



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

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EQUALITY COMMITTEE

Minutes

Meeting 21 January 2016, 11am, AHSS Faculty Boardroom

Present: Chair (Dr C McCabe), Vice-Provost/Chief Academic Officer (Prof L Hogan), Ms G Hegarty (GSU), Mr J Cumiskey, Dr Inmaculada Arnedillo-Sánchez, Ms S McBride, Mr D Treanor, Ms S Brennan, Mr M McKeown, Dr M Cuypers, Ms K O'Toole-Brennan, Mr C Clancy (SU), Secretary / Equality Officer (Ms A Crawford)

Apologies: Dr J Walsh, Prof M McCarron

In attendance: Mr T McMahon: Director of Diversity and Inclusion (Eqal/15-16/027 only), Prof D O'Neill: Professor in Medical Gerontology (Eqal/15-16/028 only), Mr K Doherty: Staff Relations Manager (Eqal/15-16/029 only)

Eqal/15-16/022

Opening

Chair

The Chair opened the meeting and apologies were taken. The Chair welcomed Dr Sabina Brennan to the committee as the new self-nominated member, noting that a high number of applications – 17 - were received for the position. As previously agreed by the Committee, all unsuccessful applicants were offered the option of being notified of future opportunities to promote equality, and 7 have expressed interest.

Eqal/15-16/023

Minutes of the previous meeting

Chair

The minutes of the Equality Committee meeting on 1 December 2015 were approved.

Eqal/15-16/024

Matters arising

Chair

The Vice-Provost updated the Committee regarding plans for a tenure track system, as follows:

Significant work has been done based on the Equality Committee's recommendations. This includes more explicit articulation of the features of the mentoring programme and of the roles and responsibilities of Heads of School.

The changes have been approved by the Chair of the Equality Committee and by Prof Eileen Drew, Director of WiSER. The revised plan has been approved by Council and will be presented to Board on 27th January.

The Vice-Provost also noted that implementation is key, and that work is already underway with HR to ensure that new entrants to the scheme in September 2016 can be guaranteed the appropriate supports.

There were no other matters arising.

The Action Call-over was taken as read - all actions are completed or ongoing.

The Equality Officer presented the Committee with a costing of the introduction of Boardpad to the Committee, noting that the Equality Office does not have a budget for the introduction of Boardpad. The total cost was estimated at approximately €4,000 for the initial introduction of the system, excluding long-term costs such as replacement of tablets.

Committee members discussed the benefits of the Boardpad system, including its efficiency and its desirability for environmental reasons. It was suggested that all HR committees are in the process of adopting the Boardpad system and the option of purchasing tablets at the same time as HR, for a greater group discount, should be explored. It was also suggested that funding may be available from the Secretary's Office, as this is a governance matter.

Action (a): Equality Officer to survey Committee members by email to ascertain how many members will need tablets loaned to them in order for the Committee to adopt the Boardpad system.

Action (b): Equality Officer to liaise with HR regarding group purchase of tablets and the Secretary's Office regarding funding, for the introduction of Boardpad to the Committee.

Matters for Discussion

Mr D Treanor, Director of the Disability Service, presented a draft Policy on ISL (Irish Sign Language) Provision to the Committee, noting the following:

Various issues have arisen to date around ISL provision, particularly regarding who bears responsibility for funding in different circumstances. Non-provision of ISL interpretation can be a discriminatory issue.

The Disability Service is committed to funding for all student activities, for students registered with them. Regarding examinations, the Examinations Office are responsible for providing ISL interpretation at university-level exams while Schools are responsible for providing ISL interpretation at local exams. Event organisers are responsible for providing ISL interpretation at their own events – for students, staff or members of the public.

If event organisers were to ignore this responsibility, complaints could arise, and possibly cases under equality legislation. The policy will be well communicated to all event organisers in conjunction with the Communications Office.

