UNIVERSITY OF DUBLIN

TRINITY COLLEGE

Equality Committee Annual Report

2012-2013

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1. Introduction

This is the Annual Report of the Equality Committee to Board detailing activities during 2012/2013 academic year. The Equality Officer also produces an Equality Office Annual Report which is submitted to the Equality Committee.

2. Terms of Reference

The Equality Committee Terms of Reference (approved by Board in June 2012) are included in Appendix 1. The Equality Committee is a Committee of Board with responsibility for advising Board and Council on all equality-related matters.

The duties of the Equality Committee include assisting Board and Council in the development, co-ordination and implementation of equality policies, practices and action plans throughout College.

The Equality Committee operates under delegated authority from the Board, which is ultimately responsible for all matters relating to equality.

3. Membership

The Membership of the Committee according to the Terms of Reference in place for 2012-2013 was as follows (please note the membership of the Committee was amended in the Terms of Reference approved by Board in June 2012).

- Elected Board Member (Chair)
- Vice-Provost
- One Faculty Dean
- Secretary to the College (or nominee)
- Academic Secretary (or nominee)
- Director of Human Resources (or nominee)
- Director of the Disability Service
- Representative of Dignity and Respect Contact Persons

- Welfare Officer –Students' Union
- Representative of the Graduate Students' Union
- 1 Council nominee
- Equality Officer (Secretary)
- 2 members of staff

4. Legislation

The Equality Committee advises Board on legal requirements arising from the Universities Act 1997, The Employment Equality Act 1998-2010, the Equal Status Act 2000-2010, Disability Act 2005 and any other relevant legislation.

The key aspects of the legislation for College are:
- College is to promote gender balance and equality of opportunity among students and employees of the university as one of its objectives under The Universities Act 1997.
- The Equal Status and Employment Equality Acts outlaw direct and indirect discrimination, victimisation or harassment on the following 9 grounds: gender, civil status, family status, sexual orientation, religion, age, disability, race or ethnicity and membership of the Traveller community.
- These Acts place a responsibility on Trinity as the employer and educational establishment not to discriminate on any of these grounds against staff, students or service users; and to take reasonably practicable steps to prevent discriminatory conduct by its employees.
- The areas covered by the Equal Status Act include the admission, terms and conditions of participation and access of students to any course and facility.
- Employment equality legislation covers advertising, equal pay, access to employment, vocational training and work experience, terms and conditions of employment, and promotions, amongst others.
- The Equal Status Act and Employment Equality Act allow for preferential treatment or the taking of positive measures which are intended to promote equality of opportunity for disadvantaged persons; or cater for the special

needs of persons who may require facilities, arrangements, services or assistance. For example training for particular groups of staff, or reasonable accommodations required by staff with disabilities.

- The Disability Act 2005 requires all public bodies to fulfill a 3% employment target of staff with disabilities, and to monitor and report on the achievement of this target annually.

- The HEA High Level Group Report (2004) requests all third level institutions to collect equality monitoring data for students in a standardized fashion across the sector. Additionally there is a recommendation to monitor data regarding staff across the different grounds included in equality legislation.

- Higher level institutions have developed Access Plans as required by the HEA National Access Office (College Access Plan 2009-2013).

- The Civil Partnership Act 2010 provides for the recognition of same sex partnerships on similar terms to marriage. The protected equality ground is now civil status.

These legal developments have placed an increased responsibility on the College to promote and mainstream equality in all aspects of College activity. The College's commitment to promoting equality in all its activities is outlined in the College Equality policy, approved in 2011.

5. Meetings

Following the Equality Committee self-review in 2011-2012, it was agreed that the Committee would normally meet four times per year, or as often as may be necessary to complete the business before it. The quorum for meetings from 2012-2013 was the Chair and Equality Officer plus five Committee members or 50% of members plus either the Chair or the Equality Officer. The Committee may invite any other person to attend any Committee meeting as it may deem suitable. In 2012-2013 the Committee met on the following dates:

- 17th October 2012
- 22nd January 2013

- 20th March 2013
- 28th May 2013

6. The Equality Officer

An Equality Officer was appointed in 2006 to advise and assist the Equality Committee. The Equality Officer's role is to promote equality in all areas of College life for both staff and students, covering all 9 grounds of discrimination included in Irish equality legislation. The Equality Officer is secretary to the Equality Committee, and advises the Committee on matters regarding legislation and policy implementation; as well as liaising with the different individuals and groups involved in equality related matters in College.

The Equality Officer, during the period in question, reported to the College Information Compliance Officer/Solicitor.

The Equality Officer also produces an Equality Officer's Annual Report for the Equality Committee.

