FACULTY OF MEDICAL SCIENCES
EQUALITY AND FAIRNESS COMMITTEE

A meeting of the FMS Equality and Fairness Committee was held on 20th July 2017, 10.00-12.00, in Room 2.20, Research Beehive.

MINUTES

Present:
Ann Armstrong (AA) Rachel Cole-Fletcher (RCF) Sue Thorpe (ST), Matt McCallum (MM), Tom Scharf (TS), Tom Smulders (TSm), Louise Hurst (LH), Philippa Malko (PM), Candy Rowe (CR), Malasree Home (MH), Luke Gaughan (LG), Wayne Younger (WY), Joanna Keith (JK), Susan McAllister (SM), Claire Harris (CH), Simon Cockell (SC), Judith Rankin (JR)

Apologies:
Nicola Curtin, Julie Irving, Caroline Austin, Katharine Rogers, Gwyneth Doherty-Sneddon, Paula Waterhouse, Tim Robson, Ilona Obara (new Pharmacy rep), Jill Lloyd, Laura Delgaty

1. Minutes and actions of the last meeting (6th June 2017)
   - MH will be making appointments to meet academic/admin leads across the faculty to get a sense of what is being done on Athena Swan and where there are inconsistencies/we can improve. This will give us an idea of where there are gaps against the criteria that we need to address.
   - Discussions are ongoing as to how we can better embed E&D and have more reach into other faculties.
   - CR has now received the action plans but there is still a lot of work to do around these. CR will be meeting with relevant individuals to have discussions around this.
   - Discussion around protected characteristics and how we consider them has been moved to the agenda for the October meeting.

2. Athena SWAN Working Group

2.i Data
Noted:
   a) CR outlined how messy and difficult it has been to pull consistent data from SAP and/or Business Warehouse (BW). The main issue is around PhD applications and inconsistent channels of 'application'. Only the successful/short-listed applicants make it onto BW, therefore this largely under-represents the bias between applicants and offers. Action: Can we get the data from units individually to avoid this? Can we make the application process for research PGs more consistent? CR to consider.

   b) CR asked who/how often should we be looking at UG data? It would be best to do this unit by unit to avoid individual differences (Such as the gender imbalance between males and females in Psychology).

   c) TSm commented that it would be helpful of graphs could be consistent with colours/inclusions under FMS, etc. Action will amend.
Several inaccuracies were noted in the data sets, such as the DClin Psych applications being very low and the MBBS NUMED data being wrong. **Action: PM will look into this and amend.**

We need to think about what data is going to be used in the Athena Swan application. CR suggested providing an overview and then highlighting individual units where patterns are different/unique. The most important thing it to pull out trends/patterns rather than individual data, at this stage and to think about what the biggest challenges are and how we address them.

There was discussion around the PG admissions portal. TSm commented that it’s very user-unfriendly, which means people find ways to avoid using it and then is also skewing the accuracy of the data. There is a review taking place on the portal. **Action: MH to find out who oversees this review and how we can ensure we have representation on the committee.**

CR highlighted how the data on committee representation outlined more females on teaching committees and more males on strategic committees. This is worth looking into further. Also discussion around how the nominations process needs to be more transparent.

**Committee representation:** Numbers might be skewed by the fact that staff move to and from NHS contracts. **Action: CR to premise this when writing Athena Swan application. To find out more info on these career pathways.**

**Career pathways:** ST queried the accuracy of the T&S numbers. **Action: AA to double check this data.** Discussed how data shows a stable gender balance for career pathways until the lectureship point, but there is a dip in women moving into lectureships from fellowships and also into senior lectureships. TSm commented that the pathways are not always linear and staff might move from research to T&S contacts and vice versa. Also that there’s a divide in internal/external recruitment depending on the level of position. ST commented that T&S contracts are relatively new so a more longitudinal view of this data would be more informative. A main issue is whether people are choosing to leave a certain pathway or are getting ‘stuck’?

Discussion led to thoughts on if to include career case studies in Athena Swan application and, if so, what specifically to include?

**PSS data:** Needs more thought to consider FT vs PT staff and also if gender splits are skewed by how many females/males apply for the positions initially.

**Speakers data:** Numbers vary greatly between some of the institutes. How is a ‘seminar speaker’ being defined in different units? **Action: MH to check.** Also discussed the need to better monitor what events are going on across the faculty so we can more consistently measure speaker data. For example, are we capturing student-led events; outreach events, etc?

All data needs to be collated and analysed by September.

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### 2.ii Action Plans

**Noted:**

- CR talked about the action plans. She will be having individual discussions with relevant people to ensure plans follow SMART objectives and map onto measurable outcomes. Moving forward, we will create one consistent template for action plans and use them to document what has been achieved so far and where there are gaps.
Application and action plans are to be ready for submission by December.

2.iii Progress
Noted:
  a) MH outlined the work she will be doing speaking with admin/academic leads regarding good examples of practice for Athena Swan. She has drafted a set of Qs to gauge what units are/aren’t doing. It was discussed that these could also be made available on Google Docs for people to comment.

  b) FEB: CR is now a full member and so will be taking E&D items to these meetings to ensure they get embedded. FEB have included the embedding of E&D as their 10th Term of Reference therefore this will be something that should stay on their agenda.

