

**Glasgow Caledonian University**

**Equality and Diversity Committee**

**Minutes of the meeting held on Thursday 21 April 2016 at 1500 hrs in B219**

- Present:** Ms Jan Hulme (JH) – University Secretary and Vice Principal (Chair)  
Professor Valerie Webster (VW) – VP and PVC, Learning and Student Experience  
Professor Mike Mannion (MM) – PVC, Research and Academic Provost GCUNY and VP  
Ms Alison Campbell (AC) – Deputy Director of People  
Mr Adrian Lui (AL) – Equality and Diversity Advisor, People Services  
Mr Tom Halpin (TH) – Court Member  
Professor Stephanie Young – Court Member and Vice Chair of Court  
Professor Toni Hilton (Prof Hilton) – Dean, GSBS  
Mr Vincent McKay (VM) – Dean, SHLS  
Professor Iain Cameron (IC) – Dean, SEBE  
Dr Morag Ferguson (MF) – Assistant HOD, SEBE, and Staff Governor  
Ms Jodie Waite (JW) – Vice President, GCU Students Association  
Dr Elizabeth Reather (LR) – Executive Advisor to DVC (part attended)  
Professor Simon Teasdale (ST) – Professor, Yunus Centre (part attended)  
Ms Debbie Donnet (DD) – Assistant Head, Governance (incoming Secretary)  
Miss Alison Breingan (AB) – Projects and Governance Coordinator (outgoing Secretary)
- Apologies:** Professor Antony Morgan – Interim Dean of GCU London  
Mr Alex Killick – Director of People  
Mr Michael Stephenson – Student President, GCU Students Association

The Chair welcomed Professor Toni Hilton, Mr Vincent McKay, Professor Iain Cameron and Dr Morag Ferguson to their first meeting of the Committee. Ms Donnet would take over the Secretaryship of the Committee from Ms Breingan after this meeting to ensure that it was being serviced from within the Governance Department consistent with cognate Committees such as the Court's Staff Policy Committee and the JCC.

**1 Minutes from previous meeting held on 19 October 2015 (E&D-007)**

The minutes were approved as an accurate record of the meeting.

**2 Matters Arising (E&D-009)**

The matters arising paper was approved, no further comments.

**3 Roles and Responsibilities (E&D-010)**

Discussion It was recommendation of the Equality and Diversity Audit which took place in October 2015 that the E & D Advisor should work together with the E & D Champions, Senior Managers and E & D Committee to ensure that there was an up to date Terms of Reference in place for each role. AL took the group through the paper and explained that the graphical representation in Part 1 would be the best way to show this information, this could also be easily inserted onto the E & D website. JH asked AL to re-phrase slightly to show that some Senior Managers can also be Champions, and then to ensure wider communication of the

diagram. AL explained that in Part 2, minor changes to language, simple updates, including alignment with Strategy 2020, and a tidy up of reporting lines have resulted in a more accurate and up to date TOR for the Equality and Diversity Committee. JH asked AL to date from April 2016.

Action AL to amend the wording in the diagram to reflect that Senior Managers can be Equality Champions and then to communicate widely.

Action AL to date the TOR as April 2016 and publish on the Equality and Diversity website.

#### **4a Draft Athena Swan Application (E&D-011)**

Discussion VW informed the meeting that the submission of the application was deferred in November 2015 due so some concerns associated with the data. The responsibility for addressing these, preparing the associated narrative and completing the application was assumed by Dr Elizabeth Reather and Professor Simon Teasdale, JH welcomed ER and ST to the meeting and informed the group that the submission date was Friday 29 April. TH commended the re-worked submission noting that, while it was clearly a requirement that this self-assessment exercise was one of self-critical reflection, the tone might reasonably be tempered before submission. MM asked the source of the benchmarks and ST informed him these were derived from HESA data and represented an average for all institutions. This data was from all universities rather than post 92 Scottish Universities as the data was more widely available. VW commented that as this was a re-submission, Athena Swan would expect us to have made changes and to show progress. After the re-working of the application VW felt that the submission now had an appropriate balance.

Prof Hilton informed the meeting that she had volunteered to be an assessor for Athena Swan and expected to attend training in preparation if selected. If she was selected she would report back to the group.

VW informed the meeting that the outcome of our submission was not expected until the Autumn.

IC informed the group that his school was preparing for submission of the Silver Athena Swan award and was ready to submit in November 2016 assuming success in the University Bronze application.

The Chair thanked Dr Reather and Professor Teasdale warmly for their considerable work and thought in revising the application which, whatever judgment AS ultimately passed using its criteria, was a thorough and valuable document on which the University would draw in its future work.

Action IC to present SEBE's Athena Swan Silver level application to the Committee in October 2016.

