1. Welcome and Apologies

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

The Convener acknowledged the apologies received. He welcomed Prof Anne Anderson to the meeting and advised future meetings of ASSAT would be chaired by Prof Anderson, as she had taken over the role of Gender Equality Champion.

The Convener also welcomed the University’s Athena SWAN coordinator, Susan McKeown (SMK) and Helen Speirs (HS), Equality and Diversity Officer, to their first ASSAT meeting.

The Convener asked for introductions.

SMK advised members she had been working with the Schools and Research Institutes since May 2013 by coordinating and supporting them in their ‘departmental’ submissions. She also confirmed she had been working with HS to help facilitate the implementation of the actions within the University’s Bronze Award Action Plan.

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1 Athena SWAN terminology
2. **Minutes from previous meeting 15 November 2012**

The Convener noted the last ASSAT meeting had taken place just before the submission for the Institutional Bronze Award.

The minutes were approved as a correct record.

3. **Terms of Reference Review – Paper 1**

The Convener reminded members following the submission of the University’s application and action plan on 30 November 2012, the University was awarded the Institutional Bronze Award. He confirmed as the award had not been announced until April 2013 it was valid for 3 years until **April 2016**.

The Convener noted the original ASSAT Terms of Reference had been written with a view to developing the Bronze Award submission. Now the Bronze Award had been gained, it was time to review the Terms of Reference to ensure they were fit for purpose and reflected the current and future aims of the Team and the University.

HS presented Paper 1 advising EDU had highlighted some suggested wording where the Terms of Reference could be amended to take account of a change in focus for the ASSAT. She asked members for feedback and comment or suggestions for further amendments.

AA stated the Terms of Reference should be amended to include reference to the Equality Challenge Unit’s new Gender Equality Charter Mark (GEM). She advised members the College of Social Sciences and the School of Law were participating in the trial of this new Charter Mark. GEM has similar aims to Athena SWAN; addressing gender inequalities and imbalance but focused in the arts, humanities and social sciences and covers not only academic staff but also professional and support staff, as well as gender identity.

Members welcomed the introduction of GEM and agreed the remit for ASSAT should reflect this.

Members also suggested the new remit should reflect not only the intention to renew the Institutional Bronze Award but also the ambitions of the University with regard to improving this in the future.

Members requested a footnote be added to explain ‘department’ is Athena SWAN terminology.

The Convener asked for the Terms of Reference to be revised in line with the suggestions and to bring an updated version to the next meeting for approval.

**ACTION: EDU**
4. Athena SWAN Bronze Award Submission Feedback – Paper 2

The Convener presented Paper 2; Athena SWAN’s written feedback on the University’s Bronze Award submission. He reminded members this had already been circulated on receipt, noting this was a number of months after the Bronze award was announced.

The Convener was surprised the review panel had drawn the conclusion the University had been ‘working on the application since 2006’, suggesting the review panel had misinterpreted the mention of the Gender Equality Scheme within the application.

The Convener was also concerned the feedback stated the future plan for the ASSAT was unclear, despite clear statements on this within the application.

JP stated she was pleased to see the panel had recognised the standard of the submission and had highlighted positives within it.

KL expressed surprise the assessment panel felt Human Resources (HR) had been allocated too many actions.

SMK stated this may have been due to the fact ‘HR’ had been used as a ‘generic’ term, whereas this could have been more specific. She confirmed these sections had been updated, following consultation with HR Managers, to show the specific areas within HR who were responsible for each of their allocated actions.

The Convener welcomed the general positive message from the feedback, noting it also provided a number of issues which ASSAT should focus on going forward.

The Convener stated two University staff had previously put themselves forward to become Athena SWAN assessors and asked if anyone else had done so recently, as this would greatly assist the University/Schools/Research Institutes in directing future applications.

SMK confirmed she had but had not yet received a response from Athena SWAN.

