

SENATE
MEETING 275 HELD ON 12th OCTOBER 2016
UNAPPROVED MINUTES

| Composition | | Membership | Count | Meeting 12.10.16 | Meeting 07.12.16 | Meeting 15.03.17 | Meeting 17.05.17 | Meeting 12.07.17 | |
|---|---|---|--|------------------|------------------|------------------|------------------|------------------|--|
| (a) Ex-Officio Staff | President (Chair) | Professor Sir Paul Curran | 1 | Y | | | | | |
| | Deputy President & Provost | Professor David Bolton | 2 | Y | | | | | |
| | Vice-Presidents | Professor Richard Verrall (Deputy Chair) | 3 | Y | | | | | |
| | | Professor Andrew Jones | 4 | Y | | | | | |
| | | Professor Stanton Newman (p/t) | 5 | Y | | | | | |
| | Director of Student & Academic Services | Ms Susannah Marsden | 6 | Y | | | | | |
| | Chairs of the Standing Committees of Senate: | BoS in Arts & Soc Sciences | Professor Theo Farrell | 7 | Y | | | | |
| | | BoS in Business Studies | Professor Marianne Lewis | 8 | Y | | | | |
| | | BoS in Eng & Math Sci & Inf | Professor Roger Crouch | 9 | Y | | | | |
| | | BoS in Health Sciences | Professor Stanton Newman | 10 | Y | | | | |
| | | BoS in Law | Professor Carl Stychin | 11 | Y | | | | |
| | | BoS in Learning Development | Professor Susannah Quinsee | 12 | Y | | | | |
| | | Academic Governance Cttee | Professor Richard Verrall | 13 | Y | | | | |
| | | Research Ethics Committee | Professor Ron Douglas | 14 | Y | | | | |
| | Validation & Inst Partners Cttee | Professor Steve Stanton | 15 | Y | | | | | |
| | (a) Dean of City Graduate School | Professor Ken Grattan | 16 | Y | | | | | |
| (b) Non Ex-Officio Staff | Elected members of academic staff to equal the number of ex-officio staff posts and to include at least two from each of the Board of Studies areas. | Arts & Soc Sciences (to Jul 18) | Professor Giulia Iori | 1 | Y | | | | |
| | | Arts & Soc Sciences (to Jul 18) | Professor Laurence Solkin | 2 | Y | | | | |
| | | Arts & Soc Sciences (to Jul 19) | Professor Mireia Jofre-Bonet | 3 | Y | | | | |
| | | Arts & Soc Sciences (to Jul 17) | Dr Rachel Cohen (Senior Elected Senator) | 4 | Y | | | | |
| | | Business (to Jul 18) | Professor Charles Baden-Fuller | 5 | Y | | | | |
| | | Business (to Jul 19) | Professor Anthony Neuberger | 6 | A | | | | |
| | | Business (to Jul 17) | Dr Amanda Goodall | 7 | S | | | | |
| | | Health Sciences (to Jul 17) | Ms Julie Attenborough | 8 | Y | | | | |
| | | Health Sciences (to Jul 17) | Dr Chris Flood | 9 | Y | | | | |
| | | Health Sciences (to Jul 17) | Professor Chris Hull | 10 | Y | | | | |
| | | Maths, Comp Sci & Eng (to Jul 19) | Dr Arti Agrawal | 11 | Y | | | | |
| | | Maths, Comp Sci & Eng (to Jul 19) | Dr Anton Cox | 12 | Y | | | | |
| | | Maths, Comp Sci & Eng (to Jul 18) | Professor Abdalnaser Sayma | 13 | Y | | | | |
| | | Law (to Jul 18) | Professor Susan Blake | 14 | Y | | | | |
| | | Law (to Jul 18) | Mr Keith Simpson | 15 | Y | | | | |
| | | Law (to Jul 18) | Mr Sarwan Singh | 16 | Y | | | | |
| (b) One additional elected member from the Visiting Staff (with an alternate) | Mr Peter Woodward (to July 18) | | A | | | | | | |
| (c) Student | A maximum of five students nominated by the Trustee Board one of whom should be the President of the Students Union. At least one from each of the following categories – undergraduate, postgraduate and research. | Mr Yusuf Ahmad, President | 1 | Y | | | | | |
| | | Mr Zain Ismail, VP Education | 2 | Y | | | | | |
| | | Mr Sheikh Hassan, VP Activities & Development | 3 | Y | | | | | |
| | | Ms Laura Thompson | 4 | A | | | | | |
| | | Mr Andy Riley | 5 | Y | | | | | |

