1. Welcome and Apologies

The Convener welcomed members to the third meeting of the Athena SWAN Self Assessment Team (SAT).

The Convener acknowledged the apologies received.

2. Minutes from previous meeting 29 March 2012

The minutes were approved as a correct record.

3. Bronze Award Application – Papers 1 and 2

The Convener thanked KM, MT and JK for the work on the application so far and stated he had provided initial commentary for the draft application (Paper 1) based on the detailed University of Glasgow staff population and comparator data provided in Paper 2.

The Convener explained the University of Glasgow staff population and comparator data had been presented to the ASSAT in a separate Excel spreadsheet as it was not yet sure how much of the gathered information would be included in the final application.
He advised members that current draft application form (Paper 1) had been annotated to allow members to refer to the correct tables and charts within Paper 2.

Members then discussed the detailed data and information question by question and agreed further actions to be undertaken as detailed below.

<table>
<thead>
<tr>
<th>Question</th>
<th>Sub Question</th>
<th>Action Agreed</th>
<th>By Whom</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>a)</td>
<td><strong>Self Assessment Process</strong>&lt;br&gt;- Remaining members to provide a brief bio with details of experience and work-life balance for inclusion.&lt;br&gt;- KM to be added to ASSAT for bio.</td>
<td>All EDU</td>
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<td>2</td>
<td>b)</td>
<td><strong>Self Assessment Process</strong> – meetings, consultation etc To be finalised before application submitted.</td>
<td>EDU</td>
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<td>2</td>
<td>c)</td>
<td><strong>Self Assessment Process</strong> – future plans for SAT To be finalised before application submitted. To include information that ASSAT will monitor future progress towards meeting agreed actions and provide feedback to EDSC.</td>
<td>EDU</td>
</tr>
<tr>
<td>3</td>
<td>a)</td>
<td><strong>Description of University</strong>&lt;br&gt;S&amp;E rep to look at what further information should be added to this section.</td>
<td>S&amp;E</td>
</tr>
<tr>
<td>3</td>
<td>b) (i)</td>
<td><strong>F:M Academic and Research Staff</strong>&lt;br&gt;- Commentary to be provided around reasons for small numbers of females within Clinical 2 (trainees) and explain obstacles such as loss of NHS Service.&lt;br&gt;- FM to provide a copy of report on UK Medical Schools which shows drop off consistent with other medical schools. Part 8 and Appendix 9.&lt;br&gt;- Charts and other relevant information from this report to be included as comparator info.&lt;br&gt;- Concerns relating to current female/male split at higher grades shown in Charts 3 and 4 to be commented on and reflected in Action Plan.&lt;br&gt;- Ensure where commentary throughout application concerns are mentioned these should be reflected in Action Plan.</td>
<td>FM EDU EDU EDU</td>
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<td>3</td>
<td>b) (ii)</td>
<td><strong>F:M Academic and Research Staff</strong> – Turnover rates&lt;br&gt;- Table showing Turnover rates within SET/Non SET to be added in but to be amended to only show %.&lt;br&gt;- Investigation of why increase in male turnover over last two years to be added to Action Plan.&lt;br&gt;- Exit interviews – MT to check whether these are optional for completion and if any examples available.</td>
<td>EDU EDU EDU</td>
</tr>
<tr>
<td>3</td>
<td>b) (iii)</td>
<td><strong>F:M Academic and Research Staff</strong> – Fixed Term v Perm&lt;br&gt;- Note to be included with table to explain high numbers on fixed term contacts due to Russell Group being more research biased and so more staff will be on fixed term</td>
<td>EDU</td>
</tr>
</tbody>
</table>
| 3 | b) (iv) | **Equal Pay Audit/Reviews**  
- Notes on Equal Pay table to include wording re University has no control over Clinical pay as per NHS progression.  
- EDU to use information from Professorial Zoning EIA to add to commentary. (more females green circled).  
- EDU to arrange for Clinical grade descriptions to be updated. | FM/EDU EDU EDU |
| 3 | b) (v) | **F:M RAE 2008**  
- EDU to flesh out reference to REF2014 once Code of Practice agreed. | EDU |
| 4 | a) (i) | **F:M Job Application and Appointment Success Rates**  
- 2009 figures to be removed and replaced with 2012 figures once available for consistency throughout application.  
- Commentary required to explain reasons for ‘unknown’  
- EDU to ensure where actual numbers are less than 5, this is to be represented as <5 on final application.  
- EDU to check with HR if ‘appointment’ information and previous years (2009-2010) appointments can be pulled to reduce number of ‘unknowns’.  
- Previous year’s information by Grade to be pulled, by HR if required.  
- Insert 2011 ‘by Grade’ for whole University and by SET data (or chart) to application.  
- Action Plan to include investigation of why small number of female applicants in Grades 8 & 9.  
- Action Plan to include how to promote gender initiatives to job applicants in a bid to highlight University as ‘positive’ employer  
- Action Plan to include strengthening of the University’s ‘equal opportunities’ statement. | EDU EDU EDU EDU/HR (TMcB) |
| 4 | a) (ii) | **F:M Academic staff promotion rates**  
- EDU to check figures in ‘applying for promotion’ tables.  
- Obtain F:M stats for academic staff from Performance and Development Review (P&DR) process.  
- Action Plan to include dissemination of P&DR guidance for Line Managers on how to encourage staff to apply for promotion and reminder to staff they do not need to be at the top of their current grade in order to apply for promotion. S&E and MVLS will introduce this guidance.  
- Action Plan to include investigation of ways to encourage women to look at ‘external facing’ roles in order to raise their own profile. | EDU EDU/HR EDU/HR EDU |
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|  | • Action Plan to include investigation of how to identify, gain positions on and chair of key committees within University, as these can play a role in gaining promotion.  
• Cultural Change section of Action Plan to include wording on ensuring good practices on ‘departmental’ promotions committees. | EDU |
| 5 | a) (i) **Career Development** – Research career support and training  
• SW to provide information on revamp of Research Support scheme.  
• Commentary to include information on support for new lecturers provided by Learning and Teaching Centre (New Lecturer and Teacher Programme).  
• Action Plan to include investigation of uptake of training opportunities by female staff (Leadership Foundation etc). | SW  
EDU |
|  | a) (ii) **Mentoring and Networking**  
• Gather required information as designation X, Y and Z within the draft application. | EDU |
| 5 | b) (i), (ii) & (iii) **Conferences & Seminars; Spokeswomen; Nominations**  
• EDU to continue gathering information from University website.  
• ASSAT members to provide further information from their own areas on an ongoing basis and to act as conduit for flow of information.  
• Action Plan to include some information on possible 2013 Science Festival showcase of ‘Women in Science’. | EDU  
All  
EDU |
| 6 | a) (ii) **Organisation and Culture** – Senior management team  
• SMG table to show % as well as numbers. | EDU |
| 6 | a) (iii) **Organisation and Culture** – Gender balance on influential committees.  
• Commentary to include comment on role of Senate Assessors, how they need to be elected into this position & gender balance which is currently 3 out of 7 are females.  
• FM to confirm figures for MVLS College Management Group. | EDU  
FM |
| 6 | b) (i) **Organisation and Culture** – Transparent workload models  
• EDU to check when roll out of workload model will begin and update commentary as appropriate. | EDU |
| 7 | a) (i) **Flexibility and managing career breaks** – Flexible Working  
• Remove ‘zero hours’ staff from PT statistics and remove reference to this in commentary.  
• Once data updated information to be reviewed and commentary/action plan to be updated accordingly.  
• Charts to be included once data updated and reviewed.  
• FM to supply comments relating to ‘VS tutors’ impacting on PT figures for School of Medicine. | HR/EDU  
EDU  
FM |

