

**Glasgow Caledonian University**

**Equality and Diversity Committee**

**Minutes of the meeting held on Monday 19 October 2015 at 1430 hrs. to 1600 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  
 Alison Campbell (AC) – Deputy Director of People  
 Mr Adrian Lui (AL) – Equality and Diversity Advisor, People Services  
 Mr Tom Halpin (TH) – Court Member  
 Miss Alison Breingan (AB), Projects and Governance Coordinator (Minute Taker)  
 Ms Jodie Waite (JW) – Vice President, GCU Students Association
- Apologies:** Professor Stephanie Young – Court Member and Vice Chair of Court  
 Mr Alex Killick (AK) – Director of People

**1 Minutes from previous meeting held on 8 April 2015 (E&D-001)**

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

**2 Matters Arising (E&D-03)**

**Equality Outcomes Framework – List of Equality Champions**

Discussion A list of champions was attached to Matters Arising paper as Appendix 2. AL informed the meeting that SHLS, SEBE and GCU London have established their school committees however GSBS are behind in their planning due to absence. JH asked AL to draft a letter for her signature addressed to Professor Toni Hilton, Dean, GSBS.

Action AL to draft a letter for JH to send to Professor Hilton.

**Equality Outcomes Framework – Data for Schools/Directorates**

Discussion AL commented that People Services had tailored and provided data when asked. AC informed the group that at the last Equality Champions meeting advice was given to encourage Champions to consider in their plans for 15/16 what data they would like and People Services could schedule production. JH reiterated that E&D should be on the SMG Agenda in Schools regardless of whether they have a specific E&D Committee. AL commented that E&D issues should be looked at using the language and topics that Schools associate with such as workforce planning, flexible working and recruitment, this would make it more relevant to the business. AL commented on a previous proposal to include Equality Impact Assessment in School plans and noted that the advice from Strategy and Planning was to conduct a Equality Impact Assessment on the broader Strategy 2020 instead. However, it was felt that Schools should consider equality impact assessment in their plans, and VW suggested that Schools should be asked to consider related issues such as their staff profile for 2020 and the support and action required

Action JH asked that a meeting be arranged with Gerda Bartsch to discuss if this issue could be added to the Shaping 2020 implementation programme that she was helping to drive.

### **Equality Outcomes Framework – School/Directorate Action Plans**

Discussion AL commented that 10 out of 16 areas returned their action plans by the final cut-off date of 9 October and that the original deadline of the end of June had to be amended on a monthly basis due to lack of engagement. JH commented that the process in which people are asked to provide action plans needs to be reviewed and she was happy to be a signatory on a letter to Schools indicating that low engagement was highlighted as a risk following an internal audit. TH felt that the management response was not good enough. JH stated that there was a case for meeting with each of the SMG on an annual basis especially after reviewing data. TH raised the point that it would strengthen the understanding of E&D to have lay advisors sit on this and/or other committees in the schools. AC agreed that this would be a good idea.

Action AL and JH to scope out and engage with potential lay advisors to contribute to the University and School Equality and Diversity Committees

### **Disability and Accessibility – Accessibility Group**

Discussion AL commented that he had been speaking to people as part of the accessibility group. VW commented that the new building had been seen as a positive move in terms of disability accessibility.

### **3 Draft Athena SWAN Application (E&D-006)**

Discussion VW informed the group that work was continuing to finalise the application with the focus on finalising the narrative and re-validating the data. VW asked if any of the committee members had any thoughts around areas needing improvement. The draft had also gone to selected Academic staff, the Athena SWAN Working Group and Trade Unions for review. Feedback from last year's application had been included to cross reference the narrative and action plan to ensure we have addressed all points. TH stated that there had been clear efforts to address the feedback. JH felt that more analysis was needed around the tables to describe the problem rather than the data. The application would be submitted at the end of November and the most complete version would be sent to EB mid-November for sign off. VW informed the group that the Principal's letter which will accompany the application needs to be personal and guidance on points to include had been given to her office. AL commented that the Principal's letter could provide a form of Executive summary.

Action Committee members to feedback any further comments to AL by end of October and AL to circulate final draft to the committee.

### **4 Ernst and Young internal audit report (E&D-005)**

Discussion The audit report was scheduled to go to the Audit Committee on 20 October with minor recommendations only. AC noted that those interviewed included Senior Managers, Champions, Student Association and People Services, and took the group through the three main recommendations of the report:

- Formal Communications – what gets cascaded to whom in a formal manner? I.e. how are minutes and publications distributed. Our new website had enabled us to move this forward and more effectively, however the communications plan was a larger project and AL and AC are working through this in partnership with Media and Communications.

- Responsibility and Accountability – we need more consistency to revise all the terms of reference specifically for E & D Champions. How does their role and a manager’s role complement each other? An annual update with Senior Managers would be scheduled and a management event was proposed for January which could include E&D with the aim of promoting this issue.
- Detail of Action Plans and measurement – AL commented that not all plans have been received despite chasing Champions, and as flagged in the previous discussion AL would engage JH for assistance with communication. JH suggested that publishing the action plans on the website would help raise the engagement and quality.

Additional actions areas include best practice, tracking student complaints and continue to evaluate training and what the impact was.

AC commented that from a cultural point of view Senior Manager accountabilities and awareness needed to increase as that would drive the culture, and more support was required for the Champions in order to get the right output. MM stated that managers need to be aware of how equality can make a difference and support the business.

Action AL, AC and JH to take forward respective actions from the audit recommendations.

5 **Revised Equality Pay Statement (E&D-006)**

AL gave some background to the group and commented that this recommendation came from the JCC Equal Pay Working Group. When we published the last equal pay statement it was a series of bullet points. In review the statement needed to be much sharper. AL referred to the paper and indicated that it was a re-ordering of the previous statement with a more precise statement upfront followed by other contextual information.

6 **AOCB**

JH informed the group that she was pleased with the number of female applicants for the role of Lay Governor for Court; of the six new Lay governors appointed summer 2015 there was a 50/50 split of male and female appointees.

8 **Date of the next meeting**

Tuesday 5 April 2016 10.00-11.30 in B219.