Key: Y =In Attendance A= Apologies S=On Sabbatical leave N/M=Not a Member EA=Extended Absence

| In Attendance | Role |
|---------------------|---|
| Mr Rob Woodward | Chair of Council |
| Mr Andy Friend | Lay Member of Council |
| Ms Rebecca Lewis | Disability Co-ordinator and UCU President |
| Ms Alison Edridge | Assistant Director, Student & Academic Services |
| Dr William Jordan | College Secretary |
| Miss Mariah Loukou | Governance Administrator |
| Ms Kerry Shepherd | Minerva |
| Mr Ben Tucker | Minerva |
| Ms Kristen Goodrich | Director of Business, Information Technology |

MINUTES SECTION A – OPEN FOR PUBLICATION

Part One – Preliminary Items

Senators met at 2pm on 12th October, immediately prior to a meeting of Senate, to discuss progress on equality and diversity at City and specifically progress in developing City's Athena SWAN application. Notes on this meeting are annexed to the minutes (Annex A).

1. **Apologies and Preliminary Discussions**

The Chair **noted** apologies from Senators and welcomed: Mr Rob Woodward, Chair of Council, Mr Andy Friend, lay member of Council, Professor Theo Farrell, the new Dean of Arts & Social Sciences, Ms Rebecca Lewis, Disability Co-ordinator and new UCU President, Ms Kerry Shepherd and Mr Ben Tucker, Minerva, who were observing the meeting as they were conducting an independent review of Council effectiveness.

The Chair of Senate thanked Professor Steve Stanton for his service to City, University of London over many years and wished him well in his retirement.

Mr Rob Woodward, Chair of Council, noted that the experiment of enabling lay members of Council to attend meetings of Senate had worked well, both for Council and for Senate and that it would therefore continue.

The Chair of Council also noted that Council, at its meeting on 25th November, would be considering City's Athena SWAN application, and that City's Council was fully committed to its success.

Finally, the Chair of Council noted that City had been the second institution in England and Wales to provide an assurance report from Senate to Council. This year's assurance report, to be discussed at Senate (Item 11), would now form part of the evidence available to Council to support the assurance it would be required to provide this December to HEFCE about academic quality and standards. However, there was still work to be done to improve reporting to Council on these issues over the next year.

2. **Highlighted Items**

Senate **agreed** to star, at the request of the Chair, the following item for discussion in addition to those highlighted on the Agenda; Item 34, Awards of Doctor of Science.

3. **Minutes**

The Students' Union (SU) President asked that the minutes of Meeting 274, 13th July 2016, should be amended to reflect the change in SU sabbatical officers that had taken place on 1st July. Subject to that correction, the minutes were approved.

4. **Matters Arising**

Item 1, Students' Union Standing Report

The SU President confirmed that Finance Committee had agreed SU resourcing for the current year. Further proposals would be discussed after the arrival of the new CEO.

Item 7, REF 2021 Strategy

The action was still open. The Vice-President (R&E) would give a detailed update at the next meeting. **[Action]**

Item 11, Assessment Feedback Turnaround Times – Autumn Report

The item should remain open and would be considered at a future meeting of Senate.

