Gender Equality Steering Group  
Meeting held on 25 October 2016,  
Talklab, Level 3, Library at 10:30am

Attendees:  
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Lynn Abrams</td>
<td>College of Arts Rep</td>
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<tr>
<td>Anne Anderson</td>
<td>Convener &amp; Gender Equality Champion</td>
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<tr>
<td>Michael Brady</td>
<td>College of Arts Rep (Sub)</td>
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<tr>
<td>Fergus Brown</td>
<td>Head of Human Resources - MVLS</td>
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<tr>
<td>Ruth Dukes</td>
<td>College of Social Sciences Rep</td>
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<td>Lindsay Farmer</td>
<td>College of Social Sciences Rep</td>
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<tr>
<td>Katie Farrell</td>
<td>University’s Gender Equality Officer</td>
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<tr>
<td>Lyndsay Fletcher</td>
<td>College of Science &amp; Engineering Rep</td>
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<tr>
<td>Paul Paterson</td>
<td>College of MVLS Rep and Professional and Support</td>
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<tr>
<td>Colin Mclnnes</td>
<td>College of Science &amp; Engineering Rep (Sub)</td>
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<tr>
<td>Thais Ramdani</td>
<td>SRC Gender Equality Welfare Officer</td>
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<td>Lynne Ramsay</td>
<td>Human Resources Adviser - Science &amp; Engineering (Sub)</td>
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<td>Elaine Reid</td>
<td>Head of Human Resources - Social Sciences</td>
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<tr>
<td>Gillian Shaw</td>
<td>Head of Human Resources - Arts</td>
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<td>Linnea Soler</td>
<td>College of Science &amp; Engineering Rep</td>
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<tr>
<td>Mhairi Taylor</td>
<td>Equality and Diversity Manager</td>
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<tr>
<td>Paul Welsh</td>
<td>College of MVLS Rep</td>
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Apologies: Elizabeth Adams, David Cumming, Cindy Gray, Stephen Marritt, Erin Ross, Joelle Prunet, Simon Wilson

1. Welcome, Apologies and Introductions  
The Convener noted the apologies received, welcomed the new representatives and invited introductions.

2. Terms of Reference and Membership Review – Paper 1  
Convener advised Paper 1 already showed the updated membership and noted due to the size of the current membership, the substitute system will be enforced. Identified substitutes should only attend GESG if the main representative is not able to.

Members noted, should the University’s future ambition be to submit for an institutional Silver award, membership would require to be extended to include representative(s) from the Management, Professional & Administrative (MPA) job family.

Members noted the Scottish Funding Council’s Gender Action Plan to be discussed later in this meeting will have a bearing on the work of this group and the Terms of Reference may need to be amended to reflect this.

Members requested:  
- reference to GEM (Gender Equality Chartermark) should be removed, as this has been incorporated into the expanded Athena SWAN Charter.
• the wording of the last bullet point under ‘Members will’ section to be amended to reflect the two-way nature of the flow of information between GESG and the Self-Assessment Teams (SATs) in individual areas.
• School of Physics and Astronomy’s Juno Award ‘valid until’ date to be corrected to January 2018.

**ACTION: EDU**

3. **Athena SWAN Overview and Institutional Action Plan Update**

3.1 **Submissions Update**

The Convener advised members all six submissions for new awards and renewals in the April 2016 awards round had been successful. These were:

<table>
<thead>
<tr>
<th>Award Level</th>
<th>Unit</th>
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<tr>
<td>Institutional Bronze</td>
<td>University of Glasgow</td>
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<tr>
<td>Departmental Silver</td>
<td>Institute of Biodiversity, Animal Health and Comparative Medicine</td>
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<td>School of Physics and Astronomy</td>
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<td>Departmental Bronze</td>
<td>School of Engineering</td>
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<td>School of Medicine, Dentistry and Nursing</td>
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<td>School of Psychology and Institute of Neuroscience and Psychology</td>
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<td></td>
<td>(joint submission)</td>
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<td>Institute of Infection, Immunity and Inflammation</td>
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Members acknowledged K Farrell’s significant contribution to the success of the University’s Bronze award and the support she provided, and continues to provides, to the various departmental SATs.

Members noted the success of the pre-submission review processes put in place through GESG and the College of MVLS had paid dividends and would be continued.

K Farrell reported feedback from the Equality Challenge Unit on all the submissions was not yet available. She advised once feedback on the University’s Bronze Award was available this would be brought to GESG, along with an overview of lessons learned, for reflection and discussion.

**ACTION: EDU**

K Farrell advised there will be a celebratory event, hosted by the Principal, held on 20 December 2016 at 5pm. It was acknowledged the timing for the event was out with agreed working hours but it was felt the 2 months’ notice period would allow people to make suitable arrangements. All GESG and SAT members will receive an invitation.

**ACTION: EDU**

3.2 **Athena SWAN Institutional Action Plan – Paper 2**

K Farrell presented Paper 2 which highlighted key actions from the Institutional Action Plan which are currently underway but which would also further benefit from contribution from GESG members as follows:

| Action 1.4 | GESG members requested to suggest relevant topics/common challenges which may need cross-university action for discussion at future Athena SWAN Network events. |
**Action 4.1.1**  
GESG members requested to highlight within their own areas, the new University Maternity Leave Toolkit which may further inform those areas which have already devised their own maternity checklists. Members noted plans are in place to create similar toolkits for Shared Parental Leave and Adoption Leave policies.

