1. Welcome, Apologies and Introductions
The Convener acknowledged those attending in place of members who had sent apologies.
Members welcomed Dr Caroline Gauchotte-Lindsay, joining the group as a College of Science and Engineering academic representative, and Fatemeh Nokhbatolfoghahai and Joanne Cardwell, the new SRC representatives. The Convener invited Introductions.

2. Minutes of the Previous Meeting – GESG/20180514/Minutes1.1
The minutes were approved as an accurate record, subject to the correction of the spelling of Dr Gauchotte-Lindsay’s name on page 5.

3. Matters Arising – Paper 1
The Convener noted a number of the actions from the previous meeting had been completed. Further specific updates on the following were provided:

<table>
<thead>
<tr>
<th>Action Point 1</th>
<th>Action Point 2</th>
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<th>Action Point 4</th>
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<tbody>
<tr>
<td>Athena SWAN data/Qlikview</td>
<td>College-based Athena SWAN review systems</td>
<td>Family Study Lounge</td>
<td>Student Parents’ Policy</td>
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<tr>
<td>K Farrell reported User Testing for Athena SWAN reports within Qlikview is scheduled for December. Selected GESG/SAT members will be invited to participate.</td>
<td>G Shaw advised the joint review/oversight group for College of Arts and College of Social Sciences has not yet been established.</td>
<td>F Nokhbatolfoghahai provisionally reported 50 family visits to the Family Study Lounge had been recorded during the pilot period with users and Student Parents Network giving very positive feedback. She advised the Library’s full evaluation report for the Family Study Lounge would be finalised at the end of Semester 1 and would be available for the next GESG meeting.</td>
<td>M Taylor advised the Policy has now been fully agreed. Full implementation has been delayed, due to the remaining issues around how ‘parent’ notifications will be captured within the MyCampus system, whilst heeding GDPR legislation. EDU to provide update at next GESG meeting.</td>
</tr>
<tr>
<td>ACTION: EDU</td>
<td>ACTION: L Goodenough/G Shaw</td>
<td>ACTION: SRC</td>
<td>ACTION: EDU</td>
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**Action Point 5**  
**Free Sanitary Products**  
F Nokhbatolfoghahai advised, in line with the Scottish Government’s initiative, free sanitary products are available in key locations across the University. She noted, due to nature of the project, it might be difficult to monitor uptake and impact. She confirmed the project lead is Jane Weir, Deputy Director of Student Services.

**Action Point 6**  
**KPI and Promotions Data**  
- M Taylor confirmed Professor Moira Fischbacher Smith will attend the next GESG meeting to provide an insight into the promotions criteria and support available to staff on the Learning, Teaching and Scholarship (LTS) track.
- M Taylor confirmed a small group will be convened to review possible actions to improve the University’s offering and talent attraction processes. GESG members to contribute.  
**ACTION: EDU/HR**

**Action Point 7**  
**UofG Personal Relationships Policy (PRP)**  
M Taylor confirmed the new PRP policy was launched via an ‘all staff’ email on 18 September 2018. Data Controllers (Heads of Service/School/Directors of Institute) were also advised of their responsibilities on the same day. An ‘all student’ email was then issued on 9 October 2018. The Policy is ‘housed’ on the EDU webpages.

**Action Point 9**  
**Best Practice Event**  
K Farrell confirmed the Athena SWAN best practice session will be combined with the annual Principal’s Reception. Details to be circulated to GESG members once available.  
**ACTION: EDU**

4. **Athena SWAN University Silver/Departmental Submission Pipeline – Paper 2**

K Farrell reported on the plan to submit an early application for University level Silver Athena SWAN (AS) award in November 2019.

Members noted and agreed with the rationale behind this, given the normal renewal date of April 2020 coincides with REF 2021 submissions and the expected additional workload across the University relating to that.

K Farrell highlighted as GESG will act as the Self Assessment Team (SAT), members of GESG and the Equality and Diversity Strategy Committee (EDSC) will be required to assist with the critical review and feedback process in drafting the University Silver application during 2019.

Members noted a number of GESG members will be involved in their own ‘departmental’ AS applications planned for November 2019 (see pipeline) and agreed those GESG members not preparing for these should form the basis of the Institutional application review group.

GESG members not heavily involved in submitting an AS application on November 2019 were requested, in the first instance, to volunteer to be part of the core review group to assist with drafting the University Silver application.  
**ACTION: ALL**

The Convener welcomed the recent establishment of the College of Science and Engineering’s AS internal review process, complimenting the existing College of MVLS’s review process. She reported that Social Science REF submissions will need a good account of how Equality and Diversity is supported. Holding an AS award could therefore be an important element of preparation for REF. This highlighted the urgent need to establish the joint Social Sciences and Arts review process. K Farrell noted the need to ensure those who will be part of that have, or be able to gain experience, as AS panellists and agreed to send details of how people can register their interest to serve as panellist or observers.  
**ACTION: EDU**
5. Review of GESG Terms of Reference and Membership – Paper 3
Following discussions, members agreed no changes were required to the current Terms of Reference.

M Taylor referred to the earlier discussions about GESG forming the AS SAT, and reflected that more diverse roles and grades were needed to ensure the membership properly reflected the staff profile, noting those existing Professional Services (PS) members are mostly HR representatives. Rather than increasing the already large membership, EDU would seek alternative members.

ACTION: EDU

6. Student Issues/Updates
No students issues or updated.

7. Staff Issues/Updates
7.1 – Academic Promotions 2018 – Paper 4 - produced by Pay, Performance and Reward (PPR)
M Taylor presented Paper 4 noting this was an initial draft produced by PPR and asked members to review and comment on the paper, to allow for revision before by other committees receive it.