3. Unconscious Bias Training
Noted:
  a) TSm has run one training session and fed back to the group about this: It was felt that the original OD training was too time-intensive therefore it was tweaked so that staff were pinpointed to key parts of it (Videos and main points) and then asked to attend a 30 minute discussion. For this initial session, they targeted individuals who were key to the recruitment process. Several invited people showed no interest in the training. 7 people attended and had useful discussions and reported it was helpful. TSm stated that including a mixture of staff roles in each group is more useful for varied discussions.

  b) ST commented that the training seemed very business-focussed therefore there is a need to make it fit to HE more. It was also discussed that this should be something students could benefit from and should be rolled out to everyone involved in recruitment, beyond the faculty.

  c) TSm will run a few more sessions as a pilot. **Action: TSm to produce a list of Qs for discussion that can be shared after the pilot. ALL relevant staff to start providing the training to their teams whilst pilot is ongoing.**

  d) It was agreed that playing recruitment panels one of the relevant videos immediately before interviews might be a useful strategy to ensure fairness and avoid Unconscious Bias.

4. Event Planning
Noted:
  a) CR has received suggestions for events incorporating careers, workshops, training, guest speakers, etc. **Action: RCF will work on putting together an events programme.**

  b) The E&D team will not run all events but will delegate some to relevant individuals who have expressed an interest. **Action: RCF to liaise with relevant people.**

  c) We plan to have a strong presence at staff/student inductions and during fresher’s week, with an information stall and giveaways. **Action: RCF to work with AA to organise this.**
5. **Terms of Reference (ToR)**

   Noted:
   
   a) CR suggested that FEF might be renamed to EDI (Equality, Diversity & Inclusion). There were no objections to this.

   b) ToR were circulated and comments were invited. The documents were uploaded to Google Docs for people to comment. **Action: RCF to upload documents to Google drive to circulate to relevant people for comments. ALL FEF members to look at documents and provide feedback by August 25th.**

   c) It was discussed that the purpose of EDI will be to move beyond Athena Swan and address a wider range of diversity related issues. There should be more focus on other protected characteristics. Consideration of things such as religious difference and SES.

   d) The ASWG will have more flexibility to be about gender equality more broadly once the Athena Swan application has been submitted. CR invited people to be ambitious in their ideas and think about ways they want to make a big difference.

   e) It was agreed that the committee should be more representative, with technical and HR staff involved. It was agreed that it is not necessary for both admin and academic leads to attend every meeting. **Action: AA to consider a rotation system.**

6. **Aurora Scheme**

   Noted:
   
   a) A long call will be going out in the autumn.

   b) We have 15k funding available and there was some discussion around how best to use this- This money will fund at least 2 places but is it best spent on external schemes such as Aurora or with internally organised programmes (Such as ‘Realising your potential’)?

   c) We need to further consider what value the programmes add and what the objectives are in running them.

7. **Website**

   Noted:
   
   a) RCF presented the plans for the new E&D website and blog. The intention is to engage more people across the faculty and showcase the work we do to prospective staff/students/collaborators/funders.

   b) ST commented that the photos on headers need to be more relevant.

   c) TSm commented that every area of the university needs to have a clear E&D statement on their webpages and this can link through to our E&D page.

   d) RCF noted that there is inconsistency across the faculty as to whether units have an ‘Athena Swan’ or ‘E&D’ page on their individual sites. **Action: Relevant leads to ensure there is an E&D page.**
8. **Update from JR**
   Noted:
   a) JR fed back on first meeting r.e the *gender pay gap*—The University could do much better to reduce the gender pay gap and is not performing as well as several other Russell Group HEIs.
   
b) Discussed the need to share best practice with other HEIs and also think about how different approaches will be necessary for different grade staff.
   
c) Discussed how the University is thinking more proactively about signing up for various equality charters. We have joined Stonewall and are working towards joining the Equality Index. We are also hoping to join the Race Equality Charter as a member.
   
d) Reported issues around disability from the staff engagement survey—These will be discussed at future diversity committee meetings and JR will advocate our agenda at these.
   
e) Mentioned the new DIG—Initiated by HR but the plan is for it to become staff/student led. They plan to hold an event on 3rd December for World Disability Day. **Action:** RCF to liaise around how we can be involved in this.
   
f) Outlined how members of the faculty are giving 2 workshops on diversity issues at the ECU conference.
   
g) ST commented that more work on religious differences might be useful. MM noted that the Muslim prayer space is being closed/moved indefinitely and this might cause some issues for students, especially those who have lab placements. **Action:** JR to discuss with chaplain.

9. **AOB**
   Noted:
   a) CR briefly mentioned that there have been some issues arising around a lack of appropriate spaces for breastfeeding. It was discussed that there needs to be an audit of who in each unit requires breastfeeding space and what can be done. **Action:** CR to consider.

10. **Dates of future meetings**
    Tues 17th Oct 14.00-16.00, Tues 12th Dec 10.00-12.00