Equality and Diversity Strategy Committee

Minutes of EDSC meeting held on 4 March 2016
Melville Room, Level 4, Gilbert Scott Building

Present: Prof Frank Coton (Convener), Ms Kirstine Adams, Prof Anne Anderson, Mrs Christine Barr, Mr Liam King, Mrs Christine Lowther, Mrs Margaret-Ann McParland, Dr Helen Stoddart, Ms Lesley Sutherland

Apologies: Prof John Briggs, Prof James Conroy, Miss Una Marie Darragh, Prof Neal Juster, Principal Anton Muscatelli, Mr David Newall, Miss Rachel Sandison

Attending: Dr Katie Farrell, Mrs Janell Kelly (clerk)

1 Welcome and Apologies
Professor Coton advised he had been invited to convene this meeting, as the Principal had been called away on other University business. He noted a number of other apologies had been received.

The Convener welcomed Dr Katie Farrell, Gender Equality Officer, who was attending in relation to agenda item 4.

2 Minutes of the Previous Meeting – EDSC/20151126/Minutes1.0
The minutes were approved as an accurate record.

3 Matters arising from meeting held on 26 November 2015 – Paper 1
Action Point 1 – Disabled Staff Support
F Coton confirmed following consultations and discussions, a recommendation had been put forward for a post dedicated to supporting disabled staff. A business case for this new role has been put forward but is subject to the outcome of the current university budget discussions. An update on the post will be provided following these discussions.

ACTION: F Coton/EDU

Action Point 3 – Staff Equality Monitoring
K Adams advised targeted work will be undertaken with K Morton, Head of Residential and Cleaning Services in order to improve the disclosure rates in Grades 1 and 2 staff. This will be accompanied by a general request to all staff to update their records over the summer.

ACTION: EDU

In relation to disparity between BME and White job applications discussed at the last meeting, members acknowledged Unconscious Bias training would go some way to ensure recruiters give fair consideration to qualifications from lesser known international universities.

C Barr advised HR Recruitment was undertaking a review of recruitment practices and processes. This includes work on clarifying ‘essential’ and ‘desired’ criteria with recruiting area/managers.
EDSC/20160304/Minutes 1.0

A Anderson noted Marketing, Recruitment and International Office had extensive knowledge on international university rankings and suggested recruiters should have access to this information when they had queries on applicants’ qualifications. The Convener requested C Barr ensure this is considered as part of the ongoing review of recruitment practices and processes.

**ACTION: HR/EDU**

M-A McParland reported she had taken the pension query related to historic maternity leave forward with the Pension Trustees and Jim Ross, Head of Pay and Pensions and confirmed as the University now uses salary sacrifice the situation would not occur now. She noted the Pensions Trustees could not retrospectively address the issue raised, unless the University was able to fund it. She confirmed the Pensions Trustees had no information on the scale of the possible financial implications.

The Convener acknowledged attempting to address historic issues retrospectively can be extremely complex but noted there were precedents and requested EDU approach Jim Ross, Head of Pay and Pensions to try to establish the scale/numbers involved to facilitate further discussions by EDSC, Pension Trustees and the University.

**ACTION: EDU**

The Convener noted the remaining action points from the previous meeting were still ongoing, had been completed or were on the agenda for discussion.

4 **Draft University of Glasgow Athena SWAN Bronze Renewal Application and Action Plan – Papers 2 & 3**

The Convener welcomed K Farrell, Gender Equality Officer, noting Papers 2 & 3 were still in draft form.

K Farrell took members through the main section of the draft application and action plan highlighting the following sections:
- Picture of the Institution – Pipeline for women progressing through grades
- Supporting and Advancing Women’s Careers – Recruitment and Promotion

Members made a number of suggestions around presentation styles, tone and suggested a number of points for inclusion and/or amendment.

The Convener noted the inclusion of information on the Research Excellence Framework 2014 and requested EDU investigate the gender split for applications and agreed reductions for REF submissions due to Complex Circumstances, for possible inclusion within this section.

**ACTION: EDU**

K Farrell advised members the Gender Equality Steering Group (GESG) will be reviewing both the application and action plan at their meeting on 8 March 2016 and HR Committee will also have the opportunity to comment at the meeting on 23 March. The application and action plan will be revised following this review process, ahead of the final submission deadline on 29 April 2016.

The Convener and A Anderson commended K Farrell, highlighting the extensive and detailed work involved to reach this stage in the process.
Members were requested to provide any further comments to K Farrell as soon as possible to allow for revision of the application and action plan before they go forward for further consideration at the other university meetings highlighted above.

**ACTION: All**

5  **Changes to Personal Records for Trans Students – Paper 4**

K Adams presented Paper 4 and noted EDSC was being asked to approve the proposed changes to the Equality and Diversity Policy and a new process to be used when a student takes the decision to transition and wished to change their name and gender on University records. She confirmed the proposed changes had been agreed following extensive discussions with trans students themselves, Registry and the Student Services Enquiry Team.

L King highlighted the wording of Parts 2 & 3 - Point 2 of the proposed new form, which states “request that all persons in the University of Glasgow designate, describe and address me by the new gender ...”. He noted it would be unrealistic to expect ‘all persons’ to be aware of a change to a person’s name and gender through the change made within MyCampus. He suggested the wording be changed to ensure there is also an onus of responsibility on the student to make appropriate people aware of their change of gender/name, in particular Advisors of Study, Lecturers and/or School based staff.

K Adams advised the expectation would be that students would be working through a Transition Plan with someone within the University and this would be discussed as part of that planning process.

Members agreed the proposed changes to the E&D Policy, process and form subject to the following:

- C Lowther to confirm the changes she wished
- Wording on Parts 2 & 3 - Point 2 of draft Declaration Form to be reviewed in light of above discussions.
- Clarification that the process fits with Scots Law.
- Confirmation that the detailed changes to MyCampus have been tested and will work as described.

**ACTION: C Lowther / EDU**

6  **Equality Champion Update - Paper 5**

Members noted the updates provided by EDU in Paper 5.

F Coton reported further updates in relation to the Disability Equality Group (DEG):

- The Convener is currently working with Senate Office to review how extra exam time, which is provided as a reasonable adjustment for some disabled students, is allocated for short exams or class tests. The amount of extra time in these circumstances is very small and can be easily disrupted by other students arriving for their exams.
- A paper will be presented to the Learning and Teaching Committee after the Disability Service reported the move away from standard forms of course assessments to more oral, peer review and group work can adversely affect some disabled students.
- The Education Policy and Strategy Committee (EdPSC) will be asked consider the need for the University to develop a policy on Accessible and Inclusive Learning, similar to that in place at the University of Edinburgh.

7  **Items for Information**

7.1  **FullStop Campaign Update – Paper 6**

Members noted the update paper.
8 Any Other Business
L Sutherland reminded members of discussions at the last meeting on gender balance for Senate and Court committees. She noted the upcoming Higher Education Governance Bill (Scotland) means that both Court and Senate will be required to review their Standing Orders. This would provide the ideal opportunity for both bodies to properly address the question of gender representation.

Members agreed to request the Clerk of Senate, Prof John Briggs, and Secretary of Court, David Newall, to provide an update on discussions in relation to this at the next EDSC meeting.

ACTION: J Briggs / D Newall

As there was no further business, the Convener closed the meeting.

9 Date of Next Meeting
25 May 2016 at 10am, Principal’s Meeting Room, Level 4, Main Building.