

**University Of Dublin  
Trinity College  
Equality Committee**

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**Minutes of a meeting held on Wednesday 20<sup>th</sup> March 2013 at 2pm in the Board Room, House 1.**

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Present: Prof M Bourroche (Chair), Ms S MacBride, Mr D Treanor\*, Ms L Power, Prof I Arnedillo Sánchez, Mr A McEwan (GSU), Ms A Ní Chonaire (SU), Ms V Butler, Mr T Woods, Ms M Garvey (Secretary).

Apologies: Vice-Provost, Ms C Hannon, Prof J Walsh, Prof M McCarron.

In attendance: Prof E Drew\*\*.

Present for: \*Eqal/12-13/22 – Eqal/12-13/26 \*\*Eqal/12-13/21 and Eqal/12-13/22

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**Items for Board attention are denoted XXX**

The Committee welcomed returning member, Ms L Power.

**Eqal/12-13/18 Minutes**

The minutes of the previous meeting, 22<sup>nd</sup> January 2013, were approved and signed.

**Matters arising were discussed and minuted below:**

**Eqal/12-13/19A [Eqal/12-13/12] Equality Fund Allocation 2012-13: Ms Garvey**

reported that round two of the Equality Fund allocation 2012-13 took place on 29<sup>th</sup> January 2013. Fourteen projects are fully or partly funded this year, with an additional project deferred from 2011-12.

A number of projects have been successfully completed to date:

- All Faiths and None – A Forum on Faith by the Theological Society took place in February. It included workshops and panel debates, and was nominated for best society event.
- The Eliz Week by the Philosophical Society ran concurrently with International Women's Week. Its events included an address by former Eliz president Melissa Webb, and an exhibit of Eliz materials.

- DU Amnesty held their Creative Challenge exhibit and awards ceremony during International Women's Week. They have since been asked to repeat their exhibit with a Women's Aid exhibit to be displayed in April 2013.

Ms Garvey also confirmed that she has been in contact with other project organisers to confirm that their projects are progressing.

The Chair expressed satisfaction with progress and suggested that project organisers be contacted regarding the Equality Fund showcase to be held later this year so that they can consider in advance how best to present their projects.

**Action:** Ms Garvey to contact project organisers regarding the Equality Fund Showcase.

**Equal/12-13/19B**[Equal/12-13/13] **TCD Global Strategy Briefing.** Ms Garvey confirmed that she met Dr E Doyle on 29<sup>th</sup> January to discuss intercultural awareness training. Dr Doyle is researching training options and they are to reconvene on 26<sup>th</sup> March.

**Equal/12-13/20 Action call-over**

**A - HR Committee Liaison:** Ms Garvey confirmed that the Human Resources (HR) Committee have been advised of Prof Walsh's nomination and 'HR Committee items to discuss' has been added as a standing item to the Equality Committee agenda.

**Action:** Ms Garvey to email Prof Walsh to confirm whether there are HR Committee items related to equality to be considered before the next Committee meeting.

**B - Student Accommodation allocation:** Ms Garvey confirmed that while she is not on the Accommodation Allocation Working Group, she was invited to submit a document on behalf of the Equality Committee for consideration during the review process. She confirmed that the Registrar of Chambers can

be invited to a future Equality Committee meeting to further discuss allocation transparency if it is considered beneficial as the review process progresses.

Prof Arnedillo Sánchez queried whether the rooms in Trinity Hall and on campus currently follow parallel allocation processes. She stressed the importance of ensuring that future allocations for both locations are transparent.

**Action:** Ms Garvey to confirm whether criteria for allocation on campus and Trinity Hall are identical, and to ensure that the transparency of both processes is considered during the review process.

**C - Supporting Deaf Staff in College:** Ms Power confirmed that Ms Daly has approved the ISL interpreting procedures and that they are now in place.

**D - Part-time Student Service Provision:** Ms Garvey confirmed that she contacted the Dean of Students to express the concerns of the Equality Committee regarding the lack of services provision for part-time students. The Dean confirmed that she has been following up on the issue but that she had been unaware of the concerns regarding Saturday morning provision and had not considered services in the broader sense. She confirmed that she will investigate the issue further.

Ms Garvey also noted that the Senior Lecturer's Annual Report 2010-11 reports 389 part-time undergraduate students (including diplomas, certificates etc.) and 1656 part-time postgraduate students. The 2011-12 figures were not yet available from the Senior Lecturer's Area. Ms Butler confirmed that the Faculty of Engineering, Maths and Science have more up to date statistics and that the other faculties are likely to have too.

