1. Minutes and Matters Arising
1.1 The notes of the meeting held on 04 July were approved and the following updates given;

   a. **Item 3.1** Policy and Review Group have approved Committee Status for the Equality, Diversity and Inclusion Committee (EDIC)

   b. **Item 3.3** A Speight will have overall institutional responsibility for the GAP but the operational aspects will be split between Planning and Student Recruitment. Progress on the GAP will be the responsibility of the Student Recruitment Committee i.e. it will receive updates on progress and monitor.

   c. **Item 4.2** University of Aberdeen has signed up for Race Equality Charter.

   d. **Item 5.0** SMT has approved Policy for Supporting Transgender Staff and Students.

2. Results of REF Impact Assessment
2.1 The Committee received a paper from M Barraclough containing the REF Equality Impact Assessment undertaken in February 2019 and then a paper with REF Follow-Up Analysis from May 2019.

2.2 The Committee have requested that further analysis be undertaken on whether there are specific groups with protected characteristics not being returned and how this compares with sector data. Where possible, this data should be broken down by School or Unit of Assessment. In addition the committee have requested information on whether REF has been impacted by individuals changing track from research to scholarship.

2.3 The Committee will then review whether support plans need to be produced to support staff with protected characterises or at certain career stages for the next REF.

2.4 K Leydecker will investigate through Planning whether Heads of School or Directors of Research and REF Steering Group can get regular reports on REF submissions that incorporate protected characteristics so that continuous planning development is focused on this area.
2.5 This the work will further be supported through Athena SWAN teams, M Cascio has suggested that focus groups could be run that discuss barriers for progressions for moving to becoming independent researcher (required eligibility for REF).

2.6 M Cascio and M Barraclough will meet to produce an action plan and report back at a future meeting.

Action MC/MB

3. **Cultural Barriers to Progression Update, Maria Cascio, Kenny Bruce**

3.1 M Casio advised that they had started to review data following the July meeting, however further work needed to be done in this area. M Casio commented that this work would now be part of the Race Equality Charter Group. M Cascio advised that the University had three years to prepare an institutional application. The work needed to progress this would be similar to that needed for Athena SWAN.

3.2 Maria is setting up a working group and will provide a report on progress at the next meeting.

Action MC

4. **Meeting Etiquette / Guidelines**

4.1 The Committee received a draft paper from M Cascio and T White on “Good Practice Guidelines – Meetings” to outline standards of behaviours that make meetings more effective. These guidelines had been drafted following concerns raised from the Athena SWAN about poor culture/behaviour observed in some meetings.

4.2 Comments and suggestions were made to enhance these guidelines further and further draft will be presented at the next meeting.

Action MC

5. **Parents Guidebook**

5.1 The Committee received a draft of the “Parents Guidebook” that has been produced to further support members of staff on and returning from maternity / paternity / adoption / shared parental leave.

5.3 Further comments were received and Maria was asked to return a further version to the next meeting

Action MC

5.4 The Committee have asked what support is available for students and if something similar could be used. Lindsey Hamilton advised that students wouldn’t be entitled to the occupational benefits but would investigate what support was available.

Action LH

6. **Stonewall Workplace Equality Index Update**

6.1 I Robotham updated the committee on the Stonewall WEI return for 2019.

6.2 I Robotham advised that Rainbow Lanyards would soon be available to members of staff who want to show support to the LGBT Community.
7. **UPCOMING EXTERNAL COURSES**

7.1 Lindsey Hamilton provided details of External Equality Courses that may be of interest to committee members

8. **EQUALITY NETWORKS UPDATE – EQUALITY CHAMPIONS**

8.1 A paper was received on the work of the Equality Champions

9. **DATE OF NEXT MEETING**

9.1 Meeting date changed to 13 December 2019

10. **Any Other Business**

10.1 K Leydecker will provide an update on Aberdeen 2040 at next meeting

10.2 A query was raised about the role of the Equality Champions and their responsibilities compared to those of Athena Swan Leads. LH to meet with Equality Champions to clarify.

10.2 S Kasim mentioned an all school email where the tone was not correct, he will forward to K Leydecker to review.

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<tr>
<td>September 2.3</td>
<td>Further REF Equality Impact Assessment</td>
<td>M Barraclough</td>
<td>December 19</td>
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<tr>
<td>September 2.6</td>
<td>M Cascio and M Barraclough will meet to produce an action plan and report back at a future meeting.</td>
<td>M Barraclough and M Cascio</td>
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<tr>
<td>September 3.2</td>
<td>Report on cultural barriers to progression</td>
<td>M Cascio</td>
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<td>Update on Meeting Guidelines</td>
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<td>Information on parent guidelines support</td>
<td>L Hamilton</td>
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<td>September 10.1</td>
<td>Update to the Committee on Aberdeen 2040</td>
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