7. Main issues addressed by the Committee in 2012/2013

Equality Fund (Eqal12-13/10&12&29) The Committee welcomed the report provided by the Equality Officer on the 5 Equality Fund projects completed in 2011-2012. The Committee noted that two further projects were carried over to 2012-13, and two projects cancelled, with a total expenditure of €6441 (with €5805 committed for 2012-2013 to support projects that were unavoidably deferred and will be completed in 2012-2013). Detailed reports on the completed projects were tabled. These were Student Parents: challenges and strategies (development of a report on student parents and a welcome event), Siren (magazine for International Women's Day), Communication project (development of a resource website for staff and students with communications difficulties), Your 5 a day for Mental Health (resource website for mental health), and Launching the Parlour: peer-led mental health and wellbeing space (student-run space in Goldsmith Hall).

An Equality Fund event showcasing previous projects took place in November 2012 with thirty-nine attendees. The Showcase involved nine presentations along with visual displays, audio-visual material, and physical resources developed by former projects. The Showcase was positively received and will become an annual event.

The Committee approved the revised Terms of Reference that allow expenses associated with catering and refreshments to be funded, if essential to the project, up to a maximum of 10% of the total budget of the project. It also noted that the Equality Fund Working Group proposed amending the selection process to have two stages before confirming allocation: first select projects based on application forms and then meet project organisers to clarify the feasibility of the project given the timeline and resources. Acceptance letters were also amended to draw attention to the College Accessible Information Policy, Dignity and Respect Policy, and the Alcohol policy.

The Committee approved an allocation for 2012-2013 of €13,028 to 14 staff and student projects selected from 24 applications. The Committee was updated on the progress of the selected 2012-2013 projects throughout the year.

Dignity and Respect / Accessibility Awareness for Capitated Bodies (Eqal/12-13/05&14&29) In January 2012 the Equality Committee welcomed Mr J O'Gorman, CSC Strategic Development Officer, and Mr C McCarthy, CSC Chair, to discuss student equality and inclusion training and awareness needs. The discussion focused on the accessibility needs of potential society members and the training needs of student society officers.

In discussion of physical access it was noted that while societies are encouraged to use accessible spaces, there are limited accessible spaces available to facilitate activities. The Committee suggested that the CSC forward a list of venues regularly used for society events to the College Access Officer. The Access Officer can submit

requests for accessibility work to be carried out. It was also agreed that the CSC would liaise with Mr Treanor to include the accessibility status of bookable venues within the next edition of their Society Officers' Guide.

The Committee noted that training in Dignity and Respect and Equality is being implemented across the College community, and that training for the capitated bodies would be a natural expansion of this process. Officer training needs were identified as including accessibility awareness, dignity and respect, and the use of social media. The Committee and the CSC representatives also discussed the development of a Code of Practice for the CSC. The Equality Officer agreed to liaise with capitated bodies regarding their training needs.

Following the meeting, the Equality Officer attended a meeting of the Capitation Committee regarding the proposal to develop a charter / statement of commitment for inclusion within capitated bodies. A draft document went to each capitated body for input and approval. The Equality Officer is working with the capitated bodies regarding the circulation of the document and local training needs.

Student accommodation (Eqal/12-13/05&13) The Committee welcomed the establishment of a working group chaired by the Dean of Students to investigate Accommodation Allocation processes, noting that in 2011-2012 the Committee had discussed the criteria and process for allocation of student accommodation, and recommended a review to ensure clarity and transparency for applicants. The Secretary wrote to the working group to request that the views of the Equality Committee be considered and that the Committee be consulted as required as part of this review. Following an invitation, the Committee drafted a document on behalf of the Equality Committee for consideration during the review process. In this document the Equality Committee:

- Called for a review of the accommodation allocation criteria and appeals process to ensure clarity and transparency for applicants.

- Highlighted the importance of ensuring College is prepared to meet the accommodation needs of the increasing numbers of international students.
- Drew attention to part-time students, and those studying on the Tap Foundation course, the Post Graduate Diploma in Education and the Certificate in Contemporary Living, who are not allowed to stay on campus or in Halls.
- Drew attention to the current on-campus accommodation leases, which do not reflect the College term time accurately.
- Highlighted the need to update the websites associated with the Accommodations Office and the application for rooms on Campus
- Suggested that all students who are unsuccessful in securing College accommodation get an email detailing alternative accommodation options.

Board Request for Gender and Fellowship report (Eqal/12-13/22&29) At their meeting of 27th February 2013 the Board agreed to request 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.

The Equality Committee discussed possible factors impacting election to Fellowship including levels of awareness within Schools and Faculties that could affect the demographics of Fellowship applicants, understanding of the nomination and selection process and the discouraging impact of an unsuccessful first attempt. The Committee also noted that the underrepresentation of female applicants to Fellowship mirrored the underrepresentation of female applicants for promotions.

