

UNIVERSITY OF WARWICK

Minutes of the meeting of the Equal Opportunities Committee held on Wednesday 21st May 2003

- Present: Professor R Dyson (in the Chair), Mr D Beaton, Dr P Byrd, Mrs G Frigerio, Ms C Graham, Mr P Greatrix, Dr E Hines, Dr J Hutton, Dr C Jones, Mr J Lumley, Mr S Malhotra, Mr D Richards, Mr R Poole, Ms R Stewart, Mr D Wright
- Apologies: Professor S Bassnett, Rev M Bratton, Dr J Burns, Dr H Dennis, Mrs M Melville, Mr A Reiss
- In attendance: Ms G Raison, Dr C Twine

17/02-03 Minutes

RESOLVED:

That the minutes of the meeting held on 3rd February 2003 be approved.

18/02-03 Matters Arising on the Minutes

- (a) Equal Opportunities Monitoring Report: an analysis of existing staff 2002/03 (Minute 11/02-03 (b) refers)

REPORTED:

That at its last meeting the Committee resolved that a report be presented to the next meeting of the Committee detailing options for stimulating further applications from ethnic minorities.

RECEIVED:

An oral report from the Administrative Officer (Personnel).

RESOLVED:

That the Committee welcome the three different initiatives currently undertaken by Personnel: advertising on ethnic minority recruitment websites; "outreach" work with local ethnic minority communities; and examination of work placement opportunities.

- (b) Equal Opportunities statement on recruitment advertisement (Minute 13/02-03 refers)

REPORTED:

That at its last meeting the Committee recommended that Council consider the incorporation of the phrase "The University values diversity" into its recruitment advertisements.

RECEIVED:

An oral report from the Administrative Officer (Personnel).

RECOMMENDED:

That the proposal to incorporate the statement "The University values diversity", and Paper EOC 8/02-03, be recommended to Senate and Council.

19/02-03 Equal Opportunities Policy

CONSIDERED:

An update on the implementation of the Equal Opportunities Policy and Action Plan (Paper EOC 10/02-03)

RESOLVED:

That the Committee welcome progress made on the recommendations and request further regular updates.

20/02-03 Racial Harassment and International Students

CONSIDERED:

A report from the International Office on Racial Harassment and International Students (Paper EOC 11/02-03) and oral report from Ms G Raison (International Office).

RESOLVED:

- (a) That the problem of racial harassment of ethnic minority students applies to international and Home students.
- (b) That the Director of Student and Ancillary Services examine the current reporting and police liaison arrangements and report back to the next meeting of the Committee.

21/02-03 Focus Groups report

CONSIDERED:

A report detailing the feedback from focus groups on equal opportunities held in 2002/03 (Paper EOC 12/02-03).

RESOLVED:

That a key concern emerging from the focus groups is the variation in flexible working practices across the University, and that the Committee note:

- (a) That the Personnel Office have advised all Chairs and Heads of Department about their new responsibilities under the Employment Act 2002.
- (b) That training in managing requests for flexible working would be made available in 2003/04.
- (c) That the Committee discuss at their next meeting the need to define full-time hours for academic and academic-related staff.
- (d) That the draft program for a Managing Diversity training session would be presented to the next meeting of the Committee.

22/02-03 Race Equality Policy

CONSIDERED:

The redrafted Race Equality Policy (Paper EOC 13/02-03).

RESOLVED:

- (a) That the Committee express its concerns that certain ethnically monitored data reports could lead to identification of individuals and lead to a breach of the Data Protection Act.
- (b) That the Committee note in particular section 5.5 of the policy requiring all departments to submit an annual report on equality and diversity to the Committee.

23/02-03 Equal Opportunities Recruitment Monitoring Data Report 2001/02

CONSIDERED:

The Recruitment Monitoring Data report 2001/02 (Paper EOC 14/02-03).

RESOLVED:

- (a) That the report be amended according to the analysis provided by Dr Jane Hutton.
- (b) That Personnel monitor recruitment to key selected posts in partnership with the relevant departments.

- (c) That Personnel examine means of collecting the shortlisting criteria for advertised vacant posts, as part of the recruitment and selection process.

24/02-03 Part-time study opportunities for staff

RECEIVED:

A memorandum detailing concerns about the opportunities for staff to study part-time (Paper EOC 15/02-03).

RESOLVED:

That the problems should be raised with the Board of Lifelong Learning and the Clerical and Technical Staff Sub-Committees.

25/02-03 Community Plan Champions

RECEIVED:

A letter from Coventry Partnership detailing the Community Plan Champions Scheme (Paper EOC 16/02-03).

26/02-03 Sexual orientation harassment and bullying

RECEIVED:

An oral report from the Student Welfare Office.

RESOLVED:

That Committee note that sexual orientation is included in the Equal Opportunities Statement of Commitment to Equal Opportunities, which provides a framework for the Guidelines on Bullying and Harassment for Staff and Students.

27/02-03 Job Evaluation

RECEIVED:

An oral report from the Director of Personnel Services on the planned introduction of a single job evaluation system at the University.

28/02-03

Date of Next Meeting

REPORTED:

That the next meeting of the Equal Opportunities Committee will be held during Autumn Term 2003/04 at a date and time to be confirmed.

CT/EOC/May03mins
22.05.02