Item 12, Board of Studies

It was reported that members of SMCSE's Board of Studies had not been aware that Senate had requested improvements in Committee minutes; and would welcome guidance from Student & Academic Services (S&AS) on what was required. **[Action]**

Item 13, Sabbatical Leave Monitoring Report

Proposed revisions to the policy on sabbatical leave should be ready for consideration at December's meeting of Senate, alongside the annual Sabbatical Leave Monitoring Report. **[Action]**

Item 15, Research Students Who Teach: Final Report

The Dean of the Graduate School reported that discussions with the LEaD team were continuing in relation to both the content of accredited training modules and on how sufficient places on these modules could be provided within LEaD's current resources. A system of over-booking, which allowed for non-attendance, had been introduced this year to ensure existing capacity was fully exploited. In discussion it was noted that:

- The critical issue for research students who teach was timely payment and so contracts need to be issued promptly and in accordance with City's policy. This meant prompt instructions from Boards of Studies to HR, and prompt issue of contracts by HR.
- A formal report should be made to the next meeting of Senate, providing an assurance from each Board of Studies on implementation of City policy on issue of contracts. Data from HR on the actual issue of contracts to research students who teach should be provided as an addendum to the reports from Boards of Studies. **[Action]**
- The topic would form a substantive item for discussion at the December meeting of Senate. **[Action]**

Item 18, Appointment of Visiting Staff

AGC had discussed the issue at its September's meeting. The Governance Team had been asked to prepare a paper with recommendations regarding the use of the title 'Honorary Visiting Professor', for discussion by AGC at its November meeting.

5. Membership

5.1 New Senate Members

- (i) Senate **noted** its composition and membership list for 2016/17. Senate also welcomed Mr Andy Riley, the new Research Student Senator, who had been nominated by the Students' Union Trustee Board.
- (ii) Senate noted the outcome of the July Senate elections and announced that the new elected Senators were:
 - Dr Arti Agrawal (re-elected), School of Mathematics, Computer Science and Engineering
 - Dr Anton Cox, School of Mathematics, Computer Science and Engineering
 - Professor Mireia Jofre-Bonet, School of Arts and Social Sciences
 - Professor Anthony Neuberger, Cass Business School.

5.2 Chairs & Deputy Chairs of Board of Studies

Senate **noted** the Chairs of Boards of Studies and **approved** the appointment of Deputy Chairs of Boards of Studies.

6. Conflicts of Interest

None were noted.

7. Terms of Reference and Governance Regulations

Senate **noted** its Terms of Reference. In discussion, it was noted that *Ordinance C.1 Senate* would be updated to revise the statement that Senate's work on academic quality and standards took place 'with minimal involvement of Council'. This expectation will change in December with the introduction of reporting requirements from Senate to Council and on to HEFCE. Proposals would be discussed at the next meetings of AGC, Council and Senate. **[Action]**

8. Items Specially Brought Forward by the Chair

8.1 Senate **noted** changes to Senate Regulations to align them with University of London terminology.

8.2 Senate received a progress report on a complaint regarding academic standards. The Chair of Senate had authorised an investigation into the operation of a module on a year one Cass undergraduate programme. The panel had comprised the Director of S&AS (ex-officio member of Senate), the Deputy Dean of Cass and the Head of Student Experience in S&AS. The first part of that investigation had concluded, and a report would be brought to the next meeting of Senate. **[Action]**

9. Senate Calendar

Senate received its updated calendar of business. In discussion, the following points were made:

- The debate on the emerging Research & Enterprise Strategy had been postponed until the December meeting. This revised timetable was due to the desire to increase staff engagement by collecting feedback on the current draft of the Strategy from Schools.
- The Research & Enterprise Committee had been considering how best to report on its work to Senate. A written report from the Committee would be included on the agenda for the next meeting of Senate. **[Action]**

10. Students' Union

10.1 Students' Union Standing Report

The Students' Union Standing Report was **noted** by Senate. The SU President reported the following issues:

- Fresher's Week had been a big success with 65 volunteers participating in the event.
- The annual Fresher's Fair had been well attended with up to 5,000 participants.
- Two postgraduate events had taken place. They were both well-received with academics and SU representatives teaming up to comprise MA Panels.
- The Student Voice Team was working with Careers to organise alumni-networking events.
- Five members of staff were being recruited to fill vacancies in the eight-member SU executive team.
- NSS results on the question relating to the SU showed a 3% decrease, which might be due to lack of SU presence on campus. The SU was considering ways of increasing its visibility.

