

Equality Committee Annual Report 2007-2008

**UNIVERSITY OF DUBLIN  
TRINITY COLLEGE**

**EQUALITY COMMITTEE ANNUAL REPORT 2007-2008**

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## **EQUALITY COMMITTEE ANNUAL REPORT 2007-2008**

### **1. Introduction**

This is the Annual Report of the Equality Committee to Board for activities during 2007/2008 academic year. The Equality Officer has produced an Annual Report which is included in the Appendices.

### **2. Terms of Reference**

The full revised Terms of Reference (approved by Board in July 2007 and incorporating any later changes) are included in Appendix 1. The Equality Committee is a Committee of Board with responsibility for advising Board and Council on all equality-related matters.

The duties of the Equality Committee include assisting Board and Council in the development, co-ordination and implementation of equality policies, practices and action plans throughout College.

The Committee operates under delegated authority from the Board, which is ultimately responsible for all matters relating to equality.

### **3. Membership**

The Membership of the Committee is as follows:

Elected Board Member (Chair)  
Vice-Provost  
1 Dean  
Secretary to the College (or nominee)  
Academic Secretary (or nominee)  
Staff Secretary  
Disability Service Co-ordinator  
Access Officer  
Personnel Officer  
Representative of Sexual Harassment and Bullying Contact Persons  
Welfare Officer –Students' Union  
Representative of the Graduate Students' Union  
1 Council nominee  
Equality Officer (Secretary)  
4 members of staff  
    Professor Eileen Drew  
    Ms Therese Moloney  
    Mr David Quinn  
    Dr. Oran Doyle

### **4 Legislation**

The Committee is to advise Board on legal requirements arising from the Universities Act 1997, The Employment Equality Act 1998 and 2004, the Equal Status Act 2000 and 2004, Disability Act 2005 and any other relevant legislation.

The key aspects of the legislation for the College are:

- College is to 'promote gender balance and equality of opportunity among students and employees of the university' as one of its objectives under **The Universities Act 1997**.
- **The Equal Status and Employment Equality Acts** outlaw direct and indirect discrimination, victimisation or harassment on the following 9 grounds: gender, marital status, family status, sexual orientation, religion, age, disability, race or ethnicity and membership of the traveller community.
- These Acts place a responsibility on Trinity as the employer and educational establishment not to discriminate on any of these grounds against staff, students or service users; and to take reasonably practicable steps to prevent discriminatory conduct by its employees.
- The areas covered by the Equal Status Act include the admission, terms and conditions of participation and access of students to any course and facility.
- Employment equality legislation covers advertising, equal pay, access to employment, vocational training and work experience, terms and conditions of employment, and promotions, amongst others.
- The Equal Status Act and Employment Equality Act allow for preferential treatment or the taking of positive measures which are intended to promote equality of opportunity for disadvantaged persons; or cater for the special needs of persons who may require facilities, arrangements, services or assistance. For example training for particular groups of staff, or reasonable accommodations required by staff with disabilities.
- The **Disability Act 2005** requires all public bodies to fulfil a 3% employment target of staff with disabilities, and to monitor and report on the achievement of this target annually.
- The **HEA High Level Group Report (2004)** requests all third level institutions to collect equality monitoring data for students in a standardized fashion across the sector. Additionally there is a recommendation to monitor data regarding staff across the different grounds included in equality legislation.
- Higher level institutions will develop Access Plans as required by the **HEA National Access Office**.

These legal developments have placed an increased responsibility on the College to promote and mainstream equality in all aspects of College activity. Developing base-line data and monitoring the impact of initiatives is a key factor in complying with legislation and following best practice.

## 5 Meetings

The Committee normally meets once per term, or as often as may be necessary to complete the business before it. The quorum for meetings is 50% plus 1 (10). The Committee may invite any other person to attend any Committee meeting as it may deem suitable. In 2007/2008 the Committee met on the following dates:

5 November 2007

25 February 2008

11 June 2008

## 6 The Equality Officer

An Equality Officer was appointed in 2006 to advise and assist the Equality Committee. The Equality Officer's role is to promote equality in all areas of College life for both staff and students, covering all 9 grounds of discrimination included in Irish equality legislation. The Equality Officer is secretary to the Equality Committee, and advises the Committee on matters regarding legislation and policy

implementation; as well as liaising with the different individuals and groups involved in equality related matters in College.

