

ATHENA SWAN SELF ASSESSMENT TEAM
Minutes of Meeting (abbreviated)
29 March 2022, 2-3pm
Zoom

Attendees: Breda Cullen chair, Susan Browne, Claire Brunton, Fiona Caryl, Seonaid Cleare, Craig Donnachie, Cindy Gray, Elaine Hindle, Jane Goodfellow, Eleanor Grieve, Julie Langan Martin, Danni Macpherson, Heather McClelland, Nicola McMeekin, Jill Pell, Rona Strawbridge

A Dickie (AD) minutes

Visitor(s): None

1.	Introductions and apologies
	Apologies: T Ibbotson, H McLeod, A Johnstone, A McGarty, I Taylor, E Whitley, V Katikireddi, J Lewsey, A Costigan, K Mitchell, C Madden, S Amele, K Wetherall, J Anderson, C Haig, J Melson A welcome was extended to Danni as this was her first meeting.
2.	Minutes of previous meeting
	Approved.
3.	Matters arising not elsewhere on agenda
	Unconscious Bias training in interviews: CG presented slides which will be circulated to SAT after the meeting. Rationale was explained. March 2021, 18 staff trained, 13 took part in a 6-month pilot, 6 participated as observers. Five research groups participated: 7 interviews observed and shortlisting for 2 of these was also observed. The findings can be disseminated widely across IHW via Hawkeye and will also be sent to K Farrell as this pilot was run on behalf of UoG as well as IHW. Sharing working group minutes with IHW staff: abbreviated versions of SAT minutes are available on the web, there was a request that working group minutes also be added. On review until the new AS Team is up and running – discuss at future meeting.
4.	SAT update and activities
	Gold renewal sub-group: meeting regularly, next meeting in May. A request has been submitted for an intern, AC had confirmed this was approved at College, Senior Management have still to approve, when this is done a PS staff member will be recruited for an 8mth period to help coordinate the Gold renewal. Workload survey: 39% response from academic staff, will share the results with the minute of the meeting. Question of people working beyond their regular hours which the majority answer was yes, this year there was a change in that many more male staff said they were bothered by this than last year. Lots of comments about challenges in managing workload. F Coton is leading a university initiative to look at workload modelling, JP will feed back after the next senior leaders forum. Culture (environment) survey: this is conducted every 2yrs, it will be run in November 2022, BC will send the questionnaire to SAT to discuss at working group meetings and feed back any changes, suggestions or additions by 29 April.