**Action:** Ms Garvey to seek more up to date statistics directly from the faculty offices.

**E - Central Societies Committee (CSC) and Student Society Dignity and Respect / Accessibility Awareness:** Ms Garvey confirmed that she met with the Senior Dean, the Dean of Students and the Disability Service

Director regarding a proposal to develop a charter / statement of commitment for inclusion. She is currently drafting this to bring to College clubs and societies for input and approval. She confirmed that she will forward the draft onto the Chair of the CSC for feedback and liaise with him to plan corresponding Equality training for the new cohort of Society Officers in September 2013.

Ms Ní Chonaire suggested that all the capitated bodies should be included in inclusion and equality training.

**Actions:**

- Ms Garvey to circulate the draft statement of commitment to the Equality Committee for feedback.
- Ms Garvey to ensure all capitated bodies are included in the development of a charter and training provided.

**F - Draft Student Parent Policy:** Ms Garvey confirmed that Ms Cameron-Coen received feedback on minor amendments from the Equality Committee members. The policy has now been through the Student Services Committee and the Graduate Studies Committee, and is due to go to the Undergraduate Studies Committee.

**Equal/12-13/21 WiSER / INTEGER Report 2011-12**

The Committee welcomed Prof E Drew, Acting Director of WiSER, to the meeting to discuss the WiSER / INTEGER Annual Report. Prof Drew began by clarifying that she had not been involved in WiSER in 2011-12. She became acting Director following the departure of Ms C Roughneen, in December 2012. Prof Drew had been, however, involved in INTEGER (Institutional Transformation to Effect Gender Equality in Research) throughout 2011-12.

Prof Drew noted that WiSER celebrated five years in 2011-12, having been established in 2006 with SFI funding to support research into, and to contribute to, gender equality in Science, Technology, Engineering and

Maths (STEM). During these five years it has worked with the Equality Office to capture and monitor data related to the position of men and women in STEM. It also works to increase the recruitment, retention and progression of women in STEM and seeks to stimulate institutional and cultural change in the university sector to create a gender balanced working environment.

Prof Drew directed the Committee's attention to a series of diagrams showing men and women by grade in 2011-12. She noted that while there are more female undergraduates in College, the percentage falls as one progresses through post-graduate study and the academic grades so that women are under-represented at senior grades, particularly at the level of professor, in all faculties. Women are particularly underrepresented in the Faculty of Engineering, Maths and Science.

Prof Drew highlighted a number of European initiatives that WiSER has been involved in:

- **Helsinki Group on Women in Science:** The Director of WiSER is the Irish representative in this group of national representatives from EU states and other countries.
- **INTEGER:** WiSER is a partner in this EU Seventh Framework Programme (FP7) project with other partners in France and Lithuania. In 2011-12 all partners met in Paris and this year they met in Dublin. INTEGER aims to develop and implement transformational gender action plans, and WiSER is working with the Schools of Chemistry, Natural Sciences and Physics to develop school action plans. There is also a College wide implementation scheme for institutional transformation.
- **Guest lectures:** INTEGER lectures in 2011-12 included a talk by Prof P Walton from York University regarding the School of Chemistry's engagement with Athena Swan, a longitudinal data analysis by Prof R Emerek of Aalborg University documenting the 'leaky pipeline', and Prof H Nowotny's ERC research on grant allocation. Information on further targeted talks to follow.

- **TWIST (Towards Women in Science and Technology).** The Twist project, carried out with the Science Gallery, is now complete.

In 2011-12 INTEGER international dissemination included attendance by Ms. Roughneen and Prof Drew at the European Gender Summit in Brussels in November.

In addition to the EU strategies, WiSER continued with its core activities of managing the WiSER network, and offering seminars, writing groups, and the Springboard development programme. WiSER ran a number of thematic events during 2011-12 covering topics such as access to funding, publication and evaluation metrics. Events were open to men and to those outside of STEM disciplines. The internet and social networking were also harnessed by the WiSER network.

The Chair thanked Prof Drew for her presentation and invited the Committee to comment.

Ms MacBride drew attention to the diagrams within the annual report and asked Prof Drew whether there is a relationship between the average age when women start families and the age when female underrepresentation begins. Prof Drew confirmed that surveys have shown that family commitments have an adverse impact on female representation. She stated that INTEGER is seeking transformational change and would recommend the option of a sabbatical following maternity or paternity leave to allow a returning academic catch up on research. She noted that the SFI have research to show that a sabbatical to catch up on research is advantageous to the university over time.

