**Athena SWAN meeting**

**Wednesday 13 July 2022**

**Via Zoom**

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| **In Attendance** |
| Kevin Maloy (Chair), Michelle Connolly, Alana Hamilton, Donna MacPherson, Hua Wang, Rhiannon Darlow, Swetha Vijayakrishnan, Dagmara McGuinness, Gill Douce, Jonathan Mitchell |
| **Apologies received** |
| Neil Basu, Alan Hayes, Hannah Bialic, Ruaidhri Carmody, Melanie McDonald, Moeed Akbar, Leandro Lemgruber, Dawn Mylet, Keilly MacDonald, Katie Farrell, Margaret Hosie, |

**1. Apologies**

Apologies were noted as above

**2. Minutes of last meeting**

The minutes were accepted

**Record of Athena Swan activities**

JM to update the Athena Swan site with a word document that records Athena Swan events and activities.

**Promotion and Regrading Workshop**

KM discussed this subject with the Head of Department and Head of Professional Services, they have advised that the default position on this matter is that staff should apply for another job group as getting a post regraded is difficult. It was agreed that an event for non-academic staff in relation to career development should still take place and will be taken forward by the Career Development group. The event should be listed on the list of Athena Swan events and activities.

AM suggested that this could be introduced into upcoming PDRs.

**Consistent communication for Athena Swan**

Communication and Transparency group to become an umbrella for the other groups to feed into so when an activity is organised it goes to the C&T group for publication.

**Actions:**

**Committee members to send commitment updates to Rhiannon**

**Career Development group to take forward event/ activity in relation to career development for non-academic staff.**

**Kevin to discuss promotion and regrading at the Research management institute meeting on 29th July.**

**JM to upload most recent application from action plan to AS website.**

**3. Update on Recent Activities: reports from meetings of work groups**

1. **Recruitment and Induction**

NB met with DM regarding pulling the matrix for gender balance on interview panels moving forward. The group have suggested that more people, grade 6 and above, are trained in recruitment training.

The group propose, if not already university policy, that Athena Swan and the flexible working statement is displayed on the bottom of job descriptions.

Discussion followed the induction process and how this could be improved for new members of staff. An introduction should be made to key members of staff, academic, administrative, and technical managers being the first point of contact.

A routine date to meet with academic, administrative, and technical managers every few months for new members of staff to meet these people in person.

KM suggested that an induction refresher takes place for staff who have been appointed throughout the pandemic. This could be done in combination with an Athena Swan coffee morning.

GD pointed out that there is an extensive induction for staff, students, and visitors on the institute website.

The group suggest that building tours take place every few months.

A buddy system has been suggested for new staff, and an updated checklist with key contacts.

The group discussed a potential Director coffee morning being run as a quarterly event.

**Actions:**

**MC to put AM in touch with Fiona Graham to discuss the CVR induction process.**

**KM to revise sub-committee members and send updated membership to Rhiannon**

**4. Surveys**

1. **Culture Survey**

Update to be provided at the next meeting

1. **Seminar survey for wider equality**

HW advised that the idea of the survey is to collect data to be used to make suggestions/ arguments going forward. The purpose in the survey is to identify what is happening with the seminars to identify a better equality of internal/ external speakers.

The seminar survey for wider equality document can be found on the one drive.

**Actions:**

**Keilly to provide group with sample general surveys**

**Group to provide Hua with any feedback on the seminar survey for wider equality**

**5. AOB**

GD and JM proposed that the group reach out to the new members of staff joining from the School of Life Sciences.

**Actions:**

**KM to reach out to incoming members of staff from Life Sciences about joining Athena Swan group.**

**6. Date of next meeting**

Wednesday 10 August 2022, 11am – via zoom