# 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

### 1. FORMAL MATTERS

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<th>Minute</th>
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<td><strong>M14/15</strong></td>
<td>The Chair welcomed James Lush, Athena SWAN adviser, Equality Challenge Unit.</td>
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**1.2 Minutes of last meeting (ASSC/14/06)**

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<tr>
<td><strong>M14/16</strong></td>
<td>Members agreed minutes of meeting held in July.</td>
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**1.3 Matters Arising (ASSC/14/07)**

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<td><strong>M14/17</strong></td>
<td>All actions had been completed or were in hand.</td>
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- 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)

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<td><strong>M14/18</strong></td>
<td>James Lush briefing session</td>
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- 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 |
- A full range of STEMM ‘departments’ participating in Athena SWAN.
- Athena SWAN well-embedded

James reported that there were five universities in the UK holding a silver award:
- Imperial
- Belfast
- Cambridge
- Nottingham
- Warwick

They all demonstrated:
- 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.

James advised that Athena SWAN would soon broaden to include non-STEMM departments and Professional Services.

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.

**Review of a successful Silver application**

The committee were provided with a copy of Cambridge University’s successful Silver application. The following points were noted:

- 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.

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.

### 3. PROGRESS UPDATE

#### 3.1 Bronze Action plan update (ASSC/14/09)

**M14/19**

- It was agreed that Kate Sang would conduct review of short-term contracts and any bias including focus group activity with women.
- 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.

TD/GH

KS

FMcN
### 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** 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.

- It was agreed TD would chase and report back to committee.  
- It was agreed Gill Hogg would speak to Mark Adderley regarding hold up of resources requirement.

### 4. REPORT/NEWS/LEGISLATION UPDATES

**M14/23** 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.

University Equality and Diversity Group would meet next in January 2015.

### 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 3rd would be used as the launch date for Doing Things Differently instead of ASSC meeting.

Signed………………………………………..

Date…………………………………………