Ms Ni Chonaire requested further information on the Springboard programme. Prof Drew confirmed that it is aimed at young researchers and academics and offers a holistic programme to manage their personal and professional lives. Prof Arnedillo Sánchez queried whether the programme

would continue following Ms Roughneen's departure. Prof Drew confirmed that she has undergone the requisite training and is now the College Springboard programme provider. Prof Arnedillo Sánchez commended the programme, noting that it provides a valuable service to young academics and that she would highly recommend it. Prof Drew added that it provides a valuable networking opportunity.

The Chair queried whether any trends were apparent in data regarding gender in College. Prof Drew confirmed that there is no clear progress towards gender equality. The economic situation and the lack of promotion opportunities impact both genders, and all areas and grades within College. Ms MacBride queried whether WiSER collects statistics regarding gender in administrative grades. Ms Garvey confirmed that administrative statistics are collated annually within the Data Monitoring Report, which is due to be presented at the next Equality Committee meeting.

Ms MacBride queried whether a new Director of WiSER had been confirmed. Prof Drew said no, and that in the meantime she would be acting Director.

The Chair thanked Prof Drew for her presentation and commended her on the work of WiSER.

### **Equal/12-13/22 Board Request for Gender and Fellowship report**

The Chair informed the Committee that the under-representation of women applying for Fellowship had been discussed at the Board Meeting of 27<sup>th</sup> February. Ms MacBride read from the draft minute of this meeting noting that Board requests a report from the Equality Committee on how any imbalance, on the basis of gender and / or discipline, among those who have applied for Fellowship during the past number of years could be addressed. She clarified that women and those from the Arts, Humanities and Social Sciences are underrepresented. Prof Drew further clarified that this had been the case at both Junior and Professorial Fellowship levels. She further noted that, of those who stated that they had previously applied for Fellowship in a recent

INTEGER survey of research and academic staff, a higher proportion were male.

Ms Butler suggested that differing levels of awareness within Schools and Faculties could affect the demographics of Fellowship applicants. Prof Drew agreed, stating that the INTEGER survey highlights the importance of clear information about the application procedures. She highlighted the following areas where clarity is particularly important:

- First Time Success Rate: It is important to ensure that unsuccessful staff do not feel discouraged from reapplying. Many are unsuccessful on their first attempt.
- Nomination Process: There is a perception that one must wait to be nominated. This is untrue. An applicant can apply and then approach a current Fellow for their signature. This does not have to be their Head of School.
- Selection Process: Many potential applicants believe that current Fellows vote to select new Fellows. However, if shortlisted as eligible, individual applications are reviewed by external referees. Voting for new Fellows is the final stage in the process and typically follows the external referees recommendations

Prof Drew confirmed that she has spoken to Prof Bannister; Secretary of the Central Fellowship Committee regarding the provision of a WiSER Seminar in November 2013 entitled "Everything you would like to know about Fellowship but were Afraid to Ask". She also highlighted that applying for fellowship can be a valuable experience in preparation for applying for promotions.

Ms Mac Bride enquired whether the Central Fellowship Committee would have historical statistics regarding the gender and discipline of applicants to Fellowship. Prof Drew confirmed that they would and suggested that the Equality Committee request access to this.



Prof Arnedillo Sánchez noted that the underrepresentation of female applicants to Fellowship mirrored the underrepresentation of female applicants for promotions. She queried the role of mentoring in the process, highlighting the need for mentoring at all levels. Prof Drew stated that mentoring had been recommended by the Trinity Research Staff Association (TRSA) to offer support to young researchers, and that mentoring would be important for helping potential applicants understand aspects of processes for both nomination to Fellowship and for promotions. The Chair noted that HR recently circulated a call for mentors and so the College mentoring programmes are active.

Prof Drew highlighted the value in successful candidates sharing their experiences of Fellowship and Recruitment processes with their colleagues to demystify the processes. The Committee also noted the importance of ensuring transparency in Fellowship and promotions processes, recalling that many in College were unaware of the last call for administrative promotions. Ms Power confirmed that any future promotions call is to be circulated directly to all relevant staff.

Ms MacBride queried whether it would be possible to survey Fellows elected within the last ten years of their experiences of the process. Prof Drew stated that she would raise this suggestion with the Standing Committee of Fellows.

The Committee agreed to form a working group that would seek to submit a written report to Board for their final meeting of 27<sup>th</sup> June 2013. The Working Group is to include volunteers from the Equality Committee and nominated Fellows. Ms V Butler, Ms Ní Chonaire, Ms Garvey and Mr McEwan volunteered for the Working Group. The Committee agreed that an academic representative should also sit on the Group.

