1. **Welcome, Apologies and Introductions**
AA welcomed colleagues to the meeting and noted the apologies received.

2. **Minutes from previous meeting – 29 September 2015**
The minutes were approved.

3. **Matters Arising from the previous meeting – Papers 1**

   **Action Points 5 – College-based PhD Scholarships and RCUK**
   EDU to present paper at Deans of Graduate Studies meeting about aligning all Colleges processes with those of RCUK.

   **ACTION: EDU**

   **Action Points 6 – Deregistered students on Maternity Leave**
   Mary Beth Kneafsey, RSIO is working with MyCampus to create a new status in MyCampus to address this issue.

   **Action Points 7 – Maternity Information for Tier 4 Students**
   EDU to discuss with International Student Services to ensure International Handbook is updated to provide information on the possible loss of immigration status should they become pregnant.

   **ACTION: EDU**
4. **Childcare and Campus Redevelopment - discussion**

KF highlighted the 4 upcoming consultation events being held.

KF advised she had received quotes for providing kids clubs for during school holidays – she noted they appeared not to be very cost effective but would gauge appetite for these during the consultation events.

UMD reported the SRC are trying to set up a Carers Network.

AA and RC agreed to look at how to incorporate the new HMRC ruling on extra childcare costs into the University’s staff expenses policy.

**ACTION: AA & RC**

5. **Athena SWAN Application: Section 4 data – Paper 2**

Members reviewed the data presented and suggested the following be taken into account for the application and action plan.

**Application Action:** Application comments to include information about census date and to point to progress with 4 new female professors in Arts in the recent promotion round.

**Application Action:** Action Plan to include work on reviewing underlying reasons for increase in female Grade 6 in AHSSBL.

**Application Action:** Need to comment on high proportion of females at lower grades in MVLS in comparison to S&E.

**Application Action:** ‘Best Practice’ Athena SWAN network event to be held in new year and noted in application where appropriate.

KF reminded members the Athena SWAN SharePoint site was already set up to allow the sharing of best practice across the institution.

GESG members to provide information to KF on past activities/initiatives within their own areas, as well as suggestions for possible future actions for inclusion in the Action Plan, in relation to promotions and progression.

**ACTION: All**

GESG members to review data for their own areas in more detail and provide any comments and feedback to KF.

**ACTION: All**

6. **Promotion Data: Length at Grade and Related issues – Paper 3 (tabled)**

**Length at Grade**

Members reviewed the information provided and concluded, now that the information had been provided by College, there didn’t appear to be great differences men and women spend in a grade before successfully applying for promotion, with the exception being the College of Social Sciences. Members noted though this data only covered the latest promotion round.
KF noted it would be possible to look at this together with previous promotions rounds, at a University and College level, but it would take some time to pull the data together.

Promotion information and clarifying routes for progression
Members noted the criteria for Readership was now on HR website and discussed the research focussed nature of the role.

Members requested HR provide more guidance in the form of vignettes about the possible promotion routes to highlight traditional progression is not always necessary. GESG members were requested to assist with compiling these.

**ACTION: ALL/EDU/HR**

**Application Action:** Action Plan/Application to include comment about future investigation to look at whether the criteria set out for promotion is being adhered to when recruiting into a new post.

Members discussed the erroneous perception that the P&DR process is specifically linked to promotion criteria and asked for wording on the Promotions webpages to make it clear P&DR results may be relevant, depending on the objectives set, but are not directly linked to promotions process or decisions.

**ACTION: EDU/HR PP&R**

**Application Action:** Action Plan to include ‘Promotions myth busting’ sessions.

7. **Student Issues**
No student issues were raised.

KF advised as part of the commitment to the 30% Club was to conduct a student aspirations survey; the Think Future survey will be launched here on 9 November in order to avoid a clash with an internal survey being done.

8. **Any Other Business**

**Graffiti**
Members discussed abusive graffiti on lecture theatre furniture and how the apparent tolerance of this could be seen as condoning the sentiments expressed. EDU were asked to raise this with Estates and Buildings requesting they look at remedial action on an ongoing basis and to suggest implementing some form of campaign to discourage this; highlighting possible sanctions.

**ACTION: EDU**

**Preventing Sexual Violence Workshops**
UMD advised members the SRC are exploring providing Preventing Sexual Violence workshops for students.

No other business was raised and the Convener closed the meeting.

9. **Date of Next Meeting**
27 October 2015, 1-3pm, Room 251