



**ATHENA SWAN SELF ASSESSMENT TEAM**  
**Minutes of Meeting (abbreviated)**  
**23 June 2021, 1-3pm**  
**Zoom**

**Attendees:** Breda Cullen chair, Sarah Amele, Jana Anderson, Laura Cheesewright, Seonaid Cleare, Asha Costigan, Craig Donnachie, Jane Goodfellow, Cindy Gray, Caroline Haig, Tracy Ibbotson, Avril Johnstone, Jim Lewsey, Laura Hughes-McCormack, Julie Langan-Martin, Heather McClelland, Hamish McLeod, Nicola McMeekin, Louise Meechan, Jill Pell, Iain Taylor, Karen Wetherall, Elise Whitley

A Dickie (AD) minutes

Visitor(s): None

<b>1.</b>	<b>Introductions and apologies</b> Apologies: A Dickie, C Madden, E Grieve, R Strawbridge, R Allan, J Bouttell, F Caryl, C Brunton. Introductions: Sarah Amele, new Ethnicity Champion, Tracy Ibbotson PPI lead for MVLS and PC network. Avril Johnstone, representing LGBTQ+ and C Brunton, new co-chair of PSS workgroup.
<b>2.</b>	<b>Minutes of previous meeting</b> Accepted.
<b>3.</b>	<b>Matters arising not elsewhere on agenda</b> Issue of wording on end of contract letters will be monitored and reported back to HR. Workshops on job descriptions and career progression: a short video of slides has been developed which can be accessed by staff when required; still working on the career progression workshops which will hopefully be launched later this year. Athena Swan Teams site: AS will have a single Team with a channel for each working group, channel for SAT members, channel for chairs and co-chairs.
<b>4.</b>	<b>SAT update and activities</b> Actions from IHW Environment Survey – CG looked at the open text responses which was taken to Institute Management Group (IMG), responses were summarised into an article published in Hawkeye. The Effective Bystander course on Moodle will become mandatory training for all at IHW, this will be promoted in Hawkeye and at PDR. IMG have suggested considering 360 degree reviews for line managers, BC will contact EOD to find out the best online system for this. IHW Workload Survey results – results presented at IMG. One comment which stood out was managing workload before and after holidays as staff are exhausted catching up afterwards. Also, staff felt they are not thanked for doing enough, as there is sometimes a culture to go above and beyond what is expected of you. All were reminded when interacting with staff to acknowledge that they are doing a good job. IHW gender pay gap results – some difficulties in accessing all the data that is required, an article will be added to Hawkeye. Based on the most recent data the mean GPG is around 20% in favour of men across all staff in IHW, the median 3%, the discrepancy between these comes from the lowest 50 paid staff members being mainly female staff compared to the highest 50 paid staff where there is a 50:50 ratio for men and women, the lower grades are mainly professional services posts where mainly female staff are employed. Unconscious bias in interview panels – staff have been trained, CG meeting with SPHSU admin next week to discuss taking this forward.

5.	<p><b>Brief reports from working groups and reps</b></p>
	<p><b>Working groups</b> BC thanked all working group leads and members for the work that has gone into reports as it is time consuming and not an easy task. Each group chair presented a brief verbal summary for consideration by the SAT. Individual meetings will be held after summer break with chairs from each group to discuss recommendations.</p> <p><b>Representatives</b> <b>Engagement Lead</b> - KM gave a short presentation on the University's new values, which can be found here <a href="https://www.gla.ac.uk/myglasgow/staff/values/">https://www.gla.ac.uk/myglasgow/staff/values/</a>. A summary can be added to Hawkeye and the website, there is an opportunity to generate conversation around the values which can be done within individual groups or IHW as a whole. There will be a campaign to launch the new values from the Comms team. BC, CG will consider the key messages the group can act on and raise at the September meetings to embed into the action plans for next year and raise at IMG meeting to add to the next Town Hall meeting.</p> <p><b>Ethnicity Champion</b> – SA, new to the role, attended MVLS EDI meeting with focus on race in response to the University Understanding Racism, Transforming University Cultures report, a race equality sub committee has been set up and the first meeting was last week. SA will report back to SAT.</p> <p><b>Social Science in Health rep</b> – CD, second online seminar good session, continuing writing retreats mainly aimed at IHW Soc Sci but all welcome. <b>CG</b> good session on wellbeing at last week's meeting, very positive feedback.</p>
6.	<p><b>Updates from other committees</b></p>
	<p><b>University Gender Equality Steering Committee</b> – CG, last meeting in May, UoG making good progress on gender pay gap. Intern appointed re gender-based violence.</p> <p><b>College Equality, Inclusion and Diversity Committee</b> – ISSF funded equality projects, key projects Cultural Competency, Neurodiversity, Work Life Balance being led by different people in the College. The CEIDC chair has suggested organising a conference to highlight all work that has been done across college. Suggestion to run a workshop to embed various resources that have been developed through projects. Two short life working groups who will look at decolonising the curriculum and embedding diversity and inclusion within the curriculum, both will report to CEIDC. Women in Research Network, if anyone would like to contribute to organising events contact BC who will pass on to the committee.</p>
7.	<p><b>Communications</b></p>
	<p>Website – Working group chairs and co-chairs to check their section of the webpage and send updates for activities and achievements including changes of focus. Beacon activities page being updated.</p>