## Minutes of Meeting

### Meeting:

**EQUALITY AND DIVERSITY COMMITTEE**

### Date and Time:

**Thursday 8 June 2017 at 2.15pm**

### Venue:

**Council Chamber**

### Present:

- Mark Humphrisss  
  Chair
- Richard Brooks  
  Director of Human Resources
- Adalgisa Giorgio  
  Chair, Equality and Diversity Network
- Michael Hipkins  
  Lay member appointed by Council
- Matt Humberstone  
  Community Officer, Students’ Union
- Carol Lacey  
  Students’ Union Advice and Community Manager
- Anthony Payne  
  Director of Student Services
- Charareh Pourzand  
  Member appointed by Equality & Diversity Network
- Gareth Price  
  Member appointed by Senate
- David Surgenor  
  Staff Representative (Technical and Experimental)
- Lucy Woodcock  
  President, Students’ Union

### In attendance:

- Marlene Bertrand  
  Equality and Diversity Manager
- Angela Pater  
  Head of Secretariat
- David Skidmore  
  Equality and Diversity Adviser

### Apologies:

- Caroline Harris  
  Secretary
- Annette Hayton  
  Head of Widening Participation
- Paula Kover  
  Staff representative (Education and Research)
- Mike Nicholson  
  Director of Student Recruitment and Admissions
- Jessica Otterwell  
  Staff Representative (Management, Specialist & Admin)
- Emily Senft  
  Student representative
- Nabaa Zaynah  
  Student representative

### ACTION

#### 709. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6 April 2017 were approved as a correct record and signed by the Chair (Paper EDC16/17-44).

#### 710. MATTERS ARISING

1. Minute 698, Statement of Equality Objectives

It was noted that there had been further revision to Objective 8 by the Vice-Chancellor’s Group after the April meeting. The updated Statement had been approved by Council on 18 May and was available on the website. See: [http://www.bath.ac.uk/equalities/policiesandpractices/EqualityObjectives.pdf](http://www.bath.ac.uk/equalities/policiesandpractices/EqualityObjectives.pdf)
(2) Minute 699, Support for Trans Students

Marlene Bertrand reported that the Trans Students Group had met to discuss a process for trans students changing their name; it would be finalised before the next meeting of the Committee.

(3) Minute 702, Sulis Minerva Day

The Chair reported that there had been good feedback from the day, with reasonable attendance, although some for only part of the day. There was a discussion about the timing of the event, and the fact that many undergraduates would have been away. Dr Hipkins had found the day very informative. It was noted that it had been a special event because of the 50th anniversary, and there was a discussion about an Athena SWAN lecture for the following year, perhaps including a round table event; the Chair invited any suggestions.

711. EQUALITY AND DIVERSITY NETWORK

The Chair of the Equality and Diversity Network reported back from the Network meeting on 28 April 2017. The Athena SWAN submission had been discussed, and there had been a presentation by the Chair of the International Students’ Forum, which was looking at mental health and employability issues.

712. ANNUAL EQUALITY RETURNS

Marlene Bertrand introduced Paper EDC16/17-45, with an analysis of the annual returns, including examples of good practice (appendix 2). It was noted that the full set of returns was available on the BSS system and had been discussed in detail at the Equality Management Group. There had been follow-up discussions with one academic department and two professional services departments. The Chair thanked all departments for their work and progress on equalities issues.

During discussion the following points were made:

- The positive effect of Athena SWAN initiatives and how this could also support professional services departments;
- The need to widen the focus from gender to other equality issues in academic departments over the coming year;
- The need for mixed-gender recruitment panels in professional services departments (already a requirement for academic roles) where at all possible:
- An agreement to include best practice from other institutions in the next annual report.

The Committee APPROVED the list of good practice in Appendix 2 to be published on the web, but to be sorted by topic, rather than split between academic and professional services departments.

713. GENDER PAY GAP REPORT

The Director of Human Resources presented paper EDC16/17-46, the Gender Pay Gap report. It was noted that the University had to publish the data in the table.