10.2 Students' Union Programme Representatives Update

The Students' Union Programme Representatives Update was considered by Senate. In discussion the following points were made:

- The SU was working towards a target to have one representative per 30 students.
- Training sessions for student representatives were being organised by the SU, which was currently running ten per School.

10.3 Students' Union Programme Representatives: Code of Conduct

The Students' Union Programme Representatives: Code of Conduct report was considered by Senate. In discussion the following points were made:

- The aim of the report was to explain to student representatives how they should behave and what their responsibilities were in Committee meetings.
- The expectations for Cass student representatives were slightly different. As the posts were paid, Cass student representatives were expected to attend all meetings and a different code of conduct applied.

Part Two – Major Items for Decision

11.1 Senate Annual Assurance Report to Council

The report, which had previously been considered at CGNC, was considered by Senate. In discussion, the following points were made:

- This year's report focussed on those areas of Senate's work relating to the student academic experience and student outcomes, and to the setting and maintaining of appropriate academic standards, on which Council needed to give an assurance statement to HEFCE by 1st December 2016.
- The content of the report had been drawn from papers presented at Senate in the course of the last academic year and from the minutes of Senate meetings. The text would be revised to take account of discussion at CGNC, which had asked for further material to be added to the report to explain some of the basic processes at City relating to the enhancement of academic quality and assurance of academic standards.
- The level of assurance HEFCE required Council to provide next year would be greater than in 2016. It would be helpful therefore, when next year's report was compiled, to be able to present the work of Senate in such a way that it was seen to have considered rigorously City's policies, processes and outcomes relating to the student academic experience and outcomes and the setting and maintaining of academic standards.
- It was important for the annual report from Senate to Council to continue to report on Senate's work on the research agenda, although this was not a subject on which Council was currently required to give assurance about City's work to HEFCE.

Decision

Senate **approved in principle** the paper for submission to Council, subject to revisions discussed at the meeting.

11.2 Council Annual Assurance Statement to HEFCE on Academic Quality & Standards

The paper, which outlined HEFCE's requirements for the Annual Assurance Statement on Academic Quality and Standards, was considered by Senate.

11.3 Future Reporting to Council on Assurance of Academic Quality & Standards

A paper was considered by Senate, which set out proposals for improving annual reporting on academic quality and standards to Senate and to Council at City.

11.4 Quality and Standards Action Plan 2016/17

Senate considered the action plan which would form part of the Annual Assurance Report from Senate to Council. In discussion the following points were made:

- This version had not included actions on research as this was not part of HEFCE's requirements, but research would be considered as part of next year's action plan.
- Council would have a briefing session on academic quality and standards at City in the course of its February Away Day. It would therefore be helpful for Senate to consider the issues raised in papers 11.1 - 11.4 again at its meeting in March.

[Action]

12. Institutional Partnership with City & Islington College

The proposal to re-designate the institutional partnership with City & Islington College to a School-managed one was considered by Senate. In discussion, it was noted that City had only two programmes with City & Islington College, namely the Foundation Degree in Ophthalmic Dispensing and the Foundation Year in Engineering. This was why it was proposed to move the governance of the two programmes to the respective Board of Studies.

Decision

Senate **approved** the re-designation of the partnership with City & Islington College to a School-managed partnership.

13. Academic Misconduct Policy & Guidance

The updated policy was considered by Senate. The Policy & Guidance had been updated to take account of revisions to Assessment Regulations. Material had been relocated from the Regulations to form part of the revised Policy & Guidance. In discussion, the following points were made:

- It was noted that some Schools would have more panels than others and it would be important to ensure that there were sufficient resource to support panels in all Schools.
- The flowchart would be checked to ensure that it was aligned with the Regulations, as not all students who committed academic misconduct were required to attend a panel.
- It would be useful if Schools established a pool of Chairs and Deputy Chairs to draw from instead of appointing a single Chair and Deputy Chair for all panels.

