

MINUTES OF THE UNIVERSITY OF BRISTOL GENDER EQUALITY GROUP

29 November 2017

Present:

Sue Clyne	Co-Chair and Divisions Representative
Jonathan Sandy	Co-Chair and Faculty Representative, Health Sciences
Alan Champneys	Faculty Representative, Engineering
Jane Keenan	Division Representative, Development and Alumni Relations Office
Vikki Layton	Equality, Diversity and Inclusion Officer
Astrid Linthorst	Faculty Representative, Health Sciences
Harry Mellor	Faculty Representative, Biomedical Sciences
Jane Memmott	Faculty Representative, Science
Charlotte Villiers	Faculty Representative, Social Sciences and Law

In attendance: Tina Hitchens Equality, Diversity and Inclusion Administrator
(Secretary)

Apologies:

Amber Bartlett	Divisions Representative, Residential and Hospitality Services
Havi Carel	Faculty Representative, Arts

1. Welcome and introductions

- 1.1 The Co-Chairs welcomed members to this newly-formed group. One of the main purposes of the Gender Equality Group was outlined – to oversee University Athena SWAN applications. The next application is due in 2021.
- 1.2 It was clarified, however, that the Gender Equality Group will not serve the same purpose as the SWAN SATs (Self-Assessment Teams).
- 1.3 NOTED: The Gender Equality Group also must address ongoing gender equality issues across the University.

2. Background, membership and GEG Terms of Reference

- 2.2 The Terms of Reference were agreed.
- 2.3 The Co-Chair and Divisions Representative explained that the Gender Equality Group will feed into the University's Equality, Diversity and Inclusion Steering Group. The Gender Equality Group will meet every three months, meaning actions can be taken forward to the Steering Group.
- 2.4 AGREED: It was agreed that the Gender Equality Group requires more male members.
- 2.5 AGREED: The Group agreed that more Divisions Representatives Ex-Officio members are required, especially from Estates, Facilities, IT Services and HR. School / Faculty Managers should also be included as Ex-Officio members. It was agreed that The Co-Chair and Divisions Representative will approach potential members, particularly male ones.

ACTION: Co-Chair and Divisions Representative

3. University of Bristol Bronze Award Feedback

RECEIVED: paper reference **GEG/17-18/02**

- 3.1 The Co-Chair and Divisions Representative outlined that the last University Athena SWAN application was submitted in April 2017. The Silver Award was applied for and Bronze was awarded. The University has now been at Bronze status for 10 years.
- 3.2 NOTED: Some concerns were raised regarding Athena SWAN feedback, which can be difficult to interpret and act upon. The Group agreed this is especially the case when appealing a decision, as the Panel members change for appeals.
- 3.3 It was discussed that a challenge in relation to Athena SWAN is the University's gender diversity. This is improving, but remains unbalanced especially amongst senior staff. The SWAN process confirms that data is paramount and that a Silver award cannot be achieved until improvements are made.
- 3.4 It was reported that changes were made to the Athena SWAN criteria in 2015, including Professional Services and gender and ethnicity data for the first time. Prior to this, the University's focus had previously been on women in STEMM subjects in line with previous Athena SWAN criteria.
- 3.5 NOTED: The Group discussed gender statistics in Professional Services versus those in academic roles. The Co-Chair and Divisions Representative reported that there is a higher proportion of women in Professional Services overall, but this diminishes in higher grades. This is particularly the case in IT Services and Security Services. Work is already underway in this area, concentrating on both gender and ethnicity, working with each divisional director asking what they can do to improve.
- 3.6 NOTED: It was discussed that demonstrating progression amongst Professional Services staff can be a challenge as there is no 'promotion' system as such. This is in part due to the fact that the University's HR system (PIMS) has not been able to retain detail of previous roles once staff move to another post. This will hopefully be improved once the move to a new system – Agresso - is made.
- 3.7 NOTED: It was noted that other Universities have been successful at gaining Silver accreditation by effecting 'top-down' change. The Co-Chair and Divisions Representative noted it was therefore important to convey the Gender Equality Group's priorities to the UMT (University Management Team) at the earliest opportunity. The Group also noted that achieving Silver accreditation relies upon demonstrating how the institution has improved upon the data presented in previous applications. Early actions are needed to achieve this.
- 3.8 NOTED: The Group acknowledged that part of some Schools' research funding could be lost if Silver accreditation is not achieved.
- 3.9 AGREED: The difficulty in obtaining data for SWAN purposes was discussed. The Co-Chair and Divisions Representative noted that there is a Business Intelligence Analyst in HR who can provide specific reports, and that such reports had been provided for the Race Task Force group. Business Intelligence Analyst Les Finnemore will be invited to the Gender Equality Group to discuss the data needed for Athena Swan purposes and outline existing reports already available.

ACTION: Co-Chair and Divisions Representative

Approved by Co-Chairs

2 of 3

4. University Athena SWAN Action Plan

RECEIVED: paper reference **GEG/17-18/03**

4.1 The Athena Swan Action Plan was considered – it was highlighted that those due for completion within a year are coded red. The following action was noted:

4.2 Action Plan Ref. 1.8: Work is ongoing to ensure data regarding Strategic Performance Indicators (SPIs) is accurately recorded. The Group noted that work to reduce the gender pay gap is underway, for example requesting that recruitment agencies source a minimum of 40% female candidates for senior roles. AGREED: The Gender Equality Group will include the Gender Pay Gap as a future agenda item.

ACTION: Secretary

5. Any Other Business

5.1 AGREED: The Group discussed ongoing issues with timetabling – staff constraints are not being taken in to account. It was noted that these issues affect both University staff and students. It was agreed to include timetabling issues as a future agenda item and invite a member of the timetabling team to attend.

ACTION: Secretary

Date of next meeting

Wednesday 28 February 2018, 9:30-11:00am
Room WMB G38, Wills Memorial Building

Tina Hitchens
Equality, Diversity and Inclusion Administrator

Tina.hitchens@bristol.ac.uk

7 December 2017