Prof Drew confirmed that WiSER were planning a Seminar in November 2013 entitled "Everything you would like to know about Fellowship but were Afraid to Ask". She also highlighted the importance of successful candidates sharing their experiences of Fellowship and Recruitment processes with their colleagues to demystify the processes.

The Committee agreed to form a working group including volunteers from the Equality Committee and two nominated Fellows that would seek to submit a written report to Board. The Equality Officer received historical statistics regarding the gender of applicants to Fellowship and qualitative data collated for the INTEGER Baseline Report. Following the nomination of Fellows over the summer the working group agreed to meet to finalise the report for the first meeting of 2013-14.

LEAD Equality eLearning programme (Eqal/12-13/25&29) In March 2013, the Equality Officer reported to the Committee regarding the implementation plan agreed with the Human Resources Committee for the Living Equality and Diversity (LEAD) eLearning programme. All staff who participate in interview panels will have to complete the programme by September 2013. The Committee noted 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. The Equality Officer confirmed that she would continue to raise awareness of the LEAD programme and had booked a computer room for four facilitated sessions for those without computer access.

By October 2013, over 600 people have registered to use the programme and approximately 350 have fully completed the modules and assessment (this is c. 9% of all College staff). Of completers, 57% are administrative / support staff, and 39% are academic staff (5% other).

The Committee noted that interviewing in College extends beyond those organised through HR, and includes Mature Student Admissions, Postgraduate applicants, and interviews for some research positions. The Committee agreed that all staff engaged in these activities should complete LEAD.

Student parents (Eqal/12-13/05&15) Activities arising from the Equality funded Student Parent Project in 2011-12 continued into 2012-13, including a welcome event for student parents and their children in the Sports Centre and the development of a Student Parent Policy.

The Equality Committee welcomed the establishment of the Student Parent Working Group chaired by the Dean of Students to develop a student parent policy that would be inclusive of gender, level of study, and would include carers. The proposed Policy aimed to advise and respond to the needs of students so that they can balance College and family life and can identify where responsibility lies for the coordination of supports. The policy was to include processes for dealing with the illness of a dependent, handling deadlines and information on student parent facilities. In January 2013 the Committee welcomed Ms S Cameron-Coen from the Dean of Students' Office to discuss the draft "Supports for Student Parents, Student Carers and Students Experiencing Pregnancy" policy. Following discussion, the Committee endorsed the policy with the recommendation to review the draft as per the discussion.

Ms Cameron-Coen confirmed that the policy would be presented to the Undergraduate Studies Committee and the Graduate Studies Committee once finalised, and from there is to go before Council and Board.

Dignity and Respect (Eqal/12-13/09&17&23) The Committee approved two amendments to the role performed by the contact persons arising from amendments to the Dignity and Respect Policy to allow the Contact person to:
- Encourage an open discussion with the staff / student, to create a balanced view of the situation, e.g. impact on other parties in a case / normal work environment in an area.
- Liaise with Heads of Schools / Tutors in complex academic student / staff complaints as defined in the procedure.

The committee also approved the appointments of three new Contact Persons to the panel. 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. The Committee noted that the new appointees were progressing through training and that the entire panel would be provided with training in mediation skills through the Staff Development Programme. A reserve list of Contact Persons, valid for a year, was created.

Trans* Policy (Eqal/12-13/24&29) There is currently no policy in College to support and protect transgender staff and students and so the Equality Committee supported a recommendation that the current trans* staff guidelines be updated and extended to include students, and to be more inclusive of the range of gender identity / expression experiences. The Equality Committee agreed to convene a working group to develop the policy with representation from staff and students, Human Resources, student supports and the academic registry.

The first meeting of the Trans* Policy Working Group was held in May 2013 and the policy was drafted over the summer 2013. The Group has agreed a timeline that seeks to have a preliminary draft available before the first Equality Committee meeting of 2013-14. The group plans to have the final policy document approved before the end of 2013-14.

7.1 Other Issues address by the Committee in 2012-13

Part-Time Student Service Provision: (eqal/12-13/06&20) The Committee discussed the lack of services students available at evenings and weekends (predominantly for part-time students), noting that Board had tasked the Dean of Students with investigating provision of services for students with teaching contact hours outside of regular hours. The Committee Secretary contacted the Dean of Students to express the concerns of the Equality Committee regarding provision of services for part-time students while the Chair flagged the concerns of the Equality Committee at Board. The Committee noted that part-time study is common, particularly at

postgraduate level and that Faculty Offices reported 1601 part-time postgraduates and 157 part-time undergraduates in April 2013.

Equality Committee Self-Evaluation (Eqal/12-13/05&33) Following the Equality Committee 2011-12 self-evaluation, amendments to the Equality Committee quorum, membership and operation of meetings were proposed and received Board approval. The Committee Secretary also developed and circulated an Equality Committee handbook for new members.