The policy also notes the responsibility of the individual in need of ISL interpretation to request the service at least 2 weeks in advance of the event. Event organisers should attempt to anticipate attendees' needs, and should include an accessibility statement in all promotional materials, inviting prospective attendees to disclose their needs to the event organisers.

The Committee noted the importance of improving the accessibility of university events, and welcomed the policy bringing clarity on the particular issue of ISL provision.

The Committee recommended that an extra column should be added to the table on page 2 of the report, specifically stating who is responsible for **paying** for the ISL provision in a given case, as this can sometimes be different to the party who is responsible for **arranging** the ISL provision.

It was noted that research grants include dissemination costs, and therefore that research budgets should include an "accessibility contingency" for events (for ISL provision and other possible needs of attendees), and researchers should be made aware of this.

The challenge of enforcement was discussed. For example, an application was made by a School to the Equality Fund this year for ISL provision for public lectures, showing the need for funding. Student-run events in particular have small budgets and are often promoted less than 2 weeks in advance of the event date.

The Committee recommended that the Disability Service should communicate with the CSC about the Policy on ISL Provision, and highlighted the importance of educating staff and students about the policy. The Committee also recommended that a section be added to the policy to deal with the topics of complaints and non-compliance.

Mr Treanor noted that that an audit of costs has been conducted, and the cost of ISL provision in the context of an event budget is generally low. He also informed the Committee that work is ongoing regarding general accessibility of events, including the introduction of accessibility checklists that must be completed when using the university's new room-booking system.

It was agreed that the policy will be revised in accordance with the Committee's comments, and that the policy will be brought to the next Equality Committee meeting for agreement.

Action: Mr D Treanor to revise the Policy on ISL Provision in accordance with the Committee's comments and present a revised draft to the Equality Committee meeting on 16th March 2016.

As Eqal/15-16/026 finished earlier than anticipated, items Eqal/15-16/031-034 were dealt with at this point. Minutes on these items are presented in numerical order below in the Matters for Noting and Any Other Business sections, in accordance with the agenda.

Eqal/15-16/027

Diversity and Inclusion Strategy

Mr T McMahon

The Chair welcomed Mr T McMahon, Director of Diversity and Inclusion, who then presented the draft Diversity and Inclusion Strategy to the Committee. Mr McMahon noted that the Committee was last briefed on the Strategy in December, and that the

Implementation Plan and Risk Register were now being presented to the Committee for the first time. He informed the Committee that the draft Strategy was presented to the Executive Officers Group on 19th January 2016, was well-received overall and the Executive Officers made some recommendations.

The Committee recommended the following, regarding...

(a) the Diversity and Inclusion Strategy:

- The phrase “campus climate” on page 7 should be changed to “campus culture”
- Consideration should be given to expanding the “LGBT” acronym to “LGBTI” to include intersex people; or “LGBTQIA+” as is used by the SU
- The quote from Winston Churchill on page 12 should be removed
- Some minor formatting changes should be made to improve accessibility
- A statement should be added which will clarify the relationship of the Strategy to other university policies, strategies and actions.

(b) the Strategy Implementation Plan:

- That the College Solicitor and Information Compliance Officer be consulted to ensure Data Protection compliance, specifically regarding Section B3 on Data
- Certain flagship projects of the Strategy should be highlighted and promoted
- Owners should be given to each milestone, after the Strategy is approved
- Consideration should be given to adding a “deliverables” column

In response to questions from Committee members, Mr McMahon confirmed that training and communications will form a key part of the Strategy’s implementation. He explained that the Strategy isn’t intended to capture all equality and diversity activities in Trinity, as the Strategy shouldn’t override other strategies or policies such as the Equality Policy or Global Relations Policy.

It was agreed that the Diversity and Inclusion Strategy would be circulated to the Committee for approval via email, following revisions.