The Convener presented the draft action plan and asked for comments.

Members noted the action plan would, once finalised, form the final part of the University’s Athena SWAN application and be added at Section 9 before submission.

The Convener asked members to further the review the action plan and to forward any comments or suggestions to EDU.

**ACTION: All**

5. **Athena SWAN and Staff Engagement – Paper 4**

MT referred members to Paper 4. She confirmed she had held discussions with Diane Montgomery, Senior Project Manager, Management Information Systems regarding the possibility and practicality of utilising SharePoint as a medium for staff engagement and consultation for Athena SWAN.

MT understood from these discussions it was certainly possible to use SharePoint for this purpose however there were concerns over the limitations of the site and the possibility that staff would not be engaged enough with Athena SWAN to realise its potential.

Members agreed SharePoint may not prove to be the ideal tool in this situation. They expressed the view that there was merit in making information available via a SharePoint site but this should not be the only avenue for communications.

The Convener suggested information on Athena SWAN should be shared with the Senior Management Group, Heads of Schools and Research Institutions who should then disseminate to their staff.

Members suggested Athena SWAN is added as a standing item on some committees such as College Management Groups. Further suggestions were to produce an Athena SWAN newsletter for distribution to College Secretaries.

Members agreed to discuss this further at the next meeting.

6. **Next Steps**

The Convener asked that the application form and action plan be updated as detailed in Minutes Item 3 and 5.

**ACTION: All**
7. **Any Other Business**

No other business was brought to the meeting. The Convener closed the meeting.

8. **Date of Next Meeting**

The Convener requested the next meeting be held at the end of August 2012.

*Update to minutes – next meeting will be held on 28 August 2012 10:00 – 12:00*