



ATHENA SWAN SELF ASSESSMENT TEAM
Minutes of Meeting (abbreviated)
9 December 2021, 1-3pm
Zoom

Attendees: Breda Cullen chair, Rachel Allan, Sarah Amele, Jana Anderson, Janet Bouttell, Susan Browne, Claire Brunton, Seonaid Cleare, Asha Costigan, Craig Donnachie, Jane Goodfellow, Cindy Gray, Eleanor Grieve, Tracy Ibbotson, Avril Johnstone, Julie Langan-Martin, Keilly MacDonald, Hamish McLeod, Iain Taylor, Karen Wetherall

A Dickie (AD) minutes (from recording)

Visitor(s): None

1.	Introductions and apologies
	Apologies: C Haig, A Dickie, J Lewsey, C Madden, J Pell, P McCrorie, A McGarty, K Mitchell, K Farrell, H McClelland. Welcome to Susan Browne, replaced L Hughes-McCormack as co-chair, Career Progression group (formerly promotions group). Thanks to LHM for her time as co-chair of promotion group who achieved good things for the group in her role. New PGT student rep D MacPherson, will be introduced if they join the meeting later.
2.	Minutes of previous meeting
	Accepted.
3.	Matters arising not elsewhere on agenda
	Evidencing contribution to EDI activities in job role profiles (BC), followed up with KF, advised that Director of Strategic Recruitment and Talent and the Head of International and Academic Recruitment are working with Marketing and Communications looking at how we embed the university values into recruitment and so they are trying not to duplicate efforts in that realm. They will be working with EDI unit on standard wording for updating job adverts. Hold off until this is actioned. Cross-group mentoring meeting (CG), meeting held as planned. HAWKEYE special issue (BC), thanks to all for the additions for October HE, we hope this will draw attention to the AS work each group are doing and stimulate new interest.
4.	SAT update and activities
	Gold renewal sub-group initial meeting in late January and 6-weekly meetings thereafter. Planning to recruit an AS coordinator, PSS role, collating data and paperwork for AS Gold renewal. Workload survey , plan for Jan/Feb 22, the purpose was originally to use this survey to plan around workload modelling (WM), WM in MVLS did not proceed, that being said the survey will be run for data for the Gold renewal application. WM has been raised at IMG, any updates will be fed back to this group. 360-degree reviews , Materials sent to NES for them to build the tool for us, awaiting test version of website, plan for new year is that S Wilkie (SPHSU) will soft launch a pre-pilot with specific staff in SPHSU to get a sense of how it fits and what administrative implications there would be if there was a scaled-up version. Unconscious bias in interview panels , 3 panels currently or planned to be observed, overall feeling is that it is really useful and has provided objective feedback to interview panels and it would be advantageous to keep this practice going. Discuss findings with K Farrell and ask if there is capacity for administrative support from her team and if this training can be incorporated with interviewer training.