During discussion the following points were made:

- The percentage of bonuses (ie contribution pay) for female administrative staff in grades 4-5. It was agreed the word ‘preference’ in paragraph 11
would be amended to ‘trends’ or similar. It was also AGREED that the Director of Human Resources would investigate whether this was because of a lack of promotion opportunities for such staff;
- There was request for rolling statistics for three-five years but it was noted the amount of work required for the value gained may be too great;
- There was request for benchmark data from other institutions;
- It was AGREED that this report would be merged with the Equal Pay Report in 2018.

714. ACCESS AUDIT

David Skidmore introduced report EDC16/17-47 and explained that the Access Audit Group had considered a much more detailed list of works. It was noted that on p5, the cost of Option B, Doors, should read £10,000 (not £1,000). It was noted that government funding was no longer available as in the past and that the Vice-Chancellor’s Group (VCG) would need to consider the list and decide on any budget.

There was a discussion about access to/from the Parade and the procedure for calling the existing lift and waiting for Security to respond. The University Secretary agreed to look into the procedure.

The Committee RECOMMENDED the proposals to VCG.

715. ATHENA SWAN

The Chair presented paper EDC16/17-48. It was noted that the Athena SWAN submission had been made on 28 April 2017 and was available at: http://www.bath.ac.uk/equalities/athenaswan/bho/submissionAS.pdf
A web communication was being planned. The outcome was expected at the end of September.

The University Self-Assessment Team would continue to meet to implement and monitor the action plan, so any further comments were welcome. It was noted that the percentage of female professors was still low, but improving. The Chair explained that the University was committed to applying for a Silver Award in a few years’ time.

The Committee NOTED the paper and congratulated those involved on a very well-written report.

716. INTERNATIONAL EVENTS AND ACTIVITIES

Matt Humberstone presented Paper EDC16/17-49. He explained that work was ongoing to obtain feedback from students and monitor attendance in order to assess which initiatives were effective.

The Committee NOTED the report and welcomed the events and initiatives organised and supported by the Students’ Union to enhance the international student experience.

717. INCLUSIVITY AWARD

Matt Humberstone presented Paper EDC16/17-50 and pointed out that a much higher number of awards had been made this year (16). Attempts were being made to reduce costs for students from lower socio-economic groups for the more expensive clubs and societies.
The Committee NOTED the progress made with the Students’ Union’s Inclusivity Award.

718. **THE EQUALITY MANAGEMENT GROUP**

The Chair presented paper EDC16/17-51 and explained that the reasons for the Equality Management Group’s (EMG) existence had diminished.

The Committee AGREED that the EMG should cease to exist with immediate effect.

719. **EQUALITY MANAGEMENT GROUP**

The Committee NOTED minutes of the meeting held on 25 May 2017 (Paper EDC16/17-52).

720. **EQUALITY MATERIALS**

The Committee NOTED a list of Equality Materials (Paper EDC16/17-53).

721. **PROGRAMME OF MEETINGS**

The dates of meetings in 2017/18 were noted as (all on Thursdays at 2.15pm):

- 9th November 2017
- 15th February 2018
- 12th April 2018
- 14th June 2018

722. **ANY OTHER BUSINESS**

1) The Chair advised that the Annual Report to Council and Senate on the Committee’s work would be written by Caroline Harris, as in recent years, sections checked with appropriate people and a draft provided to members of the Committee in September.

2) It was noted that there was still a vacancy for the Elected Staff Representative (Operational and Facilities Support) until July 2018.

3) A member of the Committee welcomed the recent decision to provide some scholarships for students with refugee status.

4) The Chair thanked the following student members whose last meeting this was: Lucy Woodcock, Matt Humberstone, Emily Senft, (Nabaa) Zaynah. The Chair also thanked the following members of the Committee who had also completed their term of office: Carol Lacey (who was retiring shortly), Gareth Price (who had served two terms on the committee) and Dr Michael Hipkins (who had also served two terms on the committee).

The meeting concluded at 3.50pm

Chair: ……………………………………………………

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