	<p>360-degree reviews: the online tool is now ready, BC will meet with S Wilkie SPHSU, who will be the administrator for this pilot. Initially it will be piloted with a small group of SPHSU senior staff, they will feed back results for review prior to being rolled out more widely.</p> <p>Research Away Day 18 May 2022: this will be a hybrid meeting, in person for those who wish to attend in person. Athena Swan has been allocated 1hr, the Career Progression group have requested some time to explain the myths around promotion, clarifying misunderstandings of the eligibility for promotion. We would also like to have an activity/discussion around workload, it was suggested that Carron Shankland (CS) (Stirling University) be approached to contribute to the discussion, no approach has been made yet. BC will make contact with CS, if she cannot attend in person, we could request an activity from her.</p> <p>Gender pay gap: we intend to report on 31 March each year, JG will send data to BC who will summarise for the SAT report and Hawkeye. Looking back at August 2021 results there is a strong predominance of female staff at G4, almost no males at this grade, this is one area of focus we need to address. Career progression is one thing to highlight to this group of staff, PSS working group have discussed this in their meetings as most G4 staff are PSS, put on the agenda for next PSS workgroup meeting, working with Career Progression group on the career development Moodle.</p> <p>International Women’s Day 8 March 2022: this event has passed, we would like to note thanks for all efforts to mark this: talk from A Fraser on research into women’s health, several items in Hawkeye, J Milicev research findings on LGBTQ and women’s health in the PGR population.</p> <p>Gender-based violence (GBV): UoG senior management have approved a draft GBV action plan, more prominent information on webpages for reporting, M Ross QC review which will be promoted in Hawkeye with opportunities for people to contribute. Gender Equality Steering Group now have GBV as a standing item on the agenda. Student module on Moodle for GBV, this will be made mandatory, this will be promoted in Hawkeye, there may be an equivalent course developed for staff. The student counselling and psychological services have recruited a dedicated GBV specialist counsellor. BC and JG have discussed issues which are more subtle, banter, inappropriate social behaviour, and have asked CG for these issues to be flagged at the Gender Equality Steering Group. Relevance for the planning for the new Clarice Pears building, safety protocols must be put in place for people hosting events in the public space on the ground floor especially if it is out of hours events, flagged to CP planning group.</p> <p>Diversity Interventions Conference 7-8 April 2022: BC will attend online, other staff can register to attend if they wish, it is over 2 days, BC can send details to those interested.</p> <p>Working group annual reports: JG, there have been a few delays with gathering data for various reasons, one of which is recent industrial action. UG PGT group would prefer a later date to capture April cohort, EG will liaise with JG (but note that the reporting window does not change even if the report deadline is postponed). Individual meetings with group chairs/co-chairs around September/October to discuss their reports and action plans going forward, date for report submission will therefore be postponed to end of August / early September. BC will confirm exact date and send templates for reports.</p> <p>AS Team channels: JG, new AS Team, separate channels for each working group, chairs and co-chairs, management group and SAT. Each channel should have standard set of folders already populated. Pilot for the next 6mths to make sure there is benefit of improvement. Old Teams should be ‘hidden’.</p>
5.	<p>Brief reports from working group reps (provided in writing for information only)</p>
	<p>Working groups</p> <p>Professional Services Staff – The PSS working group recently launched the Career Development for PS Staff Moodle training module. The short online course aims to address myths and misconceptions relating to career progression for PS staff. Completion is mandatory for line managers, but the module has also been rolled out to all staff who may have an interest. The group are also in the early stages of pulling</p>

together some case studies of PS staff regarding their career development, with a view to publishing these online and raising more awareness around the avenues available to PS staff. The group has been recently joined by 3 new members and will next meet in April.

ECR – In light of our large membership, we have created subgroups to engage membership to take on actionable tasks. We believe this is our optimal approach to realise the goals we have set for the group. Each subgroup is leading on the delivery of certain actions as set out in our action plan.

- I. Training; chair Paul McCrorie
- II. Career progression and professional development; chair Victoria Palmer
- III. Teaching; chair Claire Hastie
- IV. Communication and social activities; chair Moya Clancy

ECR meeting agenda restructured, and now more action plan focussed via updates from each subgroup. TORs will be updated accordingly. We are working with promotions group in creating the myth busting session for the IHW away day.

Staff Consultation – The Staff Consultation topic this year has been decided. A recent meeting identified a suitable method for the consultation. This is expected to take the form of a short staff survey for members of IHW (all job roles) to collect open ended responses on topic items and with the option of further follow-up to participate in 1:1 interviews.

A PGR/ECR will be recruited to help with the conduct of the consultation and draft the report.

The recent industrial action has slowed progress with preparation for the consultation. Meetings have been difficult to schedule around industrial action dates. Decisions made by University leadership on the issues underling industrial action have also had an impact on engagement with Athena Swan activities. Members of the group have shared concerns around their ongoing participation in Athena Swan activities.

Maternity, Paternity and Carer – 2 maternity champions are now in place -we raised awareness by HAWKEYE in January 2022 and in addition, members of our group are raising awareness locally in each IHW unit -both of the new email etiquette, of the mat/pat champions and of the existence of MS Teams channel for staff carers.