5. Updated Athena SWAN Bronze Award Action Plan – Paper 3

The Convener presented the updated Action Plan, noting a lot of work had already been done towards implementing a number of the changes and improvements detailed within the action plan. He also noted SMK and HS had both ‘inherited’ the action plan after it had been agreed and thanked them for their work on it so far.

He emphasised the need to ensure sufficient resources were made available in future to meet the stated objectives with the plan.
SMK agreed future resourcing should be carefully considered, stating she had been working on the University’s plan whilst concentrating on supporting the ‘departmental’ applications due in at the end of this month.

The Convener asked members for their comments on the updated plan.

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<tr>
<th>Comment</th>
<th>Response</th>
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<tr>
<td>AA highlighted the need to ensure mechanisms are put in place to be able to properly monitor and deliver on the objectives.</td>
<td>SMK agreed noting some work had already been done on this which had not been fully expanded on in the Action Plan.</td>
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<td>LF drew members’ attention to Action 2.3.3. She noted this had been marked as ‘Completed’ but highlighted a current STEMM job advert which did not show the Athena SWAN logo.</td>
<td>SMK thanked LF for bringing this to her attention stating she had been led to believe this action had been completed and confirmed she would take this up with HR Recruitment to ensure future compliance and to ensure HR Recruitment’s advertising procedures have been updated accordingly. <strong>ACTION: SMK/HS</strong></td>
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<td>FM stated some actions within the plan, which on reading appear to be simple, but in reality are very detailed and involving. She stated the use of the word ‘investigate’ was too wide ranging in some cases and may require the use of Focus Groups.</td>
<td>The Convener and AA agreed there were areas which required in-depth review by such methods as Focus Groups and confirmed these should be taken forward, where necessary. <strong>ACTION: FM</strong></td>
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<td>LF endorsed FM’s and AA’s view there was a need to look closely at the individual actions to focus on what exactly needed to be done.</td>
<td>HS and SMK stated they had been reviewing the actions in more detail to establish what is required.</td>
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<td>AA highlighted Action 2.1.1 and stated more needs to be done to ensure reliable data is gathered to inform Action 2.2.1.</td>
<td>SMK stated she had met with HR Recruitment to discuss how this could be monitored and had been reassured this was now being monitored.</td>
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<td>LF noted a number of the University’s Actions could be replicated across ‘departmental’ Action Plans.</td>
<td>SMK agreed Athena SWAN did like to see where ‘departmental’ submissions tie in with the overall University plans, but there must be recognition that some Schools/Research Institutes Actions would be specific to their own areas.</td>
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<td>KL asked why the mentoring in the University’s planned Early Career Development Programme had not been extended to include more senior staff. JP agreed there was still a need for mentoring of female staff that were recruited into more senior positions.</td>
<td>The Convener noted Agenda Item 6.6 and the related Paper 10 had been produced as a discussion paper on this topic and would be covered later in this meeting.</td>
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6. Specific Action Plan Updates

The Convener noted the following papers had been produced in response to specific actions within the Action Plan.

6.1 – Leadership and Management Programmes – Paper 4 Action 1.1.2

SMK advised Paper 4 provided the gender breakdown for those enrolled in the Staff Development Service (SDS) Leadership and Management Programmes for 2013 and asked for comments.

AA noted the percentage of women on the Academic Leadership Programme was disappointingly low at 30.8%.

SW advised Cohort 1 had been restricted to staff who were already in place as Heads and so this had affected the gender profile of the cohort. However he advised the next cohort will be drawn from those staff identified as having leadership potential.

NJ reported the Programme’s content is extensive, running throughout the year and as a result is quite expensive. He confirmed the Senior Management Group saw the programme as adding significant value to the University and had therefore agreed to provide funding for Cohort 2.

SMK emphasised the need to have clarity on how staff are ‘identified as having leadership potential’ for participation in the programme and who makes the final decision on attendance.

AA stated, as funding for the course is not unlimited, there was a need to look at the key ‘pinch point’ above which women don’t appear to progress and target the course at those staff at this point in their career. This should help increase the pipeline of suitable female candidates for leadership roles.

