

Athena SWAN Strategy Committee

Notes of the meeting held on 12 July 2016

Present:

Sue Campbell, Communications Manager
 Tina Donnelly, Athena SWAN Officer
 Prof Gill Hogg, Deputy Principal, External Relations (Chair)
 Prof Steve McLaughlin, Head of School, EPS
 Dr Oluwafunmilola Ola, Research Associate, EPS
 Dr Kate Sang, Associate Professor, SML
 Kathryn Taylor (Clerk)
 Sharan Virdee, Equality and Diversity Advisor
 Dr Hind Zantout, Associate Professor, MACS (HWU Dubai)

Apologies:

Mark Adderley, Director of Human Resource Development
 Ms Ann Marie Dalton, Secretary of the University
 Prof Duncan Hand, Interim Deputy Principal, Research and Knowledge Exchange
 Ambrose Okpu, PhD Student, EPS
 Dr Dawn Maskell, Research Associate, EPS
 Eloise McNeaney, Vice President Wellbeing
 Dr Fiona McNeill, Associate Professor, MACS
 Dr Gillian Menzies, Associate Professor, EGIS
 Professor John Sawkins, Deputy Principal, Learning & Teaching
 Dr Gillian Thomson, Associate Professor, EPS
 Prof Fiona Waldron, Head of School, TEX
 Prof Richard Williams, Principal HWU

Note		Action Owner
1. FORMAL MATTERS		
1.1	Apologies noted	
1.2	Minutes of last meeting ASSC/16/08 Previous minutes were agreed. Congratulations were noted for EGIS for achieving Bronze award.	
1.3	Matters Arising ASSC/16/09 Application update being discussed under agenda item 2.1.	
2. Next Submission		
2.1	2016 Application update TD presented the draft application to the group for discussion and asked for feedback and clarity on various points. The below key points were noted: <ul style="list-style-type: none"> • SC to pass HWU boilerplate to TD. • GH to provide appropriate wording to describe dissolution of SLS. • TD to include mention of the 2 restructures since last Bronze award and reflection on School successes. 	SC GH TD

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	<ul style="list-style-type: none"> The current application excludes EBS as well as non-UK based staff and student data. Planning for the future activity it will be necessary to understand the desired approach for any Athena SWAN activity in these areas. SMcL & GH to meet with the Principal to discuss. A clear statement will be required for the current application. Pg 11 of the application numbers to be verified and “Academic” defined Pg 18 SV advised group on the measure of relevance being used (one incidence of 5% difference between genders or continued incidences of 3% difference) which is the same measure used by the Equality Challenge Unit for equal pay audit. 	GH/SMcL TD
3. Progress Update		
3.1	<p>Bronze Action Plan Update</p> <ul style="list-style-type: none"> Almost all actions had been delivered and any outstanding actions were being addressed. It was hoped that some consolidated action on National Work-Life Week in October would cover a number of these. The outcomes from the focus group for people on fixed-terms contracts also needed taking forward. TD to share with GH and SMcL. Communications were required regarding the projects achievements. Phase two of the Doing Things Differently campaign: “What have WE done differently”. The Principal would be asked to support a communications session about this at the beginning of September. 	TD TD/SC
3.2	<p>Risk Register</p> <p>The risk register was approved.</p>	
3.3	<p>Schools Progress Report</p> <ul style="list-style-type: none"> EPS, EGIS & MACS have all received Bronze Award. SML- application has been submitted. TEX – requires support to make application, this is being discussed between FW, SMcL & GH The School Champions Group was being consulted re the University application and would feed into development of the final action plan 	
4.	Any other business	
	Finance colleagues had been asked for advice regarding how to operationalise tax exemption for childcare costs incurred while undertaking work-related training/conferences as described at http://www.athenaforum.org.uk/athena-forum-statements/	
5	Date of Next Meeting	
	14 September 2016 @ 10am Heriot Room, GHW	