The Equality Officer, during the period in question, reported to the Assistant Secretary.

For the period Nov 2007-October 2008 the Equality Officer was employed full-time to ensure compliance with the Disability Act 2005 requirements and has been working collaboratively with the Disability Service Director and Staff Office.

**The Equality Officer's Annual Report 2007/2008** is included in Appendix 3.

<b>7 Main issues addressed by the Committee in 2007/2008</b>
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### **European Year of Equal Opportunity for All**

2007 was designated the European Year of Equal Opportunity for All by the EU. The Committee welcomed the collaborative initiative organised with the IUA Equality and Diversity Group and the support of the Equality Authority to mark this year and raise awareness on equality on all 9 grounds. The photo competition '*Changing Perspectives: Equality and Diversity in my University*' was well received amongst staff and students. A calendar illustrated with a selection of participants' submissions was distributed to over 15,000 staff and students throughout the seven campuses.

### **Disability Act 2005**

Several aspects relating to the implementation of the Disability Act 2005 were addressed by the Committee over the year, including accessible information guidelines, reporting on the 3% employment target, a Disability Review and the review of the Code of Practice Applying to the Employment of People with Disabilities, detailed below.

#### *3% employment survey*

College implemented the *Count Me In Survey* amongst its staff to determine the proportion of staff with disabilities, in compliance with the Disability Act 2005. The College is required as a public body to report annually on the attainment of a 3% employment target to the Department of Education and Science Monitoring Committee. The Committee noted the survey, which had been distributed to all staff employed in 2006, received a 20% response rate, and seven per cent of respondents (or 1.5% of the overall staff population) defined themselves as having a disability as defined by the Act.

#### *Accessible Information Guidelines*

The Committee welcomed this document that was developed to serve as a guideline in all College activities, academic, educational and administrative, ensuring the greatest accessibility of information in compliance with the Disability Act 2005. The document includes guidelines for printed (clear print) and electronic materials. The guidelines received the full backing of Board to ensure implementation in all departments, and were widely circulated and communicated through e-mail and a series of seminars facilitated by the College Disability Service.

#### *Disability Review*

The Committee supported the Disability Review programme instituted to promote the employment of people with disabilities and to ensure the full implementation of several aspects of the Disability Act 2005. This collaborative project involved the Director of the College Disability Service, the Staff Office and the Equality Officer (the Equality Officer was appointed a further half-time appointment for this purpose over a

one year period November 2007- October 2008). A central part of this review was to revise the Code of Practice Applying to the Employment of People with Disabilities and develop the Supporting Staff with Disabilities Guide for Staff and Managers.

### **Code of Practice applying to the Employment of People with Disabilities**

The revised Code of Practice by was presented to the Committee and approved by Board in July 2008. The revision process involved consultation with relevant stakeholders and with staff with disabilities. The revised Code clarifies entitlements and duties, introducing procedures for needs assessment and reasonable accommodation, and other measures aimed at supporting staff with disabilities.

### **Equality Fund**

A sub-committee of the Equality Committee (comprising the Chair, two members, a nominee of the Treasurer's Office and the Equality Officer) was appointed to manage the Equality Fund, including the selection and review of projects. The Equality Officer reported on the award of the first round of funding in February 2008. The Fund financed or part-financed 8 projects (4 staff and 4 student led initiatives) which focussed on the themes of celebrating diversity, dignity and respect, gender equality, anti-racism and work-life balance. The Equality Committee welcomed the variety and innovation of the successful projects. After the first year, the terms of reference were amended to specify with greater clarity the scope and function of the Fund for future editions.

### **Equality Monitoring**

Several initiatives to develop data collection and monitoring systems that would enhance the effectiveness of equality programmes were discussed.

#### *Annual Equality Monitoring Report*

The First Annual Monitoring Report was welcomed by the Equality Committee and Board. The report presented an overview of available equality-related data and base-line statistics for staff and students, focussing particularly on gender distribution and student access data. The Committee's attention was brought to the gender and age distribution of staff, the distribution of staff by grade and School, the nationality and gender profile of students, recent monitoring initiatives including the disability survey, the fulfilment of the access target for students from non-traditional backgrounds, and the levels of bullying and harassment reported by the Contact Persons. The Committee noted the areas and positions where greater gender imbalances are apparent. This report, produced annually, will assist the College in assessing priority action areas, to examine the evolution of the staff and student profile and benchmark improvements and the impact of initiatives. On the Committee's recommendation an advisory monitoring sub-group was established to collaborate with the Equality Officer in the development of the report and recommendations.

