

EQUALITY AND DIVERSITY COMMITTEE MEETING

Minutes of the Equality and Diversity Committee Meeting held on Monday 19th September 2011 at 2pm in the Boardroom.

Present: D Bailey (chair), K Brentnall, B Brodigan, I Gostling, C Hill, D Lawson, H Lightburn, S Macdonald, L Maddock, N Marshall, P Meadows, P Rollinson, S Stokes, S Senior, E Davies (note taker)

In Attendance: I Deheer

Apologies: M Batty, K Brearley, C Colvin, S Esat-Ali, S Syed, M Sydney, P Wright

- | | <u>Action</u> |
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| 1. <u>LGBT Group</u> | |
| 1.1 Paper 06/11- 'LGBT Group Proposal' from Imelda Deheer. | |
| 1.2 Imelda Deheer attended the meeting to discuss the new group for students set up with Donna Robinson. | |
| 1.3 The group had set up in line with College policies, guidance from the AOC and with the Equality Act 2010. | |
| 1.4 Any serious concerns or issues would be reported to the Equality and Diversity Committee members. An update would be reported at the next meeting. | ID |
| 1.5 Students would be asked to create the name of the group at the first meeting. | |
| 1.6 Sally Senior and Catherine Parkinson would meet to discuss asking staff and students their sexual orientation when starting at the College. | SS/CP |
| 1.7 When the group had been launched a press article would be produced. Dave Hiskey would contact Diane Bailey or Sally Senior to arrange. | CH |
| 2. <u>Minutes of the Last Meeting held 23rd May 2011</u> | |
| The minutes of the meeting held on 23 rd May 2011 were agreed as a true and accurate record subject to the following amendment: | |
| <ul style="list-style-type: none"> • Under the action table on page 5- 'Disbaled' should read 'Disabled'. | |
| 3. <u>Matters Arising</u> | |

- 3.1 On minute 2.6- Diane Bailey would meet Nigel Barry to discuss and create the e-Safety Policy.
- 3.2 On minute 2.8- The Stay Safe Online mouse mats had been placed in main areas of the College.
- 3.3 On minute 2.9- Diane Bailey and Sally Senior would provide a safeguarding session to student Parliament in November.
- 3.4 On minute 4.2- the Corporate Parenting Report would be provided at the next meeting from Natalie Marshall. **NM**
- 3.5 On minute 4.6- a central system for reporting bullying and harassment incidents would continue to be developed. Diane Bailey and Kathryn Brentnall would take the previous document to Academy Cluster to be discussed. **DB/KB**
- 3.6 On minute 7.3- the Equality and Diversity: Strategy and Strategic Objectives would be discussed at the next Senior Management Team Meeting. **DB**
- 3.7 On minute 8.1- Paul Rollinson would check to ensure the Mindful Employer logo had been placed on the website.
- 3.8 Simon England had arranged meetings with all Academies/ Departments to discuss what would be needed on the website.
- On minute 8.2- the Youthbythes System had been replaced with a new programme from Leeds Metropolitan University.
- 4. Composition and Remit**
- 4.1 Paper 07/11- 'Composition and Remit'
- 4.2 The following amendments would be made to the remit: **ED**
- Lorraine Maddock's title would be added
 - Barbara Brodigan's title would be amended
 - Pat Meadows' title would be amended
 - College Chaplain should read College Chaplain.
- 4.3 The terminology would be updated in line with the new Equality Act 2010 by Sally Senior and Diane Bailey. **DB/SS**
- 4.4 The meeting requested that if Pam Wright was not able to attend the meeting then she would arrange for another Academy representative to attend. **PW**
- 4.5 Diane Lawson would arrange for a College Chaplain to attend meetings when available. **DL**