Decision

Senate **approved** the Academic Misconduct Policy & Guidance, subject clarification of issues raised in discussion.

14. Revised Assessment & Feedback Policy

The policy was considered by Senate.

Decision

Senate **approved** the revised Assessment & Feedback Policy.

15. Revised Extenuating Circumstances Policy

The policy was considered by Senate.

Decision

Senate **approved** the Revised Extenuating Circumstances Policy.

16. Staff Eligible to sit on Stage 2 Appeal & Disciplinary Panels

The list of nominated staff members was considered by Senate. It was noted that SASS proposed to add further names to its School list.

Decision

Senate **approved** the list of staff eligible to sit on Stage 2 Appeal & Disciplinary Panels.

17. Recommendation for the Award of Professor Emeritus

A recommendation for the Award of Professor Emeritus was considered by Senate.

Decision

Senate **approved** the nomination of Professor Chris Rowley for the Award of Professor Emeritus.

Part Three – Academic Quality & Standards

18. Teaching Excellence Framework – City Response

The report, which provided details of the work undertaken to support City's response to the TEF, was considered by Senate. In discussion, it was noted that specifications for Year Two of the Teaching Excellence Framework had been published after this paper had been issued. A more detailed paper would be prepared for consideration by Senate at its next meeting. **[Action]**

19. **NSS 2016: Findings of Student Surveys**

The NSS results were **noted** by Senate. In discussion the following points were made:

- The NSS results had shown a small decrease from the results achieved in the previous year with the overall satisfaction rating now 85%. The trend in recent years, however, had shown a dramatic improvement in NSS performance at City since 2012.
- Modules with evaluation scores below 3.5 had increased to 8% last year, from 7% the year before. This decline in teaching satisfaction is likely to have been one factor influencing NSS results. Module evaluation scores had to be monitored at all times, and actions developed by Boards of Studies to improve modules with low evaluation scores.
- Processes such as the Annual Programme Evaluations and the Periodic Reviews sometimes recorded absolute NSS scores of programmes rather than showing the relative standing (i.e., ranking) of the programme within the sector. It would be worth ensuring that relative scores of programmes were always available - as they were supposed to be at City - to teams conducting Periodic Reviews and Annual Programme Evaluations.
- Strong student societies existed in areas such as Midwifery where City had scored highly in this year's NSS. For some years it had been part of guidance to programmes at City to work with the SU to foster student societies wherever possible. The engagement of students through School activities was a priority for the SU representatives.
- It might be helpful to gather an early indication of the sense of community across different programmes at City in preparing for next year's NSS. There could be a risk of survey fatigue, however, if an additional survey was run before the NSS. Another, and potentially better, way forward lay in closer engagement with SU programme representatives.
- A new set of NSS questions had been developed for next year, and the Deputy President & Provost was now working with each programme to consider how best to prepare for the opportunities and risks this presented.

20. **Outcomes from Module Evaluation 2015/16 – Spring 2016**

The report was **considered** by Senate. In discussion the following points were made:

- There had been a slight increase in the number of modules graded 4.5 and above this year.
- It would be helpful for future iterations of this report to include data on gender and protected characteristics. Considered further would be the resource required to do this and the value of including a commitment to introduce such reports in City's Athena SWAN application. **[Action]**

21. **Assessment Feedback Turnaround Times Spring 2015/16**

The paper was **considered** by Senate. In discussion the following points were made:

- The compliance rate ranged from 95% (for SMCSE undergraduate programmes) to 100% (for all programmes in CLS, SASS and SMCSE). The median compliance rate was already 100%. But the target was to achieve 100% in all cases.
- The Comments section of the reports showed that City's policies on assessment feedback turnaround times were not well understood by all staff. In particular, the timing of public holidays was not an acceptable reason for failure to meet targets on assessment feedback turnaround times.