#### *Recruitment Monitoring*

A recruitment equality monitoring scheme is being piloted in 2008 to gather data in relation to the nine equality grounds from applicants. The Committee was presented with pilot data for the first quarter, which reflected the very international profile of applicants to College. The Committee noted that for this data to be effective it was necessary for the monitoring to be extended to the newly appointed staff as well as applicants.

### **Parental Report**

The Committee noted with interest the main issues arising from the parental group discussions facilitated by the Staff Office in June 2007, including flexible working and organizational culture, consistency in the application of schemes across College,

communication of entitlements to staff and the involvement of fathers in the parental role. As an outcome of these sessions, a self-managing Parental Group was established which advises the Staff Office on the implementation of particular measures, such as the re-development of the Staff Office website to improve the provision of information to parents. Another outcome which was welcomed for its innovation was the establishment of a Buddy System for parents returning from maternity and parental leave, thereby providing support at a particularly challenging time for new parents.

**Dignity and Respect:**

The Committee addressed several aspects of the prevention of bullying and harassment, and the promotion of a positive work and study environment throughout the year, detailed below.

*Bullying and Harassment reports*

The Committee noted the report from the Bullying and Harassment Contact Persons and the first report provided by the Staff Office regarding bullying and harassment cases over the last year. The gender profile and general status (student, admin staff, academic etc) of complainants and alleged harassers were brought to the Committee's attention, and the differences in the profile of cases involved in the two reports; due to confidentiality issues, and the multiple supports available to individuals, it was difficult to present an overall estimate of incidence. The Committee also noted the implementation of many of the recommendations contained in previous reports, such as managers' training provision and the option of a mediation service, and discussed the need for increasing student awareness of the policy and supports.

*Dignity and Respect Policy*

The Dignity and Respect Policy was developed and completed by the joint Partnership working group established to implement this Towards 2016 action point. The Dignity and Respect Policy incorporates the reviewed Policy for the Prevention of Bullying and Harassment and additional provisions promoting a positive work and study environment. This policy will be launched and communicated to staff and students in 2008-2009.

*Contact Person selection*

The Code for the Appointment of Contact Persons was further developed to include the selection process, specifying the application process, information session, interview and commitment to on-going training. Several candidates have been recruited through this new process and will be joining the Panel, pending Board approval.

**Awareness Events**

Several equality awareness events were held during 2007-2008:

- European Year of Equal Opportunities for All 2007
- Anti-Racist Workplace Week (November 2007)
- Equality Photographic Awards: Trinity College local awards, December 2007; IUA Inter-university *Changing Perspectives* photographic competition (Equality Authority, 15 February 2008). Distribution of 4,000 calendars (January 2008)
- LGBT Society 25 Anniversary (March 2008)
- Work Life Balance Day (29 February)
- International Women's Day (8 March 2008).

### **Statutes Review Group**

The Statutes Review Group invited the Committee's opinion on the main areas of relevance in the review of the College Statutes: the Preamble, expressing values of equality and accessibility, the review of sexist language, provisions relating to legal compliance and the chapter on the College Community.

### **Student Transgender Guidelines**

The SU Welfare Officer submitted a document outlining the issues that had arisen in the recent registration process of two transgender students. The Committee supported the possibility of developing guidelines to facilitate the reception of transgender students, which will be explored by the SU and the Equality Officer.

### **ERAP**

The Committee was disappointed to find that the Equality Authority was unable to deliver the ERAP (Equality Review and Action Plan) which College applied for in 2007. Having initially accepted Trinity's application, the process was halted at the point of going to tender due to a review of the ERAP scheme by the Department for Justice, Equality and Law Reform.

## **APPENDICES**

1. Terms of Reference
2. Committee membership 2007-2008
3. Equality Officer's Annual Report 2007-2008

TRINITY COLLEGE  
THE UNIVERSITY OF DUBLIN

Equality Committee

Terms of Reference  
Revised 2007

Approved by Equality Committee: 8 March 2007

Approved by Board: 4 July 2007

Amended by Board: 2 April 2008

## **EQUALITY COMMITTEE**

### **1. Objectives**

The Equality Committee is a Committee of Board with responsibility for advising Board and Council on all equality-related matters.