	<p>Away day topics, not sure if the RAD will take place and whether in person or via zoom. Some suggestions for content are workload/workload culture, senior staff presentation and Q&A around career pathways, mentorship needs etc for PGR and junior staff, myth busting around advancement procedures, staff who progress without PhD. RAD is for RTC staff only, a whole IHW away day could be planned for RT and PSS staff when we move into CP building. There was no PSS away day in 2021.</p> <p>International Women’s Day, 8 March 2022 (theme: Break the Bias). Circulate a call throughout IHW for suggestions. Add to Hawkeye and circulate an email to staff.</p> <p>Gender-based violence (GBV) and effective bystander training, focus on GBV as a specific issue, feedback from KF on UoG level initiatives. Special issue of Hawkeye, there was a really great article on sexual harassment and GBV with signposts to help for these issues. Effective bystander (EB) training doesn’t fully cover GBV, a very brief mention of inappropriate ‘banter’ was covered. Specific training on ‘banter’ would be helpful. Look for other training to support EB training.</p> <p>Sharing working group minutes with IHW staff, abbreviated versions of SAT minutes are shared on the Athena Swan webpages, working group chairs/co-chairs to discuss with working groups if they would like abbreviated minutes from their sub-groups posted.</p>
5.	<p>Brief reports from working groups and reps</p>
	<p>Working groups</p> <p>Professional Services Staff – focus is on career development and flexible working for PSS staff. JG is finalising a Moodle resource around career development for PSS, this should be ready to launch in a few months. Worked with LHM (CP group) to update staff promotion regrading and reward and recognition on the web page with relevant information for PSS staff and make a distinction between different career pathways. Concerns raised to the group re reception cover in the new Clarice Pears building and the way that was announced, this has been fed back to IMG and discussed.</p> <p>ECR – no new updates, last meeting in October. ECRF and AS ECR are embedding well.</p> <p>Staff Consultation – Topic for this year is Key achievements of AS so far and what the priorities should be going forward. Based on the feedback from Dignity at work report, thanks to JG and BC for all the bite sized visuals and messages and scenarios which promote the Dignity at Work policy. These will be shared in Hawkeye in the next year.</p> <p>Maternity, Paternity and Carer – progressed maternity paternity champion, one person volunteered a second is required. Working on publicising carers buddy scheme, will hold a coffee morning in new year but based on the feedback some staff/friends and family of people with caring responsibilities, the term ‘buddy’ sounds binding, may re-name it to peer support group rather than buddy scheme for reporting purposes, terminology should evolve and be flexible. Support was highlighted as the main need before flexibility and understanding, not internal support but support from external resources or local support groups, based on that feedback a Teams channel has been set up as a private space for people to attend and chat with access to resources which will be updated and uploaded by the group. Some issues around data on KIT/SPLIT days, quality of the data is not accurate. Mat/Pat pay for students in CoSS, MVLS policy was updated to reflect that PhD students will receive Mat Pat payments even if the funder does not provide this, info on the web says - CoSS PhD students that are in IHW are also covered by the policy, can we have confirmation of this policy to keep information accurate? RA will check the code of conduct for PGRs. Clarification required on guidance of contacting staff who are on Mat/Pat/adoption leave and is there updated guidance on core hours working given that we are working more flexibly from home? Email etiquette, suggested amendments can be sent to JG to update the live document. CG will meet with JA to discuss other leave which should be registered online and discuss CoSS accessing maternity paternity welcome packs.</p> <p>Gender Sensitive Mentoring – continuing to match mentees and mentors for both RTC and PSS groups. Additional requests after PDR and the recent mentorship workshop. Workshop attended by around 20 staff</p>



and students which clarified the benefits of mentorship, good feedback received, a more formal evaluation will be done. Considering a schedule of workshops with K Guccione (KG), Researcher Development Manager who is very experienced in mentorship, she will assist with adding specific topics to the workshops. Met on 27 October to discuss PSS and RTC merger of mentorship groups and ECR mentoring PhDs which unfortunately there was not capacity to keep going, this was last reported on in 2019. PGR different models are being looked at e.g., Heads of Scholar Scheme, also aware that a thesis mentoring scheme has been set up by KG beginning in January.

PGR and DClInPsy – reviewed terms of reference and action plan for the next year, open call for all members to input into the actions, some of which were particularly hard to get data on in the past year. New actions remain across the same themes and include impact of the pandemic on PGR DClInPsy students.

UG/PGT – induction event for PGT students on IHW Athena Swan and Equality Diversity and Inclusion, 1hr induction at the end of November this was in response to feedback from students last year who wanted more of an insight into IHW as a whole and what Athena Swan does for the University and specifically IHW. Introductions from J Pell around IHW, BC around Athena Swan and various presentations with representatives from working groups, J Langan Martin introduced the teaching programmes and masters programmes. Encouraged students to engage with Effective Bystander course, presentation from student rep from last year, positive responses from volunteers. Ideas to take forward, meeting role models of academic staff and finding out about people's career journeys and ideas to increase survey responses. Not a huge attendance, the recording was circulated to all students. Repeat towards the beginning of term next academic year to capture most students. Would like to open up Athena Swan to all the PGT programmes, allow students to come forward and place them in AS roles as we don't want to lose the momentum of enthusiasm.