The Equality Committee terms of reference provide for an annual review by committee members of its performance and its terms of reference. In June 2013 all Committee members were invited to review the Equality Committee's performance over 2012-2013 (see appendix for results).

Supports for Deaf staff in College (Eqal/12-13/13&31) The Committee welcomed the development of an agreed procedure for financial and administrative responsibility when providing ISL interpreting to Deaf staff attending College events. The Committee reiterated the importance of ensuring that all staff be accommodated to attend all College events.

TCD Global Strategy Briefing (Eqal/12-13/04&28) The Committee invited Dr E Doyle to discuss the equality challenges of increasing internationalisation. It recommended that Global Relations liaise with the Equality Officer and consider the provision of intercultural awareness training across the College.

3% Disability Report (Eqal/12-13/26) The Committee noted that the Staff Disability Report for 2012 has been returned to the Higher Education Authority and that this year College reached the 3% target for the proportion of staff with Disabilities, with a 3.7% return.

HR Committee Liaison: (Eqal/12-13/02&13) The Committee welcomed Board's approval that the Equality Committee have representation on the Human Resources Committee and nominated Prof Walsh to the position.

8. Reports to the Committee 2012-2013

Equality Committee Report 2011-2012 (Eqal/12-13/06) In October the Committee welcomed the Equality Committee Annual Report 2011-2012 detailing the Equality Officer's activities in relation to policy development and compliance; equality programmes; dissemination and communication.

Trinity Access Programmes Report 2011-2012 (Eqal/12-13/07) In October 2012 the Committee discussed the Trinity Access Programmes Report (TAP) 2011-2012. The Committee noted new TAP activities, programmes and access options to College, including the first student to enter from CDVEC Rathmines College. The Committee discussed TAP's upcoming 20th anniversary, to be marked with a series of events.

The Committee noted that the primary challenge facing TAP is to maintain resources for continued development in the current economic context.

Equality Officer Report 2011-2012 (Eqal/12-13/08) In October the Committee welcomed the Equality Officer Annual Report 2011-2012 detailing the Equality Officer's activities in relation to policy development and compliance; equality programmes; dissemination and communication.

Mature Students' Annual Admissions Report (Eqal/12-13/16) In February the Committee welcomed Ms C Byrne, Mature Students' Officer to discuss the Mature Students' Annual Admissions Report. Ms Byrne discussed the demographics of mature students in College, noting that delays to the allocation of the Student Universal Support Ireland (SUSI) grants had a significant impact on the mature student experience and withdrawals in 2012-13.

With regards to overall access figures Ms Byrne noted that there is a level of cross over between non-traditional cohorts in College that makes it difficult to accurately calculate the overall non-traditional total. She anticipates that Genesis will allow for greater transparency in the future.

Ms Byrne concluded by drawing attention to ongoing work to develop a College-wide policy on Lifelong Learning.

WiSER Report 2011-12 (Eqal/12-13/21) In March 2013 the Committee welcomed Prof E Drew, Acting Director of WiSER, to discuss the WiSER Annual Report.

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). Prof Drew confirmed that progress towards gender equality is limited by the economic situation, and that the lack of promotion opportunities impact both genders, and all areas and grades within College.

Prof Drew highlighted a number of European initiatives that WiSER has been involved in, including INTEGER, which seeks institution-wide transformational change. She also discussed WiSER's core activities of managing the WiSER network, and offering seminars, writing groups, and the Springboard development programme.

HR Dignity and Respect Contact Person Annual Report 2011-12 (Eqal/12-13/23) In March 2013 the Committee discussed the Dignity and Respect Contact Person Annual Report 2011-12. In 2011-12 fifty-one people presented to the Panel for support (thirty-one females, fifteen males and five 'gender unknown'). The alleged harassers in the cases presented were twenty-four males, twenty-two females and five 'gender unknown'. More students presented for support this year, and it is believed that this is an outcome of efforts to raise awareness of the policy amongst

the student body. Prof Arnedillo Sánchez cited the importance of awareness raising, noting that cases referred earlier are easier to resolve and that often the alleged harasser in unaware of the inappropriateness of certain actions.

Awareness raising activities during the year included the provision of Dignity and Respect leaflets at student registration and staff and student email reminders.

Accessible information Implementation Report 2011-2012 (Eqal12-13/31) In May 2013 the Committee welcomed Mr A Costello, College Assistive Technology Officer, to discuss year 4 of the Accessible Information Policy Implementation Plan. Mr Costello reported that he has liaised with academic and administrative areas and advised of low compliance amongst academic staff compared to administrative staff. The Committee discussed compliance rates and agreed that the policy must be shown to have the explicit support of senior academic staff to effectively raise compliance levels. They noted that commitment to the Accessible Information Policy has been demonstrated at senior administrative level through the practice of returning inaccessible documents submitted to Board for amendment.

