

**ATHENA SWAN STEERING COMMITTEE**  
**Minutes of the meeting held on 24 July 2014**

**Present:**

Mark Adderley, Director of Human Resource Development  
 Kate Alderslade, Executive Assistant (Clerk)  
 Sue Collier, Director of Governance and Legal Services  
 Tina Donnelly, Athena SWAN Officer  
 Gail Edwards, Chief Executive Officer, Student Union  
 Professor Gill Hogg, Deputy Principal, External Relations (Chair)  
 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)

**Apologies:**

Dr Thomas Aspray, Assistant Professor, SLS  
 Sue Campbell, Communications Manager  
 Professor Steve Chapman, Principal  
 Ms Ann Marie Dalton, Secretary of the University  
 Dr Gillian Menzies, Associate Professor, EGIS  
 Dr Kate Sang, Associate Professor, SML  
 Professor John Sawkins, Deputy Principal, Learning & Teaching

Minute		ACTION OWNER
<b>1. FORMAL MATTERS</b>		
<b>M14/01</b>	The Chair welcomed members to the inaugural meeting of the Athena SWAN Steering Committee.	
<b>2. PROGRESS UPDATE</b>		
<b>2.1</b>	<b>OVERALL PROJECT UPDATE</b>	
<b>M14/02</b>	<b>Terms of Reference</b>  The Terms of Reference were discussed. It was agreed that the Terms of Reference reflect that: (1) Deputising would not be applicable; (2) The Equality & Diversity Advisory Group would continue to receive project updates.	TD
<b>M14/03</b>	<b>Bronze Action Plan</b>  The Action Plan was discussed. It was agreed that: (1) A reporting template would be developed; (2) Each action owner would provide a written report on a quarterly basis to the Athena SWAN Officer. Where necessary, revised timelines for action would be clarified; (3) A consolidated update report would be presented at each meeting. (4) Next agenda would include 'What does University Silver look like?' item.	TD Action Lead TD TD/Clerk

<b>M14/04</b>	<b>Resources</b>  It was reported that the new financial year would commence 1 August, the project had been assigned a non-pay budget of £45k for 2014/2015. A spending plan would be developed and presented at future meetings.	
<b>M14/05</b>	<b>Internal Communications Strategy</b>  The Communications Strategy was discussed. It was agreed that a communications sub-group would be established to include members from beyond ASSC as required.	TD
<b>M14/06</b>	<b>Risk Register</b>  The risk register was discussed. No updates to the register were required with the exception of Risk ID2 "School – Equality Challenge Unit". The Equality Challenge Unit (ECU) had since agreed that the University could proceed to apply as Schools; the risk had therefore reduced to 'low'.  It was agreed that (1) Risk ID2 be updated to 'low', (2) the Risk Register would be a standard agenda item.	TD, Clerk
<b>2.2</b>	<b>SCHOOLS PROGRESS REPORT</b>	
<b>M14/07</b>	The progress report was discussed. Tentative submission dates to Athena SWAN had been identified and plans drawn up. Initially all schools were undertaking an exercise to understand their baseline position. IPE and SBE would continue to progress the baseline part of the exercise separately. A decision would be taken in due course on how the submissions would proceed.  The Athena SWAN School Champions Group, chaired by Professor Steve McLaughlin, would bring forward key issues to the ASSC from the Schools. Champions Group members are the academic and administrative lead from each SAT.  It was noted that all successful submissions are in the public domain and Committee members were encouraged to review the various submissions available online. Committee members were also encouraged to consider volunteering to sit on an ECU Athena SWAN panel.  It was agreed that the Committee would wish to review STEM School applications two months prior to submission to the ECU. The Committee would also wish to review non-STEM reports/action plans prior to commencement of delivery. School SAT leads to be notified and local plans updated accordingly.	TD
<b>3. INTERVENTIONS</b>		
<b>3.1</b>	<b>GOOD PRACTICE IN COMMITTEE MEMBERSHIP</b>	
<b>M14/08</b>	The draft proposal was discussed.  It was requested that all committees and boards be asked to establish an 'observer' programme.  It was agreed that with the edit above included, the proposal be approved for consideration by University Executive.	TD
<b>3.2</b>	<b>MARKETING CAMPAIGN</b>	
<b>M14/09</b>	The proposed marketing campaign was presented.  It was agreed that the campaign approach be approved for further development, with a launch target of Autumn 2014.	TD
<b>4. REPORTS / NEWS / LEGISLATION UPDATES</b>		

<b>4.1</b>	<b>REPORTS</b>	
<b>M14/10</b>	<p>The Committee received the following reports:</p> <ul style="list-style-type: none"> <li>• Women in Scientific Careers. House of Commons Science &amp; Technology Select Committee, January 2014</li> <li>• Diversity in STEM (establishing a business case), commissioned by The Royal Society, published June 2014</li> </ul>	
<b>4.2</b>	<b>LEGISLATION &amp; GUIDELINE UPDATE</b>	
<b>M14/11</b>	The right to request flexible working had now been extended to all employees, not only carers, or people who look after children. Heriot-Watt University had introduced this policy one year prior to the recent legislation update. All relevant policy information is available online.	
<b>5. ANY OTHER BUSINESS</b>		
<b>M14/12</b>	<p><b>Up and coming communications and events</b></p> <p>Plans were being developed to celebrate 'Ada Lovelace Day' on 14 October; a day which aims to increase the profile of female scientific role models. Also being considered was scope to hold a Winter 'SAT Summit' to celebrate the progress of Athena SWAN teams over the last 12 months, and to provide an opportunity to thank all members and colleagues who have supported and continue to support this initiative. Details would be communicated as plans progressed.</p>	
<b>M14/13</b>	<p><b>Briefing ASSC members</b></p> <p>It was agreed that as members of ASSC come to the table with differing knowledge and experience of Athena SWAN, a briefing session should be arranged for those who would like more background information.</p>	TD
<b>6.</b>	<b>DATE OF NEXT MEETING</b>	
<b>M14/14</b>	<p>It was agreed that generally, ASSC meetings would be held two months prior to ECU deadlines to allow consideration of submissions.</p> <p>It was noted that MACS would not be ready in time to make a November 2014 submission as had been originally planned.</p> <p><i>Next Meeting: September 2014 – Date TBC</i></p>	Clerk

Signed.....

Date.....