

UNIVERSITY OF DUBLIN

TRINITY COLLEGE

EQUALITY COMMITTEE ANNUAL REPORT 2010-2011

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 2010/2011

APPENDICES

- 1 Equality Committee Terms of Reference
- 2 Committee membership 2010-2011
- 3 Sub-committees
- 4 Equality Officer Annual Report 2010/2011

EQUALITY COMMITTEE ANNUAL REPORT 2010-2011

1. Introduction

This is the Annual Report of the Equality Committee to Board for activities during 2010/2011 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 2010-2011

Representative of the Graduate Students' Union

1 Council nominee

Equality Officer (Secretary)

4 members of staff

Professor Eileen Drew

Vacant

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, civil 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 2010-2011

- 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 have developed Access Plans as required by the HEA National Access Office (College Access Plan 2009-2013).
- The Civil Partnership Act 2010 provides for the recognition of same sex partnerships on similar terms to marriage. The protected equality ground is now civil status.

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 2010/2011 the Committee met on the following dates:

18 November 2010

14 March 2011

24 May 2011

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 and the Information Compliance Officer/Solicitor.

The Equality Officer's Annual Report 2010/2011 is included in Appendix 3.

7 Main issues addressed by the Committee in 2010/2011

Equality Policy (Eqal10-11/03,24,36,43) the Committee considered and submitted to Board for approval a new composite Equality Policy (approved by Board March 2011). This policy replaces the following policies: Access and Equality Policy, Equal Opportunities Policy and Equal Employment Opportunity: Principles in employment practice; streamlines equality provisions for staff and students and is up-dated in line with legislation and good practice. The Committee noted the policy contains provisions for equality across the nine equality grounds in employment and service provision - in particular regarding accommodating diversity across the nine equality grounds and taking active steps to identifying and removing any barriers to participation in services as well as in staff recruitment, progression and wellbeing. The Committee discussed measures for implementing the policy and some of the challenges, in particular in implementing the commitment to flexible services in the current financial environment. Some of the issues raised in the consultation and discussed by the Committee include: supports for international postgraduate students; the development of an UG maternity policy; need for greater clarity in the room allocation criteria; accommodation of religious diversity. Issues outside the scope of the policy were brought to the attention of the relevant parties by the Equality Officer for further action. The Equality Officer implemented the communication actions agreed to launch the policy amongst staff and students and is developing a more detailed implementation plan for the Policy (to be considered in Michaelmas term 2011).

Merit Bar report (Eqal10-11/04) The Committee discussed the principal findings and recommendations of this quantitative and qualitative report examining the reasons for the lower application rate of women to the Merit Bar (report completed by the Equality Officer at the Vice-Provost's request). The Committee noted the imbalance at the Merit Bar was due largely to a lower application rate for review by female candidates in certain disciplines – in the Faculty of Health Sciences and the School of Nursing and Midwifery in particular. The Equality Officer drew attention to the widespread perception reflected in the report that research publications were the fundamental criteria for review at the Merit Bar, an issue of particular relevance to newer academic disciplines. The Committee noted the changes introduced in recent years in the manner the review was conducted as outlined by Dr Ó Siochrú and expressed the view that the Junior Academic Progression Committee made a holistic appraisal of candidates. The Committee suggested that an educative process regarding the Merit Bar was extremely desirable, both at a local School level and centrally by the College, including the provision of information workshops for candidates approaching review, with Head of School/Discipline playing an important role in the process. The Report was approved subject to two amendments. This item was later brought to the Board's attention by the Chair of the Human Resources Committee and the Chair of the Equality Committee in a joint submission [BD/10-11/204].

Dignity and Respect (Eqal10-11/05,07,18,19,28,44,45) An amendment to the policy addressing dignity and respect issues where there might be an academic impact for the student was discussed and approved by the Committee. The new procedure is a means of addressing a complex situation by means of an informal route. The Committee was advised

this procedure had been devised in the interest of providing a fast and timely resolution of cases and noted this procedure was voluntary and respected confidentiality and natural justice principles. This amendment and previous amendments to the policy have all been included in the online policy version and the information brochure and staff representative groups were advised accordingly.

Dignity and respect Equality Fund project The Committee discussed the findings of the Mini-movies Equality Fund project in detail, particularly regarding PG students.

