

UNIVERSITY OF DUBLIN

TRINITY COLLEGE

EQUALITY COMMITTEE ANNUAL REPORT 2009-2010

TABLE OF CONTENTS

- 1 Introduction
- 2 Terms of Reference
- 3 Membership
- 4 Legislation
- 5 Meetings
- 6 Equality Officer
- 7 Main issues addressed by Committee in 2009/2010

APPENDICES

- 1 Equality Committee Terms of Reference
- 2 Committee membership 2009-2010
- 3 Sub-committees
- 4 Equality Officer Annual Report 2009/2010

EQUALITY COMMITTEE ANNUAL REPORT 2009-2010

1. Introduction

This is the Annual Report of the Equality Committee to Board for activities during 2009/2010 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 (or nominee)

Director of the Disability Service

Access Officer

Personnel Officer

Representative of Dignity and Respect Contact Persons

Welfare Officer –Students' Union

Equality Committee Annual Report 2009-2010

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 1998-2010, the Equal Status Act 2000-2010, 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.

Equality Committee Annual Report 2009-2010

- The Disability Act 2005 requires all public bodies to fulfill 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 2009/2010 the Committee met on the following dates:

18 November 2009

25 February 2010

28 May 2010

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 College Secretary.

The Equality Officer's Annual Report 2009/2010 is included in Appendix 3.

7 Main issues addressed by the Committee in 2009/2010

Equality Plan 2007-2009 implementation review and Equality Plan 2010-2014 (Eqal/09-10/04 and Eqal/09-10/20) The Committee discussed the progress in the implementation of the Equality Plan 2007-2009 in the areas of Policy development and legal compliance;

Equality programmes; Dissemination and communication; and Liaison and coordination. The Committee noted the progress made in the implementation of the HEA High Level Group recommendations on data collection and monitoring, policy development in the area of disability and dignity and respect, and consultation with staff on anti-racism, gender and disability issues in this period. The Committee noted the further work required in mainstreaming equality in staff development and training programmes and in particular noted the need to provide mandatory training in equality matters to staff taking part in interview panels. The Committee welcomed the Equality Plan 2010—2014 presented by the Equality Officer, which seeks to support College in the achievement of goals contained in the Strategic Plan 2009-2014, particularly supporting ‘the inclusivity of our community which offers equality of access and opportunity to all’ as a core value. The Equality Plan actions will focus on mainstreaming equality in College practices.

Dignity and Respect (Equal/09-10/05,15,16,26,29,35,36) The Committee discussed several aspects relating to the Dignity and Respect Policy and implementation over the course of the year, outlined below:

Contact Persons and Staff Office reports (16)

The Contact Persons and Staff Office presented reports detailing statistics of the dignity and respect queries received in 2009 and the profile of complainants and alleged harassers (classified by gender, staff and student status). Reports on the dignity and respect cases presenting at the Counselling Service and Postgraduate Advisory Service were also considered. The Committee noted the Contact Persons service was accessed predominantly by staff, and noted an increase in the number of cases, possibly due to increased awareness efforts across College and improved referral systems to the Contact Persons. The Contact Persons highlighted the need for all informal options to be fully explored in each case.

Policy development (05, 15,26,29) The Contact Persons and Staff Office developed guidelines for the Contact Persons on dealing with complex or high-risk cases. The Committee discussed at length the complexity of cases where different College complaint procedures interacted involving both academic and dignity and respect issues; following consultation with the Senior Lecturer, Dean of Graduate Studies, Secretary and Vice-Provost, an amendment to the policy is to be submitted at the next Committee meeting in 2010. The provision of guideline time-frame information to complainants and the need for closure at the end of an investigation were raised by the GSU Vice-President and amendments made to the policy information and Contact Person guidelines accordingly. The policy was also amended to clarify the role of the Tutor, as distinct to that of a manager or supervisor.

Policy communication (05,16) The updated policy is now available on the web and a revised booklet is being developed. The Committee welcomed the implementation of training and other recommendations reported by the Staff Office, Contact Persons and Equality Officer, in particular the training provided to Tutors, investigators and student Peer Mentors, as well as School awareness sessions, health and safety training and supervisor training. The Committee supported the inclusion of dignity and respect issues in future manager training suites.