22. **Outstanding External Examiner Appointments 2016/17: Undergraduate/ Postgraduate**

The report was **noted** by Senate. In discussion the following points were made:

- Better progress had been made in appointing external examiners than had been the case last year. Securing suitable external examiners was never an easy task.

An analysis of the percentage of external examiners who were female should be produced, but this could not be carried out in time for consideration by Senate at its meeting in December. **[Action]**

23. External Examiner Appointments Research Degrees 2015/16

The report was **noted** by Senate. In discussion, it was noted that as PhD panels consisted of two examiners and a Chair, it should be possible to develop a policy on their gender balance. Data on current membership should be collected for the Equality Committee and reviewed as part of the Athena SWAN application process. **[Action]**

24. Reports from Sub-Committees and Executive Advisory Committees

24.1 Board of Studies Minutes

The minutes from Boards of Studies meetings were **considered** by Senate. In discussion the following points were made:

- The Board of Studies for Law had discussed the potential relocation of the School to Sebastian Street. The Chair of the Board of Studies noted that decisions on such issues rested with the Executive but that a final decision had not yet been made. The views of students could be expressed by SU President who was a member of both ExCo and Council.
- The Chair of the Board of Studies for SASS reported that the Board of Studies would revisit the question of the development of a late submission policy across City at its next meeting. It was important not to disadvantage students for minor infringements of deadlines.

24.2 Validation & Institutional Partnerships Committee Report

The minutes of meetings were **noted** by Senate. Colleagues in S&AS were currently developing plans for the future of the VIP Committee following the retirement of its Chair.

24.3 Reports from the Graduate School Committee, Research & Enterprise Committee, Education & Student Committee, Academic Governance Committee
Senate **noted** the minutes of meetings of the Committees.

Part Four – Major Items for Discussion (Research)

25. Annual Research Quality Monitoring (ARQM) Report

The paper had been withdrawn. A revised version would be discussed at the next Senate meeting in December. **[Action]**

Part Five – Other Matters for Discussion

26. Key Information Set (KIS) 2016/17 Submission to HESA

A report on the publication of the dataset for KIS 2016/17 was received by Senate. The KIS data would be visible to potential undergraduates in Unistats and contained links to NSS and DLHE. In discussion, it was noted that some changes had been made to the KIS information set due to requirements of the CMA.

27. Undergraduate Admissions 2016/17

The report was **noted** by Senate. The paper contained information on the current status of Undergraduate Admissions. In discussion, it was noted that enrolment numbers exceeded targets in most subject areas and were a tribute to the excellent work done by colleagues at City during Clearing and over the whole recruitment cycle.

28. Enrolment Numbers 2016/17

The enrolment numbers for the current academic year were **noted** by Senate.

Part Six – Items for Information

29. Internal Audit Support for Senate

- 29.1 Senate **noted** the External Examiners Internal Audit Report 2015/16.
29.2 Senate **noted** the Internal Audit Support Plan for Senate in 2016/17.
29.3 Senate **noted** the Student Records Audit Report.

30. Updates to the Senate Regulations 2016/17

Minor updates to the Regulations were **approved** by Senate.

31. The Times & Sunday Times University League Table

The league table was **noted** by Senate.

32. Times Higher Education World University Rankings

The rankings were **noted** by Senate.

33. Minutes for Information

33.2 Senate Committee

33.2.1 Academic Governance Committee – To follow

33.2.2 Senate Research Ethics Committee – 27th September 2016

33.3 Executive Advisory Committees

33.3.1 Graduate School Committee – No meeting had taken place so far this academic year.

33.3.2 Research and Enterprise Committee – No meeting had taken place so far this academic year.

33.3.3 Education and Student Committee – 26th May 2016

34. Award of Doctor of Science

Senate starred the paper as it was tabled for the meeting. The award of Doctor of Science for Professor Raymond P. Clarke was **noted** by Senate.