- 4.6 Michael Batty would arrange for the new Student Governor, Danny Wheatley- Darrand to attend the meetings as a student representative. **MB**
- 4.7 Diane Bailey would meet with Maureen Sydney to discuss a HE representative to attend the meetings. **DB**
- 5. Equality Act (Specific Duties)**
- 5.1 Paper tabled- Update to E&D Committee- Legislation' from Sally Senior.
- 5.2 Sally Senior discussed the document and highlighted the new updates to the legislation. Emma Davies would circulate the paper with the minutes. **ED**
- 5.3 It would be noted that Catherine Parkinson and Bert Jackson would be attending a conference regarding Equal Pay.
- 5.4 Catherine Parkinson, Diane Bailey and Sally Senior would meet to discuss the new regulations for Equality Impact Assessments. **CP/DB/SS**
- 6. Strategy/Policy Update: Equality and Diversity Strategy**
- 6.1 Paper 08/11- Equality and Diversity Strategy' from Diane Bailey.
- 6.2 Diane Bailey discussed the updates in the paper. The following amendments would be made:
- 'Strategic Plan 2009/12' would be amended to 'Strategic Plan 2011/14'
 - The footer would be updated with the correct dates
 - 'Single Equality Scheme' would be replaced by 'Equality and Diversity Action Plan' throughout the document.
- 6.3 The Strategy would be presented at Executive and the Senior Management Team Meeting for information. **DB**
- 7. Skills Funding Agency- Research into Sexual Orientation and Gender Identity Equality in Adult Learning**
- 7.1 Diane Bailey discussed the new research that had been published from the Skills Funding Agency. Emma Davies would circulate the document with the minutes. **ED**
- 7.2 The research had been conducted to show how sexual orientation might affect a student's career or course choice.
- 7.3 Tutors would need to more aware of examples used in classes. It had been suggested this could be monitored through lesson observations. Sally Senior would raise awareness of this through the ATP Forum. **SS**

8. HR Update (standing item)

- 8.1 Paper 09/11- 'HR Work update report to the Equality and Diversity Committee for the meeting on the 19 September 2011' from Paul Rollinson.
- 8.2 Paul Rollinson discussed the document and updated the committee on the work completed from Human Resources.
- 8.3 Paul Rollinson would upload the Safeguarding Guidance document and Equality and Diversity Leaflet to the Intranet. **PR**
- 8.4 The privacy screens that had been used within the LRC would be used within Front of House and the Learning Zone.
- 8.5 Diane Bailey had arranged a meeting with Nigel Barry to discuss the e-Safety Policy. This would be discussed in the next meeting. **DB/
Nigel
Barry**
- 8.6 Charlotte Hill noted that the Social Media policy had been created.
- 8.7 Paul Rollinson would provide an update on the number of people who have met the shortlisting criteria in relation to equality and diversity. **PR**

9. Individual Updates (standing item)

- 9.1 Sally Senior
- i. Had worked closely with the Special Schools on the transition of SLDD
 - ii. The Framework Group had a new centre in Balby for homeless people and would be holding a Big Sleep Out Event at College on the 8th December
- 9.2 Diane Lawson
- i. Student Union would be holding workshops for all students throughout the year. Mark Cawkwell would create an on-line booking system for the event.
 - ii. A Chaplaincy Reference Group meeting had been created for reporting. Diane Lawson and Paul Shackerley would visit Bradford College as best practice.
- 9.3 Ian Gostling
- i. A report would be produced for the next meeting on equality and diversity data. **IG**
- 9.4 Lynn Stokes
- i. The new EBS4 had now been rolled out and training had been arranged every month
 - ii. A copy of an example of a report would be sent with the minutes. **LS/ED**

- 9.5 Kathryn Brentnall
- i. SAR Moderation meetings had been arranged for Academies/Departments.
- 9.6 Lorraine Maddock
- i. An author would be visiting the College in November
 - ii. More publicity would be needed for the Big draw Event.
- 9.7 Charlotte Hill
- i. Had attended the Children’s Youth Trust Meeting. Emma Davies would invite the Youth Trust to present at Student Parliament
 - ii. The College’s Facebook page had reached approximately 2,000 followers mark. The page would include polls.
- 9.8 Helen Lightburn
- i. Security had attended Tutorials to give students information on security for the College
 - ii. Works had been completed in student Union, Prayer Room at High Melton and Sexual Health Clinic.
- 9.9 Barbara Brodigan
- i. 2 visitors from Finland would be visiting in October to discuss learner voice and e-Learning
 - ii. visitors from Sweden would be visiting to discuss student exchanges and SLDD
 - iii. Barbara would be visiting the Netherlands for a project meeting to discuss vulnerable groups in employment
 - iv. 2 groups of students had gone abroad as part of their course
 - v. There had been some money for staff to travel internationally to share best practice. Staff had been asked to inform Barbara.
- 9.10 Catherine Parkinson
- i. Had attended the Children’s Workforce Development Team Meeting to discuss training and development.
- Natalie Marshall
- i. 20 year 11 students would like to attend Doncaster College but only 12 had accepted
 - ii. A full report would be presented at the next meeting
 - iii. National Care Leavers Week would be held at the end of October.
10. **Any Other Business**
- There had been no other business to report.
11. **Date and Time of Next Meeting**

The next meeting would be held on Monday 14th November 2011 at 2pm in the Boardroom.

