University Of Dublin
Trinity College
Equality Committee

Minutes of a meeting held on Thursday 23rd January 2014 at 2pm in Board Room, House 1

Present: Prof M Bouroche (Chair), The Vice-Provost/Chief Academic Officer (Prof L Hogan)*, Ms S MacBride, Ms Sarah Smith (GSU), Mr Stephen Garry (SU), Mr T Woods, Ms K O'Toole, Prof L Stassen, Prof M Arnedillo-Sánchez, Ms K Campos (secretary).

Apologies: Mr D Treanor, Mr J Munnelly, Ms L Power, Prof J Walsh, Prof M McCarron

In attendance: Ms Nikki Hegarty (Kanchi Network Manager)**, Prof Eithne McCabe (School of Physics Juno Committee)***

Present for: *Eqal/13-14/13-18; **Eqal/13-14/16, ***Eqal/13-14/17

Items for Board attention are denoted XXX

The Chair welcomed new Committee member Prof Leo Stassen (staff member) and Prof Inmaculada Arnedillo-Sánchez, representative of the Dignity and Respect Contact Persons attending in lieu of John Munnelly.

Eqal/13-14/13 Minutes The minutes of the previous meeting, 21st October 2013, were approved and signed.

Matters arising were discussed and minuted below:

Eqal/13-14/14 [Eqal/13-14/07] **Fellowship Report** The Chair advised that the Fellowship: Gender, Faculty and School Analysis Report had been presented at Board, and then to the Fellows and was well received. The Chair advised that an informal implementation committee comprising the Chair of Fellows, Chair of the Equality Committee, Eileen Drew a Fellow and a member of the working group, and Secretary to Fellows had been established and was overseeing the implementation of the report's recommendations. The Chair will continue to report to the Committee on the progress of these recommendations.

Eqal/13-14/15 Action call-over

1) **Accessible information** Ms MacBride advised that she had liaised with the Graduate Studies Office regarding this action and confirmed that currently information regarding post-graduate regulations was in accessible format. Further to consultation with the Administrator of Graduate Studies it was agreed that theses would be required to be submitted in accessible format in the future, and this regulation was due to be included in the next College Calendar. The Vice-Provost drew the Committee's attention to the deadline for introducing changes to next year's Calendar.

2) **Gender balance in principal committees** Ms Campos advised that a memo had been submitted to the Bursar regarding the need for Principal Committees to ensure gender balance and representation of junior and senior staff in their membership. The Bursar has forwarded this to the Chair of the START group, who are reviewing College Principal Committees. Ms Campos noted that currently information regarding the gender of committee membership was not readily available, and suggested the Committee could request that gender is monitored on committees. The Committee discussed the difficulties in achieving gender balance due to restrictive requirements for committee membership contained in Committee Terms of Reference. The Committee also discussed the lack of transparency in the nomination and appointment procedure in several committees and the benefits of a self-nominating procedure such as that of the Quality Committee. The Committee noted in particular the benefits of facilitating access to the learning opportunities provided by committee membership to all staff. The Vice-Provost/Chief Academic Officer suggested that the Equality Committee could prepare a careful proposal for consideration by Board. Ms MacBride and Ms Campos agreed to develop this proposal and revert at the next Equality Committee meeting.

Action: Ms MacBride and Ms Campos to prepare a proposal regarding suggested changes to committee Terms of Reference and nomination procedures to promote gender balance and transparency**.**

3) **Irish Sign Language Interpreting** Ms Campos reported that Guidelines for the use of Sign Language Interpreters in College had been prepared by the Disability Service and Human Resources and were now available on the Disability website.

4) **INTEGER Report** Ms Campos advised that the Integer Baseline Report had been presented by Prof E Drew to the Executive Officer Group and was due to be discussed at the HR Committee prior to its submission to Board.

5) **Diversity monitoring and e-recruitment** Ms Campos advised that she had met with the Business Analyst Support and Recruitment to discuss the integration of diversity monitoring in the e-recruitment system and a time-line had been agreed. Despite some delays due to security issues requiring Core resolution, the screen and reports were currently being tested internally in HR and the system should be live soon.

6) **Equality Fund** item on the agenda discussed below.

7) **Dignity and Respect complaint form** Prof Arnedillo advised that this action was currently being developed by Human Resources and the Contact Persons.

