

Athena SWAN Strategy Committee

Terms of Reference

1	Constitution and purpose
1.1	<p>The Athena SWAN Strategy Committee has been established to:</p> <ul style="list-style-type: none">a) Oversee implementation of the 2013 Bronze University Action Plan andb) Oversee production of the next University-wide submission to the Athena SWAN Charter (renewal due by October 2016)
2	Remit
2.1	<p>The Committee will:</p> <ul style="list-style-type: none">a) Drive the implementation of the Athena SWAN initiative at Heriot-Watt;b) Take responsibility for implementation of the current action plan and future University Athena SWAN submissionsc) Scrutinise and comment on data and other qualitative and quantitative information in order to identify key findings, gaps and areas that will require further research and will feed into action planning;d) Identify and recommend to University Executive suitable priorities and actions to be included in the next University-level submissione) Ensure roll-out of Athena SWAN principles throughout the University.f) Have an oversight of progress of Athena applications in HW Schoolsg) Raise awareness of gender equality issues at Heriot-Watt;h) Help develop practical solutions to address issues of underrepresentation of women at senior levels and occupational and discipline-based segregation;i) Represent the views of male and female staff and act as a body of expertise on gender issues;j) Advise senior management on how to promote an inclusive culture for all colleagues, including those with caring responsibilities;k) Deepen the knowledge of gender equality issues of committee members; <p>The Committee will achieve this by:</p> <ul style="list-style-type: none">a) Involvement and consultation on the university's plans, strategies, policies and guidance;b) Acting as a channel for communication with senior management on gender issues;c) Assisting in the coordination of events and activities which celebrate gender diversity at HW;

- d) Supporting and monitoring the implementation of the Athena SWAN action plans
- e) Facilitating information sharing between members.

3 Membership

3.1 The Committee shall include:

Ex-officio members:

- Principal
- Athena SWAN Heriot-Watt lead
- Athena SWAN Champions Group lead
- Deputy Principal Learning & Teaching
- Deputy Principal Research & Knowledge Transfer
- HR Director
- HWU Women's Officer
- Chair of Equality and Diversity Committee
- Equality and Diversity Officer
- Athena SWAN Officer

The Committee will have at least two Heads of School (at least one STEMM).

In finalising membership consideration will be given to the gender balance of the group, with representation of staff from different grades and staff (research, academic, professional services, students etc.) and other diversity considerations, as required by Athena SWAN.

Responsibilities of members:

- Members must maintain the confidentiality of sensitive information;
- Members are expected to actively contribute in some way to the committee;
- Members are encouraged to attend events organised by the committee.

4 Quorum and voting

4.1 At least half the membership of the Committee shall be in attendance.

5 Committee Chair

5.1 The Chair of the Committee shall be the Heriot-Watt Athena SWAN Lead.

6 Frequency

6.1 The Committee will not meet less than 3 times per academic year. The meeting schedule will be reviewed 6 months ahead of the 2015/16 Submission deadline.

8	Reporting procedures
8.1	The Committee will report to the University Executive Board. It will also report (when necessary) to the Secretary's Board and Staff Committee.
9	Forward Planning
9.1	The Committee will review its Terms of Reference following October 2016.
9.2	The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the University Executive.

Supporting Information

Effectiveness and lifespan	
Lifespan on-going, with review of these terms of reference following submission of the next Award application by October 2016.	
Actions that may be taken by the Committee	
The Committee may:	
<ul style="list-style-type: none"> • Note • Receive • Consider 	<ul style="list-style-type: none"> • Approve • Endorse • Recommend
Most appropriate minuting style	
Brief in style while providing an auditable record of all decisions reached by the Committee.	
Resources	
Secretariat	Athena SWAN Project Office