AA asked how the University planned to move staff through the available programmes to equip them for leadership roles in the future, noting there appeared to be a gap in the provision for academics to get them on the first step towards these leadership roles.

The Convener agreed there appeared to be a ‘missing link’ and would discuss this further with SDS.

ACTION: Convener
6.2 – Court and Court Committee Membership Gender Balance – Paper 5
Action 1.2.1

SMK presented Paper 5 showing the gender split on Court and its key sub-committees. She noted there was no specific action to monitor the gender representation on these committees but this was required in order to meet the agreed outcome for Action 1.2.1.

SMK drew members’ attention to the committees where the total membership had changed from 2012 to 2013 and noted the percentage of female representatives had increased on 5 of the committees. She highlighted two committees, Audit and Remuneration, which have no female representatives but noted those committees still had one vacancy to fill.

The Convener noted the membership of a number of committees is very prescribed, such as the Audit Committee, and due to the high percentage of males on Court, and in senior positions, this inevitably meant a high percentage of men on the Court sub-committees. This did not mean, however, that action should not be taken to try and improve gender balance.

AA recognised this issue but highlighted an increase in the number of female lay members on the committees would help to offset this.

Members noted there were vacancies on a number of committees and asked for clarification of the selection process for lay member vacancies.

The Convener confirmed adverts are placed in national newspapers and an open application and interview process was in place. He noted, since lay posts are voluntary and sometimes required applicants with professional experience or to be current or former lay members of Court, in the case of the Remuneration Committee, the role again tended to attract retired professionals and in turn more male applicants. He also advised staff members are ineligible to apply for lay members positions.

SMK advised Senate Office now include a statement in their advertisements for representative roles on Senate sub-committees about seeking applicants from under-represented groups, such as women. She confirmed she would check with Court to find out if they are, or would look at, using a similar form of wording in their advertisements for future lay representatives.

**ACTION: SMK**

AA suggested the gender balance of applications to these posts should also be monitored.

The Convener agreed and confirmed he would approach David Newall, Secretary of Court, to have the data sent to AA.

**ACTION: Convener**
AA also suggested these types of roles could also be circulated via The Two Percent Club\(^2\), which has seeking out Executive/Trustee roles as one of its membership pledges.

6.3 – Research and Teaching Staff Exit Survey Analysis by Gender – Paper 6 Action 3.1.4

SMK presented Paper 6, provided by Human Resources (HR), which showed graphs representing the basic statistical analysis of the responses from Exit Surveys completed by Research and Teaching Staff from February 2012 to May 2013. She confirmed the responses were from staff who had left the University through their own choice.

She advised ‘free text’ comments were available should members feel this would be of interest and highlighted the related Action 3.1.4 which states the responses were to be analysed but does not say what is to be done with that analysis.

The Convener noted previous evidence seen by ASSAT had shown a higher turnover of staff within certain grades.

Following discussions, members asked for further data to be produced relating the Exit Survey. This should include:

- Information to be broken down by Grade, in particular for ‘Prospects for Advancement’ and ‘Main Reasons for Leaving’.
- ‘Free Text’ comments for ‘Prospects for Advancement’ and ‘Main Reasons for Leaving’ questions to be made available, anonymised where necessary.
- Breakdown of types of contract (Short Term v Permanent) by gender.
- Gender breakdown of the 127 respondents, compared with the gender breakdown of the total leavers for that period.

**ACTION: SMK/HR**

6.4 – Maternity, Paternity, Parental and Adoption Leave by Gender – Paper 7 Action 4.1.1

SMK presented Paper 7, provided by HR Data Management, showing the types and length of leave taken by Research and Teaching Staff. She noted this information had not been available prior to the implementation of the CoreHR system.

\(^2\) The Two Percent Club is a national organisation uniting the current top 2% of executive and non-executive women drawn from the top of the private, public, charity and entrepreneurial sectors and representing all regions of the UK. [www.thetwopercentclub.com](http://www.thetwopercentclub.com)
The Convener suggested an additional category of ‘9-11 months’ be added to the Length of Leave Taken table.

