Gender Equality Steering Group
Meeting held on 6 November 2017,
MVLS College Conference Room at 10:00am

Present: Anne Anderson (Convener), Lynn Abrams, Fergus Brown, Lindsay Farmer, Katie Farrell, Lyndsay Fletcher, Sofia Garkov, Mary Beth Kneafsey (vice Elizabeth Adams), Lauren McDougall, Colin McInnes, Paul Paterson, Gillian Shaw, Linnea Soler (vice Joëlle Prunet), Mhairi Taylor,

Apologies: Elizabeth Adams, Cindy Gray, Allison Leitch, Stephen Marritt, Joëlle Prunet, Paul Welsh, Simon Wilson

Attending: David Duncan, Janell Kelly (clerk)

1. Welcome, Apologies and Introductions
The Convener noted the apologies received. The Convener welcomed Lauren McDougall and Sofia Garkov, the new SRC representatives and invited introductions. Members noted Ruth Dukes had stepped down from the group. The Convener formally noted her thanks for R Dukes’ previous attendance and input to GESG business.

2 Minutes of the Previous Meeting – GESG/20170605/Minutes1.1
The minutes were approved as an accurate record.

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 others were provided:

<table>
<thead>
<tr>
<th>Action Point 1</th>
<th>SFC Gender Action Plan</th>
<th>Finalised data for 2017-18 admissions will not be available until January 2018. As such, SFC GAP Working Group will receive relevant data for subject areas which are close to the SFC’s 75:25 ratio threshold at their meeting scheduled for 23 January 2018. ACTION: EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Point 4</td>
<td>Student Parents’ Survey</td>
<td>M Taylor advised a working group had been formed to develop a new Student Parent’s Policy. Due to the complexities involved, members noted this will take longer than originally anticipated. GESG to have the opportunity to review the policy during the development stage. ACTION: EDU</td>
</tr>
<tr>
<td>Action Point 5</td>
<td>Gender Pay within Athena SWAN applications</td>
<td>K Farrell reported ECU had advised areas would not be penalised for not discussing their own Gender Pay Gap within Bronze or Silver applications and as part of a Gold award would be expected to discuss this but not be expected to provide detailed data, as this would risk identifying people. Areas planning to go for Gold should make contact with K Farrell prior to looking at this. ACTION: EDU</td>
</tr>
<tr>
<td>Action Point 8</td>
<td>Qlikview for Athena SWAN</td>
<td>K Farrell reported work was ongoing with Planning and Business Intelligence (P&amp;BI) on making the data sets required for AS available within the Qlikview system. Initial testing with users should start before the end of December. A number of GESG members will be invited to participate in the testing. ACTION: EDU</td>
</tr>
</tbody>
</table>
**Action Point 9**

College-based AS review systems

Members recognised the support and review facility the MVLS Gender Equality Committee has significant advantages for Athena SWAN success rates, spreading review workloads and disseminating College-based best practice. The Convener suggested both College of Arts and College of Social Sciences could implement a similar joint review/oversight group and along with shared resourcing and would discuss further with G Shaw.

**ACTION: Convener/G Shaw**

K Farrell agreed to contact S Wilson to discuss how best the College of Science and Engineering’s Self Assessment Team (SAT) Chair Group could facilitate a similar function for that College.

**ACTION: EDU/S Wilson**

3.1 – Parking Consultation Update

D Duncan updated members on the current car parking permit consultation process. Members noted the next stage would be consultation on proposals for:

- moving to an annual re-application process;
- different types of permits;
- prioritising those with specific needs, such as caring responsibilities;

D Duncan stated the University was trying to promote alternative, more sustainable methods of transport, whilst recognising the need to retain a level of car parking.

Members highlighted the need to ensure sufficient numbers of disabled parking bays were made available across the University estate, as many users need to move across the campus throughout the day. Members also suggested Parent/Child spaces might be useful near any proposed nursery/crèche site and that new procedures should be flexible enough to take into account changes in circumstances during the permit period.

Members recognised the new scheme would not meet everyone’s expectations but welcomed the expanded priority criteria and the move to a ‘needs based’ system.

The Convener thanked D Duncan for the update.

3.2 – Workload Allocation for Athena SWAN activities – Paper 2

M Taylor tabled an new version of Paper 2, updated with the agreed Athena SWAN related workload allocation (WA) for SAT members in the College of Arts.

She drew members’ attention to the EDU suggested allocation for the different roles on Self Assessment Teams. It was recognised the stage in the application/implementation cycle would affected workloads and also that some SAT members take a more active role than others. As such, the recommended banded figures allow for local variations.

Members welcomed this development but noted this relied on agreement from Heads of School to engage and confirm these suggestions. Members suggested a review next year to ensure all areas are implementing some form of workload allocation for Athena SWAN workloads.