Equality Committee Annual Report 2009-2010

Contact Persons intervarsity workshop (36) An inter-varsity workshop was held in Trinity for Contact Persons from different universities to share good practice in a confidential environment. The Committee noted the College's Code of Practice for Contact Persons and recruitment procedure were being used as a model by other universities.

Contact Person appointments (05,35) The Committee noted the appointment of three new Contact Persons and confirmed two Contact Persons for a further three years in the role.

Equality Policy review (Eqal/09-10/06,14,28) The Committee welcomed the proposal of a new College Equality Policy which would streamline and replace the current Access and Equality Policy, Equal Opportunity Policy and other related recruitment policies - thus strengthening Equal Status service provisions and rationalizing the number of equality-related policies in place. The Equality Officer presented a discussion paper to the Committee for consideration and a final draft will be submitted to the Committee in Michaelmas Term 2010-2011 following further consultation with staff and students.

Equality Fund (Eqal/09-10/08,33) The Equality Officer reported on the implementation of the 14 selected projects in 2008-2009, with very positive feedback from participants and organizers and representing excellent value for money. The Committee suggested the Fund information and application form be reviewed to seek greater logistical detail from applicants and to provide further clarity on funding criteria. The Committee welcomed the continued increase in applications in 2009-2010 for increasingly diverse and ambitious projects. 16 projects were selected for funding including four student-led projects, two joint staff-student and ten staff projects under the following themes: Enriching the College Community: creating links and supports; Mental Health and equality; 'Treat others as they would like to be treated'; Men and women in College, encouraging full participation and potential, and Challenging stereotypes. The Committee noted the completion of nine of the selected projects by May 2010, with a full report to be submitted by the Equality Officer once all projects were completed.

Disability Act 2005 (Eqal/09-10/07,17,18,27,34) Several aspects relating to the implementation of the Disability Act 2005 were addressed by the Committee over the year, detailed below.

Accessible Information (7,17, 27) The Director of the College Disability Service provided a full report to the Committee on the actions undertaken to implement the Accessible Information Policy. The Committee welcomed the progress made including: a full information audit of administrative areas; implementation in academic areas reviewed and supported by the Trinity Inclusive Curriculum project; an 'Everyday Accessibility' series of workshops for College staff; liaison with ISS regarding the embedding of accessibility in training; liaison with the Web Office to further enhance accessibility features, and liaison with the Procurement Office regarding guidelines for the purchase of IT products. The Committee also welcomed the decision by the Secretary to require documents for Board circulation to be submitted in accessible formats.

3% census (18) The Committee noted that the disability status form had been re-issued by the Staff Office and Equality Officer to those staff who had not reported their disability

Equality Committee Annual Report 2009-2010

status in last year's exercise in order to increase the response rate and accuracy of the report to the Department of Education and Science Monitoring Committee. The Committee noted the ongoing difficulty in encouraging staff with disabilities to disclose.

Physical access (7,17) The Committee welcomed the progress made in improving physical accessibility in College, including the now fully accessible Pavilion Bar, accessible residencies in New Square and the approval for paving and ramping of Front Square (ramping now completed and paving due to take place this year). The Committee discussed the re-location of the Admissions Office to Front Arch from its inaccessible location in West Theatre in relation to the Disability Act requirement for services to be provided in a fully accessible integrated way where practicable.

DS Service 10th Anniversary (34) The Committee noted the 10th Anniversary celebration of the Disability Service, including a symposium and the publication of the booklet 'Ten Years of Students Experiences'.

IUA equality group (Equal/09-10/10,21,26,36) The Equality Officer provided a report on the implementation of the IUA Equality Group projects funded by the European Year of Equal Opportunities for All Legacy Funding in 2009, which included a Challenging Stereotypes creative competition and the production of awareness materials with the winning entries. The IUA group also held a workshop exploring the function of staff networks in supporting LGBT staff and a follow-on workshop on the role of networks in relation to other equality grounds. The Committee welcomed the report by Dr Jane Pillinger summarizing the findings of this project *Exploring the Function of Staff Networks in supporting equality outcomes in the University Sector*. The Committee discussed the positive role networks could play as a support to more vulnerable groups of staff and noted the current networks in College: the Parental Group, Contact Persons panel and WiSER network. The Committee was advised that the IUA Equality Group was exploring the possibility of developing a sectoral E-learning diversity module as a training and awareness tool for staff. The Group attended a seminar facilitated by the Queens Equal Opportunities Unit outlining the benefits of their e-learning diversity module. This opportunity was welcomed given the need for providing equality training to interview panels.

