

MEETING OF THE EQUALITY & DIVERSITY DELIVERY GROUP
Tuesday 10th May 2011
Blue Room (next to SCR)
2.00pm – 4.00pm

MINUTES

Present: Amanda Browne; Kathy Chaney; Melissa Cleary; Tina Hagger; Jan Hope; Derek Maslin; Moira Mitchell; Phil Poole; Sue Rodford; Margaret Scott; David Stroud

In attendance: Lucy Dearden (note taker)

1. Apologies

Hilary Bungay; Paul Carney; Martin Hyde; Sarah Johns; Tony Lavender; Robert Melville; Lyn Saunders

2. Chairs remarks

MM explained that she would chair this meeting due to SMT Away Day.

3. The notes of the previous meeting held on 17th February 2011 [paper 09] were agreed to be a true record.

4. Matters Arising not appearing elsewhere on the Agenda

4.1 Dignity at Work

The Chair explained to the group that the first group of volunteers had been recruited and were due to be trained in June, so that the network could be launched over the summer.

5. Update from the Equality and Diversity Committee Meeting held on 27th April 2011 [verbal report]

The Committee had focussed on two main agenda items, which are also the main items on the Delivery Group Agenda: the Equality Scheme and the Annual Report.

The Committee also received the revised Retirement Policy, created in response to the removal of the default retirement age in October 2011. The Committee suggested that the Capability Policy be reviewed to ensure it is fit for purpose.

Christ Church University is a member of Stonewall Diversity Champion scheme (the Lesbian, Gay and Bisexual Charity.) The membership fee is paid from the Equality and Diversity budget; however the Committee recommended that this be reviewed and new funds have now been allocated to cover it.

6. Draft Equality and Diversity Annual Report [paper 10]

6.1 Data

There are additional data sets in the Annual Report 2009-10:

- Student Destination Data (DLHE)
- Participation in Staff Development

MM explained to the Group that, as the Coalition Government is prioritising accessible and extensive data on staff and students, the data sets are unlikely to reduce in volume. Dame Janet Trotter, Chair of the Committee, requested that MM include an Executive Summary of the key issues in the Report, prior to it reaching the Governing Body.

The Committee discussed the balance between actions and data reporting and MM was tasked with making the links between the data and the Equality Scheme Action Plans more explicit.

MC suggested that the key issues from the Equality and Diversity Annual Report be integrated into the University's Annual Report, due out in September.

ACTIONS:

To bring Executive Summary to the next Delivery Group meeting (MM)

To integrate key issues from E&D Annual Report into the University's Annual Report. (MM and MC)

There was some discussion about the University's Economic Impact Assessment (in partnership with the Universities of Kent and Greenwich) which will assess the positive impact and benefits of Higher Education in East Kent. MS explained that there is work happening simultaneously within the Employability and Careers department to quantify the benefits of the University's volunteering programme on the local community and volunteer sector .

MM highlighted work by the Leadership Foundation into Christian Distinctiveness in Cathedral Group Universities (of which CCCU is a member) which found that volunteering was likely to be higher in Church Foundation Universities.

ACTION:

To forward Cathedral Groups paper to Delivery Group Members and add to E&D web pages (LD)

6.2 Staff Development

At the last Committee meeting, there was discussion regarding the low attendance of staff to certain workshops last year. The Delivery Group noted that the current year has seen a small increase in participation and that there has been involvement in staff training within department meetings, which have perhaps not been as rigorously noted as they should

have. As such the figures are not a complete picture regarding participation in staff development.

The Group discussed the issue of staff engagement and noted that Academic staff are the least engaged. It was agreed that consideration was needed on how different groups learn effectively. The Group discussed how best to advertise workshops, including targeted recruitment and the use of StaffNet as a prompt prior to workshops, rather than just the traditional staff development printed programme.

Following the Committee's discussion on mandatory training and e-learning, the Group discussed the issues relating to developing these. It was agreed that, whilst e-learning can complement face to face training, it should not replace it entirely, especially where the training is people orientated. The Group suggested a cautious approach to the introduction of further e-learning modules.

It was agreed that mandatory training is a difficult issue. Currently the University has only a few mandatory training sessions and these are only where there is a legal requirement to fulfil. For the Group's information, MM cited an example of Case Law in which an institution was protected and a member of staff found culpable, as the individual had not completed the mandatory training offered by the University. However, the Group expressed concern that institutions where mandatory training was in place, tended to have a blame culture, which CCCU should avoid.

It was noted that there is some variance across departments, regarding training – in some areas of the University; staff are required to complete training, whereas in others this is not the case. It was suggested that the responsibility should belong to the Heads of Department and as such, high quality resources and materials should be provided to facilitate internal training.

MS informed the group that Student Support and Guidance will be introducing a new module on the roles and responsibilities towards International Students, which will be run once a term by Laura Spencer (International Student Advisor) and Chris Trillow (Study Skills). PP suggested that a name such as 'Working Effectively with International Students' may be more engaging to staff.

7. Draft Equality Scheme [paper 11]

The Chair noted that the 'Single' had been dropped from the 'Equality Scheme' in line with new legislation. The draft has already been to the Committee and there have been subsequent changes, following advice from the Committee, in particular in relation to data monitoring on Sexual Orientation and Gender Identity.

The Equality Scheme Action Plan has been written in line with the five areas of the Strategic Plan. The Committee has requested that the text within the People and Organisational Development section reflects the challenges the University faces.

7.1 Data Monitoring Strategy

As data about sexual orientation is not collected at national level, CCCU will be one of the forerunners in the country to introduce this data monitoring. It was noted that it is a contentious area and that work needs to be done with Registry before the data monitoring

can begin in relation to sexual orientation and gender identity; MM will report back to the Delivery Group in due course.

7.2 Strategic Plan Alignment

The Group discussed the action plans under the five areas of the Strategic Plan and made recommendations for changes, where it was felt necessary. MM has noted these amendments and thanked the Group for their contributions.

ACTIONS:

To make amendments to action plan as recommended by members of the Delivery Group (MM)

To meet with David Smith, new Pro-Vice Chancellor for External Relations (MM)

To arrange a meeting with Quality Standard to further discuss Due Diligence in courses running outside of the UK (MM and TH)

To develop an Assistive Technology Group (MM and MS)

To contact SU to encourage them to take the lead in Student Experience Action Plan (MM)

8. Gender Identity Equality Policy Statement (discussion)

Not discussed – paper to be added to next Delivery Group meeting.

9. Any other business

9.1 Delivery Group Meetings 2011-12

The dates for the meetings next year will be:

- Thursday 3rd November 2011, 2.15pm (venue TBC)
- Wednesday 15th February 2012, 2.15pm (venue TBC)
- Thursday 10th May 2012, 2.15pm (venue TBC)