The Chair thanked Mr McMahon for his contribution. **Mr McMahon left the meeting at this point.**

Action: Committee members to review the Diversity and Inclusion Strategy, once revised, by email

[Eqal/15-16/028](#)

[The Age-Friendly University](#)

[Prof D O'Neill](#)

The Chair welcomed Prof D O'Neill, Professor in Medical Gerontology, who then presented the Ten Principles for an Age-Friendly University to the Committee, recommending their adoption by Trinity and making the following points:

The Equality Committee has done great work but has not yet devoted enough attention to the ground of age. Trinity is a leader in ageing research and has recently launched a MOOC on Strategies in Positive Ageing, but lacks sufficient appreciation of the presence of older people amongst the student community – for example, annual Equality Data Monitoring Reports show the numbers of students who are “30+” without further distinction.

Ageing should be on Trinity's agenda. Ageing research is showing the benefits of the longevity dividend, and a university culture should be about the inclusion of all ages and intergenerational engagement. A generation exists who had fewer educational opportunities in their youth than younger people today, but who are availing of those opportunities now. Trinity should consider how to attract older students, staff or visitors and those who may be embarking on “second careers”.

The Age-Friendly University initiative was founded by Dublin City University, the University of Strathclyde and Arizona State University. Ireland has been involved in the WHO's Age-Friendly Cities movement, and was the first “Age-Friendly Country”.

The Ten Principles for an Age-Friendly Universities are feasible and have been adopted by other universities. Trinity's adoption of the Ten Principles would add to the Age-Friendly movement, and Trinity could also consider becoming an Age-Friendly Community.

The Committee welcomed the Principles, describing Prof O’Neill’s proposal as “timely” and expressing their support. Members identified ageism as an issue existing in Trinity, both against older and younger members of the university community. It was agreed that this was an area meriting further attention and actions. Members also noted that as a public-service body, Trinity must comply with external regulation and legislation regarding age, for example the upper retirement age.

In response to questions from Committee members, Prof O’Neill explained that the Ten Principles for an Age-Friendly University should be worked into university strategy, perhaps by producing a Board-approved strategy addressing ageism, and then implemented in accordance with best practice in other universities who have adopted the Principles. Committee members suggested that the Registrar would have the remit for developing such a strategy.

Action (a): Equality Officer to ascertain if more refined age categories for students over 30 can be included in future Equality Data Monitoring Reports

Action (b): Equality Officer to investigate the possibility of introducing an Age-Friendly strategy, and of Trinity becoming an Age-Friendly Community

Eqal/15-16/029

Dignity and Respect Policy

Mr K O’Doherty

The Chair welcomed Mr K O’Doherty, Staff Relations Manager, who then presented the revised Dignity and Respect Policy to the Committee, noting the following:

A root-and-branch review of the Dignity and Respect Policy has been undertaken. The Policy is now clearer and more tightly-structured. The Equality Committee’s previous comments were taken into account in redrafting, and further changes have also been made:

- A passage has been added to explain what bullying is **not**

- More guidance for managers has been provided, particularly to support any Heads of Area who wish to be more actively involved in resolving issues
- Further information has been included about what to expect if a complaint is made against you
- The policy now includes an Executive Summary and 2-page introduction

In response to questions from Committee members, Mr O'Doherty stated that an extended definition of sexual assault has not been included in the revised policy as this would be misleading, given that sexual assault is not within the remit of the Dignity and Respect Policy; and also noted that the language of the policy is now gender-neutral.

The Committee made the following recommendations:

- References to Equal Status Acts 2000-2012 and Employment Equality Acts 1998-2011 to be updated to reflect the correct latter years
- Consideration to be given to including a "Role of Investigator" passage in the Roles and Responsibilities section
- It should be noted that **all** assault is a matter for An Garda Síochána
- The following point should be reconsidered in the context that some complainants may not identify as either female or male: "In cases alleging sexual harassment, the University will ensure that at least one of the Investigators will be of the same gender as the complainant." (p19)
- A reference to "Mr/Mrs X" on p23 should be changed to "Person X"
- Following the reference to sexual assault, it should be noted that support re: sexual assault is available from the SU Welfare Officer

The Committee approved the policy subject to those minor changes being made, without the need for further circulation.