The Committee noted that serif fonts, particularly Times New Roman, are still prevalent in College documentation, and many courses still direct students to use Times New Roman within assignments, final projects, and dissertations.

With regards Procurement, Mr Costello advised that he has liaised with the Procurement Office on a framework to ensure all requests for tender (RTF) consider accessibility. The Committee also noted that Mr Treanor has been asked to join a steering group for College-wide brand implementation and will work to replace any inaccessible branding.

Equality Monitoring (Eqal/12-13/32) In May 2013 the Committee discussed the Annual Equality Monitoring Report 2012-2013 noting that on-going work on College

information systems resulted in delays in the availability of data from some sources including the WiSER database statistics.

The Committee noted the limited progress towards gender equality within academic grades since 2006. It also noted gender imbalance within specific administrative / support areas and, highlighting the variation in male and female success rates at Administrative and Library promotions in the last promotion cycle, noted the importance of monitoring future cycles to identify any possible trend.

The Committee discussed membership of Board, Council and their principle committees, expressing concern over gender imbalances and the breakdown between junior and senior staff amongst voting members.

Regarding staff with disabilities, the Committee noted that though College surpassed the 3% staff target defined in the Disability Act (3.7%), many staff members in receipt of reasonable accommodations have not formally disclosed their disability. The Committee highlighted the importance of ensuring an environment where all feel safe disclosing and suggested that communications with trade unions may contribute to the development of this culture.

The Committee noted the low proportion of students on part-time courses in TCD by comparison to other Universities and discussed the benefits of part-time and flexible learning to promote inclusiveness and life-long learning.

The report was submitted to Board under section A and relevant excerpts were circulated to Schools and Administrative areas.

Appendices

Appendix 1 – Equality Committee Terms of Reference

Approved by Equality Committee: 28th of May 2012

Approved by Board: 27th of June 2012

1.   Objectives

The Equality Committee is a Committee of Board with responsibility for advising Board and Council on all equality-related matters.

2.   Membership of the Committee

2.1   The Committee shall comprise:

- An elected Board member
- Vice-Provost
- Equality Officer
- Secretary to the College (or nominee)
- Academic Secretary (or nominee)
- Director of Human Resources (or nominee)
- Director of the College Disability Service
- Representative of the Dignity and Respect Contact Persons
- Welfare Officer – Students' Union
- Representative of Graduate Students' Union
- 1 Council nominee
- 1 Dean
- 2 members of staff

In determining the composition of the Committee at least 30% of the membership should be of each gender and there should be a broad representation of all staff groups in College.

2.2   The Chairperson of the Committee shall be an Elected Board Member.

2.3   Membership of the Committee shall be reviewed regularly by the Chairperson in consultation with the Registrar and changes as required shall be recommended to the Board at that time.

2.4 Attendance at Committee meetings: a member of the Committee who is absent for three consecutive meetings may be requested to resign membership unless due to illness or if the absence is approved by the Chair.

2.5 Membership of the Committee shall normally be for an initial term of three (3) years, with the possibility of an extension of a further three (3) years. The general aim is to change the membership from time to time to ensure an appropriate balance between continuity and fresh perspectives.

2.6 The Equality Officer shall act as secretary to the Committee and be responsible for the preparation and distribution of the agenda, papers, minutes and reports following consultation with the Chairperson of the Committee.

3. Meetings and Quorum

3.1 The Committee will normally hold meetings once per term or as often as is necessary to complete the business before it or to deal with urgent issue that may arise.

3.2 The quorum for meetings will be:
- The Chair and Equality Officer plus five Committee members

Or
- 50% of members plus either the Chair or the Equality Officer

3.3 The Committee may also invite any or other person to attend any meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in achieving its objectives.

3.4 The draft minutes of the Equality Committee shall be circulated to the Board as soon as possible for noting and/or discussion as necessary. The Chairperson of the Committee shall be available to report orally to the Board on key aspects of the proceedings of the Committee as required.

3.5   In order to aid its operation, the Equality Committee may from time to time arrange for subgroups to consider specialist issues and bring forward recommendations to the Committee.

4.   Duties

4.1   Assist Board and Council in the development, co-ordination and implementation of equality polices, practices and action plans throughout College.

4.2   Advise Board and Council on the legislative requirements in relation to equality matters, with particular reference to the Universities Act 1997, the Employment Equality Act 1998-2010, the Equal Status Act 2000-2010 and any other relevant legislation.

4.3   Monitor developments in national and EU policies in relation equality and advise Board and Council on the implications for College.

4.4   Review on an on-going basis the implementation of (a) approved recommendations and actions and (b) equality legislation and report accordingly.