Postgraduate supports (Eqal10-11/07,18) The Committee discussed the supports in place for postgraduate students in relation to dignity and respect issues, and the need for support systems to be in place locally to prevent issues from escalating. A meeting was held with the Dean of Graduate Studies, Equality Officer, GSU Vice-President, Ms Arnedillo and the Personnel Officer discussing the current measures and supports in place for PG students – including the Postgraduate Advisory Service and Contact Persons, the PhD confirmation interview system and the role of the Graduate Studies Office (GSO) in addressing issues and facilitating supervisory changes where necessary. The Equality Officer and the GSO are to liaise to increase dignity and respect awareness interventions, for example by distributing the Dignity and respect awareness brochure at postgraduate registration and via e-mail. The Committee suggested that the Chair and Dr Ó Siochrú liaise further with the Dean to explore the feasibility of a co-supervision Committee system.

Legal advice on provision of reasonable accommodation (Eqal10-11/03,21,34) Legal advice was sought by the College on behalf of the Disability Service and the Senior Lecturer's Area to assess the extent of current legal compliance in the provision of reasonable accommodation of students with disabilities. Ms Mc Bride advised that on foot of the advice the College was largely compliant, although it noted there was little case-law in this area. The legal advice addressed reasonable accommodation in the context of student admission, College accommodation, disclosure of disability information, duty of care, intellectual property and special examination facilities. The Committee discussed the need to ensure flexibility in the scheduling of exams to accommodate students with disabilities and in particular supported the recommendation to facilitate a repeat exam opportunity for students who for medical or disability reasons sat their first exam in the supplemental period. The Committee discussed this item in greater detail following a meeting with the Senior Lecturer, the Equality Office and the Chair – and expressed support for an inclusive approach in relation to repeat exams whereby fairness was ensured for all students including students with disabilities. The Committee suggested a further meeting between the College Access Officer, Equality Officer, College solicitor and the College Secretary in order to help develop a strategy to implementing the legal advice recommendations.

Civil Partnership Act 2010 (Eqal10-11/12,22,35) The Committee discussed the key provisions and implications of the Civil Partnership and Certain Rights and Obligations Act 2010 that came into force on 1 January 2011. The Equality Officer advised that the broad effect of this Act is to provide comparable rights to same-sex civil partners and opposite-sex married couples and that these changes would have implications for College policies and procedures. Equality legislation has also been amended by this act to include civil status as a protected ground (instead of marital status). The Committee was advised that all employment spouse

Equality Committee Annual Report 2010-2011

benefits should be extended to civil partners and the HR systems updated to reflect the new civil status category and documentation should no longer refer to 'spouse or civil partner'. The Committee also discussed this opportunity for exploring extending family policies, communications and strengthening liaison with other LGB staff networks, recommendations which were being considered by the Staff Office and Equality Officer. The Committee noted that all Equality and Staff Office policies and materials had been reviewed to reflect this legislative change.

Equality Fund (Eqal10-11/06,07,10,11,17,18) The Committee welcomed the report provided by the Equality Officer on the 12 projects completed in 2009-2010 noting the increased scope of the staff and student projects. Detailed reports on several projects were tabled including Implicit Attitudes Test report; Speak Up! Report; Mind your Mind web resources and Dignity and Respect Mini-movies project report. The Committee noted the good value the Equality Fund represented in terms of investment and output, and in particular how it created greater synergy about equality issues across College. The Committee approved the revised Terms of Reference that provide more detailed guidance on reimbursement and payment procedures in compliance with the Treasurer's Office regulations. The Committee approved an allocation for 2010-2011 of €15,335 to 16 staff and student projects selected from 29 applications. The Committee was updated of the progress in the implementation of the selected 2010-2011 projects throughout the year.

Student pregnancy and parenting policy (Eqal10-11/03,15,37) The Equality Officer suggested the need for the College to have a maternity policy in place for undergraduate students. The Committee suggested that in developing a policy care was taken to ensure it was inclusive of fathers' caring role. The Committee noted that the Equality Officer had met with the Senior Lecturer and that following these meetings and in consultation with other stakeholders a paragraph was prepared for inclusion in Calendar Part I. The Committee expressed the view that this paragraph did not fully address the Committee's concerns regarding inclusivity and seeking to prevent discrimination on the family and gender ground. Having discussed the provisions in Calendar Part I and Calendar Part II the Committee suggested that a consolidated student pregnancy and parenting policy would be beneficial and referred the matter to the Dean of Students and Student Services Committee.

