

Equality and Diversity Committee

Minutes of the meeting of the Equality and Diversity Committee held on 1st December 2016

(Minutes 16.01 – 16.35)

Present: Dr Tuleen Boutaleb (vice Professor Cameron) Ms Alison Campbell, Professor Cam Donaldson, Dr Morag Ferguson, Ms Jan Hulme (Chair), Professor Toni Hilton, Mr Alex Killick, Mr Adrian Lui, Ms Stephanie Young.

Apologies: Professor Iain Cameron, Mr Tom Halpin, Mr Vincent McKay, Professor Antony Morgan, Ms Jodie Waite, Professor Valerie Webster.

In attendance: Ms Deborah Donnet, Assistant Head of Governance (Secretary)

Minutes of the meeting of the Equality and Diversity Committee 21st April 2016

16.01 Approved The unconfirmed draft minutes of the Equality and Diversity Committee held on 21st April 2016 (**DocED16/01**).

Matters Arising

16.02 Approved The Matters Arising Briefing Note (**DocED16/02**).

Scottish Funding Council Gender Action Plan

16.03 Received A briefing note on the Scottish Funding Council (SFC) Gender Action Plan (**DocED16/03**).

16.04 Reported By the Equality and Diversity Advisor that the SFC Gender Action Plan had the aim that by 2030 no subject had an extreme gender balance (75:25). However, there was the view that this may be subject to further negotiations. The University was awaiting SFC guidance on how to approach reaching the Gender Action Plan targets as this had implications for marketing and recruitment across all schools.

16.05 Discussed i. As this was an issue that faced all HEIs the Committee would welcome hearing how other universities were approaching this issue. It was noted that the SFC had proposed a “virtual hub” to provide links to good practice and research, and it was agreed to check if this was operational. Additionally, it was noted that it would be beneficial for the University participate in the proposed expert groups, and again this would be checked.

ii. Ownership of the Gender Action Plan lay with Strategy and Planning. The DVC (Academic) would be responsible for delivery at School level and this Committee would have oversight.

16.06 Agreed To note the briefing note and the action agreed at 16.05 (i) above.

Athena SWAN action Plan and Progress Report

- 16.07 Received The Athena SWAN Action Plan (**DocED16/04**).
- 16.08 Discussed (i) That the Action plan was the basis of the Athena SWAN Bronze award. Implementation of the Action Plan would be overseen by the Advancing Gender Equality Group chaired by the DVC (Academic). Much of the activities within the plan were within the responsibility of the four schools, and assurances were sought that schools were delivering. The reporting of this would be done via the Advancing Gender Equality Group.
- (ii) It was noted that the School of Engineering and Built Environment's Silver application had been pushed back to April 2017 (instead of November 2016). The University would have to resubmit in in 2019 and the DVC (Academic) would take the lead on this. The new application would include the whole university as opposed to only STEM subject.
- 16.09 Agreed a) To note the Athena SWAN Action Plan.
b) That the Action Plan be updated on a regular basis to indicate progress made.
c) That the Equality and Diversity Advisor prepare a report for Executive Board detailing the timeline and processes involved for the reapplication in 2019.

Evaluation of Stonewall Diversity Champions Programme

- 16.10 Received An Evaluation of Stonewall Diversity Champions Programme (**Doc ED16/05**)
- 16.11 Reported By the Equality and Diversity Advisor that the University had been approached by Stonewall with a view to joining their Diversity Champions Programme. Stonewall had prepared a business case which highlighted what they considered to be key benefits for an organisation joining the programme.
- 16.12 Discussed i. The merits of the Programme were noted, however it was highlighted that it would be challenging from a resources and leadership perspective, especially when considered in light of the resources required for Athena SWAN.
- ii. LGBT issues were not yet a feature of the SFC outcome agreement, although it was acknowledged that this did not mean that there were not issues within the sector to be addressed. Within GCU, limited data from the 2014 staff survey indicated that LGBT colleagues generally had no perceptions and experiences that were significantly worse than the overall University scores.
- 16.13 Agreed Not to participate in the Stonewall Diversity Champions Programme at this time.

Black History Month October 2016 Activities

- 16.14 Noted i. A report summarising the Universities activities in celebration of Black History Month in October 2016 (**DocED16/06**).
- ii. There had been systematic engagement across the university and this was a platform that would be built upon for the future.

