Minutes for the Equal Employment Opportunity/Affirmative Action Committee meeting held on
Tuesday, 6 April 2004 at 2.00pm in Room 303, Building 36.

Present: J Patterson, R. Weekes, J. Steele, B Webb, C Hawksley, P McFarlane,
P Crookes, S Stanton

In Attendance: J. Wallis

NEXT MEETING is Tuesday 29 June 2004 at 2 pm

PART 1: PRELIMINARY BUSINESS

1.1 Apologies
An apology was received from Nadia Crittenden.

1.2 Confirm Minutes of Last Meeting
Minutes of the previous meeting were confirmed and accepted.

PART 2: BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Policy Review Progress
Drafts of the three policies, EEO/AA, Sexual Assault Guidelines and Sexual Harassment have
been provided to all staff for comment. Comments regarding the Alcohol Policy have been
received from the committee. Amendments will be made and the draft will be sent to the
Committee for final comments with a two week turn around before comments are called from
all staff.

ACTION R WEEKES

2.2 Faculty Based Programs
EEO Director has visited all the Deans and summarised issues raised by individual faculties.
Items identified are in the process of being written up as part of the faculty planning process
and will be progressed by the faculties in partnership with the EEO Unit.

ACTION R WEEKES

DEANS

2.3 Launch Version 2 – EO Online
Version 2 will be completed within three weeks. An audit has taken place and new text added
which includes additional bullying, internet and email issues. EO Online will then be re-
launched with a view to including some form of incentive for the faculty with the highest
completion rate or quickest completions.

ACTION R WEEKES
3.1 **EOWA Report**

This report is due May 2004. Ruth Jost, consultant has been employed to prepare the report and waiver application for 2004-2007. Ruth was previously a policy writer for HREOC (Human Rights and Equal Opportunity Commission). The report is lengthy and consists of seven employment areas with separate criteria for each section. The outcomes from the Work/life survey will be included in the report. A draft will be circulated to the Committee when completed.

**ACTION**

R.JOST/R.WEEKES

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4.1 **Quality Audit – EEO Business Plan**

The draft plan was discussed at length with suggested changes. The committee will be provided with the amended document prior to the next meeting.

Part of this discussion focused on establishing a diverse workforce where employees views are heard. The lack of representation of general staff views, particularly at faculty executive level in some faculties was raised and identified as an item to be taken forward at the next meeting. Establishment of a Working party was suggested.

**ACTION**

R WEEKES

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4.2 **New Training/Development for 2004**

R.Weekes described the new development programs for 2004. They included:

- **EO Integrated for Good Management**
  - EO Online
    - Module 1- What every one needs to know
    - Module 2- Managers and Supervisors
  - EO Applied
    - Module 3- Harassment and Bullying Intervention for supervisors
    - Module 4- Work Life Balance
    - Module 5 Getting the culture Right

- **Leadership Program for Heads and Associate Deans**
  Three components include core and supplementary sessions with EEO as one of the core sessions, professional mentoring and peer network

- **Linking Women.** The addition of Linking Women to the Switched On programs for academic women was described. Linking Women will brand existing and new women’s networks under one banner and will incorporate a EEO web page to bring the networks together and provide information on objectives, meeting topics, guest speakers etc. for potential participants. Some networks will be sponsored centrally by EEO and others will be discipline or faculty based.

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Judy Wallis
Secretary
EEO/AA Committee