**ACTION: JK**

Following discussions, members requested additional information in relation to:
- How many of the staff members did not return to work after their leave.
- What contract basis staff members returned on (Full Time/Part Time) and if this was different from their original contract basis.
- Numbers of returners who requested a change in their contract basis and how many of these were not granted and reasons for that decision.

SMK confirmed plans were in place to capture this information and would provide an update at the next meeting.

**ACTION: SMK**

6.5 – Childcare Vouchers Uptake Update – Paper 8

**Action 4.1.3**

SMK presented Paper 8, provided by Gordon Scott, HR Policy Development Manager. She advised members the figures for eligibility are based on all staff at the University (excluding zero hours contract staff), not only those with children. She confirmed information on the numbers of staff with children was not available.

She stated this was the first time this information had been made available and that it would be monitored over time. She highlighted whilst the graphs may appear to show a large difference in the uptake between men and women this was only due to the axis values. Figures showed participants were 54% female and 47% male, whilst the percentage of population participating was 7.99% of female staff and 8.26% of male staff.

SMK highlighted the University’s overall participation rate of 8.1% was higher than the providers, Sodexo’s average uptake of 2.4%, which appeared to show the University was highlighting this benefit to staff quite successfully.

LF welcomed the figures however she advised she had anecdotal evidence that HR staff in her area had not been able to assist when a colleague required more in-depth information regarding the scheme. The staff member concerned had to research the information herself. She expressed the view more could be done to assist when staff members had more complex queries.

6.6 – Athena SWAN Mentoring Scheme Framework – Paper 10

**Action 3.2.1**

SW presented Paper 10. He stated this was a discussion paper to set out the current thoughts on the framework for the pilot of an Athena SWAN Mentoring Scheme within the Colleges of Science and Engineering and MVLS. He noted the Colleges of Arts and Social Sciences already had a mentoring scheme in place and with that experience in mind, he asked members to review the
document and to discuss the questions for ASSAT, detailed towards the end of the paper.

- **Should the pilot be opened wider to all Schools/RIs in the 2 Colleges or restricted to the Schools/RIs currently seeking a Bronze Award in the first instance?**

SMK advised the number of Schools/Research Institutes (RIs) announcing their intention to make an Athena SWAN submission in the next year was growing, so recommended the mentoring scheme was made available across all Schools/RIs within the two Colleges.

Members agreed.

- **Should mentoring partnerships be offered on a cross-College basis and if mentoring partnerships should be for both career development and work-life balance or separated?**

AA stated the rationale for cross-College mentoring in Arts and Social Sciences was to make as many mentors available as possible and to ensure any woman-to-woman mentoring partnerships had no line-management conflicts.

She noted the ‘trade off’ for this was where a mentor was not an expert in the mentees discipline but this could be easily overcome if the mentor/mentee agreed to discussing a particular issue with a more ‘expert’ colleague in the right field.

KL recommended mentoring partnerships should be for both career development and work-life balance.

- **Should the pilot scheme be open to only women or should it be open to ‘predominantly women’ to enable appropriate men who face similar obstacles and issues (e.g. caring responsibilities) to participate?**

SW advised members the CROS (Careers in Research Online Survey) and PIRLS (PIs and Research Leaders) surveys showed men now felt excluded from initiatives and there were occasions where men also faced similar barriers to women.

AA and KL recommended keeping the mentor/mentee relationship as women-to-woman, as this assisted with Role Modelling.

SW stated within Science and Engineering this would result in a restriction on the number of possible mentors but a cross-College linkage would help address this.
BW stated mentees need to be clear about what they wanted to gain from the scheme and have the scheme fitted around that. A mentee may want a man as their mentor – they should be given that option.

The Convener recommended a ‘women only’ pilot scheme, then it could then be opened to ‘appropriate men’ when rolling out more fully.