Accessible Information Policy implementation (Eqal10-11/02,25,42) The Committee discussed the progress made in the second year of the implementation of the Accessible Information Policy, report provided by Declan Reilly. The Committee welcomed the progress made in relation to the development of additional online resources to facilitate the preparation of accessible information, and the development of TIC self-evaluation tool for administrative areas. The Committee noted that there had been useful engagement with a number of College service areas with identified actions for these areas; including engagement with ISS to embed accessibility in IT programme training. The Committee discussed the benefits of specific accessible information training, noting positively the programme implemented this year.

IUA Equality Network project (LEAD programme) (Eqal10-11/09,26,41) The Committee noted that the IUA Equality Network had been successful in securing €20,000 funding from

the Equality Authority for a one year project 'To develop and pilot a sectoral project to promote workplace equality', which would involve the development of an e-learning diversity module. The Committee noted this project would address the Committee's and Board's recommendation to provide mandatory equality training to staff who participate on interview panels. The Committee discussed strategies for ensuring senior management engagement and participation in the programme pilot. The Equality Officer reported on the progress of the inter-university project and advised the LEAD (Living Equality and Diversity) e-learning programme is currently being piloted amongst close to a hundred academic and administrative staff in College. The pilot is due to finalise in September 2011; following the evaluation of the programme this is to be rolled out to all staff who participate in interview panels.

Equality monitoring (Eqal10-11/38) The Committee welcomed the Annual Equality Monitoring Report 2010-2011 prepared by the Equality Officer with the assistance of the Monitoring Advisory Group, Staff Office and Senior Lecturer's Area. The Committee noted some of the key findings in the report such as the persistent gender imbalance in senior and decision-making positions and the impact of the employment control framework in this regard; the marked improvement towards gender balance in the Council and Board membership (subject to annual variation); greater gender balance amongst staff in research grades by comparison to other groups of staff; the continuing lower application rate for women academics at the Merit Bar. The Committee noted the variations in staff profile by Faculty (new tables included in this report) and discussed the increasingly diverse student profile, suggesting that a further exploration of the different UG and PG profiles and comparisons to HEA data would be of interest. The Committee also discussed the differences between the academic and the administrative career paths in College. The Committee suggested strategies for communicating the data contained in the report and encouraging Schools, administrative areas and departments to review their local performance with regard to gender balance regularly. It was suggested that mainstreaming equality monitoring activities be included as part of the Equality Policy implementation.

Supports for Deaf Staff (Eqal10-11/39) The Committee discussed the memo circulated by the Director of the Centre for Deaf Studies regarding their concerns over the lack of in-house interpreter supports and its detrimental impact on the full participation of Deaf staff in the Centre in College life. The Committee discussed the concerns raised and the particular requirements of the Centre. The Committee discussed the supports and measures already in place to support Deaf staff as provided for by the Code of Practice Applying to the Employment of People with Disabilities and other inclusive service measures. The Committee expressed the view that as an essential service to the functioning of the Centre further provision of in-house interpreting should be explored by the Head of the School of Linguistic, Speech and Communication Sciences in consultation with the Faculty Executive Committee. The Health and Safety concerns were referred to the Director of Buildings.

AOB

Committee membership (Eqal10-11/33,46)

02 Ability Awards (Eqal10-11/08)

Transgender Ground (Eqal10-11/31)

APPENDICES

1. Terms of Reference
2. Committee membership 2010-2011
3. Sub-committees
4. Equality Officer's Annual Report 2010-2011

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 and 15 September 2010

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 (or nominee)

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

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.

Equality Committee Annual Report 2010-2011

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.

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.

Equality Committee Annual Report 2010-2011

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 2010-2011

Dr Nicola Marples (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 Cliona Hannon (Access Officer)

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

Ms Alison Taylor (Staff Secretary nominee)

Dr Mícháel Ó Siochrú (Council nominee)

Ms Simone Cameron-Coen (GSU Vice-President)

Ms Stephanie Fleming (SU Welfare Officer)

Professor Eileen Drew (member of staff)

Mr David Quinn (member of staff)

Mr Oran Doyle (member of staff)

Vacant (member of staff)

Ms Karen Campos McCormack (Equality Officer) secretary

Equality Committee Sub-committees/working groups 2009-10

Equality Fund Sub-Committee

Dr Nicola Marples (Equality Committee, Chair)

Ruth Torode (Equality Committee)

Louise Power (Equality Committee)

Ann-Marie Moore (Treasurer's Office)

Stephanie Fleming (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 Keane, TAP

Ms Karen Campos, Equality Officer (secretary)

UNIVERSITY OF DUBLIN
TRINITY COLLEGE

EQUALITY OFFICER

ANNUAL REPORT 2010-2011

TABLE OF CONTENTS:

Introduction

Review of 2010-2011 activities

 Highlights

 Policy Development and legal compliance

 Equality programmes

 Dissemination and communication

 Other activities

Finances

Service Plan 2011-2012

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 2010-2011 activities

Highlights 2010-2011

- The College Equality Policy was approved and launched in April 2011.
- The LEAD (living equality and diversity) eLearning programme was developed and piloted with the IUA Equality Network and the support of the Equality Authority.
- Thirteen staff and student Equality Fund projects were completed successfully;
- Student dignity and respect materials were developed and distributed.