Mandatory interview panel training (Eqal/09-10/04,14,26) The Committee discussed at length the need to ensure that staff taking part in interview panels had received preparatory training in equality, diversity and recruitment skills. The Committee discussed the different training provision options and the logistic complications in providing training to c 800 staff who might at any time be part of an interview panel. The Staff Office set up a project group to examine the provision of mandatory training; and found consultation with the Faculties and support areas indicated a preference for e-learning training. The Committee was advised the Equality Officer would liaise with the IUA Equality Group and the Staff Office in relation to the development of the e-learning diversity module.

Equality monitoring (Eqal/09-10/24,31) The Committee welcomed the draft Equality Monitoring Report 2009-2010 presented by the Equality Officer with the assistance of the Monitoring Advisory Group and noted that this exercise fulfilled the recommendations made by the HEA High Level Advisory Group report on University Equality Policies (2004). The

Equality Committee Annual Report 2009-2010

Committee noted some of the points highlighted by the Monitoring Advisory Group: the continued under-representation of women in decision-making and senior positions (academic and administrative) with no clear progress towards gender balance; the possible gendered impact of the employment moratorium; the difficulty in collecting staff disability data and encouraging response from staff with and without disabilities; continued progress in incrementing the numbers of non-traditional students (TAP, Mature and Disability); the increase in the proportion of non-Irish students and the service and inclusive practice implications this may have. The Committee also discussed the issue of data consistency raised by Ms Torode, who noted the difficulties in collecting accurate and consistent data regarding the equality profile of students. The Equality Officer is to liaise with the E-Strategy group regarding equality data requirements and the Committee noted it was hoped the new student data system would address many of the consistency issues raised at previous Committee discussions. The Committee also noted the Staff Office had compiled an initial workforce profile report for the Planning Group and this data had been compared with the recent HEFCE (UK) report. The monitoring report was amended as discussed and submitted to Board and Council.

02 Ability Awards (Eqal/09-10/11,19,32) The Committee welcomed College's achievement in being selected as an Ability Company at the recent 02 Ability Awards organized by Kanchi. Trinity achieved the status of Ability company in all six categories of the awards: Leadership, Customer Service, Environmental Accessibility, Recruitment and Selection, Learning, Development and Progression, and Retention and Wellbeing. In addition, College was nominated for an Award in three categories, including overall Private-Sector winner. The Committee noted the positive message this sent out to prospective students and staff and acknowledged the effort of all who took part in the application and review process for the Awards.

Awareness Events (03,23)

The Committee noted the equality awareness events held in 2009-2010 including:

Positive Ageing week (September 2009); International Women's Week (March 2009); Equality Fund events (Hilary and Trinity Term 2010); Disability Service 10th anniversary (June 2010)

AOB - Other issues considered by the Equality Committee throughout the year are referenced below, please consult minutes for further details:

Parental Group activities(Eqal/09-10/02,36)

WiSER initiatives and funding (Eqal/09-10/12)

Gender and Promotions report (Eqal/09-10/02,09)

Merit bar survey (Eqal/09-10/22)

Flexible working (Eqal/09-10/02,14)

APPENDICES

1. Terms of Reference

2. Committee membership 2009-2010

3. Sub-committees

4. Equality Officer's Annual Report 2009-2010

TRINITY COLLEGE

THE UNIVERSITY OF DUBLIN

Equality Committee

Terms of Reference

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 Director

Access Officer

Personnel Officer

Representative of Dignity and Respect 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

Equality Committee Annual Report 2009-2010

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 10 (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.

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.

Equality Committee Annual Report 2009-2010

- 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 2009-2010

Dr Sinead Ryan (Member of Board) Chair

Professor Colm O'Morain (Dean)

Prof. Patrick Prendergast (Vice Provost)

Ms Anne FitzGerald (Acting 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 Kathleen O'Toole/ Ms Cliona Hannon (Access Officer nominee/ Access Officer)

Ms Clodagh Byrne (Academic Secretary nominee/ Mature Students Officer)

Ms Alison Taylor (Deputy Staff Secretary)

Dr Mícháel Ó Siochrú (Council nominee)

Ms Alex Murphy (GSU Vice-President)

Mr Cormac Cashman (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)