### **2. Membership of the Committee**

#### **2.1 The Committee shall comprise:**

- An elected Board member
- Vice-Provost
- Equality Officer
- Secretary to the College (or nominee)
- Academic Secretary (or nominee)
- Staff Secretary
- Disability Service Co-ordinator
- Access Officer
- Personnel Officer
- Representative of Sexual Harassment and Bullying Contact Persons
- Welfare Office – Students' Union
- Representative of Graduate Students' Union
- 1 Council nominee
- 1 Dean
- 4 members of staff
  - Professor Eileen Drew
  - Ms Therese Moloney
  - Mr David Quinn
  - Dr. Oran Doyle

In determining the composition of the Committee at least 30% of the membership should be of each gender and there should be a broad representation of all staff groups in College.

#### **2.2 The Chairperson of the Committee shall be an Elected Board Member.**

#### **2.3 Membership of the Committee shall be reviewed regularly by the Chairperson in consultation with the Registrar and changes as required shall be recommended to the Board at that time.**

#### **2.4 Membership of the Committee shall normally be for an initial term of three (3) years, with the possibility of an extension of a further three (3) years. The general aim is to change the membership from time to time to ensure an appropriate balance between continuity and fresh perspectives.**

#### **2.5 The Equality Officer shall act as secretary to the Committee and be responsible for the preparation and distribution of the agenda, papers, minutes and reports following consultation with the Chairperson of the Committee.**

### **3. Meetings and Quorum**

#### **3.1 The Committee will normally hold meetings once per term or as often as is necessary to complete the business before it or to deal with urgent issue that may arise.**

#### **3.2 The quorum for meetings shall be 9 (50% of the members plus one).**

#### **3.3 The Committee may also invite any or other person to attend any meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in achieving its objectives.**

## Equality Committee Annual Report 2007-2008

3.4 The draft minutes of the Equality Committee shall be circulated to the Board as soon as possible for noting and/or discussion as necessary. The Chairperson of the Committee shall be available to report orally to the Board on key aspects of the proceedings of the Committee as required.

3.5 In order to aid its operation, the Equality Committee may from time to time arrange for subgroups to consider specialist issues and bring forward recommendations to the Committee.

### **4. Duties**

4.1 Assist Board and Council in the development, co-ordination and implementation of equality policies, practices and action plans throughout College.

4.2 Advise Board and Council on the legislative requirements in relation to equality matters, with particular reference to the Universities Act 1997, the Employment Equality Act 1998, the Equal Status Act 2000 and any other relevant legislation.

4.3 Monitor developments in national and EU policies in relation equality and advise Board and Council on the implications for College.

4.4 Review on an on-going basis the implementation of (a) approved recommendations and actions and (b) equality legislation and report accordingly.

4.5 Review College practices and policies from an equality perspective and where necessary make recommendations on any issues arising in order to promote good practice in these areas.

4.6 Report annually to Board and Council, preferably in Hilary Term, on all equality-related matters and on the results of reviews and monitoring exercises carried out during the year.

### **5. Authority**

5.1 The Committee shall operate under delegated authority from the Board, which is ultimately responsible for all matters relating to equality. The Equality Committee will have devolved authority to decide on behalf of Board to:

- Appointment of Contact Persons in relation to Sexual Harassment and Bullying
- Approving procedures and guidelines for the implementation of Equality-related policies

5.2 The Committee may consider/review any matter falling within its terms of reference, calling on whatever resources and information it considers necessary to do so.

5.3 The Committee is authorised to seek any information it requires from any employee of the College to enable it discharge its responsibilities and shall have made available to it on a timely basis all information requested from any employee in a clear, concise and well organised manner.

5.4 The Equality Committee shall carry out such other functions and take such other decisions as may be delegated to it from time to time by the Board

### **6. Performance Evaluation**

6.1 The Committee shall, at least once a year, review its own performance and its terms of reference and shall report its conclusions and recommend any changes it considers necessary to the Board.

