

UNIVERSITY OF DUBLIN  
TRINITY COLLEGE

**EQUALITY OFFICER  
ANNUAL REPORT 2006-2007**

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## **1 Introduction**

The Equality Officer will be reporting annually to the Equality Committee and to Board on its activities for each academic year. The position of Equality Officer has been in place since October 2006.

Note (October 2007): the position of the Equality Officer has been increased to full time for a 1 year period to assist with particular aspects of the implementation of the Disability Act 2005.

### **Role of the Equality Officer**

The Equality Officer advises Executive Officers and Board on compliance with Equality legislation (Equal Status Acts 2000 and 2004 and Employment Equality Acts 1998 and 2004); assists in the development of College policies and practices from an equality perspective and implements education and awareness programmes. The Equality Officer was also designated the Secretary to the Equality Committee by the revised Committee Terms of Reference (July 2007).

## **2 Equality Plan 2007/2009**

The Equality Officer, in consultation with the Equality Committee, developed an action plan for the College to follow over the coming 3 years.

The key areas of the action plan are:

- Policy development and legal compliance
- Equality programmes
- Dissemination and communication
- Liaison and coordination

The following section details the activities carried out in the first academic year of the Equality Plan (2006/2007) under each relevant heading.

## **3 Highlights**

- Anti-Racism Week and International Women's Day awareness events.
- European Year of Equal Opportunity for All this event is being coordinated by the IUA Equality and Diversity Group
- Equality Monitoring Plan and Annual Report Baseline statistics on staff and students will be collected and presented annually to the Committee.
- Equality Review and Action Plan application to Equality Authority currently in process.
- Dignity and Respect Policy a work group is developing a Policy and promotion plan.

## **4 Implementation**

A Policy Development and legal compliance

### **Review of Policies and Practices**

Policies and procedures need to be reviewed to assess their compliance with current legislation (Employment Equality Act 1998 and 2004 and Equal Status Act 2000 and 2004, Disability Act 2005) and best practice recommendations. In particular areas such as recruitment procedures and interview panel training, data collection, promotional procedures and women's career progression, Head of department and management training, and achieving the 3% employment target for people with disabilities, amongst others, are being reviewed to ensure that best practice is observed and an equality perspective mainstreamed in all College activities.

Actions carried out include:

- Application for the funded Equality Review and Action Plan programme with the Equality Authority. This is due to go to tender in December 2007.
- Development of an Equality Monitoring Plan, which includes the collection and monitoring of promotions data.
- Dignity and Respect Policy: the Equality Officer participates in the College work group developing this Policy.
- An equality training needs assessment (see Section B)

### **Equality Monitoring Data:**

A key priority identified in the HEA High Level Group Report was the need for third level institutions to collect equality related data, regarding both staff and students. This data are essential to create a profile of the student body and staff so as to assess and monitor the impact of equality initiatives in the future. The need for data to monitor women academics' career progression was an issue of particular concern in the Equality Committee's discussions. The Equality Officer and the Equality Committee have worked to address the issue of equality related data being collected, and made available in a clear and accessible manner. Data collection regarding College staff and students is a complex process which involves several different areas in College and requires the collaboration of many staff.

Actions carried out:

- Analysis of current equality monitoring initiatives in other Irish universities and institutions. Overview of equality monitoring best practice in several UK and NI universities (including Cambridge, Oxford and Queens University). Development of an **Equality Monitoring Plan** based on these findings which was endorsed by the Equality Committee.
- **Annual Monitoring Report** format for staff is being developed. This report will include gender statistics regarding staff composition and distribution: throughout different areas, seniority grades, and decision-making bodies in College. The data will be supplied principally by the Staff Office database. The Annual Monitoring Report will also include statistical data on harassment cases (supplied by the contact persons and Staff Office); data regarding the gender composition and national background profile of the student body (supplied by the Senior Lecturer and Student Records) and data on students from non-traditional backgrounds

supplied by TAP, the Disability Service and Mature Students Officer. The Equality Officer has worked closely with the Staff Office Business Analyst, WiSER and other members of staff to develop this report format. It is envisaged that the data collected may in the future be stored in a Gender Indicators Database currently being developed by IS Services and WiSER.