Eqal/13-14/15 HR Committee items to discuss The Chair noted Prof Walsh's apologies and communicated correspondence from Prof Walsh advising that accessible information and the INTEGER project had been discussed at the last HR Committee meeting. The Chair advised that the next HR Committee meeting was due on 20 February, where Prof Walsh would discuss the Equality Committee minutes of 21 October and any other issues suggested by the Committee.

Section A – Policy issues

Eqal/13-14/16 ConnectAbility project The Committee welcomed Ms Nikky Hegarty, Kanchi Network manager, who presented the ConnectAbility project, an inter-university initiative that seeks to improve how we manage disability in the workplace within the University sector. The project is funded by the Equality Authority and is a collaborative project with 6 of the 7 universities in Ireland: UCD, DCU, NUIG, UL, UCC and TCD. Ms Hegarty drew the Committee's attention to the need to focus on retaining current staff and talent, given the situation of low recruitment activity in the sector. Ms Hegarty also noted that 85% of disability in the workplace is acquired disability. Ms Hegarty outlined the key aspects of the project: a current state analysis report including a policy gap analysis, a staff survey with over 900 participants and focus groups held in each of the universities.

Some common issues identified across the universities in the survey were:
- The importance of culture around disability and the need for greater disability awareness.
- Anxiety around disclosure of a disability.
- Lack of clarity on the procedure and budget for reasonable accommodations. Ms Hegarty drew the Committee's attention to Trinity's unique position in having

guidelines in place, extending the responsibility of the Disability Service to include staff and providing a central budget for accommodations.

The next steps for the project were outlined to include:

- Developing draft procedures: focussing on the process for disclosure and reasonable accommodation. These would be developed in consultation with the 6 universities.
- Guides for managers and staff. Ms Hegarty noted that Trinity had already developed these guides and would be reviewing them.
- Training: Kanchi would be developing a 1.5hr training module on managing disability and providing Train the Trainer training to 2 or 3 staff from each university. This training module would then be implemented by each university; Ms Hegarty noted the challenge in ensuring manager participation.

Ms Campos outlined the implications of the project for College, highlighting the opportunity it provided to review how we currently manage disability and the different supports and resources provided (such as the Guide for Staff and Managers). Ms Campos noted that as Chair of the IUA groups this year the College could make use of this opportunity to give a positive message about disability in the Universities.

Ms Smith enquired whether it would be possible to adapt this project to students and staff dealing with people with disabilities. The Committee noted that this was not within the scope of the inter-university project and discussed how this may be implemented by each University locally. Ms O'Toole drew the Committee's attention to the many other relationships of staff with disabilities in the workplace: with colleagues and students for example, and suggested that the training be implemented to reach different levels. Ms Hegarty supported this view and noted that this project was just a first step in a long-term process to fully include disability.

Ms MacBride welcomed Ms Hegarty's presentation, in particular the focus on investing in the people in the organization now, and noted the importance of carefully managed disclosure in avoiding industrial relations issues. Prof Stassen drew the Committee's attention to the difficulties a manager might face in supporting a staff member with a disability, particularly where a staff member might not wish to disclose to colleagues. The Committee discussed in greater detail the challenges regarding disclosure and how to create an environment of trust favouring disclosure.

The different shared responsibilities of the Disability Service, Human Resources and the manager in supporting staff with disabilities were also discussed.

Prof Arnedillo discussed some of the experiences encountered by the Contact Persons in supporting staff with disabilities, and suggested the need for a means of ensuring managers implemented recommended adjustments in order to avoid issues escalating into industrial relations. The Committee also discussed the need for policies and procedures to be centrally resourced. The Vice-Provost/CAO advised that while policies and procedures need to be resourced, the lack of resources was not a justifiable reason for not implementing College policy.

The Chair suggested that this item would be included on the Committee agenda in the future to discuss the process of translating the ConnectAbility project into implementation. The Chair noted the College was in a good position having had a leading role in developing supports, and that this should be an incentive for further progress. The Committee thanked Ms Hegarty for her presentation.

Action: ConnectAbility project to be included in future agenda to discuss College implementation.

Section B – Implementation issues

Eqal/13-14/17 Juno Report The Committee welcomed Prof Eithne McCabe and congratulated the School of Physics on achieving the Juno Practioner Award. Prof McCabe advised that this is awarded by the Institute of Physics to recognise and reward departments that can demonstrate that they have taken action to address the under-representation of women in University Physics, and is equivalent to the Athena SWAN Charter in the UK. Prof McCabe noted that as from 2015 it would be a requirement to have Athena Charter membership to be eligible for Research Council funding in the UK; discussions are ongoing amongst the Irish universities for the establishment of Athena in Ireland.

