

ATHENA SWAN STRATEGY COMMITTEE
Minutes of the meeting held on 5 November 2014

Present:

Kathryn Taylor, Executive Assistant (Clerk)
 Professor Gill Hogg, Deputy Principal, External Relations (Chair)
 Tina Donnelly, Athena SWAN Officer
 Miranda Matoshi, Vice-President, Student Union
 Dr Dawn Maskell, Research Associate, EPS
 Prof Steve McLaughlin, Head of School, EPS
 Dr Fiona McNeill, Associate Professor, MACS
 Prof Alan Miller, Deputy Principal, Research & Knowledge Transfer
 Ambrose Okpu, PhD Student, EPS
 Oluwafunmilola Ola, Research Associate, EPS
 Dr Gillian Thomson, Associate Professor, EPS
 Prof Gareth Pender, Head of School, EGIS
 Sharan Virdee, Equality and Diversity Advisor
 Dr Hind Zantout, Associate Professor, MACS (HWU Dubai)
 Dr Kate Sang, Associate Professor, SML
 Dr Thomas Aspray, Assistant Professor, SLS
 Sue Campbell, Communications Manager

Apologies:

Mark Adderley, Director of Human Resource Development
 Professor Steve Chapman, Principal
 Ms Ann Marie Dalton, Secretary of the University
 Dr Gillian Menzies, Associate Professor, EGIS
 Professor John Sawkins, Deputy Principal, Learning & Teaching

Minute		ACTION OWNER
1. FORMAL MATTERS		
M14/15	The Chair welcomed James Lush, Athena SWAN adviser, Equality Challenge Unit.	
1.2	Minutes of last meeting (ASSC/14/06)	
M14/16	Members agreed minutes of meeting held in July.	
1.3	Matters Arising (ASSC/14/07)	
M14/17	All actions had been completed or were in hand. It was reported that "Unconscious bias" training had been well received by UE. Gill Hogg reported that she would be conducting workshops on academic promotion in December which would be timely for PDR and embedding Athena SWAN career planning.	
2. WHAT DOES SILVER LOOK LIKE? (ASSC/14/08)		
M14/18	James Lush briefing session James Lush reported that For Bronze renewal there must be clear progress against previous action plan. In a Silver application there must be clear evidence of Athena SWAN activities followed up with further development. There are 3 key points the panel will look for: - Significant recent gender reporting at university level	

	<ul style="list-style-type: none"> - A full range of STEMM 'departments' participating in Athena SWAN. - Athena SWAN well-embedded <p>James reported that there were five universities in the UK holding a silver award:</p> <ul style="list-style-type: none"> - Imperial - Belfast - Cambridge - Nottingham - Warwick <p>They all demonstrated:</p> <ul style="list-style-type: none"> - A history of addressing gender equality - Engagement with the agenda and commitment from senior management to embed equality and diversity principles throughout university practice and policy. - A visible structure supporting Athena SWAN strategy, with well-embedded initiatives. <p>James advised that Athena SWAN would soon broaden to include non-STEMM departments and Professional Services.</p> <p>It was agreed that the committee work towards a Silver application and that preparation would need to reflect the future formal requirement to include non-STEMM staff and professional services.</p> <p>Review of a successful Silver application</p> <p>The committee were provided with a copy of Cambridge University's successful Silver application. The following points were noted:</p> <ul style="list-style-type: none"> • Common themes arising from school submissions had been taken forward in the university application (page 8). • Demonstration that Schools were progressing via a helpful chart showing percentage of university covered by awards over time (page 11). • The data doesn't show a perfect situation; over 3 years the gender balance hasn't changed substantially (page 13). Where we have it we may wish to show data over the last 6 years e.g. at page 17. • Cambridge outlines four key initiatives taken to address the STEM leaky pipeline: We can use this style to demonstrate our own interventions (pages 21/22) • Evidence of impact of good practice. Interventions included: Parents and Carers network, returning carers scheme, post-doctoral champion/careers advisor, active gender network, embedding Equality and Diversity training into School Athena SWAN action plans, external collaboration/activity (page 25). We may wish to consider how we can add value as we progress plans over the next 12-18 months. <p>In summary the Committee was on the right track but should take note of opportunities to add value as the schools progressed their local action planning and as common themes were understood. This could make the difference between a Bronze (renewal) and Silver application.</p>	TD/GH
3. PROGRESS UPDATE		
3.1	Bronze Action plan update (ASSC/14/09)	
M14/19	<p>It was agreed that Kate Sang would conduct review of short-term contracts and any bias including focus group activity with women.</p> <p>It was agreed that Fiona McNeill would take lead on focus group with recent mothers to specify a parenting room at Riccarton campus co-located with the STEMM schools.</p>	<p>KS</p> <p>FMcN</p>

3.2	Finance Report	
M14/20	It was reported there was no finance report for the committee but no money had been spent. It was noted that there would be no ad hoc requests for funds until a finance plan was in place.	
3.3	Risk Register (ASSC/14/10)	
M14/21	Updates to the risk register were noted. No further changes were requested.	
3.4	Schools Progress Report (ASSC/14/11)	
M14/22	<p>SBE & SLS reported that the timeline was tight for completing paperwork in time for their silver submissions in November 2015, and that it was proving difficult obtaining data from HR. Helen Hymers had been providing Tina Donnelly (TD) with updates regarding HR data.</p> <p>It was agreed TD would chase and report back to committee.</p> <p>It was agreed Gill Hogg would speak to Mark Adderley regarding hold up of resources requirement.</p>	<p>TD</p> <p>GH</p>
4. REPORT/NEWS/LEGISLATION UPDATES		
M14/23	<p>Sharan Virdee explained that reporting on gender was required via the existing legal framework, specifically via the Public Sector Equality Duty Reporting requirement. Once completed in April 2015, information including an equal pay update would be available.</p> <p>University Equality and Diversity Group would meet next in January 2015.</p>	
5. ANY OTHER BUSINESS		
M14/24	No further business.	
6. DATE OF NEXT MEETING		
M14/25	It was agreed that the next meeting on December 3 rd would be used as the launch date for Doing Things Differently instead of ASSC meeting.	TD

Signed.....

Date.....