

# UNIVERSITY OF WARWICK

## Equal Opportunities Committee

There will be a meeting of the Equal Opportunities Committee on Wednesday 29<sup>th</sup> October 2003 at 2pm in the Council Chamber, Senate House.

Dr J W Nicholls  
Registrar

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### AGENDA

#### 1. Terms of Reference and Membership

##### (a) Terms of reference

TO RECEIVE:

The Terms of Reference for the Equal Opportunities Committee for 2003/04 approved by Senate on 5 July 2000 and amended by the Equal Opportunities Committee on 21 June 2001 (EOC 1/03-04), copy attached).

##### (b) Membership

TO REPORT:

That the membership of the Committee for 2003/04 is as follows:

Chair (a pro-Vice Chancellor)    Professor Robert Dyson

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

Medicine    Professor Gillian Hundt  
    Dr Jane Hutton

Science:    Dr Evor Hines  
    Dr K Flint

Social Studies:    Dr Andrew Parker  
    Dr Cecily Jones (on study  
    leave, Autumn term)

The Students' Union Welfare and    Ms F Miles  
Equal Opportunities Officer

One postgraduate student appointed by the Students' Union	tba
The Senior Tutor or his/her nominee	Dr Peter Byrd
One contract researcher	tba
One member of Academic-related 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	tba
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. Minutes

TO CONSIDER:

The minutes of the meeting held on 21st May 2003 (attached).

3. Matters arising

(a) Equal Opportunities statement on recruitment advertisement

TO REPORT:

(i) That at its last meeting the Committee recommended to incorporate the statement "The University values diversity" into its recruitment adverts (minute 13/02-03 refers)

(ii) That this statement was approved by Senate and Council and now appears on all University recruitment advertisements.

(b) Racial Harrassment and International Students

TO REPORT:

That at its last meeting the Committee resolved that the Director of Student and Ancillary Services examine the current reporting and police liason arrangements and report back to the next meeting of the committee.

TO RECEIVE:

An oral report from the Director of Student and Ancillary Services.

(c) Focus Groups Report

TO REPORT:

(i) That a Working at Warwick Lunch will be held on 25<sup>th</sup> November to brief staff on managing requests for flexible working.

(ii) That a training session on Diversity was still being prepared by the Personnel Office and further details will be circulated to the Committee in due course.

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

TO CONSIDER:

The Equal Opportunities Monitoring Report for existing staff (Paper EOC 2/03-04, copy attached).

5. Equal Opportunities Monitoring Report: Personal Promotions 2002/03

TO CONSIDER:

The Equal Opportunities Monitoring Report for promotions of existing staff (Paper EOC 3/03-04, copy attached).

6. Race for Opportunity Benchmarking Results 2002/03

TO CONSIDER:

The benchmarking results from “Race for Opportunity” 2002/2003 (Paper EOC 4/03-04, copy attached).

## 7. ECU/CRE Race Equality Project

### TO REPORT:

(a) That the University has been invited to participate in a national project by CRE/ECU on Race Equality. The two year project is a collaboration aimed at helping participating higher education institutions develop a full understanding of what they need to do to meet the RRAA (2000).

### (b) Working Group

That a working group has been established to manage the project for 2003/2004, with the membership as follows:

Professor Robert Dyson (PVC and Chair)

Leonie Aspinall (Personnel Adviser)

Paul Greatrix (Director of Student and Ancillary Services)

Dr Cecily Jones (Lecturer, Dept of Sociology)

Sawarn Malhotra (Race Equality Consultant)

Mike McLeod (Senior Research Fellow, CRER)

Dr Zoe Radnor (Lecturer, WBS)

Ken Sloan (Director of Student Recruitment and Admissions, Academic Office)

### (c) Project Action Plan

That a draft action plan for the project is currently being considered by the Working Group to be submitted to the CRE/ECU by the 28<sup>th</sup> October 2003 and that a copy of the final approved plan will be copied to the Committee for its next meeting.

### TO RECEIVE:

A paper setting out proposed new arrangements for procurement, to be introduced as part of the “ECU Race Equality Project” (Paper EOC 5/03-04, copy attached)

8. Equal Opportunities Legislation Update

TO RECEIVE:

An article detailing the main considerations under the new religion, sexual orientation legislation (Paper EOC 6/03-04, copy attached).

9. Working Hours for Academic and ALC Staff

TO REPORT:

That at the last meeting, the Committee resolved to discuss the need to define full-time hours for academic and academic-related staff.

TO CONSIDER:

The issues surrounding academic and ALC working hours.

10. Recruitment and Selection Training

TO RECEIVE:

An oral report on the progress of Recruitment and Selection training

11. Feedback from CRE Meeting

TO RECEIVE:

An oral report from the Director of Personnel Services on issues arising from the CRE meeting on 14<sup>th</sup> October 2003. A summary paper detailing conference discussions and recommendations (Paper EOC 7/03-04, copy attached).

12. Equal Opportunities Network Minutes

TO RECEIVE:

A copy of the Equal Opportunities Network Minutes of 21<sup>st</sup> May 2003 (copy attached)

13. Any Other Business

14. Date of Next Meeting

TO REPORT:

That the next meeting of the Equal Opportunities Committee will be at 2pm on Monday 2nd February 2004 in the Council Chamber, Senate House.