Gender Equality Steering Group
Meeting held on 4 December 2016,
Room 656A, Main Building at 2:00pm

✓ = in attendance  A = apology received

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>4/12/15</th>
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<tbody>
<tr>
<td>Lynn Abrams</td>
<td>LA College of Arts Rep</td>
<td>✓</td>
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<tr>
<td>Elizabeth Adams</td>
<td>EA Researcher Development Manager</td>
<td>✓</td>
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<tr>
<td>Kirstine Adams</td>
<td>KA Equality and Diversity Manager</td>
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<tr>
<td>Anne Anderson</td>
<td>AA Convener &amp; Gender Equality Champion</td>
<td>✓</td>
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<tr>
<td>Michael Brady</td>
<td>MB College of Arts Rep – Sub for LA</td>
<td>✓</td>
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<tr>
<td>Fergus Brown</td>
<td>FB Head of Human Resources - MVLS</td>
<td>✓</td>
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<tr>
<td>Morag Deans</td>
<td>MD SRC Gender Equality Welfare Officer</td>
<td>✓</td>
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<tr>
<td>Ruth Dukes</td>
<td>RD College of Social Sciences Rep</td>
<td>✓</td>
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<tr>
<td>Lindsay Farmer</td>
<td>LFA College of Social Sciences Rep</td>
<td>✓</td>
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<tr>
<td>Katie Farrell</td>
<td>KF University’s Gender Equality Officer</td>
<td>✓</td>
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<tr>
<td>Lyndsay Fletcher</td>
<td>LFL College of Science &amp; Eng. Rep</td>
<td>A</td>
</tr>
<tr>
<td>Cindy Gray</td>
<td>CG College of Social Sciences Rep</td>
<td>✓</td>
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<tr>
<td>Una Marie Darragh</td>
<td>UMD SRC Vice President Student Support</td>
<td>A</td>
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<tr>
<td>Stephen Marritt</td>
<td>SM College of Arts Rep</td>
<td>A</td>
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<tr>
<td>John Marsh</td>
<td>JM College of Science &amp; Engineering Rep</td>
<td>✓</td>
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<tr>
<td>Joelle Prunet</td>
<td>JP College of Science &amp; Engineering Rep</td>
<td>✓</td>
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<tr>
<td>Elaine Reid</td>
<td>ER Head of Human Resources - Social Sciences</td>
<td>✓</td>
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<tr>
<td>Gillian Shaw</td>
<td>GS Head of Human Resources - Arts</td>
<td>A</td>
</tr>
<tr>
<td>Linnea Soler</td>
<td>LS College of Science &amp; Engineering Rep</td>
<td>✓</td>
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<tr>
<td>Paul Welsh</td>
<td>PW College of MVLS Rep</td>
<td>✓</td>
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<tr>
<td>Simon Wilson</td>
<td>SW Head of Human Resources - Science &amp; Engineer</td>
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1. **Welcome, Apologies and Introductions**
   AA welcomed colleagues to the meeting and noted the apologies received.

2. **Minutes from previous meeting – 27 October 2015**
   The minutes were approved.

3. **Matters Arising from the previous meeting – Papers 1**
   **Action Point 2 – Maternity Information for Tier 4 Students**
   KF confirmed International Student Support have been asked to include a short reference on pregnancy and the consequences for visas in the International Handbook.

   **Action Point 6 – Promotion Data**
   KF confirmed additional year’s data is being collated as it will be required for the institutional application.

   **Action Point 7 – Promotion Process**
   KF advised the updated HR pages relating to the current promotion round have already gone live but will explore if additional information can be added. This will be captured in the institutional application.
Action Point 8 – Graffiti in Lecture Theatre
KA has been in touch with Internal Communications to link this with the FullStop campaign.

4. Athena SWAN Timeline for upcoming applications – Paper 2
Members noted the timeline as presented by KF.

LA advised four units within the College of Arts are keen to start the process of applying for departmental awards however clarification is still needed from ECU about submitting ‘complex units’ as one. Members noted final decisions on this might be best left until the data collection process in these areas has started as there may be differences that cannot easily be explained in one combined application.

Members noted the need to ensure sufficient support for the applications is available, and to consider staggering applications. Areas thinking of submitting could begin to prepare without the pressure of submitting.

AA reminded members all STEMM units need to have a bronze departmental award before the University can apply for a silver award. It would be very useful to understand which ‘departments’ have not yet started the process of submitting an application in order to have an understanding of future work required.

Members requested an updated Timeline document be submitted to each GESG meeting going forward.

ACTION: EDU

5. Funding to Support Childcare/Carer Costs for Conference/Training attendance – Paper 3
KF presented Paper 3 which set out the proposal for the trial of a fund to support additional childcare/caring costs incurred by staff when attending conferences or work-related training. For the trial funding will be sourced from EDU’s existing budget.

Members welcomed the trial introduction of the scheme. In response to queries KF confirmed the application process would be ‘light touch’ to ensure ease of application.

In response to the query within the paper, members agreed, should there be a need given the limited funds available, priority should be given to ‘presenters’ over ‘attendees’ at conference.

Members agreed information on the fund, including supporting guidance/forms, to be sent to Research Conveners, HoS/DRIs/HoSA for cascading.

ACTION: EDU

6. Athena SWAN Consultation – Emerging Issues – Paper 4
KF presented Paper 4 which detailed information regarding the six consultation events across the whole university (Garscube and Dumfries campuses were included) conducted during November and December 2015.
She noted the areas of Promotion, Flexibility, and Managing Career Breaks and Maternity, Paternity, Adoption Leave as the main challenges which arose from the events and highlighted the possible actions that could be implemented to help address these.

Promotions
Members welcomed the idea of a ‘Demystifying Promotion’ style event which would allow local SATs to contribute.

Application Action: Members suggested Schools/RIs should also be encouraged to hold ‘Preparing for PDR’ events.

Members requested clarification of the timeline for the revision of the Learning and Teaching family promotion criteria.

ACTION: EDU

Flexibility
Members acknowledged some roles, by their nature, may not be suitable for most types of flexible working but noted there was a need to ensure staff felt able to ask about the possibility of flexible working.

AA noted this aspect would also be captured within the work being done by the Glasgow Professional project group.

Managing Career Breaks and Maternity, Paternity, Adoption Leave
Members noted the issues raised by staff being ‘required’ to work whilst on maternity leave due to the lack of cover for their roles being put in place. Members welcomed the proposed action to review the current maternity leave policy as well as creating a checklist for staff and their line managers in order to make it clearer about responsibilities and roles as this would help address this.

JM advised members some other universities have worked on the culture within their research teams to ensure there is support for events such as maternity leave or long term sickness through capacity building.

Members noted there was a need to ensure robust information is available to inform any future development of a new onsite nursery. Members also noted, as childcare solutions evolve, the University should not restrict itself to the established ‘building based’ nursery.

AA acknowledged this and as a member of project board, agreed to keep this part of the discussion around campus development on the agenda; with possible survey work as part of the planning phase around actual demand for nursery places.

ACTION: Convener

7. Student Issues
No student issues were raised however MD thanked the Convener for working with the SRC on the Preventing Sexual Violence Workshops they are doing.
8. **Any Other Business**

KF advised members she would continue to work on the institutional application and would be distributing a draft version for comment in January in time to allow members to review it prior to the next meeting.

No other business was raised and the Convener closed the meeting.

9. **Date of Next Meeting**

3 February 2016, 11am-1pm, Room 251