4.5   Review College practices and policies from an equality perspective and where necessary make recommendations on any issues arising in order to promote good practice in these areas.

4.6   Report annually to Board and Council, preferably in Hilary Term, on all equality-related matters and on the results of reviews and monitoring exercises carried out during the year.

5.   Authority

5.1   The Committee shall operate under delegated authority from the Board, which is ultimately responsible for all matters relating to equality. The Equality Committee will have devolved authority to decide on behalf of Board to:
Appointment of Contact Persons in relation to Dignity and Respect
Approving procedures and guidelines for the implementation of Equality-related policies.

5.2   The Committee may consider/review any matter falling within its terms of reference, calling on whatever resources and information it considers necessary to do so.

5.3   The Committee is authorised to seek any information it requires from any employee of the College to enable it discharge its responsibilities and shall have made available to it on a timely basis all information requested from any employee in a clear, concise and well organised manner.

5.4   The Equality Committee shall carry out such other functions and take such other decisions as may be delegated to it from time to time by the Board

6.   Performance Evaluation

6.1   The Committee shall, at least once a year, review its own performance and its terms of reference and shall report its conclusions and recommend any changes it considers necessary to the Board.

Appendix 2 - Equality Committee membership 2012-2013

- Professor Mélanie Bouroche, Elected Board Member (Chair)
- Professor Linda Hogan, Vice-Provost
- Ms Sinead MacBride, Secretary to the College nominee
- Ms Cliona Hannon, Academic Secretary nominee
- Mr Declan Treanor, Director of the College Disability Service
- Ms Alison Taylor, Director of HR nominee [resigned membership in February 2013]
- Ms Louise Power, Director of HR nominee [from March 2013]
- Professor Inmaculada Arnedillo Sánchez, Representative of Dignity and Respect Contact Persons
- Mr Andrew McEwan, Graduate Students' Union representative
- Ms Aisling Ní Chonaire, Students' Union Welfare Officer
- Professor John Walsh, Council nominee
- Professor Mary McCarron, Dean
- Ms Victoria Butler, member of staff
- Mr Trevor Woods, member of staff
- Ms Karen Campos McCormack, Equality Officer (Secretary) [On leave from October 2012]
- Ms Michelle Garvey, Equality Officer (Secretary)

Appendix 3 - Equality Committee Sub-committees/working groups 2012-13

Equality Fund Sub-Committee

- The Equality Committee Chair: Professor Mélanie Bouroche,
- A member of the Equality Committee: Professor Inmaculada Arnedillo Sánchez (Representative of Dignity and Respect Contact Persons)
- A member of the Equality Committee: Ms Aisling Ní Chonaire (SU Welfare Officer)
- A nominee from the Treasurer's Office: Ms Ann-Marie Moore
- The Equality Officer (secretary): Ms Michelle Garvey
- A student representative from the Equality Committee: Mr Andrew McEwan (GSU Vice-President)

The Equality Fund sub-committee met on 9th October, 11th December, 29th January, and 11th February

Equality Fund sub-committee Terms of Reference http://www.tcd.ie/equality/assets/pdf/equality-fund/equality-fund-TOR.doc

Monitoring Advisory Group

Dr Andrew Loxley, Education

Ms Patricia Daly, Human Resources

Ms Clodagh Byrne, Mature Students' Officer, Senior Lecturer's Area

Ms Jennifer Maxwell, Disability Service, in attendance

Ms Michelle Garvey, Equality Officer (secretary)

Prof Eileen Drew, Director of WiSER

The Monitoring Advisory Group met on 16th May 2013.

Appendix 4 - Equality Committee Self-Evaluation 2012-13

Introduction

On 6th June self-evaluation questionnaires were circulated to the members of the Equality Committee. In all, 8 responses out of a potential 14 were received. Questions in this evaluation were generally positively worded and respondents were invited to rate their level of agreement on a scale of 4 (strongly agree) to 1 (strongly disagree).

In presenting the analysis, those issues which have received a rating of less than 3 (agree) have been highlighted as areas which the Equality Committee may want to address. For balance those issues for which average scores greater than 3 have been recorded are also presented in each section. (In all cases, the average score was derived based on the number of replies received to that particular question.) All comments of individual Committee members are highlighted in each section below.

Section 1: Role of the Committee

Issues with average scores less than 3.00

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
The role and function of the committee in advising College on matters relating to equality is well understood.	21	8	2.63	2	3

Issues with scores greater than 3.00

Answer Options	Total Score	Number of Responses	Av. Score	Min	Max
The Committee's Terms of Reference clearly set out its scope and remit	27	8	3.38	3	4
The remit of the Committee in its Terms of Reference is appropriate	25	8	3.13	3	4
The committee, as a body, has the appropriate skills and competencies to fulfil its role.	24	8	3.00	2	4

Comments received

"While the Committee understands its scope, I am not sure College as a whole is aware of the remit of the Committee or that the Committee uses its authority with maximum effectiveness. Is the committee taken seriously by decision makers in College?"

