

# UNIVERSITY OF WARWICK

## Equal Opportunities Committee

There will be a meeting of the Equal Opportunities Committee on Monday 2<sup>nd</sup> February 2004 at 2pm in the Council Chamber, Senate House.

Mr P Greatrix  
Acting Registrar

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### AGENDA

1. Membership

TO REPORT:

That Dr Pam Lowe has been nominated to replace Dr Rebecca Stewart as Contract Research staff representative on the Equal Opportunities Committee.

TO REPORT:

That investigation is ongoing with the International Office to identify a nomination for a representative for international students to attend the EOC.

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 29<sup>th</sup> October 2003 (attached).

3. Matters Arising on the Minutes

(a) Focus Group reports (Minute 3/03-04 (c) refers)

TO REPORT:

- (i) That a Working at Warwick Lunch was held on 25<sup>th</sup> November 2003 to brief staff on managing requests for flexible working.
- (ii) That training sessions on Diversity are still being considered and further details will be circulated to the committee in due course.

(b) Part-time study opportunities for staff (Minute 3/03-04 (d) refers)

TO RECIEVE:

A paper produced by Personnel Services offering Chairs/Heads of Departments guidance on the principles to adopt when considering requests for time off for part-time study (Paper EOC 8/03-04).

- (c) Equal Opportunities Monitoring Report (Minute 4/03-04) (b,c,d) refers)

TO REPORT:

- (i) That a benchmarking exercise is being conducted by DLA Advance to compare HEI's. Once this is received consideration will be made as to whether additional benchmarking is required with Russell Group Universities.
- (ii) That the Recruitment Manager is following up the proposal to share "best practice" on recruitment with the Students Union.
- (iii) That data on apprenticeships will be incorporated into the next monitoring report for review at the Feb 05 meeting of the EOC.

- (d) Equal Opportunities Monitoring Report: Personal Promotions (Minute 5/03-04 refers)

TO REPORT:

That a paper reviewing promotions in the last 5 years, focusing on ethnicity and gender, will be submitted to the May 04 meeting of the EOC.

- (e) Working hours for Academic and ALC staff (Minute 9/03-04 refers)

TO REPORT:

- (a) That the information presented at the Working at Warwick lunch on flexible working will soon be available on the personnel website.
- (b) That guidelines for flexible working are also available on the personnel website.

- (f) Harassment guidelines (Minute 14/03-04 refers)

TO REPORT:

That the University's Harassment Guidelines for students have recently been amended and the guidelines for staff are currently being reviewed and updated in line with new legislation. A copy of the revised guidelines to be submitted to the next meeting of the EOC.

#### 4. Student Union Letter

TO CONSIDER:

A letter from Ciaran Osborne (Student Union) regarding gender identification (Paper EOC 9/03-04, copy attached).

5. Equality Challenge Unit/Commission for Racial Equality Project

TO RECIEVE:

A paper detailing the ECU/CRE Project Plan (Paper EOC 10/03-04, copy attached).

6. Job Evaluation

TO RECIEVE:

An oral report from the Director of Personnel Services on the progress of the Job Evaluation project.

7. Any other business

8. Date of Next meeting

TO REPORT:

That the next meeting of the Equal Opportunities Committee will be held on Wednesday 19<sup>th</sup> May 2004 at 2.00pm in the Council Chamber, Senate House.