**Committee membership 2007-2008**

Professor Ruth Byrne (Vice-Provost) *Chair*  
Ms Anne FitzGerald (Assistant Secretary)  
Mr Declan Treanor (Director of College Disability Service)  
Ms Louise Power (Personnel Officer)  
Ms Ruth Torode (Representative from the Bullying and Harassment Contact Persons)  
Ms Cliona Hannon (Access Officer)  
Ms Clodagh Byrne (Academic Secretary nominee/ Mature Students Officer)  
Mr Tony McMahon (Staff Secretary)  
Dr Hugh Gibbons (Council nominee)  
Mr Ronan Hodson (GSU President)  
Ms Una Faulkner (SU Welfare Officer)  
Professor Eileen Drew (member of staff)  
Mr David Quinn (member of staff)  
Ms Therese Moloney (member of staff)  
Mr Oran Doyle (member of staff)  
Professor Colm O'Morain (Dean)  
Ms Karen Campos McCormack (Equality Officer) *secretary*

UNIVERSITY OF DUBLIN  
TRINITY COLLEGE

**EQUALITY OFFICER  
ANNUAL REPORT 2007-2008**

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## **1 Introduction**

The Equality Officer reports 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\*.

The Equality Officer advises the Equality Committee and Board on compliance with Equality legislation (Equal Status Acts 2000-2004, Employment Equality Acts 1998-2004, Disability Act 2005 and Universities Act 1997); assists in the development of College policies and practices from an equality perspective and implements education and awareness programmes for staff and students. The Equality Officer's aim is to promote equality for staff and students, in all areas of College life, with particular regard to the nine grounds of discrimination in equality legislation. The Equality Officer also aims to support College in achieving its objectives for inclusiveness, diversity and dignity and respect outlined in the College Strategic Plan.

The Equality Officer is the designated Secretary to the Equality Committee as set out in the Committee's Terms of Reference. The Equality Officer provides advice on equality issues to staff and students.

### **Equality Plan 2007-2009**

The main areas of activity of the Equality Officer are, as outlined in the 2007-2009 Equality Plan:

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

Further information: Details of activities can also be found on the Equality Office website [www.tcd.ie/equality](http://www.tcd.ie/equality).

\*Note: the position of the Equality Officer has been increased to full time for a 1 year period (Nov 2007-October 2008) to assist with particular aspects of the implementation of the Disability Act 2005.

## **2 Review of 2007-2008 activities**

### ***Highlights 2007-2008***

- Disability Review
- Equality Monitoring
- European Year of Equal Opportunity for All 2007
- Dignity and Respect Policy
- Equality Fund

## ***Policy development and legal compliance***

### **Annual Monitoring Report**

The Equality Officer, in collaboration with the Staff Office Business Analyst and the Senior Lecturer's Office, has developed equality monitoring data collection systems and an annual report format. The report provides an analysis of staff statistics and gender distribution, and examines the student body profile in relation to different equality grounds. The function of the report is to provide a benchmark to assess the impact of measures and developments over time, and to identify priority areas of action. The First report for 2006-2007 was presented to the Equality Committee in Hilary Term.

### **Recruitment Monitoring Pilot**

As part of the equality data collection programme, an equality recruitment monitoring form was piloted starting January 2008. The form is a voluntary, anonymous, web based form, and collects data relating to the nine grounds of equality legislation. The monitoring form has been completed by 1,978 applicants in the period 1 January- 30 September 2008. The response rate for the first year (January- December 2008) was 45%.

### **Disability Review**

The Disability Review is a collaborative project between Staff Office, the Director of the Disability Service and the Equality Officer to promote the recruitment, retention and development of staff with disabilities in College and ensure compliance with the statutory requirements of the Disability Act 2005 and the Employment Equality Acts.

- **Revised Code of Practice:** the *Code of Practice Applying to the Employment of People with Disabilities* was reviewed to include a clear outline of procedures and resources for supporting staff with disabilities. The revised Code reflects a positive approach to the employment of people with disabilities. Approved by Board in July 2008.
- **Consultation** with relevant stakeholders and staff with disabilities was an important part of the review process. The need for ongoing involvement of staff with disabilities was highlighted.
- **Supporting Staff with Disabilities: Guidelines for staff and managers.** These guidelines were developed as an additional resource to assist staff, and managers in particular, in implementing the Code of Practice. The guidelines have been developed and will be launched in December 2008.

### **Dignity and Respect Policy**

The Equality Officer was involved in the development of the Dignity and Respect Policy, assisting the Working Group and Staff Office where necessary. The Dignity and Respect policy incorporates the previous bullying and harassment policy with a greater emphasis on communication, and roles and responsibilities in supporting a positive and

respectful work and study environment. The Equality Officer is particularly responsible for the communication strategy for this policy amongst students. Approved by Board July 2008.