It was agreed that Mr O'Doherty, the Equality Officer and the SU Welfare Officer would liaise at a later date regarding communication of the revised policy, pending Board approval.

It was also noted by a Committee member that many cases reaching the Dignity and Respect Contact Persons should have been resolved at an earlier stage, and that therefore consideration should be given to the training needs arising from the policy revision, particularly training of first points of contact such as line managers.

Equal/15-16/030

Equality Data Monitoring Report 2014/15

Equality Officer

The Equality Officer presented the 2014/15 Equality Data Monitoring Report to the Committee. She acknowledged the work of the 2014/15 Equality Data Monitoring Advisory Group, and informed the Committee that she has made minor amendments and added a “Change in Key Equality Monitoring Figures” table analysing changes over the past 5 years of Equality Data Monitoring Reports. A similar table had been requested as an addendum for Board to the 2013/14 Equality Data Monitoring Report.

This report is the first Equality Data Monitoring Report since the Recruitment Diversity Monitoring form was embedded in the e-Recruitment process. 42.9% of applicants completed the form. This report also contains full reports from the Disability Service, Trinity Admissions Programmes and Mature Students Office for the first time.

Some key findings of the report were highlighted to the Committee:

- The proportion of female Professors (Chairs) has very slightly increased to 17.35%
- Female academic staff continue to apply in fewer numbers than male academic staff for Senior Academic Promotions and for the Merit Bar
- 75% of staff at the Administrative 3 grade are female, but only 33% of staff at the Senior Administrative 1 grade are female
- Areas of employment continue to reflect traditional gender roles, for example 100% of staff in the Nursery are female
- 3.2% of staff declared a disability in 2014 – this meets the minimum target of 3%
- 85% of students are Irish (including Northern Irish) while 10% of students come from outside the EU – 14% of students across the HEA come from outside the EU

- 91% of students are white
- 45% of new entrants to Trinity come from “Employer and Manager” or “Higher Professional” backgrounds
- 11% of Trinity students are part-time students - an average of 14% of students across Irish universities are part time
- 7.1% of the total undergraduate population are TAP participants
- 8.4% of the total undergraduate population are registered with the Disability Service
- 3.7% of the total undergraduate population are mature students

The following recommendations were made for revising the report before submission to Board:

- Fellows should not be grouped under “academic decision-makers”
- References to “Junior promotions” should be changed to “junior progression” as the Merit Bar is not a promotion
- It should be clearly stated that staff have been required to apply to go over the Merit Bar since 2012/13, and this should be taken into consideration when comparing Merit Bar statistics over several years
- Similarly, the move to categorising students by “country of domicile” in 2013/14 should also be highlighted as statistics pre- and post-2013/14 will not be directly comparable
- Pie-charts should have comparable measurements, i.e. all use percentages or all use whole numbers
- The increase in “higher” backgrounds may be explained by the high numbers of “unknowns” – this should be noted
- The reason that there were 21 (rather than 20 as is usual) promotions to Associate Professor grade in 2014 should be checked and included in the report
- Promotions data should come from the official figures reported to Board and Council

It was agreed that an amended Equality Data Monitoring Report would be circulated to the committee with a view to submitting the final Report to the Board meeting of 24th February 2016.

Arising from the statistics on widening participation amongst students, it was reported that the Trinity Access Programmes are working to address the apparent increase in “higher” backgrounds amongst new entrants, which is an issue that is not unique to Trinity. TAP are also establishing a traveller student mentoring programme. Under the National Plan for Equity of Access to Higher Education 2015-2019, the national goal is for there to be 80 students from the travelling community overall. Trinity currently has 4 students from the travelling community.

Action: Equality Officer to revise the 2014/15 Equality Data Monitoring Report according to the Committee’s comments, and circulate via email in time to reach the 17th February Board circulation deadline

Mr D Treanor and Ms S McBride left during this item, at 12.45pm, and Ms K O’Toole-Brennan left during this item, at 12.55pm.