#### **4b Scottish Funding Council Gender Action Plan (E&D-012)**

Discussion AL informed the meeting that the SFC was introducing an ambitious gender action plan, which would be released in May. This plan would look at both male and female under-representation in different subject areas and they would be setting targets. In future outcome agreements we would be expected to show what we were doing to redress such imbalances. Discussion around the SFC's proposed 75:25 minimum ratios took place with

VM commenting that this target by 2030 was unrealistic and noted that this had been discussed at the Council of Deans Scotland, and some universities were already speaking with their Outcome Agreement Managers. IC commented that more outreach could be done but doubted that we would reach the 75:25 target within the proposed timeframe. Guidance teachers were already being targeted along with parents and other stakeholders. However it was mentioned that Primary Teachers could be reluctant to teach STEM subjects. It was suggested that it might be worth going back to SFC with those points, although it was noted that the final report was scheduled to be published in May. Nevertheless the interim report pointed to a need to engage further with the SFC.

Action AL to set up briefings once the final paper was received in May.

#### **4c Equal Pay Update (E&D-013)**

Discussion AC took the meeting through the Equal Pay report and commented that there were some data challenges largely due to the outdated HR Oracle system. Within the basic pay analysis there was no evidence of differential pay between male and females on the spinal points. However analysis by job family showed that we had a pay gap in favour of males. In the majority of cases this was due to there being more males at the top of the points. Fixed term and open ended and part and full time contracts, and pay scale progression and promotion were also looked at. The additional payments and allowances were notable, especially overtime payments: the data showed that men were more likely to be given the higher rates of overtime pay. AC commented that the Working Group had only focused on Gender but from 2017 we would need to carry this work out on race and disability. VW asked AC to add a summary table to the paper. There was discussion around sharing the data more widely. JH commented that she would like to see trend data and that this information should be submitted on an annual basis. JH also mentioned that SPC would be interested in this data and it would also be discussed with the unions (who had participated in the working group) at the Joint Consultative Committee. AC informed the meeting that, after due adaptation she would like to publish extracts from the audit onto the website.

Action AC to include summary of data tables, edit and publish after sharing with SPC in June 2016.

Action AC to submit Equal Pay report to the Committee annually and develop trend data and analysis. Other appropriate actions in light of the findings to be identified by People Services.

#### **5 Annual Report (E&D-014)**

Discussion AL took the meeting through the Annual Report. JH noted that substantial mandatory public reporting was required on a biennial basis. As the first of those mandatory reports had been published last year, this was an interim annual report and had been prepared as a shorter document without examples, cases of good practice or other tailoring to a wider readership. She asked the Committee to confirm that that it was content that this approach met the information needs of Court and Senate, if these were viewed as the primary recipients of it. The conclusion was that the level of detail was appropriate, but the measures of progress were inconsistent and should have more depth with the RAG rating having more explanation. JH suggested drawing out more information from the School and Directorate action plans to include in the report. MF asked if the school committees should explicitly feed into the Equality and Diversity Committee through submitting minutes. JH confirmed that it was essential that there was a clear and explicit alignment between the work of the School/Directorate Committees and the work of the EDC and the reporting to that

Committee. While there might be interest in seeing the minutes of the local Committees, and this could be explored, reports provided on the local action plan should be the main means of ensuring accountability. This means that the reports had to be well targeted and contain appropriate depth and detail. JH asked that a formal work plan for the Committee be prepared detailing the items that the Committee should be monitoring and when.

Action AL to review the progress measures, RAG ratings and also include reference to School and Directorate action plans.

Action AL to liaise with DD to develop an annual work plan for the committee.

#### **6. Audit Update (E&D-015)**

Discussion AL gave a brief overview of the paper and recommendations. He stated that there were two outstanding progress updates on recommendations relating to marketing and communications issues which would be addressed by engagement with the Interim Director of Marketing and Communication, Marianne Harris-Bridge. A meeting was scheduled to take place in the next few weeks.

#### **7. Communications Plan (E&D-016)**

Discussion AL commented that again discussion with Interim Director of Marketing and Communication needed to take place, Marianne was keen to avoid an unreasonable burden on her team and reported that some items could be narrowed down and incorporated in to the new communications strategy for the University. JH endorsed the implication that the E & D communications would be within the mainstream rather than a separate strand of activity. But this presupposed that there was clarity in the way that the mainstream conveyed the agenda. Many news stories and activities not badged as or contextualised within Equality & Diversity illustrated the University's commitment to that agenda and the progress it was making. This should be brought out more explicitly in future AL informed the group that a case study section on the website was now live however new stories were needed urgently. AL felt that it would also be good to get messages from the Senior Management team drawn from their own areas of responsibility..

Action AL to meet with Marianne Harris Bridge.

#### **8. Action Plans (E&D-017)**

Discussion JH reaffirmed that she expected there to be a direct line of sight between the School and Directorate action plans and the University's annual report. This should be reinforced in practice and the expectation made explicit. If these reports contained RAG ratings, which was considered a helpful device, the basis of the ratings should be explicit – whose judgment informed the rating and on what metrics or qualitative evaluation? JH would like to see the School and Directorate action plans circulated to the committee routinely as they had been previously when the Committee had asked that better advice and guidance be given to Schools and Directorates in the preparation of their reports to ensure that the Committee could properly evaluate them.

Action AL to include the action plans to the Committee within the Committee annual work plan and include reference to them in the Annual Report

9.

**AOCB**

Ms Hulme thanked Ms Breingan for her support of the Committee's work during her time as Secretary to it.

8

**Date of the next meeting**

Monday 3 October 2016 at 1430hrs in B219