Policy development and legal compliance

Equality Policy

The new College Equality Policy was launched in April 2011. The Equality Policy is a composite policy comprising staff, student and service user equality issues within the framework provided by the Employment Equality Acts, Equal Status Acts and Disability Act.

The purpose of the Equality policy is to outline Trinity College Dublin's commitment to promoting equality in all aspects of the College's activity: employment, education and service provision; and to detail how these commitments will be implemented. The new consolidated Equality Policy replaces these policies: Access and Equality Policy, Equal Opportunity Policy, Equal Employment Opportunity and the Selection of Staff: Principles in Employment Practice and related Recruitment policies.

Civil Partnership Act 2010

The Equality Officer prepared a document outlining the implications of the Civil Partnership Act 2010 which came into force in January 2011 for College policies and activities. The Equality Officer provided guidance to the Equality Committee and HR on good practise in ensuring LGB inclusive policies. Equality and HR policies were updated in accordance with the Civil Partnership Act.

Equality monitoring

The Equality Officer worked with the Monitoring Advisory Group to prepare the Annual Equality Monitoring Report 2010-2011. 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 gender balance in relation to staff grades, promotion and decision-making, and the increasing diversity of the student profile. The report was submitted to the Equality Committee, Board and Council. Relevant summary extracts were circulated to Faculties and Administrative areas in order better disseminate the findings of the report.

The Equality Officer continued to liaise with the HR Business Analyst in mainstreaming equality monitoring in e-recruitment to ensure the effective replacement of the current anonymous recruitment monitoring with due consideration to equality legislation, confidentiality and data protection. This is due to be piloted in November 2011.

Dignity and respect

The Equality Officer continued to participate in the monitoring and review of the Dignity and Respect policy. The Equality Officer liaised with Central Societies Committee regarding the inclusion of specific provisions regarding student posters and materials in the Dignity and Respect policy; this amendment is due to be discussed by the Committee in November 2011. The Equality Officer liaised with the Office of Graduate Studies regarding dissemination of the policy to postgraduate students.

Disability

3% staff disability census

Equality Committee Annual Report 2010-2011

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 new staff in order to update the report to the Department of Education and Science Monitoring Committee.

Gender equality

The Equality Officer prepared a quantitative and qualitative report analyzing the Merit Bar applications and progression process in order to identify the reasons for the lower application rate of female Lecturer staff below the Bar. A survey and telephone interviews were conducted with eligible staff for this purpose. The report found this problem was associated with particular disciplines in Health Sciences, principally the School of Nursing and Midwifery. The report was submitted to the Junior Academic Progression, HR and Equality Committees. This report was later brought to the Board's attention by the Chair of the Human Resources Committee and the Chair of the Equality Committee in a joint submission, and a working group has been established to progress some of the recommendations.

Equality Programmes

Equality Fund 2010-2011

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.

The funding available for 2010-2011 was €16,661. The College Equality Fund received 29 applications from staff and students for equality projects to be developed in 2010-2011 and selected 16 projects for funding or part-funding, according to the criteria detailed in the terms of reference, allocating a total of €15,335.

The themes for 2010-2011 were: Plural identities: beyond stereotyping; Enriching the inclusive College community; Treat others as they would like to be treated: Supporting Dignity and Respect; Building equal participation- envisaging the future; and Silent, silenced or private?