### ***Equality Programmes***

#### **Equality Fund 2008**

The Equality Fund is made available to staff and student applications on a competitive basis for a variety of equality projects within College. The Equality Fund aims to facilitate equality initiatives and to promote and celebrate diversity in all College areas. The sum of €10,000 was approved by Board and made available annually for this Fund. The Fund is managed by a sub-committee of the Equality Committee, to which the Equality Officer is secretary.

The first round of funding was completed in February 2008, and seven staff and student projects were funded. See

[www.tcd.ie/equality/projects/equalityfund.php](http://www.tcd.ie/equality/projects/equalityfund.php) for details.

**Equality training:** Cross-Cultural Awareness and Communication Skills. A two-part course on cross-cultural communication was provided to staff from different areas who work with international students (facilitated by ICOS).

### ***Dissemination and Awareness***

#### **Awareness campaigns 2007-2008**

- **European Year of Equal Opportunities for All 2007.** *Changing Perspectives: Equality and Diversity in my University photographic competition.* There were local and inter-university awards, and a special calendar was edited and distributed to 15,000 staff and students in the different campus (4,000 in Trinity).
- **Anti-Racist Workplace Week**, November 2007. Playwright and Director of Arambe Productions Bisi Adigun was the guest speaker for this event.
- **International Women's Day** 8 March 2008. A celebratory lunch with the theme 'Shaping Progress' was held with guest speakers Olive Braiden and Yvonne Campbell.
- **Work Life Balance Day**, March 2008.
- **Equality Officer's website** [www.tcd.ie/equality](http://www.tcd.ie/equality) (ongoing).

For further information see

[http://www.tcd.ie/equality/news\\_events/past\\_events.php](http://www.tcd.ie/equality/news_events/past_events.php)

### ***Other activities***

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

The IUA Equality and Diversity Group, which comprises Equality Officers from the seven universities in Ireland, met 5 times during 2007-2008 and continued to share best practice and to build on collaborative projects.

In 2007-2008 the group secured funding from the Equality Authority for the European Year of Equal Opportunity for All.

### ***Equality Queries and Information:***

The Equality Officer provides information to staff and students on equality legislation and College policies, but does not carry out investigations. In 2007-2008 the Equality Officer received queries in relation to discrimination and the treatment of international students, maternity protection, positive measures, and dignity and respect, amongst others.

## **4 Finances**

The Equality Officer was provided with an initial non-pay budget of € 12,565 for the duration of the contract; in 2007 an additional €10,000 were allocated to the annual non-pay budget.

The annual €10,000 Equality Fund is incorporated to the Equality Office account, its allocation and management is supervised by the Equality Committee.

Non-pay costs and expenses from 1 October 2007 to 30 September 2008 (Period 1 to 12. exc. Equality Fund): € 4,778.64 (printing and stationary, duplicating and copying, travel and subsistence, telephone, computer equipment, publications and books, staff training costs, hospitality and entertainment, miscellaneous).

Balance Equality Office Non-pay budget (exc. Equality Fund) as of 30 September 2008: €10,362.74.

Balance Equality Fund: €15,000.

## **5 Service Plan for 2008-2009**

In addition to ensuring compliance with relevant legislation and best practice and promoting equality for both staff and students, with particular regard to the nine grounds of discrimination, the Equality Officer contributes to the achievement of the College's Strategic Plan by providing guidance and support in the achievement of an inclusive College and an increasingly diverse student and staff body. The Equality Officer also supports the Strategic Plan by helping to promote an environment where all members of the College community are treated with dignity and respect

### **Ongoing projects**

- Annual Monitoring Report and Recruitment monitoring.
- Equality Fund administration and communication.
- Supporting Staff with Disabilities Guide launch and communication.
- Dignity and Respect communication programme in collaboration with the Staff Office.
- Disability Act 2005 3% target reporting requirements.
- Secretary to Equality Committee functions.

- Provide advice to staff and students on equality legislation and college policy.

**Other projects:**

- Gender equality programme to support College in achieving gender equality objectives.
- Challenging Stereotypes campaign (IUA project funded by the Equality Authority). Travelling exhibition and creative competition.
- Inclusive policy review in collaboration with the Staff Office.