Changes since 2011-12 evaluation

Two statements that had received scores below 3 in 2011-12 received scores greater than 3 in June 2013. These were:

- The remit of the Committee in its Terms of Reference is appropriate,
- The committee, as a body, has the appropriate skills and competencies to fulfil its role.

This follows amendments to the terms of reference following the last review involving Committee membership, attendance requirements and quorum. The Equality Officer also developed a handbook for new Committee members including terms of reference, and information pertaining to membership, key legislation and key Committee activities following the 2011-12 review.

Section 2: Committee Membership

Issues with average scores less than 3.00

There were no issues with an average score less than 3.00

Issues with scores greater than 3.00

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
Committee members are provided with sufficient on-going support and information during their term of office.	26	8	3.25	3	4
Membership of the committee is as wide representative as necessary to the work of the committee	28	8	3.5	3	4
Membership of the committee is of an appropriate size to allow effective working of the committee; if not please give reasons for your views	27	8	3.38	3	4

	Total Score	Number of Responses	Average Score	Min	Max
Members contribute appropriately to the work of the Committee	26	8	3.25	2	4

Comments received

"No substitutions should be allowed, and if a member persistently does not attend the rule should be enforced regarding termination".

"Representation is wide though as so much of the Committee's work considers gender, representation from WiSER / INTEGER might be beneficial. Size is appropriate, quorums are no longer a problem, though we struggle to maintain a gender balance".

Changes since 2011-12 evaluation

Three statements that had received scores below 3 in 2011-12 received scores greater than 3 in June 2013. These were:

- Committee members are provided with sufficient on-going support and information during their term of office.
- Membership of the committee is of an appropriate size to allow effective working of the committee; if not please give reasons for your views.
- Members contribute appropriately to the work of the Committee.

This follows the development of a handbook for new Committee members and the reduction of the committee size to 14 following the 2011-12 review.

Section 3: Equality Committee meetings

Issues with average scores less than 3.00

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
There is an appropriate number of committee meetings, of appropriate duration, and held at appropriate times within the year.	21	8	2.63	2	3

Issues with scores greater than 3.00

Answer Options	Total Score	No. of Responses	Ave Score	Min	Max
The Committee's selected agenda items are appropriate and relevant to the business of the Committee	27	8	3.38	3	4
Agenda and papers are received in sufficient time to allow adequate preparation for meetings.	29	8	3.63	3	4
Documentation submitted to the committee is well presented with clarity as to its purpose.	27	8	3.38	3	4
Meetings are well organised and chaired effectively.	26	8	3.25	3	4
Sufficient time is allowed for consideration and discussion of agenda items.	25	8	3.13	2	4
Sufficient consideration is given to the views of all committee members in the course of discussions.	27	8	3.38	3	4
Minutes honestly reflect the views and decisions of the committee.	28	8	3.5	3	4
There is adequate monitoring and feedback to the committee in relation to its decisions.	26	8	3.25	3	4

Comments received

"Perhaps some additional meetings would be beneficial"

"While all members are given the opportunity to contribute to the agenda, not sure they do. Ensure that all agenda items have documentation if possible. It ensures greater efficiency. Agendas are quite full but I am not sure that five meetings a year would be feasible".

Changes since 2011-12 evaluation

There has been no change regarding the statements that scored above or below 3 in 2011-12. In both evaluations the number of meetings and their duration have scored below 3. Following the 2011-12 evaluation an additional meeting was added to the annual schedule. Perhaps further discussion is needed regarding the timetable for meetings.

Section 4: Function of the Equality Committee

Each question began with

"The Equality Committee contributes effectively to…"

Issues with average scores less than 3.00

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
Advising Board on College's compliance and public accountability with respect to Irish and EU equality legislative requirements	23	8	2.88	2	3
Monitoring developments in Irish and EU policies in relation to equality and advising Board on their implications for College	23	8	2.88	2	3
Reporting sufficiently frequently and in sufficient detail to Board on all activities	22	8	2.75	1	4

Issues with scores greater than 3.00

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
Assisting College in the development of appropriate equality policies, practices and action plans	25	8	3.13	3	4
Assisting in the implementation and coordination of equality policies, practices and action plans throughout College	25	8	3.13	2	4
Co-ordination across the various bodies involved in the practice of equality policies throughout College	23	7	3.29	3	4
Reviewing College practices and policies from an equality perspective and making recommendations to promote good practice	25	8	3.13	3	4
Reviewing the implementation of approved recommendations and actions and legislative requirements	24	8	3	3	3

Comments received

"In many ways implementation is out of the hands of the committee - it involves the broader community - this goes back to how seriously the Committee is taken by decision makers. It is also important to ensure Board reviews the detail we provide to them - not sure that happens"

Changes since 2011-12 evaluation

One statement that had received a score below 3 in 2011-12 received a score greater than over 3 in June 2013. This was:

- The Equality Committee contributes effectively to co-ordination across the various bodies involved in the practice of equality policies throughout College

This follows the decision arising from the 2011-12 evaluation to actively work to communicate with other areas of College including the Global Relations Strategy and to agree a reporting schedule to ensure key areas of College report to the Equality Committee annually. The Equality Committee also nominated a member to sit on the HR committee.