The projects completed in 2010-2011 were:

- NIID VDP Collaboration
- Transition Me to Trinity
- Being a student with Asperger's Syndrome in university
- Multi Sport Family Fun Day
- Accessible Campus
- Trinity's R.A.C.E. for Mental Health
- Improving equal participation in Nursing programmes

Equality Committee Annual Report 2010-2011

- The Ghost in the Library
- Removing Pain - a performance by Beth Moysés
- Scholars at Risk Speaker Series
- Suas/JRS Refugee Football Programme
- Santa's Grotto
- Whip it up! Parents' Cookery courses

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

IUA LEAD e-learning programme

The IUA Equality Network secured funding from the Equality Authority in order to develop and pilot a tailored e-learning programme to promote equality and diversity in the workplace throughout the University sector. The LEAD (Living Equality and Diversity) eLearning programme was developed with Aurion and piloted successfully across the 6 universities with over 230 participants (66 participants in TCD, 43 completing the programme and assessment). The LEAD programme is an interactive course for staff concerning what diversity means in practice in a University context, with modules introducing key equality and diversity concepts and focusing on recruitment and dignity and respect specifically. The programme can be completed online at different intervals to suit the user's convenience. Following the pilot the programme will be rolled out to all staff on interview panels and other relevant staff in TCD.

Dissemination and Awareness

Dignity and Respect Policy communication

The Equality Officer continued to collaborate with the Staff Office and other relevant departments in the communication of the College's Dignity and Respect Policy, with particular responsibility for the communication strategy amongst students.

- The 'Play Your Part' Dignity and respect brochure for students was developed and distributed to student unions and student services.
- Distributed jointly with the GSO Play Your Part brochure to all PG students at registration (8,000 copies, September 2011).
- Participation in student S2S Mentor induction.
- Development of the dignity and respect module in the LEAD e-learning programme.

Equality communications

- Equality News
Published the second issue of Equality News and distributed 800 copies during Freshers' Week at registration, the Senior Tutor's desk and relevant departments and student services (September 2011).
- Equality Facebook page www.facebook/TCDequality
Opened equality Facebook page in 2011 as a new means of reaching student audience in particular. Exploring ways of further promoting user engagement.
- Equality website www.tcd.ie/equality

Equality Committee Annual Report 2010-2011

Updated on an ongoing basis with news and events and information on Equality Fund projects. Updated legal and policy sections in relation to Civil Partnership Act. Hosts the disability survey for the annual return to the DES monitoring committee.

Events

Positive Ageing Week 2010

A special tour of the 'Holding Together' exhibition celebrating 50 years of modern art at Trinity College was held for retired staff. The tours were facilitated by the Curator of the College Art Collection and the Douglas Hyde Gallery and were in great demand. During the week staff and students could also choose from doing a tour of the TILDA health assessment centre, Sports Centre activities or gardening for Positive Ageing Week with the Civic Engagement Office.

25th November International Day for the Elimination of Violence Against Women

Trinity College Dublin hosted a unique live performance by the Brazilian artist Beth Moysés in celebration of the International Day for the Elimination of Violence against Women on 25th November. Removing Pain took place on campus with the participation of women volunteers in association with independent curators Roisin Russell and Lourdes Viso Ripoll and Women's Aid. The performance resulted in the donation of a permanent public artwork to the College's Modern Art Collection.

International Women's Week 2011 (March 2011)

Celebrated the Centenary of International Women's Day with a range of events including talks, debates, poetry readings, music, comedy, fitness activities and film screenings organized and supported by staff and students in Trinity College. Highlights of the programme included Glór na mBan, a special bilingual event to celebrate women's voices in the Gaelic tradition co-hosted with Oifig na Gaeilge, a talk by US author and activist Tabbiyah Taylor to launch UN Women, and a debated on Women's Movements in Western Europe hosted by DUGES.

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 5 times in 2010-2011 and continued to share best practice and to build on collaborative projects.

The Equality Officer is part of the Project Team for the LEAD programme which was developed and piloted during 2010-2011 with the support of the Equality Authority. The project team met 9 times during 2010-2011.

4 Finances

The Equality Office has an annual allocation of €10,000 for the Office non-pay budget and €10,000 for the Equality Fund, in addition to pay. Once off savings of €20,000 were agreed in 2011 with the proviso that annual non-pay and Equality Fund allocations would continue.

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 2010-2011 total expenditure: € 10,694 (30 September 2011), estimated €12,700 in total (due to extension for SAR project). Detailed review of projects funded and expenditure submitted to the Equality Committee.

Non-pay expenses

Non-pay costs and expenses from 1 October 2010 to 30 September 2011 (Period 1 to 12. exc. Equality Fund): € 13,947. This includes a € 5,000 withdrawal of agreed savings and € 5,000 allocated to the IUA Equality project.