- **Recruitment Monitoring Form** to be used at recruitment stage is currently being developed by the Equality Officer and IS Services. By means of a voluntary and anonymous online form, data will be collected regarding staff applicants on all nine grounds included in equality legislation. This data will be used to create anonymous statistical reports on applicants and successful applicants. It is envisaged this form will be piloted in Hilary Term 2008.

### **Investigation and Consultation:**

As a new role, the need for the Equality Officer to research equality initiatives and best practice in the university sector was outlined in the Plan. Promoting consultation and ownership of the equality plan within the university is also a priority.

- The Equality Officer is an active member of the IUA Equality and Diversity Group (see section D);
- Visit to the Queens Gender Initiative in Belfast, attending, together with the Director of WiSER, a meeting of the Women's Forum (a recognised initiative for gender equality in this university).
- As an outcome of Anti-Racist Workplace Week, an Anti-Racism Focus Group was set up with participants from different areas in College, including Prof. Ronit Lentin, the director of the M. Phil. programme in Racial and Ethnic Studies.
- The Equality Officer consults as widely as possible with relevant members of staff in areas such as TAP, Mature Students Officer, Disability Services, Senior Tutor etc. There is close collaboration with the Staff Office and Staff Relations on matters such as training, data collection and staff welfare.

### B Equality programmes:

#### **Equality training:**

The Equality Officer has developed an equality training needs assessment and training plan with the aim to develop equality and diversity awareness throughout the organization. The proposed methodology is a combination of mainstreaming equality training into existing programmes, targeted equality training for specific groups and special interest workshops.

This training programme is to be developed in close collaboration with Staff Development.

Key features:

- Mandatory training for recruitment panels and Heads of Schools and Deans
- Management positions (Heads of School, Supervisors, Administrators) to be provided with special training given their greater responsibility for legislation compliance and staff and student welfare. Topics to cover: the basics of equality legislation,

Trinity equality policies, dignity and respect, flexible working options etc.

- Hot Topic workshops: proposed themes include: the 3% Disability Target, Positive Action and Discrimination, Gender and career progression, Cultural Awareness and Communication, Dignity and Respect in the workplace, amongst others.

Activities already carried out 2006-2007:

- *Training the trainers: Equality and Diversity at Work*. Provided by Maria Hegarty from Equality Strategies Ireland (March 2007).

Activities for Michalemas 2007:

- *The 3% Target: best practice on employing people with disabilities*. Provided by Edward Crean, Senior Policy Advisor of the NDA. 14 September 2007.
- *Cultural Awareness training*. Provided by ICOS. 11 December 2007.

### C Dissemination and communication

#### **Equality Officer's website**

- Equality Office Website: A website was developed by the Web Office for the Equality Office [www.tcd.ie/equality.php](http://www.tcd.ie/equality.php) with information on relevant Equality legislation and College Policies, up-to date news on events and Equality Office activities, useful information on equality issues in College ('Equality in Trinity'), a Reports section and a useful links section. This site has been useful in promoting the recent 3% Staff Disability Survey and has the capacity to develop as a very useful resource for both staff and students.

#### **Awareness campaigns**

- **Anti-Racist Workplace Week, 6-12 November 2006**. College celebrated this national event for the first time in 2006. The week was launched by the Vice-Provost and celebrates Trinity College's diversity and increased internationalisation of students and staff. Neil Crowley CEO of the Equality Authority also gave a talk on The integrated workplace as part of the week's activities.
- **International Women's Day 8 March 2007**. This year's International Women's Day was marked by a number of events throughout Trinity College, celebrating diversity and collaboration between women from arts and sciences. The celebrations included presentations by senior women academics in Trinity at the launch, and a colourful procession and performance of gender related statistics in Front Square by students from the School of Drama, Film and Music. International Women's Day was organized by a collaborative team including the Centre for Gender and Women's Studies, the WiSER Centre, Dublin University Gender Equality Society (DUGES), Music and Media Technologies, Department of Electronic and Electrical Engineering and the Equality Officer.