Three statements that had received scores greater than 3 in 2011-12 received scores below 3 in June 2013. These were that the Equality Committee contributes effectively to:

- compliance and public accountability with respect to Irish and EU equality legislative requirements.
- monitoring developments in Irish and EU policies in relation to equality and advising Board on their implications for College.
- reporting sufficiently frequently and in sufficient detail to Board on all activities.

Further discussion is recommended by the Committee to consider whether more needs to be done to address these areas.

Section 5: Sub-Committees

Issues with average scores less than 3.00

There were no issues with an average score less than 3.00

Issues with scores greater than 3.00

Answer Options	Total Score	No. of Responses	Ave. Score	Min	Max
The Committee's sub-committees/groups function effectively	25	8	3.13	3	4

The purpose and membership of the sub-committees/groups is appropriate	26	8	3.25	3	4
The Equality fund is used for appropriate projects in College	27	8	3.38	2	4
The Equality fund projects have sufficiently high impact to justify the costs in time and money of administering this fund.	27	8	3.38	2	4
The Monitoring Advisory Group supports equality monitoring activities appropriately in College	26	8	3.25	2	4
The work of the Monitoring Advisory group is effectively reported to the Equality Committee	26	8	3.25	3	4

Comments received

"From what I can tell, the Equality Fund Subcommittee is one of the most effective 'actions' of the Equality Committee, as it were."

"The Equality Monitoring Group meets once per year to review the Equality Monitoring Report. More frequent meetings could be warranted to ensure all useful data is collected and that there is active follow through on any data related issues highlighted in the report.

The Equality Fund effectively raises awareness amongst students and staff on Equality related issues. Can often trigger issues within the Committee that leads to greater progress for all college (e.g. Student Parent project triggered the development of the student parent policy)."

Changes since 2011-12 evaluation

Two statements that had received scores below 3 in 2011-12 received scores greater than 3 in June 2013. This was:

- The Equality fund projects have sufficiently high impact to justify the costs in time and money of administering this fund.
- The work of the Monitoring Advisory group is effectively reported to the Equality Committee.

This follows the development of an Equality Fund logo to raise the profile of the fund that is published on all publicity and materials arising from the Fund.

Section 6: Relationships with Other Committees

Issues with average scores less than 3.00

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
The Committee liaises effectively with other Committees and bodies in College on relevant equality matters	23	8	2.88	2	4
There is overlap between the Equality Committee and other committees	19	8	2.38	1	4

Issues with scores greater than 3.00

There were no issues with an average score greater than 3.00

Comments received

"It is hard to prevent overlap, and in a way it should not be prevented. College needs to get better at joined-up thinking when it comes to its committees."

"We now have representation on HR and council."

Changes since 2011-12 evaluation

One statement that had received a score greater than 3 in 2011-12 received a score below 3 in June 2013. This was:

- There is overlap between the Equality Committee and other committees.

It is unclear whether this should be considered an improvement or deterioration.

Section 7: Suggestions for improvement

Comments received

"Perhaps more meetings as in most ran out of time to cover what was on agenda...."

"It would be beneficial for the committee to raise its profile and to be proactive in tackling issues/ implementation & compliance."

"The Committee could make more use of section A at Board to raise awareness of arising issues. There is also room for more liaison with Council. As a committee of Board we can forget to report on relevant academic matters to Council."

Section 8: Overall Evaluation

Issues with average scores less than 3.00

There were no issues with an average score less than 3.00

Issues with scores greater than 3.00

(1 to 4 Scale: Needs Improvement to Very effective).

Answer Options	Total Score	Number of Responses	Average Score	Min	Max
What is your overall assessment of the performance of the Equality Committee?	24	8	3	3	3

Comments received

"It is an excellent committee and it has been a pleasure to serve on it this year".

"Effective but I think do better liaison and be out there, perhaps with equality committee groups doing departmental works..."

"The Committee works effectively and has introduced and overseen many beneficial policies and practices. More visibility within Board, Council and other key decision making bodies would be beneficial, especially ensuring that decisions and outputs reach all areas of College, admin, academic and student."