Ms Ní Chonaire suggested that the working group could liaise with Women for Election regarding possible barriers to women seeking Fellowship nomination.

**Actions:**

- Ms Garvey to write to the Central Fellowship Committee to formally request historical statistics regarding the gender and discipline of applicants to Fellowship, and to request two nominations for the working group.
- Ms Garvey to follow up on any WiSER / INTEGER research related to Fellowship applicants with Prof Drew.
- Ms Garvey to set the date of the first Fellowship Working Group meeting and to update the Committee at the next Equality Committee meeting.

**Eqal/12-13/23 HR Dignity and Respect Contact Person Annual Report 2011-12**

The Chair invited Prof Arnedillo Sánchez, the Committee Representative of the Dignity and Respect Panel of Contact Persons, to discuss the Dignity and Respect Contact Person Annual Report 2011-12. Prof Arnedillo Sánchez began by clarifying that the Panel provides an informal point of contact where staff and students handling issues of bullying and harassment within College can receive personal support to help solve the problem. The Panel listens to the story and offers advice regarding possibilities for resolution so that the individual involved can decide on how they would like to proceed.

Prof Arnedillo Sánchez noted that the Panel lost two experienced members this year and received new members. When the vacancies were advertised, seventy-three people applied, many citing their knowledge, through Colleagues, of the valuable service of the Panel as their reason for applying.

Prof Arnedillo Sánchez confirmed that the Panel engages in training and shares experiences to offer mutual support and advice on cases. The Panel maintains anonymity by concealing all identifying details of individuals supported. Furthermore, they do not keep detailed case records so as to maintain confidentiality. Basic records are maintained and forwarded to HR annually regarding the number of meetings, the gender of individuals supported, and whether they are staff or students.

Prof Arnedillo Sánchez confirmed that the Panel is unable to offer an accurate estimate of the cases presented to them as sometimes multiple people may present regarding the same case. Cases are also presented to other areas of College such as Student Counselling or HR. Where an individual presents to multiple Contact Persons the anonymity of the service means that the Panel would be unaware of this overlap.

In 2011-12 fifty-one people presented to the Panel for support. More females sought support (thirty-one females, fifteen males and five 'gender unknown'). The alleged harassers in the cases presented were balanced with twenty-four males, twenty-two females and five 'gender unknown'. More students presented for support this year than last. It is believed that this is an outcome of efforts to raise awareness of the policy amongst the student body.

The Chair thanked Prof Arnedillo Sánchez for her presentation and invited the Committee to comment.

**Data and Records:** Mr Treanor queried how the gender of five complainants and alleged harassers could be unknown. Prof Arnedillo Sánchez confirmed that this may not have been recorded for a number of reasons including that to do so would undermine anonymity in a particular case.

Mr Treanor noted the high level of complaints coming from support staff in 2011-12 and queried whether the reasons for this had been investigated. Ms Power confirmed that the annual statistics can vary and there are no obvious trends regarding the origin of complaints. Prof Arnedillo Sánchez further noted that though it may seem anecdotally that particular areas have more complaints with bullying and harassment, the Panel cannot approach managers to discuss this or to suggest training options as it would undermine both anonymity and the law of natural justice. However, managers are often aware of cases within their areas and have often directed the complainant to the Panel.

Prof Arnedillo Sánchez noted that the Panel is not actively involved in cases that go through a formal process, and no records of those cases that follow an informal route are maintained.

**Feedback:** Mr Treanor queried whether feedback is sought from Service users. Ms Power stated that this would be difficult as there is often no definite endpoint to a case at which you could seek feedback on the experience. Some people attend one meeting only, while others may return after a long interval to follow up on an original query, possibly when a situation reaches crisis. Ms MacBride suggested that the Panel could consider circulating an anonymous survey following meetings. Ms Power noted that not all staff have access to computers. However, she also noted that the Panel reflects on the cases referred to them and the policy is updated accordingly. For example, the most recent edition includes instructions for dealing with cases affecting academic progress as this had been highlighted as an issue.

**Awareness Raising:** Prof Arnedillo Sánchez cited the importance of awareness raising, noting that cases referred earlier are easier to resolve and that often the alleged harasser is unaware of the inappropriateness of certain actions.