Ms Karen Campos McCormack (Equality Officer) secretary

Equality Committee Sub-committees/working groups 2009-10

Equality Fund Sub-Committee

Dr Sinead Ryan (Equality Committee, Chair)

Ruth Torode (Equality Committee)

Louise Power (Equality Committee)

Ann-Marie Moore (Treasurer's Office)

Cormac Cashman (SU Welfare Officer)

Karen Campos McCormack (Equality Officer, secretary)

Monitoring Advisory Group

Ms Caroline Roughneen, Director of WiSER

Dr Andrew Loxley, Education

Ms Patricia Daly, Staff Office

Ms Clodagh Byrne, Mature Students' Officer, Senior Lecturer's Area

Ms Lisa Coady, TAP

Ms Karen Campos, Equality Officer (secretary)

Parental Group

Angus Bell

Chuck Rashleigh

Cora Mullins

David Quinn

Jane Flanagan

Jessie Kurtz

Karen Campos

Linda Biesty

Louise Power

Mick Reilly

Equality Committee Annual Report 2009-2010

Nicola Boutall

Ray Keaveny

Sally Anne Fisher

UNIVERSITY OF DUBLIN
TRINITY COLLEGE

EQUALITY OFFICER

ANNUAL REPORT 2009-2010

TABLE OF CONTENTS:

Introduction

Review of 2009-2010 activities

 Highlights

 Policy Development and legal compliance

 Equality programmes

 Dissemination and communication

 Other activities

Finances

Service Plan 2010-2011

1 Introduction

The Equality Officer reports annually to the Equality Committee and to Board on her 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 2000-2010, Employment Equality Acts 1998-2010, 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, secretary to the Equality Fund Sub-Committee and the Monitoring Advisory Group. The Equality Officer provides advice on equality issues to staff and students.

Equality Plan

The main areas of activity of the Equality Officer are, as outlined in the Equality Plan 2010-2014:

- A. Policy development and legal compliance
- B. Equality programmes /developing equality competence
- C. Dissemination and communication
- D. Other Equality Officer functions

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

2 Review of 2009-2010 activities

Highlights 2009-2010

- Trinity was selected as an Ability Company in all six categories and finalist in three categories in the O2 Ability Awards which recognize best practice in the employment of people with disabilities and service provision in private and public sector.
- Twelve staff and student Equality Fund projects were completed successfully; the first issue of Equality News was issued to raise the profile of Equality Fund activities.
- A gender analysis of the Merit Bar review was completed at request of the Vice-Provost.

Equality Committee Annual Report 2009-2010

- €20,000 funding was secured by the IUA Equality Network from the Equality Authority for a sectoral project to embed equality in the workplace.
- Dignity and respect awareness training was provided to Tutors and S2S mentors (in collaboration with the Staff Office and Contact Persons).
- The existing access and equal opportunities policies were reviewed and consultation undertaken in the development of a streamlined Equality Policy.

Policy development and legal compliance

Equality Policy

The Equality Officer reviewed the existing access and equal opportunity policies in line with equality legislation and best practice, as requested by the Equality Committee. The new Equality Policy comprises employment and service matters, reinforcing aspects of Equal Status legislation, and is to replace these existing policies: Access and Equality Policy, Equal Opportunity Policy, Equal Employment Opportunity and the Selection of Staff: Principles in Employment Practice and related Recruitment policies. A range of student service and administrative areas, senior management and student representatives were consulted in the drafting of this policy, due to be considered at the Equality Committee in November 2010.

Equality monitoring

The Equality Officer worked with the Monitoring Advisory Group to prepare the Annual Equality Monitoring Report 2009-2010. The report provides base-line statistics for staff and students in relation to different equality grounds such as gender, age, nationality and disability. The report analysed the continued under-representation of women in decision-making and senior positions; and outlined the progress in incrementing the numbers of non-traditional students in College and the increase in the proportion of non-Irish students.

The report was submitted to the Equality Committee, Board and Council. The Equality Officer continued to develop and refine data collection and monitoring systems liaising with the Monitoring Advisory Group, Staff Office and the E-strategy Group.

Merit Bar report

The Equality Officer prepared a quantitative and qualitative report on progression at the Merit Bar at the request of the Vice-Provost/CAO, examining the reason for the lower application rate for review at the Merit Bar amongst eligible female staff, and particularly staff in the School of Nursing and Midwifery in the Faculty of Health Sciences. The report has been considered by the Vice Provost, the Junior Academic Progression and the Equality Committee.