SW reminded members the University already had other existing mentoring initiatives, which were based around the different career stages. He stated it was the intention to restrict access to the Athena SWAN mentoring scheme to those who were not already involved in another University scheme. He asked for comments on this proposal.

Members suggested those who were already involved in another scheme could still be allowed to participate in the Athena SWAN scheme too but they should not be allowed to withdraw from their original scheme in favour it. Members also suggested prioritising those people without mentors in the first place.

KL noted the intention was to restrict the pilot to 40 partnerships due to a perceived administrative burden. She advised the Arts and Social Sciences scheme had little administrative burden after the initial partnership pairing exercise which had been done on a ‘light touch’ basis by HR to ensure basic compatibility. She noted however the level of administration involved would be dependant on what level of monitoring of activities was required.

SW thanked members for their input and confirmed he would update the team tasked with rolling out the Athena SWAN mentoring scheme accordingly.

7. Athena SWAN Membership and Application Fees

SMK advised members, due to the expansion of the Charter and the resultant increase in their administration and assessment costs, Athena SWAN had announced a 100% increase to £2000 in the annual membership fee. She further advised Athena SWAN had introduced a fee for each ‘Departmental’ award submission of £250. Both fees will take effect from April 2014.

She noted this represented a large increase in the costs for the University and asked members if they felt the ‘departmental’ fees should be borne by the individual Schools or Colleges or centrally by the University.

The Convener stated all Athena SWAN submission costs would be met from centralised budgets.
8. Items for Information

8.1 – September 2013 Athena SWAN Awards – Paper 9

SMK presented the latest list of successful universities/Departments’ as announced in September 2013 following their submissions made in April 2013.

Members noted the large number of departmental awards gained by other Russell Group Universities, which highlighted the need for the University to ensure momentum gained from our University award was capitalised upon and resources are secured to move forward with both Athena SWAN and the Gender Equality Charter Mark across the University.

9. Any Other Business

9.1 – Future ASSAT Meetings

The Convener noted in recognition of the earlier discussion in Minute Item 3, future ASSAT meetings are to be held prior to Equality and Diversity Strategy Committee (EDSC) meetings.

HS advised an EDSC meeting will be held on 29 November 2013 which ties in with this ASSAT meeting. The subsequent EDSC meeting is scheduled for 11 February 2014.

As such, members agreed the next ASSAT meeting should take place in late January 2014.

ACTION: JK

9.2 – University Bronze Award renewal date

In response to LF’s query, HS confirmed the University’s Bronze award is valid until April 2016.

9.3 – Glasgow Science Festival – 5 -15 June 2014

SMK advised members the closing date for submissions is 16 December 2013.

She asked all members to publicise the event, and advised proposals can be submitted using the Festival’s webpage http://www.glasgowsciencefestival.org.uk/events/sciencefestival/eventproposal2014/

ACTION: All

9.4 – International Women’s Day 2014 Event

LF asked if an event was being organised for the 2014 International Women’s Day in March 2014.
HS stated this had not yet been finalised but advised Prof Cusack, Head of the School of Geography and Earth Science suggestion of a ‘PechaKucha’\(^3\) event for women in STEMM talking about their careers followed by a reception, may prove interesting.

SMK and HS stated they would make contact with Prof Cusack to look at taking this suggestion forward.

**ACTION: HS and SMK**

JK advised she would circulate information about PechaKucha to ASSAT members.

**ACTION: JK**

**9.5 – ASSAT Chair Handover**

The Convener thanked ASSAT members for attending today and as this would be his last ASSAT meeting, he wished AA and the other members well in taking the Athena SWAN agenda forward within the University.

Members thanked the Convener for all his work and support involved in putting together the Application and Action Plan which had resulted in the University’s Bronze Award.

No other business was brought forward and the Convener closed the meeting.

**10. Date of Next Meeting**

29 January 2014 at 10:00 – 12:00 in the Carnegie Room, Main Building.

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\(^3\) PechaKucha 20x20 is a simple presentation format where you show 20 images, each for 20 seconds. The images advance automatically and you talk along to the images.