Mr McEwan queried whether there are any trends regarding the timing of referrals and whether students were introduced to the policy at orientation. Ms Power confirmed that January, November and late May are key months for referrals. Ms Garvey confirmed that students are provided with Dignity and Respect leaflets at registration. They have also received an email reminder and can access information on the Equality Office website. Ms Garvey and Ms O McCarthy (from the Panel) spoke on the policy at the March SU council meeting. Ms Ni Chonaire confirmed that the incoming Welfare Officer will ensure that S2S are briefed on the policy.

The Chair thanked Prof Arnedillo Sánchez for her presentation and the work of the Panel.

### **Equal/12-13/24 Trans\* Policy**

Ms Garvey advised that there is currently no Trans\* Policy in College to support and protect transgender staff and students. She advised of the existence of College guidelines for the treatment of transgender staff in transition (2005), and noted that in February 2008 the Equality Committee suggested the development of guidelines for trans\* students following a presentation by the Welfare Officer regarding difficulties faced by Trans\* students during the registration process. She recommended that the current staff guidelines be updated and extended to include students, and to be more inclusive of the range of Trans\* experiences. She noted that while no Irish university seems to have a Trans\* policy, there are a number of UK and American examples that can be used as models. She further noted that any policy should incorporate issues such as staff and student records, the transition process, facilities, supports, and training and awareness.

The Committee supported this recommendation and agreed to convene a working group to develop the policy with representation from staff and students, HR, student supports and the academic registry.

**Action:** Ms Garvey to organise a meeting and invite stakeholders to participate in the Working Group.

### **Equal/12-13/25 Living Equality and Diversity Programme (LEAD) Implementation Progress Report**

Ms Garvey submitted a document outlining the progress made in implementing the LEAD Programme within College. She noted that in six months (September 2013) completion of LEAD is to become a requirement for all staff participating in interview panels. She clarified that a communications programme for LEAD commenced in March 2012 and has included the circulation of emails and brochures, online publicity, meetings with area heads and presentations to staff. The correspondence strategy began at Faculty and Senior Management level and progressed through schools, departments and service areas to tailor roll-out at a local level.

To date, over 348 people have registered to use the programme and 151 have fully completed the modules and assessment (this is approximately 5% of all staff). Of completers, 69% are administrative / support staff and 31% are academic staff.

Ms Garvey confirmed that she will continue to raise awareness of the LEAD programme between now and September 2013. She has also booked a computer room for four facilitated sessions for those without computer access and will circulate a College-wide email for all staff at the end of March 2013.

Ms Garvey confirmed that feedback on the programme from completers has been reviewed. While it is positive overall, with completers reporting that the LEAD Programme will be useful in their daily work, the IUA Equality Group are considering minor amendments to the format, particularly regarding the feedback on voiceovers.

While discussing the implementation of LEAD the Committee made the following points:

- Mr Treanor noted that only a certain proportion of staff sit on selection committees and so not all staff need complete the programme by September 2013. Ms Garvey confirmed that in the Faculty of Arts, Humanities and Social Sciences, where staff more likely to participate in selection panels were identified, 13% of that cohort have completed the programme.
- Interviewing in College extends beyond those organised through HR, and include Mature Student Admissions, Postgraduate applicants, and interviews for some research positions. The Committee agreed that all staff engaged in these activities should complete LEAD. Ms Garvey confirmed that she recommends that all College staff complete the programme though compliance can only be guaranteed for those on HR-organised selection panels. Prof Arnedillo Sánchez suggested that an awareness campaign

targeting Directors of Teaching and Learning may help ensure that local interview panels are advised to complete the programme.

- Completion of LEAD could be added to requirements for promotions.
- It is important to ensure that HR flags the need for LEAD completion before the September deadline and that people are advised of this requirement when a new position is agreed. Ms Garvey confirmed that she had spoken to Ms Taylor in HR regarding strategies to ensure selection panels are aware of this requirement. She will revert to HR to confirm that Ms Taylor's replacement is aware of this need.

**Actions:**

- Ms Garvey to continue LEAD communications as per the circulated document.
- Ms Garvey to revert to HR to confirm processes to ensure LEAD is flagged when new positions are agreed.

**Eqal/12-13/26 3% Disability Report**

Ms Power confirmed that the Staff Disability Report for 2012 has been returned to the Higher Education Authority. This year, College reached the 3% target for the proportion of staff with Disabilities, with a 3.7% return.

**Any Other Business**

Mr McEwan commended the Equality Officer on the coordination of the College International Women's Week, which occurred between 4<sup>th</sup>- 8<sup>th</sup> March and involved many schools, departments, clubs and societies.

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Signed .....

Date .....