1. Welcome, Apologies and Introductions
AA welcomed current and new members and invited introductions.
AA acknowledged the apologies received.

2. Minutes from previous meeting - 8 May 2014
The minutes were approved.

3. Matters Arising from the previous meeting – Paper 1
Action Point 3 – AS and GEM applications
New updated Timeline document prepared and issued to all ongoing SATs – includes final 6 week consultation period prior to submission deadline.

Action Point 4 – University Nursery
Link to the University Nursery to be added to the Student Support Services A-Z List and to ensure International Students are made aware of this facility.

ACTION: EDU

Timescales for those actions currently noted as ‘Future Meeting’ to be added.

ACTION: EDU
MT noted all other actions were either marked as complete, shown with relevant updates on Paper 1, or were on the agenda for further discussion.

4. Review of GESG Terms of Reference – Paper 2
Members agreed to the addition of the two proposed additional items on the Terms of Reference section and that a further student specific item to be added to the Terms of Reference as well as a standing item on the agenda to reflect the expansion of remit to include students.

ACTION: EDU

Members noted the membership would be updated further following the appointment of a Gender Equality Coordinator and election of the SRC’s Gender Equality Officer.

Members agreed the group greatly benefitted from the current members with their experience of the application process for Athena SWAN, GEM and Juno. Discussions took place about possible rotation of membership.

LK noted since the aim of all the charter marks was to attract more women to careers in academia the group would also benefit from the inclusion of representation from the Graduate Schools.

It was agreed the College and HR representatives would nominate one additional academic/PhD representative from each College involved in recent or upcoming departmental applications.

ACTION: College and HR representatives

Members requested the ‘Background’ section be removed and a table added, at the end, detailing the current Charter mark awards gained by the University/Schools/RIs.

ACTION: EDU

5. Gender Equality Development Framework – Paper 3
MT and WMcA presented the draft Framework document and advised this was not an action plan in its own right but it outlined all the current work being done in relation to gender equality at the University. They confirmed the document would continue to develop as the University’s gender equality initiatives progressed.

Members welcomed the development of the resource and agreed Self Assessment Teams would find it a useful source of information. Members asked for information on School/RI based initiatives to be included and the last item within section 1.1 be amended to read ‘academics’ rather than ‘women’.

ACTION: EDU/WMcA

LK stated students would also benefit from events profiling of women in leadership roles, as this should help to attract more to a career in academia. MT agreed and confirmed she planned to work with Communications and the SRC on how best to reach students when such events take place.
MT confirmed an updated University AS action plan would be brought to the next GESG meeting and would include any of the new activity items, highlighted in yellow, which had not then been incorporated within other University strategic action plans.

**ACTION: EDU**

Members requested GESG be kept up to date on the development of the document and agreed it should see an updated version of the Framework on an annual basis.

**ACTION: EDU**

AA stated her intention to seek support from the Senior Management Group (SMG) on the introduction of a scheme to support academic research staff upon their return from lengthy career breaks such as maternity/paternity leave. Four options were outlined in the paper and GESG were asked to agree a preferred option to recommend to SMG. AA reminded members there was no guarantee SMG would agree to allocate resources for it.

Members wholeheartedly backed the introduction of such a scheme. After discussing the four proposed schemes outlined, members stated GESG’s preference would be for a scheme as outlined in section 4.3.

AA asked for the paper to be revised to focus on this option whilst ensuring SMG were given information on all possible options.

**ACTION: EDU/KF**

7. **Sponsorship and ‘Mentoring plus’ Discussion document - Paper 5**
Members agreed some aspects of sponsorship were attractive and may in future enhance the current mentoring schemes in place at the University. However as the schemes were either only in their pilot year or in the early stages of roll out, it was decided that including those aspects now could prove detrimental.

Members agreed the best approach would be, after a sufficient time period to allow for embedding and feedback of the current mentoring programmes, to evaluate the schemes to see if inclusion of any of the elements of sponsorship would be attractive to the mentees/mentors.

8. **Specific AS Action Plan Update**
8.1 **Academic Promotions 2014 – Paper 8**
AA thanked LC for the promotions data shown in Paper 8 and noted the conclusions.

AA requested discussions take place on whether information was available, at both School/RI and University level, which would show how long women were spending at each academic grade before applying for promotion. If the data showed women were spending longer in the lower grades than men, information on possible actions to address this would then be required.
Members requested information based on the 2014 promotions data (by gender) for the successful candidates:

- what Grade/Role they originally held,
- how long they had been at that level and
- what Grade/Role they had successfully applied for.

LC noted this work would require a significant level of in-depth analysis which would require each individual record to be analysed via CoreHR. Due to current and planned workloads, this analysis would not be available until the after next GESG meeting.

**ACTION: LC/College HR Teams**

Members noted the career path from Senior Lecturer to Professor was not clear; with most areas recommending Senior Lecturers apply for Reader rather than Professor, whilst others recommend bypassing Reader as the role requirements are very similar.

AA requested analysis on whether the post of Reader is gender biased with more women than men in this position.

**ACTION: EDU**

This information could then be used to assist with promotion workshops to highlight there is no set route for promotion.


Members discussed possible options for marking IWD 2015 to build on the success of the 2014 event. Members noted the SRC would be running another International Women’s Week programme in 2015.

Members agreed the best option would be to hold one keynote event which could be incorporated into the SRC programme and would be open to both staff and students.

**ACTION: EDU/KF**

**10. AS Network Event and AS Application Feedback – Paper 7**

MT reported the first AS Network Event held on 19 August 2014 was well attended and received. Paper 7 was produced as a result of discussions at the event. It pulls together key elements from the experience of two successful SAT Chairs, AS Assessment Panel Members and the feedback received from AS on the successful Bronze ‘departmental’ applications by GES and IBAHCM.

AA advised members the School of Chemistry and the Institute of Health and Wellbeing had just received notification that their applications, made in April 2014, had also been successful in gaining Bronze awards. Members welcomed this news.
MT advised Paper 7 would be revised and updated as further feedback is received on successful applications. She confirmed it will be made available to all ongoing SATs and uploaded to the Gender Equality SharePoint site.

**11. Specific AS Action Plan Update**

11.1 AS Mentoring Programme Update Report – Paper 9

FMcL presented Paper 9 which detailed the uptake of the programme for both mentee and mentors in the Colleges of S&E and MVLS, ongoing related administrative/system issues and planned future steps. FMcL acknowledged MVLS currently had a number of mentees not matched to suitable mentors.

AA asked FMcL to ensure MVLS CMG is made aware of the unmatched mentees and requested another call for mentors is issued to ensure engagement across all levels of the College.

**ACTION:** FMcL

11.2 Fixed Term Contract Analysis – Academic Staff – Paper 10

Due to time restrictions GESG was unable to discuss this paper. MT asked members to review it following the meeting and if there were any issues/questions, these should be emailed to her.

**ACTION:** All

**12. Items for Information**

GEM/AS Application Status update – Paper 11

Paper 11 was presented for information purposes only.

**13. Date of Next Meeting**

19 December 2014 at 10:30am, Melville Room, Main Buildings