The Convener welcomed this flexible ‘broad-brush’ approach and requested the College Heads of HR take responsibility for ensuring each of the colleges implement these recommendations.

**ACTION: HoHRs**
4. **Review of GESG Terms of Reference – Paper 3**
Convener advised Paper 3 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, a working group would be formed. F Brown agreed to review the representation for MVLS which only has 2 representatives; one academic and professional and support staff category.

Members agreed the Terms of Reference as shown in Paper 3.

**ACTION: F Brown**

5. **Athena SWAN Submission Pipeline – Paper 4**
K Farrell presented Paper 4 which outlines the current Athena SWAN (AS) awards held by the University and provides a timeline for future School/RIs submissions.

Members congratulated the School of Geographical & Earth Sciences, School of Humanities and School of Interdisciplinary Studies on their new awards. Members also congratulated the Institute of Health and Wellbeing on their renewed Silver award, noted although this was at the same level of their previous award, this application was made under the expanded Charter and as such, was well received.

Members also noted the overall success rate for this latest round was 59%, highlighting the higher expectations on actions and impact from assessment panels. It was noted, despite the increasing expectations, the University’s success rate had been above the national average for the last 3 rounds and for this round was 80%

Members noted the pipeline showed the intention for the University to submit an application for a Silver Award in advance of the current award expiring. They also noted if all pipeline applications were successful, all areas would also have an AS ward before the next REF. K Farrell highlighted this would rely on first-time successful applications.

Members discussed the level of support required by individual areas submitting applications and noted the level of support already in place at the College of MVLS. The Convener agreed there was a need to properly resource support for both Colleges of Arts and Social Sciences. She suggested the two Colleges look at how best to support this together.

**ACTION: Convener/G Shaw**

K Farrell noted, as seen in Paper 4, the intention was to submit an Institutional Silver award application in advance of the current Bronze awards expiry. She referred members to the tabled paper, which highlighted a number of key actions from the Institutional Action Plan.

Members discussed the progress seen in the highlighted Actions. In particular, discussions on Action 3.2.2 (Demystifying Promotion Conference) highlighted that whilst locally held events always used standard documents which were approved at School and College levels, members recommended it was still desirable to hold at least one University-wide event to ensure the correct information about processes and procedures is provided at a University level to dispel any misconceptions.

**ACTION: HoHRs/EDU**
7. Student Issues/Updates
7.1 – Family Study Lounge
L McDougall reported, following the SRC’s Student Parents’ Survey, the new Family Study Lounge had been opened on Level 4 of the Library. She thanked the Library for their positive collaboration in bringing this new facility online. She confirmed an evaluation process would be carried out to look at levels of use and to gain feedback from users for future developments.

She confirmed GESG would receive a report following the end of the evaluation process.

ACTION: SRC

8. Items for Information
8.1 – SFC Gender Action Plan – Papers 5
M Taylor advised SFC Gender Action Plan was presented for information. She thanked those members of GESG who had contributed to the Action Plan. She noted the document was now publically available online on the EDU’s webpages.

The Convener noted this Action Plan would be monitored closely by the SFC via the University’s Outcome Agreement (OA). She advised the Scottish Government had asked the SFC to intensify the Outcome Agreement process for 2017-18, to secure greater progress with priority outcomes. This means there will be greater scrutiny of the targets with both the OA and the SFC Gender Action Plan.

8.2 – Aurora Programme - 2017-18 Cohort Update
K Farrell advised this year’s cohort for the Leadership Foundation’s women only Aurora Programme was the largest yet. A total of 25 participants from all Colleges and University Services were taking part, with a mix of Academic and Professional and Support staff. She noted this marked significant increase in investment in terms of resources and support for participants.

She confirmed this new cohort would be meeting for the first time later today, prior to the start of the programme.

8.3 – Athena SWAN Awards Ceremony
K Farrell advised the next Athena SWAN Awards Ceremony would be hosted by the University on 4 December 2017, with the most recent successful ‘departmental’ awards being received at the ceremony.

She confirmed the EDU would be hosting a drinks reception following the ceremony for all those involved in Athena SWAN across the University. Full details would be issued with the Invitations shortly.

ACTION: EDU

9. Any Other Business
9.1 – Herald GenAnalytics National Diversity Awards
M Taylor and members congratulated L Fletcher on winning the ‘Diversity Hero of the Year’ award at a ceremony in October, for her many years of work on gender equality.

M Taylor noted the University’s Widening Participation team was awarded the ‘Diversity Through Education’ award at the same event.

No further business was raised and the meeting was closed.

9. Date of Next Meeting
8 February 2018 at 14:00 – 15:30 in Melville Room, Main Building