## Minutes of the meeting held on 16 September 2015

### Present:
Mark Adderley, Director of Human Resource Development  
Dr Thomas Aspray, Assistant Professor, SLS  
Lamia Begic, Women’s Officer  
Sue Campbell, Communications Manager  
Sahara Choudhury, Vice President Wellbeing  
Tina Donnelly, Athena SWAN Officer  
Sally Hamilton, EGIS  
Professor Gill Hogg, Deputy Principal, External Relations (Chair)  
Dr Dawn Maskell, Research Associate, EPS  
Dr Fiona McNeill, Associate Professor, MACS  
Dr Gillian Menzies, Associate Professor, EGIS  
Dr Gillian Thomson, Associate Professor, EPS  
Dr Hind Zantout, Associate Professor, MACS (HWU Dubai)  
Dr Kate Sang, Associate Professor, SML  
Kathryn Taylor, Executive Assistant (Clerk)  
Sharan Virdee, Equality and Diversity Advisor  
Professor Fiona Waldron, Head of School, TEX

### Apologies:
Ms Ann Marie Dalton, Secretary of the University  
Prof Duncan Hand, Interim Deputy Principal, Research and Knowledge Exchange  
Prof Steve McLaughlin, Head of School, EPS  
Ambrose Okpu, PhD Student, EPS  
Dr Oluwafumilola Ola, Research Associate, EPS  
Prof Gareth Pender, Head of School, EGIS  
Professor John Sawkins, Deputy Principal, Learning & Teaching

### Agenda Item | ACTION | OWNER
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. FORMAL MATTERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Apologies were noted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Minutes of last meeting ASSC/15/12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Minutes were agreed.  
To note that Sally Hamilton attended. | | |
| 1.3 Matters Arising ASSC/15/13 | | |
| The action log was received and reviewed.  
Further action was required to take forward outcomes, which might require different owners, from the fixed term contracts focus groups. | | |
| **2. Progress Update** | | |
| 2.1 Bronze Action Plan Update ASSC/15/14 | | |
| The update report was received.  
Development of a breastfeeding room at Riccarton campus was progressing. A suitable room had been located in the Hugh Nisbet building, to host private expressing spaces and open breastfeeding space. Les Allan was co-ordinating identification of suitable spaces in Dubai and Malaysia. A space had yet to be identified in SBC. The new breastfeeding policy would be finalised and widely promoted in due course. | | |
Children on Campus policy – Use of the Riccarton mothers room for breastfeeding would require consideration under the Children on Campus. GH advised that this policy was currently under review by Sue Collier.

Ada Lovelace celebrations – A photoshoot celebrating women in STEMM would be exhibited on the Riccarton link bridge in October, and posted online for cross-campus access.

Congratulations were given to Dr Tony Weir and Tina Donnelly who won the Association of Research Managers and Administrators 2015 Conference poster exhibition with their Athena SWAN-themed poster ‘Are you a Swan or a Duck?’

GH advised there was still work to be done around academic promotions to improve transparency of criteria. Annual promotion roadshows would increase in number and be promoted more widely this year.

Papers on flexible working & career breaks policy had been considered at Secretary’s Board and would be going to next UE meeting on 24 September.

2.2 Risk Register ASSC/15/15

The updated risk register was approved. An additional risk raised was that the Equality Challenge Unit was now requesting further information as part of Athena SWAN applications e.g. PDR and training statistics, which might prove difficult for HWU to deliver.

2.3 Schools Progress Report ASSC/15/16

EPS and MACS had successfully submitted applications in April 2015. Results would be received by October 2015.

3. November Athena Swan Applications

SML and EGIS provided verbal progress report on their submissions. ASSC members were invited to participate in the mock panels which would be held 6 weeks before the November submission date. Due to the SLS Review, SLS were no longer submitting an application. The SLS Self-Assessment Team members were commended for their efforts to date.

3.1 SML

Dr James Richards provided a verbal update to the group. SML would be the first non-STEMM application from HWU. They hoped to apply for a silver award in November 2015.

3.2 EGIS

Professor Omar Laghouache and Dr Helen Lewis provided a verbal update to the group. They advised that the application would be for a single award to incorporate the whole of EGIS. They hoped to apply for a bronze award in November 2015.

4. Any other business

Student Union representatives, Sahara Choudhury and Lamia Begic, raised concerns on behalf of students relating to timetable changes and the impact of this on child care arrangements and consequently on their studies. They highlighted that whilst a local facility was available to staff and students, Pinocchio’s Nursery, there was a significant waiting list for a space and a drop in facility was not currently offered.

Sharan Virdee was able to advise that student childcare issues could be raised in the first instance with Christine Johnstone, Head of Student Support and Accommodation, who was best placed to advise on the established policy and support in place.

5 Date of Next Meeting

The next meeting would take place on 9 December 10am-11.30am.