Matters for Noting

Equal/15-16/031 Equality Policy Update (11.30am) Equality Officer

The Equality Officer informed the Committee that the Equality Policy was submitted to the Board meeting of 1st December 2015 as planned. However, several items from that meeting including the Equality Policy were postponed until the Board meeting of 27th January 2016, so the Equality Policy has not yet been reviewed by Board.

Equal/15-16/032 Equality Fund Update (11.32am) Equality Officer

The Equality Officer informed the Committee that €10,000 was allocated this year across 13 projects, which cover a wide range of equality themes and include various styles of initiatives / events promoting equality and diversity. 35 applications were received, an

increase on 2014/15, when 21 applications were received. This year all projects will be requested to provide an interim project status report in March, to ensure that any difficulties with projects are brought to the attention of the Equality Fund Committee well before their completion deadlines.

The Committee requested a list of the projects which are to be granted Equality Fund allocations, and recommended that the list be publicised to promote the Equality Fund.

Action: Equality Officer to circulate a list of the 2015/16 Equality Fund projects to the Committee, and to promote the list

Any Other Business

Equal/15-16/033

Awards for Professional Staff (11.35am)

Vice-Provost

The Vice-Provost informed the Committee of plans to establish awards for professional (i.e. non-academic) staff, rewarding achievement in areas such as individual leadership, contribution to the university, and enhancing the Trinity experience. A paper has been presented to the Executive Officers' Group and criteria are currently being developed. These criteria will have equality elements and will be presented to the Equality Committee in March.

Action: Office of the Vice-Provost to submit the draft criteria for the Awards for Professional Staff for circulation to the 16th March Equality Committee meeting

Equal/15-16/034

Equality Champions Awards (11.37am)

Ms S McBride

Ms McBride informed the Committee of plans to establish a series of Equality Champions Awards for clubs and societies, led by the Dean of Students. There will be cash prizes plus a digital badge for each of the three winners, encouraging all clubs and societies to promote

equality in their activities. The initial programme is being supported by the Equality Fund and the programme should require minimal funding to continue in future years. Information about the awards will be communicated to the university community very soon.

Eqal/15-16/035

Gender-neutral toilet facilities (1.00pm)

Mr C Clancy

Mr Clancy requested an update on the matter of gender-neutral facilities.

The Equality Officer informed the Committee that she and the Director of Diversity and Inclusion have communicated the buildings implications of the Gender Identity and Gender Expression Policy, including the desirability of providing gender-neutral toilet facilities in new developments, to Estates and Facilities, who have incorporated these policy requirements into their relevant procedures. Estates and Facilities have also agreed to conduct a survey of existing gender-neutral toilet facilities; the resulting list will be publicised widely. No plan has been created for renovation of existing buildings to provide gender-neutral toilet facilities.

The importance of clear, inclusive signage for toilet facilities was also highlighted by Committee members, and it was noted that gender-neutral facilities should not **replace** gendered facilities, nor should disabled toilet facilities be designated as gender-neutral facilities.

It was agreed that the SU Welfare Officer, Equality Officer and Director of Diversity and Inclusion would meet soon to discuss these matters further.

Action: Equality Officer to arrange meeting with SU Welfare Officer and Director of Diversity and Inclusion, on the topic of gender-neutral toilet facilities

Prof M Cuypers

Prof Cuypers informed the committee that EY, who came first overall and won several awards in the 2015 GLEN Workplace Equality Index awards, have expressed interest in using Trinity's Gender Identity and Gender Expression Policy as a model. EY are also happy to collaborate with Trinity on LGB inclusion, as are Deutsche Bank.

It was agreed that Prof Cuypers would forward further details on this item to the Equality Officer with a view to facilitating further collaboration between Trinity and EY / Deutsche Bank on LGBT inclusion.

Signed:

Date: