerio
One member of Technical staff	Mr Derek Richards
One member of Clerical staff	Ms Moya Melville
One member of Manual staff	Mr Douglas Wright
One Senior Manager from one of the University's Earned Income Areas	Ms L Taylor
One member external to the University	Mr Sawarn Malhotra
Director of Personnel Services	Mr Donald Beaton
The Director of Student and Ancillary Services	Mr Paul Greatrix
The Disability Co-ordinator	Ms Claire Graham
Co-opted member	Reverend Mark Bratton

2/02-03

Minutes

RESOLVED:

That the Minutes of the Meeting held on 22nd May 2002 be approved.

3/02-03

Matters Arising

(a) Religious Discrimination

REPORTED:

That at its last meeting the Committee resolved that the Chaplain explore practical measures, to be explored at the next meeting of the Committee, to widen knowledge of religious beliefs and practices throughout the University, such as adding dates of religious festivals to circulars detailing term dates (Minute 20/01-02 (b) referred).

CONSIDERED:

A paper by the Chaplain addressing these issues (Paper EOC 2/03-03).

RESOLVED:

- (i) That a calendar of religious festivals be produced by the Chaplaincy and linked to the Equal Opportunities website.
- (ii) That a booklet providing information on religious beliefs and practices be produced by the Chaplaincy and made widely available throughout the University.
- (iii) That the Committee note that the newly-constituted Campus Life Committee would be a suitable forum for exploring further issues related to multi-faith provision.

(b) Equal Opportunities Policy

- (i) Approval

REPORTED:

That at its meeting on 5th July 2002 the Council resolved that the University Equal Opportunities Policy be approved in principle, as set out in Paper EOC 9/02-02 (revised) subject to further consideration of the presentation of the report as discussed at the meeting and noting that the Policy would be subject to regular review by the Equal Opportunities Committee.

- (ii) Equal Opportunities Statement

REPORTED:

That at its last meeting the Committee resolved to reconsider at their next meeting a possible re-wording of the Statement of Commitment to Equal Opportunities to cover the issue of justifiable discrimination (Minute 22/01-02 (b) referred).

CONSIDERED:

A copy of the University of Warwick's Equal Opportunities Statement (Paper EOC 3/02-03).

RESOLVED:

To rephrase the statement to read "Therefore, the University strives to treat all its members on the basis of merit and ability alone and aims to eliminate unjustifiable discrimination", and to keep the statement under regular review.

- (iii) Progress of Recommendations

REPORTED:

That at its last meeting the Committee resolved that recommendations 1.1 (adoption and promotion of the Race Equality Statement) and 3.1 (mandatory recruitment and selection training) be prioritised (Minute 22/01-02 (b) referred).

RECEIVED:

A draft action plan (Paper EOC 4/02-03) and oral reports on the progress of the recommendations from the Director of Personnel Services and Administrative Officer (Personnel).

(c) Recruitment Monitoring Data

REPORTED:

That at its last meeting the Committee resolved that Personnel Services explore the possibility of using separate envelopes for applicants to return their recruitment monitoring data in, and rewording recruitment advertisements to indicate the University is an equal opportunities employer (Minute 23/01-02 referred).

RECEIVED:

An oral report from the Administrative Officer (Personnel) on a review of recruitment processes, which is currently under way.

4/02-03

Equal Opportunities Monitoring Report: an analysis of existing staff 2002/03

CONSIDERED:

The Equal Opportunities Monitoring Report for existing staff (Paper EOC 5/02-03).

RESOLVED:

- (a) That a staff data questionnaire will be sent out to all employees as part of the project to implement a new HR/Payroll IT system.
- (b) That the Committee note that more detailed data on gender and ethnicity will be produced in the volume of Academic Statistics for 2002/03, and that an appendix will be added to future data reports further disaggregating the ethnic minority data
- (c) That an extra Conclusion be added to read "Further investigation is required into female Clerical staff perceptions

of their role and future career opportunities, particularly progression to ALC grades.”

- (d) That Personnel Services provide further information on actions being taken to redress the points raised in 5.2 (a) and 5.2 (b).
- (e) That the Committee note that the routine review of senior staff salaries would take account of the points raised in the data report.

5/02-03 Equal Opportunities Website

RECEIVED:

An oral report from the Administrative Officer (Personnel) on the development of a website for equal opportunities at the University.

RESOLVED:

That the Committee note:

- (a) The URL for the website is www.warwick.ac.uk/services/Equalopps, and the site will go live in the week commencing 11th November 2002.
- (b) That the Committee are invited to contribute to the Bulletin Board on the site and to encourage colleagues across the University to use this facility to raise issues of interest.

6/02-03 Equal Opportunities Legislation Update

RECEIVED:

An article detailing the main family-friendly provisions of the Employment Act 2002 (Paper EOC 6/02-03).

7/02-03 Staff Social Space

REPORTED:

That the Sutherland Suite would be converted into a staff social space for University employees.

8/02-03 Date of Next Meeting

REPORTED:

That the next meeting of the Equal Opportunities Committee will be at 2pm on Monday 3rd February 2003 in the Council Chamber, Senate House.