Dignity and respect

The Equality Officer participated in the review and monitoring of the Dignity and Respect policy (approved in 2008) regarding the recommendations of the Equality Committee to provide time-line guidelines, clarify further the role of the Tutor, and to develop a procedure to address complex cases where a dignity and respect issue might have an academic impact.

Equality Committee Annual Report 2009-2010

The Equality Officer continued to collaborate with the Staff Office in the communication of the College's Dignity and Respect Policy and related training.

Disability

3% staff disability census

College is required by the Disability Act 2005 to report on the achievement of the 3% employment target. The Equality Officer supported College in meeting its statutory requirements as a public body in this regard. The staff disability census was reissued to staff who had not completed last year's census return in order to increase the response rate and accuracy of the report to the Department of Education and Science Monitoring Committee.

Equality Programmes

Equality Fund 2009-10

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 Equality Officer continued to manage and communicate the activities of the Equality Fund programme and liaise with and provide support to project organizers.

In 2009-10 the Equality Fund received 29 applications from staff and students and selected 16 projects. 12 projects were completed successfully in 2009-2010 under the themes 'Enriching the inclusive College community'; 'Mental health and equality'; 'Treat others as they would like to be treated'; 'Men and women in College: encouraging full participation' and 'Challenging Stereotypes'.

In 2009-2010 projects were increasingly ambitious in their scope and range, resulting in the development of equality resources such as booklets, mini-movies and podcasts, online tests, seminars, reminiscence theatre, and awareness events. Projects completed in 2009-2010:

- Investigating implicit beliefs and attitudes towards stereotyped groups: a college-wide initiative (report circulated);
- Continuation and expansion of S2S Peer mentoring programmes;
- Express: promoting mental health awareness through performance;
- Enriching the college community with Older Lifelong Learners (seminar);
- Rediscovering the old through reminiscence theatre;
- Mind your mind! Mental health podcast;
- Right! Let's speak up for ourselves: developing rights awareness amongst people with intellectual disabilities
- Family Fun day;
- Across Campus mini-movie series;
- Laugh clever to laugh together workshop;
- Disability Service 10th anniversary ;
- Unilink Self-management handbook for students with mental health difficulties .

For further details see www.tcd.ie/equality/projects/equalityfund.php

Dissemination and Awareness

Dignity and Respect Policy communication

The Equality Officer continued to collaborate with the Staff Office in the communication of the College's Dignity and Respect Policy and related training, with particular responsibility for the communication strategy amongst students. Training was provided to Tutors with the support of the Senior Tutor (4 seminars, attended by a total 24 Tutors) and to student volunteer Peer Mentors at the S2S Mentor induction and Peer Support training (2 workshops).

Equality News

Published the first issue of Equality News and distributed 1,000 copies during Freshers' Week at registration, the Senior Tutor's desk and relevant departments and student services (September 2010).

Positive Ageing Week 2009

Celebrated Positive Ageing Week for the first time in collaboration with several College departments.

International Women's Week 2010 (March 2010)

Celebrated International Women's Week 2010 in collaboration with several College departments (March 10). Highlights of the programme included talks on both female artists and writers with a connection to Trinity and events focussing on ending violence against women, including the Take Back the Night event which was greatly attended.

Equality Officer's website www.tcd.ie/equality (*ongoing*).

For further information see 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 7 universities in Ireland, met 6 times in 2009-2010 and continued to share best practice and to build on collaborative projects.

The IUA Equality Network was successful in the award of €20,000 funding from the Equality Authority for an IUA Diversity in the Workplace project (including the development and piloting of an E-learning diversity programme). The Equality Officer is part of the Project Team for this project, which is to be developed and piloted in 2010-2011.

02 Ability Awards

Participated in the 02 Ability Awards which recognize best practice in the employment of people with disabilities and service provision in private and public sector companies. Awarded Ability Company status in all 6 categories we participated in: Leadership, Customer Service, Environmental Accessibility, Recruitment and Selection, Learning, Development and Progression, and Retention and Wellbeing. In addition, College was nominated for an Award in three categories, including overall Private-Sector winner. Participating in the awards involved the support of many people and departments across College. The Equality Officer

Equality Committee Annual Report 2009-2010

coordinated the application and external review process in collaboration with the Director of the College Disability Service and the Personnel Officer.