School/Directorate Equality and Diversity Action Plans

- 16.15 Received The School/Directorate Equality and Diversity Action Plans (**Doc ED16/07**).
- 16.16 Discussed
- i. It was noted that not all areas had agreed Equality and Diversity (E&D) action plans but the Committee was reassured that this was due to the late appointment of E&D Champions and work was underway in all areas.
 - ii. Concern was raised that Schools had both E&D Action Plans and Athena SWAN Action Plans and it was suggested that this could be combined into one template.
- 16.17 Agreed
- a) That a single template for both E&D and Athena SWAN Action plans be developed.
 - b) All Action Plans to complete RAG rating.
 - c) Information be collated on who was responsible for ensuring the actions in the action plans were being managed and evaluated.
 - d) The Equality and Diversity Advisor should evaluate each action for robustness and to ensure that they would make a contribution.

Proposed Timeline for Public Sector Equality Duty Report – April 2017

- 16.18 Received A report outlining the Proposed Timeline for the Public Sector Equality Duty Report April 2017 (**DocED16/08**).
- 16.19 Reported The Equality and Diversity Advisor informed the Committee of the broad structure of the report and the key sections to be included within it. It was acknowledged that data analysis would be challenging. GCU data had to be analysed against sector wide data and contextualised. It was proposed to use HESA data sets.
- 16.20 Agreed To note the report and that the required submission date of the end of April 2017 would mean that a draft report would be submitted electronically to this Committee for consideration prior to the finalised report being submitted to Court on 27th April for approval.

Proposed Methodology for Developing GCU Equality Outcomes 2017-2021

- 16.21 Received A report outlining the proposed methodology for developing a new set of GCU Equality Outcomes as required by the Public Sector Equality Duty of the Equality Act 2010 (**DocED16/09**).
- 16.22 Reported That it was intended to use the methodology produced by the Equality Challenge Unit and that it would be applied through a series of engagement activities with students, staff and other stakeholders. It was not envisaged that the equality outcomes for 2017-21 would be radically different from the previous set of outcomes developed in 2013 which were broad and ambitious, however it was intended that the new ones would be more specific and easier to evidence.
- 16.23 Agreed To note the proposed methodology for developing GCU Equality Outcomes 2017-2021.

Future Strategy for Equality and Diversity Staff Training

- 16.24 Received A report outlining the future strategy for equality and diversity staff training (**DocED16/10**).
- 16.25 Reported By the Equality and Diversity Advisor that previously there had been a broad commitment to develop staff but no targets had been set. Whilst there was E&D training it was ad hoc and built into Staff Induction and the People Passport. In order to ensure consistency and minimise the risk of discrimination, it was proposed to have a set of mandatory training for all staff in addition to recommended training for specific groups of staff. All staff and managers had to be aware of what training was mandatory and this must be monitored to ensure compliance.
- 16.26 Discussed It was suggested that mandatory training should be included in the PDAR checklist. It was noted that other organisations required staff to undertake specific training before they could participate in recruitment panels. Engagement and encouragement from all managers, including senior management, to ensure compliance with mandatory training was considered to be essential.
- 16.27 Agreed
- a) To support the proposals for E&D training for staff as detailed in the report;
 - b) That there should be 100% compliance in relevant training for new members of staff and staff chairing recruitment panels;
 - c) Compliance data should be sent to senior managers; and
 - d) Mandatory training should be included in PDAR guidance.

GCU Students' Association Equality and Diversity Plans and Activities

- 16.28 Noted A report providing an overview of the Students' Association Equality and Diversity Actions (**DocED16/11**).

Equality and Diversity Committee Terms of Reference and Composition

- 16.29 Approved The Equality and Diversity Committee Terms of Reference and Composition subject to the amendment of the composition from "President of the Students' Association" to "President of the Students' Association or nominee" (**DocED16/12**).

AOCB

- 16.35 Discussed Dr Boutaleb informed the committee that it was intended to submit the SEBE Athena SWAN silver application by the deadline at the end of April 2017, but that the timing of the next meeting did not support this. It was agreed that the Committee Secretary liaise with SEBE.

Date of Next Meeting

The next scheduled meeting will be held at 2.00pm on Monday 24th April 2017.