



ATHENA SWAN SELF ASSESSMENT TEAM
Minutes of Meeting (abbreviated)
20 September 2021, 1-2.30pm
Zoom

Attendees: Breda Cullen chair, Sarah Amele, Jana Anderson, Claire Brunton, Fiona Caryl, Asha Costigan, Craig Donnachie, Cindy Gray, Eleanor Grieve, Tracy Ibbotson, Jim Lewsey, Laura Hughes-McCormack, Keilly MacDonald, Julie Langan-Martin, Heather McClelland, Paul McCrorie, Hamish McLeod, Nicola McMeekin, Iain Taylor, Karen Wetherall, Elise Whitley

A Dickie (AD) minutes

Visitor(s): None

1.	Introductions and apologies
	Introductions to C Brunton who attended her first meeting with SAT. Apologies from Caroline Haig, Jane Goodfellow, Jill Pell, Catherine Madden, Kirstin Mitchell, Rona Strawbridge, Rachel Allan. Abbreviated version of minutes will be produced for website. Individual meetings planned so no need for full report from working groups on this occasion.
2.	Minutes of previous meeting
	Accepted.
3.	Matters arising not elsewhere on agenda
	End of contract letters – Further discussion with HR for the template for job descriptions for DCLinPsy new posts, negotiated revised text, discussion about the wording in contract and end of contract letters from HR, some progress. AS Teams sites – It is still the plan to locate all AS activity within a single Team, but there has not been an opportunity to work on this since the last meeting. Gender pay gap staff coding – Coding issue was resolved. An article about the GPG was published in August 2021 HAWKEYE.
4.	SAT update and activities
	Gold renewal deadline and changes to AS Charter – IHW deadline for renewal was November 2022, this has been extended to March 2023. SAT members to create a sub-group to pull paperwork together for the renewal. JLM will become deputy chair of SAT starting in 2022. Changes made to AS Charter will impact on our renewal application; summary of changes will be circulated with the minute of this meeting. 360-degree reviews – BC contacted the staff who run Turas platform used in NES, they have a 360 multi source platform which they will adapt for us free of charge. BC will gather content and draft a document for the next IMG meeting, will ask what groups of people should be involved in this feedback process. Unconscious bias in interview panels – SPHSU and MHW staff have highlighted interviews which are being planned. Three interviews have been attended by observers since the beginning of July. May extend this pilot beyond December to have a good range of different job roles observed. Interviews well conducted, template developed, feedback generic points to those who have taken part. Evidencing contribution to EDI activities in job role profiles, recruitment process – On the Advance HE review panel, applications were commended on their work around incorporating EDI in the recruitment process,



	<p>applicants being asked how they would contribute to EDI if they joined the institution. In UoG it may be possible for recruiting managers to include this by aligning to the University values.</p> <p>SAT annual report and action plan – Proposed action plan for the year was presented on screen and discussed.</p> <p>Away day AS topics for 2022 – 1. Culture of overwork which was highlighted in the workload survey and the staff consultation, not just work life balance issues, wider normalisation of ‘being part of the job’ to work extended hours. 2. Focus on Clarice Pears building, SAT role of contribution made in the transition to the new building, embedding EDI principles.</p>
<p>5.</p>	<p>Brief reports from working group reps</p>
	<p>Working groups:</p> <p>Professional Services Staff – Priority is looking at flexible working post COVID. Some PS staff feel they may not have the same flexibility as academic staff when staff return to offices.</p> <p>ECR – not discussed</p> <p>Staff Consultation – With the Gold renewal in mind, topic for consultation could be what do people think of Athena Swan in the last 10yrs and what will the next 5yrs look like.</p> <p>Maternity, Paternity and Carer – A CoSS member has joined the group. Query re People First initiative, one action was a new working group which has been taken forward (New Ways of Working), other actions had been done or were being woven into existing work within the university.</p> <p>Gender Sensitive Mentoring – Email update from chairs - We have a small number of mentoring requests trickling in since January, suggesting that the new staff are signing up as part of their induction process. There is an increased number of people requesting mentors in the last month, suggesting that the PDR is a good reminder of the mentoring process. We have identified Kay Guccione (replacing Elizabeth Adams) as suitable for leading a workshop on mentoring and are currently discussing when to hold the workshop and details of contents. The PS and R&T schemes have been merged and website updated. Currently the co-chairs are one each from PS and R&T.</p> <p>PGR and DClInPsy – not discussed</p> <p>UG/PGT – not discussed</p> <p>Promotion, and Reward and Recognition – not discussed</p> <p>LGBTQ+ - not discussed</p> <p>Older Workers (WOW) – not discussed</p> <p>Representatives:</p> <p>Engagement Lead – no update.</p> <p>Ethnicity Champion – Recently there was a Race Equality sub-committee meeting, how can our Institute take forward ideas such as improving race equality, mentoring for minority groups, Black History Month. AS SAT can take any issues/ideas to the IMG to support taking things forward on any actions. Apologies from SAT chair for not actioning any events for Black History Month, there are events happening through College and other institutes, we will promote attendance at these. Encourage all staff to complete diversity training.</p> <p>Disability Champion – JG and EW have been talking to staff in UoG who have contacted them from Invisible Disabilities event, have fed back some ideas to them for creating their own events. Contacted F Coton with ideas of some initiatives to take forward in IHW, the university have had a review of disability support and there are new initiatives being implemented, IHW will wait for a few months until they are in place.</p> <p>Social Science in Health rep – CG has taken over lead role from S Wyke, continuing SSIH Virtual Writing retreats, promote better attendance, positive feedback from the last meeting. Promoting inclusion of SocSci within the institute as most data used is MVLS data, this can exclude SSIH.</p> <p>PGT student reps – not discussed</p>
<p>6.</p>	<p>Updates from other committees</p>



	<p>IHW Management Group – no update</p> <p>University Gender Equality Steering Committee – no update</p> <p>College Equality, Inclusion and Diversity Committee – Received minutes from the last meeting today and will discuss at our next meeting. Main thing was the update of the AS Charter which was discussed above, and race equality sub-committee also discussed above.</p>
7.	Communications
	<p>Website: Most of the working groups have updated their information or are in the process of doing so. BC will send all SAT members an email to put together a special edition of HAWKEYE in October, each group will be responsible for contributing one item.</p>