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. The Equality Officer has developed a query/complaint protocol to ensure appropriate information and supports are communicated to staff and students and confidentiality and good practice are adhered to.

In 2009-2010 the Equality Officer received requests for guidance on the provision of reasonable religious accommodation in time-tabling and the provision of prayer facilities; regarding the pension entitlements of staff in same-sex relationships under the College pension scheme; and queries regarding Dignity and respect policy procedures.

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 was allocated to the annual non-pay budget.

Equality Fund

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

Equality Fund 2009-2010 total expenditure: €10,655 (30 September 2010). Detailed review of projects funded and expenditure submitted to the Equality Committee.

Equality Fund funding available for allocation for 2010-2011: €16,661

Non-pay expenses

Non-pay costs and expenses from 1 October 2009 to 30 September 2010 (Period 1 to 12. exc. Equality Fund): €3,486.

(printing and stationary, books and journals, telephone costs, research expenses, duplicating and copying, travel and subsistence, computer equipment, staff training costs, hospitality and entertainment, miscellaneous).

Equality Office account 2009-2010		€ Total
Equality Fund 2009-2010 (30 Sep 10)		
	Funds available	17,316
	Annual allocation (income)	€10,000
	Expenditure (09-10)	€10,652
	Balance as of 30 Sep 10	€16,664
Equality Office Account (Period 1 to 12. exc. Equality Fund)		
	Annual non-pay income	€0

	Savings 09-10	€10,000
	Non-pay costs and expenses	€3,486
	Savings - pending withdrawal in 10-11	€5,000
	Non-pay Balance as of 30 September '10	€12,525
Balance 30 Sep 10 including Equality Fund and savings (ex salary)		€ 34,189
Predicted expenditure 10-11		
	Savings	€5,000
	Equality Fund*	€ 16,664
	IUA Equality network project	€6,000
	Dignity and Respect materials	€2,000
	Awareness, events and publications	€2,000
	Office and miscellaneous costs	€2,000

5 Service Plan for 2010-2011

The service plan for 2010-2011 sits within the framework of activities outlined in the Equality Plan 2010-2014.

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's work supports the value of the "The inclusivity of our community that offers equality of access and opportunity to all, seeking out and recognizing talent wherever it exists" (Strategic Plan 2009-2014), in particular enabling the Strategic Plan actions under sections 2, 4 and 6. A detailed action plan in support of the College Strategic Plan is also submitted annually by the Equality Officer as part of the Secretary's Office Annual Report.

The table below details the actions planned for 2010-2011 under the key areas of activity:

A. Policy Development and Legal Compliance

B. Equality Programmes

C. Dissemination and communication

D. Other activities

Equality Committee Annual Report 2009-2010

Action Plan 2010-2011

Actions section A : Policy development

Action	Tasks	Strategic Plan ref	Role	Dependencies	Resources	indicators	Time-line
Equality Policy	Update Access and Equality policies; Support implementation of Equality Policy; Communicate Equality Policy	2.6; 2.7. Compliance	Lead	Staff Office, Student services, senior administration/academic heads	Existing resources	Policy draft submitted to Committee Policy communicated and implemented	Completed Nov 2010 Jan 2011- Dec 2011 and ongoing
DS objective – Further develop effective procedures for supporting disabled members of staff	Focus on issues relating to disclosure; promoting the Code of practice for staff with disabilities and monitoring; Develop ways to identifying need effectively so staff feel comfortable declaring	Compliance. DS Action plan 2009-2013	Support	Disability Service Director, Staff Secretary	Existing resources	Effective systems in place to monitor disability information; disclosure increase; information readily available to managers etc.	2014 indicators achieved
Data collection/ Equality monitoring	Prepare Annual Equality Monitoring Report Support embedding of equality monitoring in e-recruitment	2.6; 2.7; 4.7; 6.2.	Support Lead	Monitoring Advisory Group; data sources: TAP, Staff Office, Mat Sts, DS, Senior Lecturer, Contact Persons. Staff Office, SL, Equality Committee.	Existing resources	Annual Monitoring Report; Equality monitoring embedded in e-recruitment and best practice followed re	Jan-May 2011 Currently – Feb 2011