**Action 4.1.8**  
GESG Members to include discussion on breastfeeding/expressing facilities in local SAT meetings for both staff and students. It was acknowledged permanent facilities were unlikely to be available. Further details on minimum requirements were shown within Paper 2. Students should be encouraged to raise this prior to their return to studies with their Advisors of Study to ensure their needs are met.

**Action 4.2.4**  
K Farrell to forward a draft email for GESG members to use in order to raise awareness of the Carers’ Conference Fund in their areas. K Farrell confirmed the pilot fund was only available to staff; PhD students would not be eligible. She suggested Graduate Schools should be approached to cover such similar expenses.

**Action 4.2.6**  
K Farrell advised the University had established a Healthy Working Lives group with a view to applying for a Bronze award in this. GESG members are requested to highlight the Employee Assistance Programme (EAP) across their own areas. It was noted the EAP provided extensive support and guidance on a number of different work and life situations, many of which align with the extended AS charter.

**Action 5.1.6**  
GESG members to ensure questions on Outreach work is included in any local AS Staff Culture Surveys.

**ACTION: All GESG Members/EDU**

4. **SFC Gender Action Plan (GAP) – Papers 3 and 3b**  
M Taylor advised a working group had been convened by Planning and Business Intelligence to work on the University’s response the SFC’s GAP. Members were requested to familiarised themselves with the GAP however it was noted there was no direct action required from GESG at this point however.

The Convenor requested GESG be provided with the current related University of Glasgow statistics at the next meeting to allow for discussion.  

**ACTION: EDU**

5. **HeForShe – Paper 4**  
Members discussed the possibility of the University becoming an ‘Associated University’ for the HeForShe campaign as outlined in Paper 4. It was noted the Principal had expressed support for this, and acknowledged the SRC had developed and delivered Sexual Violence Prevention Training to tackle violence against women and hate crime, members felt it would be wary of committing to the pledge’s requirement for mandatory gender sensitisation training for all 1st year students at this time as there was no process in place for this at present.

M Taylor noted student focussed Equality and Diversity training is currently being considered and agreed to report at the next meeting on what commitments and processes are in place at the UK HEIs who have already signed up to the full pledge.  

**ACTION: EDU**

6. **Staff Issues**  
6.1 **2016 Staff Survey Results**  
M Taylor tabled two papers relating the results from the 2016 Staff Survey by job family and gender. She noted the following:
• 2016 survey had a 68% response; up 8% on 2014
• General improvement in scores across the full survey, with female staff again more satisfied than males with their experience of the University as an employer;
• MPA staff are generally more satisfied than the other job families;
• Male Operational staff are less satisfied than females with figures for both sexes relating to bullying, harassment and discrimination are higher than other job families;
• Male Technical and Related staff are less satisfied than females, and their figures relating to bullying, harassment and discrimination are higher too.
• Figures for male Research and Teaching staff show the highest levels of dissatisfaction of all job families with both sexes expressing dissatisfaction with work life balance and demands on their time.

M Taylor noted the increase in the figures relating to bullying and harassment was not unexpected following the successful Full Stop campaign which will have raised awareness of the issues.

Members suggested fixed term contract staff may be more inclined to provide more negative responses due to the nature of their current job status and a number of more negatively scored questions related to communication and engagement issues for the University.

Members welcomed the fact the expanded AS charter would allow job families, in addition to Research and Teaching, to be covered in future work.

Members requested Tables 3 & 4 be electronically issued to allow for further review and asked for the survey to be discussed again at the next meeting.  

**ACTION: EDU**

7. **Student Issues/Updates**

7.1 **Sexual Violence Prevention Training**  
T Ramdani reported on the recent student led ‘train the trainer’ programme on preventing sexual violence organised by the Students’ Representative Council, in collaboration with Rape Crisis Scotland and Glasgow Caledonian University.

T Ramdani advised 20 students took part in the weeklong training and delivered the resulting sessions to students and both Students Unions during Freshers’ Week. She noted the sessions were also available to all student societies and their board members.

The Convener commended the excellent work done by the SRC on this and suggested individual SATs could consider whether this might be something which could be delivered to students within subject areas.

Members agreed the University may wish to revise and refresh the Student Codes of Conduct to ensure they specifically mention sexual violence and to make it easier for reports to be made.

The Convener note the Director Student Services, Christine Lowther, chaired the joint group of University and Glasgow Caledonian University academics, students and service staff which will look to develop a cross-university strategy towards tackling gender based violence and agreed to confirm with her if disciplinary and reporting procedures were being looked at as part of this work.

**ACTION: Convener**
8. **Items for Information**

Noted for information purposes.

8.2 - Academic Returners Research Support Scheme – update – Paper 6
Noted for information purposes.

8.3 - Pilot Carers’ Conference Fund – update – Paper 7
K Farrell noted the pilot would run until the end of December and confirmed over 75% of the funds remained.

9. **Any Other Business**
No other business was raised at the meeting.

10. **Date of Next Meeting**
15 December 2016 at 10:00 in Melville Room