Some of the key findings in the research carried in the School of Physics to apply for the Juno Award were outlined. Prof McCabe collated comparative national data as this was not currently available from the HEA, and will continue to prepare this data annually. The application report includes quantitative and qualitative data, including a survey of all Physics staff (academic, administrative, research and technical).

- The proportion of women in Physics in Trinity has varied from 7% to 11% in 20 years, evidencing the need for a proactive programme for change.
- 1/3 of University Physics graduates are Trinity graduates. College has the potential to effect great change in terms of the gender representation of Irish Physics students.
- Trinity is overall slightly below average in terms of staff and student gender balance in Physics.
- Currently only 16% of registered postgraduate students are female (the average 2000-2009 is 25%).
- Currently 10% of applicants for academic positions in Physics are female.
- The majority of staff agrees that the School of Physics environment is inclusive and welcoming.
- 23% of staff agreed to some extent that College procedures for appointment and promotion are transparent and fair – but there is a significant gender difference, 30% of male staff agreed by comparison to 15% of female staff.
- 50% of male academic staff reported being encouraged to apply for promotion by colleagues, by comparison to only one female staff member.
- A culture of long working hours was reported in the School.

Prof McCabe drew the Committee's attention to the challenges in the next stage of implementing the Action Plan, which required College-wide changes, and noting many dependencies with the INTEGER project, Board and the Equality Committee. Some of these College issues are:

- Leave and gender monitoring
- Flexible working
- Returners support policy – leave replacement policy (citing the example of York University where a Post-doc is appointed to staff on leave)
- Monitoring pay and gender
- Provision of central leave replacement costs
- Encouraging part-time work
- National benchmarks
- Fellowship and promotional nomination procedures and gender balance

Ms O'Toole drew the Committee's attention to the in-reach and outreach programmes run by the School of Physics for the Transition Year initiative, and the indirect benefit this might have for all Physics departments in Ireland. The Vice-Provost/CAO welcomed the

wonderful research carried out for the Juno project and noted that data collection and management was a major problem in College. She advised that the College is committed to establishing an institutional data unit, currently being developed as part of the START review, which is expected to greatly facilitate matters such as definitions, the management of existing resources and would have implications for larger issues such as benchmarking. This was welcomed by the Committee.

The Committee discussed good practice examples of a proactive approach to increasing the proportion of women in science areas, such as the MIT initiative identifying promising young women scientists at Post-doctoral level. The Committee discussed the resourcing for current gender initiatives INTEGER and noted that Juno and Athena are long-term initiatives that will require ongoing College support and resourcing. The Vice-Provost/CAO noted the devolved budgeting system in place in College and the need for Deans to support Faculty initiatives. The Vice-Provost/CAO also advised that emergency central funding to cover the expense of maternity leave replacements had been recently approved, which was welcomed by the Committee.

The Chair welcomed this important piece of work on behalf of the Committee and noted the College's responsibility to support the Juno Award implementation plan and the next stage of the process.

Eqal/13-14/18   **Equality Fund allocation 2013/2014** Ms Campos advised the Committee regarding the Equality Fund allocation 2013-2014 circulated. The Equality Fund-Subcommittee received 22 applications and selected 12 staff and student projects for funding, with a further project pending approval. The agreed funding allocation subtotal was €9,674. Ms Campos noted the Fund was supporting a range of activities and that several projects were already in progress.

Eqal/13-14/19 Equality Office update

Trans* Policy Ms Campos advised the Committee that the Trans* Policy working group had met on 17th December to finalise the draft Gender Identity and Gender Expression Policy. The group was due to finalise the draft policy document shortly and to seek college-wide consultation by means of a town-hall style meeting and online consultation. The policy is due to be submitted to the next Equality Committee meeting in March. The Committee noted this was a ground-breaking policy in the Irish context.

GLEN Diversity Champions Ms Campos advised that she was liaising with the Gay, Lesbian Equality Network to explore the College's possible participation in the Diversity Champions Network. Ms Campos noted that UCD and UCC were already members and that participation in the network may help the College raise its profile as an inclusive organization. Ms Campos will report on progress on this item.

LEAD programme implementation update Due to time restrictions Ms Campos will report on this item at the next Committee meeting.

Section C – Matters for Noting

Nothing to report.

Any Other Business

Nothing to report.

Signed   …………………………………………

Date   ………………………………