Equality Committee Annual Report 2009-2010

						confidentiality etc.	
Civil Partnership/ inclusive policy	Provide guidance on implementation of Civil Partnership Bill; Promote LGBT inclusive practices; Liaise with LGB staff networks	compliance	Lead	Staff Office	Existing resources	Policies reviewed; LGB positive profile raised	Jan 2011- June 2011 Dec 2011
3% employment target reporting	Update report – seek increased response rate and disclosure; Support SO in developing confidentiality/streamline data collection and storage with Staff Office	compliance	Support	Staff Office	Existing resources	3% census reported annually; Improved census response rate;	Feb-March 2011
Dignity and Respect policy	Collaborate with Staff Office in ongoing monitoring/implementation Continue to participate in S2S training; Communicate policy to students Liaise with CSC re D&R implementation by student societies	compliance	Support	Staff Office/Contact Persons	Existing resources	Policy implementation monitored; Training provided; e-mail sent; Brochure distributed; Implementation issues addressed;	ongoing Sep 2010- May 2011 Jan 2011 Oct 2010 - Feb 2011

Actions Section B: Equality programmes/ Equality competency development

Action	Tasks	Strategic ref	Role	Dependencies	Resources	indicators	Time-line
Administer Equality Fund	Secretary to Equality Fund sub-committee functions. <ul style="list-style-type: none"> • Call for applications and communications • Selection process • Communication of outcome • Distribute acceptance letters • Liaise with and support project leaders • Reimburse projects, ensure compliance • Seek feedback from projects • Produce annual report for Committee • Publish Equality News 	Inclusive community value	Lead	Equality Committee	10,000 made available annually	Number and range of applications; Projects 2010-2011 selected; Implementation of successful projects. Compliance with Treasurer's Office requirements. Communication of Equality Fund activities, profile.	Sep 2010-August 2011
Facilitate implementation of Gender and Promotions Action Plan 2009-2014	No actions scheduled 10-11 (action plan not adopted by EOG).	3.4,6.2	support	EOG			
INTEGER programme (institutional transformation programme for gender equality in research).	Member of implementation team.		Support	WiSER, senior academic management	European funding XXX	To be determined	Jan 2011 - 2014
Facilitating participation of international students	No actions scheduled 10-11						

Equality Committee Annual Report 2009-2010

and staff							
Mainstreaming equality in training	Develop and pilot IUA Diversity E-learning module		Lead/Support	IUA Equality Network, Staff Office, Deans/HoS	Equality Authority sectoral funding €20,000 (6 universities) +€ 5,000 Equality Office budget	<ul style="list-style-type: none"> • Module developed as per spec • Module rolled-out to target group • Participation achieved • Evaluation and report completed 	Nov 2010 – Nov 2011

Actions Section C : Dissemination and awareness

Action	Tasks	Strategic ref	Role	Dependencies	Resources	indicators	Time-line	
Implement equality awareness events (sectoral/national/international events)	International Women’s Week activities;	Inclusive community value	Lead/ collaborative	Collaborative events across College, including CGWS, WiSER, Staff Office, Sports, TAP, College Art Collections and many departments across College.	Existing resources		March 2011	
	Positive Ageing Week;						Sep 2010	
	25 th November – Beth Moyses Performance	Civic engagement					Equality Fund €1,600	25th Nov 2010
	Civil Partnership Bill	Compliance						Jan – June 2011
Dignity and Respect	Dignity and Respect policy communication to students e-mail, brochure, other	2.6, 2.7 & 4.7 compliance	Lead	Staff Office/S2S/student services/ Admissions office	Existing resources	Policy communicated by different means Increase in student	Sep 2010-Aug 2011	

						use of Contact Persons	
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Actions Section D: Other Equality Officer functions

Action	Tasks	Strategic ref	Role	Dependencies	Resources	indicators	Time-frame
IUA Equality Group activities	Liaise with counterparts to share good practice; On project team for sectoral e-learning project		Support	IUA equality group	Equality office budget (€5,000) Equality Authority funding 20,000	Attended meetings; Shared practice/initiatives As per IUA project outline and Contract with Equality Authority	Ongoing Nov 2010- Nov 2011
Provision of information to students and staff	Available to provide information to staff and students on College equality policies, legislation, resources.	6.4	Lead	Staff Office	Existing resources	Information provided	ongoing
Secretary to Equality Committee	Secretary functions		Lead	Equality Committee		3 Committee meetings/year Equality Fund sub-committee meetings Monitoring Advisory Group meetings	ongoing