Career Progression Group – change in chair, LHM has stepped down, AMG is chair and SB is now new co-chair.

LGBTQ+ - Finalised the plan of actions, rainbow lanyards will replace existing IHW ones as we move forward to the Clarice Pears building, 2 contributions to Hawkeye, one on Safe Allies and highlighting the importance of pronouns which staff and students can add to their profile and email signature. There will be further discussion re Safe Allies, what to do if someone gets in touch with a sensitive issue.

Older Workers (WOW) – Two main points for this year, maintain the WOW toolkit with existing group members taking turns to check information and some group members will put together a Teams channel to put together a virtual network for older workers, non-IHW and IHW staff who have shown particular interest in 'getting involved' as a result of the WOW webinar. Resources will be added and can be circulated to the group, this is another Beacon activity. Hoping to take forward next year Career Journey for older workers, looking at funding and added to action plan, could link with Career Progression group.

Representatives

Engagement Lead – by email – KM is in working group supporting E Gallagher who is deputy director for HR at UoG level, on a new wellbeing strategy, work began in June this year, there have been consultations with engagement leads network, the trade unions, college management groups and as a result of that there are 4 key statements. This is now going out to wider consultation across the university.

Ethnicity Champion – met with Dr N Riaz who is the new EDI advisor, she is setting up a network for individuals from minoritised ethnic groups. Invitation to anti-racist campaign, focus group next Thursday to discuss tackling racism and harassment issues from the recent report that was published. Race equality sub-committee had a meeting to discuss a mentoring programme for staff and students from minority ethnic groups, this is still at an early stage.

Disability Champion – working with Dr L Bach, Institute of Molecular Cell & Systems Biology, to plan an event around lived experience of severe mental illness in higher education environment, seeking advice on how to recruit speakers from colleagues who have experience in this field.



	<p>Social Science in Health rep – biennial seminar yesterday which went well. Working on the website development, thinking of extending membership.</p> <p>PGT student reps – new rep D MacPherson who will hopefully attend the meeting in February, hopefully she will also join the UG/PGT workgroup. A second student would also like to be involved in Older Workers group.</p>
6.	<p>Updates from other committees</p> <p>IHW Management Group – no major updates, PSS concerns re reception areas in CP building were discussed, consultations with PSS staff will take place.</p> <p>University Gender Equality Steering Committee – email update - their main item of business at their first meeting of this academic year was gender based violence, there is a proposal to merge the GBV working group and the gender equality steering group and the gender champion will be taking that forward with the university senior management group. Other plans will include policy work on support around fertility and pregnancy loss. Looking at creating an Athena Swan leads network across the university to meet quarterly potentially and then feed into the gender equality steering group. They've got some funding from the Ferguson Bequest to support international women's day events and they're hoping to take an intersectional approach with a keynote speaker potentially on gender on disability.</p> <p>College Equality, Inclusion and Diversity Committee – last meeting early September, main relevant item on the agenda of that meeting was the changes to Advance HE and how that would impact on our Gold renewal, other updates were various ISSF funded projects, Race Equality subcommittee, MVLS EDI conference.</p> <p>CEIDC Race Equality Sub-committee – no further updates.</p>
7.	<p>Communications</p> <p>Website: JG continues to update the website. All to send any Beacon activity information to JG to add to web. There is now an A-Z of Athena Swan in IHW here https://www.gla.ac.uk/researchinstitutes/healthwellbeing/athenaswan/atoz/ which will make things easier for everyone to find information.</p> <p>AS Teams: Work in progress, will update at future meeting. Protocol will be put together for using Teams and information that can be stored there. No sensitive data should be kept on Teams. Thanks to JG for adding the bitesize banner messages to Hawkeye as another useful communication tool.</p>