35. Honorary Visiting Professors

Senate **noted** that since its last meeting, the following Honorary Visiting Professors had been appointed:

- Professor Kostandina Griva, School of Health Sciences, for three years with effect from 1st July 2016.
- Professor Colin Royse, School of Health Sciences, for three years with effect from 1st July 2016.
- Mr Geoffrey Rose, School of Health Sciences, for three years with effect from 1st July 2016.
- Professor Terence Honess, School of Arts & Social Sciences, for three years, with effect from 1st September 2016.
- Professor Wendy Moyle, School of Health Sciences, for three years, with effect from 1st November 2016.

Part Seven – Concluding Items

36. Freedom of Information Review

Senate **agreed** that no changes were needed to the classification of papers on the Agenda.

Date of Next Meeting

7th December 2016 from 2.00pm to 5.00pm

Professor Sir Paul Curran
President and Chair of Senate
October 2016

Note: **[Action]** = to be recorded in matters arising.

**SENATORS'
EQUALITY AND DIVERSITY DISCUSSION**

MEETING HELD ON 12th OCTOBER 2016

Senators met at 2pm on 12th October, immediately prior to a meeting of Senate, to discuss progress on equality and diversity at City and specifically progress in developing City's Athena SWAN application. Introducing the discussion, Professor Giulia Iori noted that:

- The application had been improved substantially since Senate's July meeting and Senators' suggestions had been incorporated into the application.
- The Equal Pay Audit 2015 results and the Institutional Performance Indicators had been taken into consideration when updating the application.
- If the final Equal Pay Audit recommendations were not available in time, the Equality & Diversity Working Group (WG) would develop a separate set of proposed actions to address the gender pay gap before submission.
- A range of stakeholders would be consulted before the final version went to the ExCo Away Day, on the 25th November, for approval.

In discussion, the following points were made:

- Much work had been done on the Action Plan over the summer and it was now shaping up well in general.
- Action 1.2: the wording would be changed to include a specific target for the proportion of female staff on senior Committees.
- Action 1.4: The appointment of a Vice-President with responsibility for Equality & Diversity at City would be a strong symbol of City's commitment to this agenda.
- Action 2.3 & 2.4: HR was responsible for the enabling actions relating to these Actions. But it might be more efficient for a single academic committee to monitor implementation; and the way forward was still under discussion with HR colleagues. Accurate data would be critical in enabling committees to resolve any problems that might arise in these areas.
- Action 2.25: It would be beneficial to have more training opportunities and reporting mechanisms to encourage women to report bullying and harassment incidents in the workplace generally (as well as transphobic harassment). The Equality & Diversity WG had discussed this issue, and it was working on strengthening the current bullying and harassment policy.
- There were currently no actions proposed relating to City's work on the TEF and the NSS. It would be important to ensure that staff were not disadvantaged by assessments that reflected a gender bias; and that the issue of gender equality was also considered in relation to how City dealt with extenuating circumstances and academic misconduct. Further consideration would be given to these issues before the Athena SWAN application was finalised.
- It would be useful to include more tangible objectives such as aligning the academic year with school holidays; and to include case studies of people who work flexible hours to create a broader foundation for equality and diversity.
- It would be helpful to think more broadly about how Athena SWAN could be embedded into day to day activities at City. Much action was already being taken, through the OD Framework, and was being communicated across City through *City Wire*.
- Consideration needed to be given to the implementation of the action plan and arrangements for monitoring progress. HR might have a role to play in this. So too might an Equality Committee at City with a strengthened remit.

- Following the submission of the Athena SWAN application, each School might wish to submit individual applications to Athena SWAN.
- It would be helpful for Senate to receive annual reports from Committees, such the Equality Committee, about challenges raised at its meetings.
- Arrangements for future discussions of equality and diversity at Senate, as part of its remit relating to quality and standards, could helpfully be discussed at the next meeting of Senate.
- The next version of the application would be circulated via email to Senators before the end of the week. [*This has now been completed – Senators received the updated version on Friday 14th October*].