TABLE OF ACTIONS – 19 SEPTEMBER 2011		
Item No.	Action	To be actioned by:
1.4	An update from the LGBT Group would be reported at the next meeting.	ID
1.6	Sally Senior and Catherine Parkinson would meet to discuss asking staff and students their sexual orientation when starting at the College.	SS/CP
1.7	Dave Hiskey would contact Diane Bailey or Sally Senior to arrange an article for the LGBT Group.	CH
3.4	The Corporate Parenting Report would be provided at the next meeting from Natalie Marshall	NM
3.5	Diane Bailey and Kathryn Brentnall would take the previous document for reporting bullying and harassment to Academy Cluster to be discussed.	DB/KB
3.6	The Equality and Diversity: Strategy and Strategic Objectives would be discussed at the next Senior Management Team Meeting.	DB
4.2	Amendments would be made to the composition and remit document.	ED
4.3	Terminology would be updated to the composition and remit in line with the new Equality Act 2010 by Sally Senior and Diane Bailey	SS/DB
4.4	The meeting requested that if Pam Wright was not able to attend the meeting then she would arrange for another Academy representative to attend.	PW (as necessary)
4.5	Diane Lawson would arrange for a College Chaplain to attend meetings when available.	DL
4.6	Michael Batty would arrange for the new Student Governor, Danny Wheatley- Darrand to attend the meetings as a student representative	MB
4.7	Diane Bailey would meet with Maureen Sydney to discuss a HE representative to attend the meetings	DB
5.2	Emma Davies would circulate the updates to the legislation document with the minutes.	ED
5.4	Catherine Parkinson, Diane Bailey and Sally Senior would meet to discuss the new regulations for Equality Impact Assessments.	CP/DB/SS
6.3	The Strategy would be presented at Executive and the Senior Management Team Meeting for information.	DB
7.1	Emma Davies would circulate the new research that had been published from the Skills Funding Agency document with the minutes.	ED
7.3	Sally Senior would raise awareness of examples used in classes through the ATP Forum	SS
8.3	Paul Rollinson would upload the Safeguarding Guidance document and Equality and Diversity Leaflet to the Intranet.	PR

8.5	Diane Bailey had arranged a meeting with Nigel Barry to discuss the e-Safety Policy. This would be discussed in the next meeting.	DB
8.7	Paul Rollinson would provide an update on the number of people who have met the shortlisting criteria in relation to equality and diversity.	PR
9.3i	A report would be produced for the next meeting on equality and diversity data.	IG
9.4ii	A copy of an example of a report from the new EBS4 would be sent with the minutes.	LS/ED
9.7i	Emma Davies would invite the Youth Trust to present at Student Parliament	ED
9.9v	There had been some money for staff to travel internationally to share best practice. Staff had been asked to inform Barbara Brodigan.	ALL

COMPLETED ACTIONS FROM PREVIOUS MEETING	
Item No.	Actions completed from meeting held on 23 May 2011
1.3	Simon England would meet with Diane Bailey and Sally Senior to discuss the use of Facebook for promotion of equality and diversity.
2.5	Simon England and Paul Rollinson would update the guidance previously circulated with payslips from Eileen Ashmore.
2.6	Kathryn Brentnall would take the report from Lorraine to the Communication and Learning Technology Steering Group for discussion.
2.7	Pam Wright would take the report from Lorraine to the Academy Cluster Meeting for discussion.
4.3	Paul Rollinson would update the information within the HR job site.
5.2	Members had been asked to produce a calendar of events that they would promote and celebrate. Emma Davies would circulate the calendar of Diversity Events with the minutes.
6.3	Lynn Stokes would contact CITS to set up the 'Marketing Intelligence Data Exchange Service' for some staff.
6.4	Sally Senior would provide further information on DisbaledGo at the next meeting in July.
9.3	A copy of the new Equality and Diversity leaflet would be presented at the next meeting in July.