Members welcomed the improved success rate for women applying to Reader and the high proportion of women, compared to against the eligible demographic, applying to Professor.

L Soler commented the original cohort of staff on the Learning, Teaching and Scholarship track may not have been well supported through the promotion processes. The Convener noted guidance and support had been improved and reminded members Professor Moira Fischbacher-Smith will attend the next GESG meeting to provide an overview of the current and ongoing support available to this group.

Additionally, members noted:
• tables and graphs on the first page should be labelled/numbered,
• the paper implied that the Early Career Development Programme (ECDP) alone has increased the overall success rate by 7% - this wording may need to be revised unless this can be justified.

M Taylor confirmed she would pass these comments to colleagues in PPR.

ACTION: EDU

7.2 – Professorial Equality Group Report – Paper 2 (produced by Prof Murray Pittock)
K Farrell stated, following the brief discussions at the last meeting and the recent review of the paper by the Senior Management Group (SMG), GESG were invited to review and comment on the full report from Prof Pittock.

K Farrell noted many of the suggested actions in the report reflect those already within departmental and institutional Athena SWAN action plans. She welcomed the support for more internal and external profiling of senior women by the Communications Teams.

M Taylor also confirmed the suggested actions involving the Human Resources teams will further inform the discussions already ongoing in that area.
The Convener welcomed the information showing there appears to be no delay for women progressing internally through to senior grades.

Members also welcomed this, noting though that the report also highlighted GESG’s previous concerns about male dominated international and external recruitment and the resulting pay disparity with those promoted internally.

8. Gender Based Violence Update Report
M Taylor reported on the recent related activity

- **Personal Relationship Policy**
  Policy was approved at the June meeting of Court and launched to staff in September, and students in October, along with FAQs. A Privacy Statement was agreed for the policy, and a secure records schedule, with instructions, was sent to everyone responsible for holding related information. The EDU has fielded a number of queries from both staff and students since the launch of the policy.

- **Online Reporting for students**
  The online reporting tool went live in mid-September however, there has been no formal launch yet, as training for First Responders and Front Line staff had to be in place beforehand. Five reports have already been received. Two anonymously and three where advice and guidance was sought.

- **‘First Responders’ and ‘Front Line’ staff training**
  Held in September and October respectively, these two-day and five hours courses were delivered by the University and Rape Crisis. The 10 ‘First Responders’ will be the ‘go to’ people for anyone needing advice or support regarding any form of GBV. The ‘Front line’ training equipped the 15 attendees to provide basic information and refer to external agencies or ‘First Responders’. Both courses were well received, with further ‘Front Line’ sessions planned. Members are requested to consider appropriate staff/roles within their own areas for this. **ACTION: ALL**

- **‘Let’s Talk about Sexual Violence’ Awareness Raising Peer Training**
  Delivered by the SRC for the last 3 years, this training is compulsory for all Freshers’ Helpers and Living Support staff. With these and other open sessions, over 200 students have been trained this year, with over 1000 trained over the course of the three years.

- **GBV Information Cards**
  [https://www.gla.ac.uk/myglasgow/news/studentupdates/headline_614279_en.html](https://www.gla.ac.uk/myglasgow/news/studentupdates/headline_614279_en.html)
  The Scottish Government provided Universities Scotland with funding to support the rollout of the GBV leaflet. Designed by Rape Crisis Scotland, the #EmilyTest campaign, and Equally Safe in HE and other partners, the cards provide specific information for staff to assist students. They were distributed across campus, cascaded through Heads of School, Directors of Research institute and Executive Directors of Services, with an article appearing in MyGlasgow News.

- **Safeguarding Policy**
  Senate Office and Equality and Diversity Unit are developing and aligning a new Safeguarding Policy with the University’s approach to GBV – this will be finalised imminently.
The Convener noted the need to ensure an effective communication launch for the Online Reporting System and to carefully consider whether to expand it to allow staff reporting.

Members highlighted the need to ensure all campuses were included for all these resources/initiatives/training and welcomed the breadth of work done in this area over the summer.

9. Items for Information
9.1 – Breastmilk Expressing Room
K Farrell updated members that a new central Breastmilk Expressing Room was opened during the summer. Located in the Main Building (Room 137), the room is keypad accessible. Information about the room, and how to access it, has already been included in HR’s maternity related template letters.

10. Any Other Business
E Adams reported on the success of the Ingenious and Enterprising Women Scotland programme, which ran from January to August 2018. She noted the programme was run jointly with the University of Edinburgh and funded by a grant from the Scottish Funding Council. She highlighted the programme focussed on entrepreneurship and innovation and confirmed learning from the event will be shared with other HEIs.

10.2 – Royal Society’s Science Culture Event
E Adams reported on the recent Research culture: Changing expectations event held in London in October 2018. The conference looked to showcase initiatives and work across the research landscape to create and improve cultural conditions and research environments.

She noted Fergus Brown, presented on behalf of the University of Glasgow on our new job roles, a topic which was of real interest to other HEIs. Link to conference videos to made available to members.

 ACTION: E Adams/EDU

10.3 – Car Parking Permit allocation feedback
Members noted the recent application process for Car Parking Permits was not straightforward for those females who use their maiden name for employment and/or research publication purposes but their household bills are in their married names.

M Taylor agreed to raise this with the Car Parking Working Group.

 ACTION: EDU

11. Date of Next Meeting
28 February 2019 at 14:00 – 15:30 in the Melville Room.