Equality Account 2010-2011

TCD Equality account 811 811 F05	Total	Non-pay office	Equality Fund	Pay
Starting Balance 1 Oct 2010	50,874	17,525	16,664	16,684
Allocation/income	76,000	10,000	10,000	56,000
Savings withdrawals	5,000	5,000	0	0
Expenditure	68,240	13,947	10,694	43,599
Closing Balance 30 September 2011	53,634	8,578	15,970	29,085

5 Service Plan for 2011-2012

The service plan for 2011-2012 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 2011-2012 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 2010-2011

Action Plan 2011-2012

Actions section A : Policy development

Action	Tasks	Strategic Plan ref	Role	Dependencies	Resources	indicators	Time-line
Equality Policy	Support implementation of Equality Policy; Communicate Equality Policy Equality Policy implementation tool	2.6; 2.7. Compliance	Lead	Staff Office, Student services, senior administration/academic heads Pilot participants	Existing resources	Policy communicated and implemented Implementation tool available	2011 -12 ongoing Sep 2012
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
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 confidentiality etc.	Jan-May 2012 May 2012
3% employment target reporting	Update report – seek increased response rate and disclosure;	compliance	Support	Staff Office	Existing resources	3% census reported annually; Improved census	Feb-March 2012

Equality Committee Annual Report 2010-2011

						response rate;	
Dignity and Respect policy	<p>Collaborate with Staff Office in ongoing monitoring/implementation</p> <p>Continue to participate in S2S training;</p> <p>Communicate policy to students</p> <p>Liaise with CSC re D&R implementation by student societies</p> <p>D&R section re posters</p>	compliance	Support	Staff Office/Contact Persons	Existing resources	<p>Policy implementation monitored;</p> <p>Training provided;</p> <p>Brochure distributed;</p> <p>Implementation issues addressed;</p> <p>Section agreed and included in policy and Calendar</p>	<p>ongoing</p> <p>Sep 2011- May 2012</p> <p>Registration Sep 2011 and ongoing</p> <p>Ongoing</p> <p>March 2012</p>
Student parent policy	<p>Support student parent research project (Equality Fund)</p> <p>Participate in student parent policy working group</p>	Value of inclusive community/ increased retention	Support	Equality Fund project organizers	XXX Equality Fund	Survey/interviews and focus group completed	May 2012
			Support	Dean of Students and Student services committee	Existing resources	<p>Working group established</p> <p>Policy developed</p>	<p>2011- 2012</p> <p>Sep 2012</p>

Actions Section B: Equality programmes/ Equality competency development

Action	Tasks	Strategic ref	Role	Dependencies	Resources	indicators	Time-line
Administer Equality Fund	<p>Secretary to Equality Fund sub-committee functions.</p> <ul style="list-style-type: none"> Call for applications and communications 	Inclusive community value	Lead	Equality Committee	10,000 made available annually	Number and range of applications; Projects 2011-2012 selected; Implementation of successful	Sep 2011- August 2012

Equality Committee Annual Report 2010-2011

	<ul style="list-style-type: none"> • 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 					<p>projects. Compliance with Treasurer's Office requirements. Communication of Equality Fund activities, profile.</p>	
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 and staff	No actions scheduled 10-11						
Mainstreaming equality in training	<ul style="list-style-type: none"> • LEAD programme TCD pilot finalized • LEAD launched • Roll out LEAD e-learning programme in TCD to all staff • Implement recommendation for mandatory training of interview panels 		Lead	IUA Equality Network, HR, Deans/HoS	Equality Authority sectoral funding for programme and launch €20,000 and €4,000	<ul style="list-style-type: none"> • Programme developed and piloted as per spec • Programme launched sectorally • Programme launched and rolled out in TCD • Programme completed by all staff on interview panels 	<p>Nov 2011 March 2012 March 2012 - 2013 Sep 2013</p>

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; Positive Ageing Week; 25 th November event	Inclusive community value/ civic engagement	Lead/ collaborative	Collaborative events across College including many departments and student societies Dependant on staff and student engagement with project	Existing resources	IWW becomes an integral part of College calendar: new student and staff partners, participation and increased profile Positive Ageing Week celebrated in College Awareness raised against violence	5-9 March 2012 Sep 2011 25 th Nov 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 use of Contact Persons	ongoing

Actions Section D: Other Equality Officer functions

Action	Tasks	Strategic ref	Role	Dependencies	Resources	indicators	Time-frame
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Equality Committee Annual Report 2010-2011

IUA Equality Group activities	Liaise with counterparts to share good practice; On project team for sectoral e-learning project Project lead for the launch		Support Lead	IUA equality group	Equality office budget and Equality Authority funding	Attended meetings; Shared practice/initiatives Programme developed and piloted Programme launched	Ongoing Nov 2011 March 2012
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