We held a coffee morning for staff carers in January-but the attendance was low and we could not establish the group to run separately -so we will run another coffee -perhaps during the Carers week. Clarification of Mat/pat PhD pay for CoSS PhD students doing a PhD in IHW is still pending -we identify the correct staff to ask and Rachel is on it.

Distribution of maternity welcome packs -Cindy and Jana met and as there is no equivalent post to Asha in CoSS -only Line managers get notified of maternity/paternity leave – so we contacted all the 5-6 Line managers in CoSS and IHW and asked them to provide these packs to staff before they go on leave-this will remind them every 6 months -we are considering for this to be eventually done by all Line managers in IHW -it could be discussed on the SAT if it is feasible to do that to lift the burden of Asha/Jane?

It was announced that the Academic returners fund has 4 remaining places and it will close by Feb 2023 so the budgets will have to be spent, so we circulated the information to all staff that recently came back from their maternity leave; as well as we posted it on our MS Teams channel for staff carers that took a leave longer than 4 weeks.

And finally, our group last met on 7th March and we mainly worked on finalising our questions for the IHW staff culture survey and we discussed planning of any events that we may hold during June's Carers week - as there will be limited help form IHW admin team due to their workload in June, we are still to decided on what to organise with little resources.

Gender Sensitive Mentoring – Matching continues, as and when requests come in.

We got very good feedback on the mentoring workshop that was held in the autumn. There was enthusiasm for additional training, although this has not yet been defined. There was also interest from a



number of people who couldn't attend, so we will try to organise the same again for just after the next round of PDR.

We are considering setting up a mentoring "catch-up" session, so that people can share their experiences/any challenges and what they might be interested in learning more about. More to follow.

No update on the PGR/ECR mentoring schemes, as there are a few surveys being conducted by the research office/graduate school/not sure who else so we will wait for their conclusions before making any changes. In the meantime we are matching any PGR students or ECRs who come our way. Rachel has sent an email to the PGR students that they are welcome to contact us to join our scheme.

The website is being updated to reflect these points, with checking that the mentoring signup form is fit for purpose for PGR as well as R&T/PSS being on our radar to do next.

PGR and DClInPsy – No update.

UG/PGT – No update.

Career Progression Group – Summary of 2021 promotions workshop:
23 attendees, with a roughly equal sex split (female = 12; 52%). In the main, staff represented Grade 6 and Grade 7 but one senior member of staff attended to gain insight as a line manager about the promotions process. All parts of the institute were represented. Feedback was 71% strongly agreed and 29% agreed that the workshop improved understanding of the promotion process and was beneficial.

2022 work plan:
Organising 2022 workshop - October 2022.
Potential collaboration with ECR group – including a joint presentation with the ECR group at IHW conference. Have met with ECR group to discuss.
Supporting professional staff career progression (workshop currently not applicable to professional staff). Have met with co-chairs of AS professional services staff group to discuss potential cross-over and collaboration. Will have follow up meeting in ~April.

Line manager training – in total, 48 line managers (35 females and 13 males) completed the training in 2017-2018. These figures are higher than completion rates in 2018-2019 (n=13; 4 females and 9 males), which is to be expected as this was the year that the training was introduced. However, in 2019-2020, only one male completed the quiz between August 2019 and July 2020. Work needs to be done to improve the uptake of this training.

LGBTQ+ – No update.

Older Workers (WOW) – Thank you to Elaine Hindle who has taken over from Janet Bouttell as co-chair. Rebecca Robinson is working one day a week, using the excess ISSF funds from the toolkit, to extract data from the 2020 survey on transitioning to home working. The plan is to draft a paper for submission before her funding runs out in June 2022.

Group members are taking it in turns to check that the links on our toolkit are up to date.

We are planning the next meeting to be before the summer holidays.

Representatives

Engagement Lead – Wellbeing consultation session was run in March.

Ethnicity Champion – No update.

Disability Champion – No update.

Social Science in Health rep – No update.

PGT student reps – No update.