### D Other activities:

#### **IUA Equality and Diversity Group:**

The Equality Officer participates actively in the newly created IUA Inter-University Equality and Diversity Group. This group comprises the Equality

Officers (where this role is in place) or other relevant representatives from all the major universities: UCD, UCC, UL, NUIG, NUIM and DCU. The group discusses best practice in areas such as policy and equality monitoring, promotes sectoral collaboration, and seeks to raise the profile of awareness campaigns through joint action. The group has met 6 times since its creation in December 2006 and is currently involved in organising a photo competition for university staff and students to mark the European Year of Equal Opportunities for All 2007.

### **Equality Fund**

A €10,000 Equality Fund was approved by Board, to be made available to College departments on a competitive basis for a variety of equality initiatives. The Fund will be awarded to projects, events, workshops and other initiatives that aim to raise awareness on equality issues and promote diversity in College. This initiative was proposed by the Equality Committee and will be administered by a sub-group of the Equality Committee during 2008 according to criteria which are being developed for consideration by the Equality Committee.

### **Equality Review and Action Plan (ERAP)**

Trinity is in the process of applying for the ERAP programme. This equality review programme is funded by the Equality Authority to promote equality in the workplace and includes the review of policies and practices and examination of staff equality issues on all 9 grounds. The consultant team will work closely with a College Steering Committee and the resulting agreed Action Plan will be implemented by College.

### **Equality Queries and Information**

The role of the Equality Officer involves providing equality advice to staff and students. While the Equality Officer has had to deal with few queries during the first year in office, it is envisaged that this function may become more important with time, as the Equality Office activities and website become more widely known in the College community. The Equality Officer does not investigate cases, but will offer advice relating to equality legislation and possible sources of assistance.

<b>5</b>	<b>Priority actions 2007-2008</b>
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- **Mainstreaming Equality**  
Championing of equality issues is to be sought in the university management and mainstreaming in all College activities. The aim is for an equality perspective to be further in-built in general College process such as quality control and strategic planning.
- **3% disability target**  
College will be reporting for the first time on its achievement of the 3% Employment target for people with disabilities. A survey will be carried out following NDA guidelines. Compliance with the Disability Act 2005 will require positive measures to promote the employment of people with disabilities, to be developed by the Access Officer and Equality Officer.
- **Annual Monitoring Report**

The Equality Officer is to prepare the Annual Equality Monitoring Report (including staff and student data) and present it to the Equality Committee. It is noted that this data will also be relevant for the ERAP process.

- **Equality Review and Action Plan**  
The ERAP project is expected to go to tender by December 2007 and to take place early in 2008, with an approximate duration of 3 months.
- **Equality Training**  
The scope and implementation of equality training programmes is to be discussed and agreed with Staff Development for its application in 2008.
- **Dignity And Respect**  
The Dignity and Respect Policy is currently being developed by a special working group. The dissemination, promotion and ownership of this policy throughout College is a major concern for the group.
- **Recruitment Monitoring**  
The diversity recruitment monitoring form being developed is to be piloted in 2008.
- **Work-life balance /Maternity Returners**  
Staff Relations has carried out research into the needs of maternity returners, which will establish priority actions with a view to promoting work-life balance in all College areas.
- **Achieving Gender Equality**  
The collection of base-line statistics will facilitate developing appropriate positive action actions to promote gender equality and women's career progression in College.

<b>6 Finances</b>
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The Equality Officer was provided with an initial non-pay budget of € 12,565 for the duration of the 3 year contract (covering office, computer, travel, hospitality and other occasional expenses).

Additionally the € 10,000 Equality Fund approved was incorporated to the Equality Office account. Its allocation and management will be supervised by the Equality Committee in terms to be defined by the Committee.

Costs and expenses from 1 October 2006 to 31 September 2007 (Period 1 to 12): € 4,424.

Balance Equality Office (as of 31 September 2007): € 8,141.

Balance Equality Fund: €10,000

25 October 2007  
Karen Campos McCormack