



**ATHENA SWAN SELF ASSESSMENT TEAM**  
**Minutes of Meeting (abbreviated)**  
**9 June 2022, 10am-12pm**  
**Zoom**

**Attendees:** Breda Cullen chair, Jana Anderson, Asha Costigan, Craig Donnachie, Jane Goodfellow, Eleanor Grieve, Caroline Haig, Elaine Hindle, Julie Langan Martin, Jim Lewsey, Hamish McLeod, Paul McCrorie, Arlene McGarty, Nicola McMeekin, Jack Melson, Kirstin Mitchell, Rona Strawbridge, Iain Taylor

A Dickie (AD) minutes from tape

Visitor(s): None

<b>1.</b>	<b>Introductions and apologies</b>
<b>1.1</b>	Apologies: A Dickie, C Brunton, T Ibbotson, C Madden, K Farrell, C Gray, A Johnstone, F Caryl, E Whitley
<b>2.</b>	<b>Minutes of previous meeting</b>
<b>2.1</b>	Approved.
<b>3.</b>	<b>Matters arising not elsewhere on agenda</b>
<b>3.1</b>	<b>Unconscious bias on interview panels:</b> No further update on taking the findings forward, a short article has been prepared for Hawkeye. Keep as standing item on the agenda.
<b>3.2</b>	<b>Gender pay gap:</b> Change of reporting date, HR cannot provide data until August, feedback after that date.
<b>4.</b>	<b>SAT update and activities</b>
<b>4.1</b>	<p><b>Gold renewal sub-group –</b></p> <ul style="list-style-type: none"> <li>○ Job description for AS coordinator role is approved and will be advertised as a secondment soon.</li> <li>○ Should AS actions be included in the IHW Key performance indicators (KPIs), it would be beneficial if AS agenda could influence the core KPIs measured at institute level to show that AS is core to the institute. What are the most important KPIs which reflect our AS priorities? There is a move to write new KPIs for education at school level, write KPOs first and think about how KPIs work from there. All to look at actions (including working group actions) to see if there are key actions that will align with core KPI. BC will take to CEIDC committee. AS activity is recognised on the PDR checklist, the question has been expanded to include how many hours staff contribute.</li> <li>○ Opportunities for funding for staff to attend events. Do we need a more consistent approach for all job families for funding to cover things like childcare or travel? Carers fund for attending conferences is no longer available and the academic returners fund will end February 2023. There is funding ringfenced for AS activities, for training and conferences, each research unit has consumables budgets where you can make a request to your line manager for funds to attend a conference. A case can be put to the executive committee and to college to include some budget for specific AS training activities. AC will start the process to build into budget plan for next year.</li> </ul>
<b>4.2</b>	<b>Workload and hybrid working –</b> university level activity on workload modelling is being led by David Cumming (engineering), JP will keep updated. JLM has drafted hybrid working guidance by gathering some



	key points from various sources, emphasising wellbeing issues, this should be online soon and added to Hawkeye.
4.3	<b>Culture (environment) survey</b> – suggestions for alterations to the survey have been received, most feedback has been incorporated, slightly longer survey which will be launched in November.
4.4	<b>360-degree reviews</b> - 5 volunteers for pilot in SPSU, academic and PSS at different levels. This will be taking place soon, follow up in a few months.
4.5	<b>Away days</b> – thanks to all who were involved in the research away day, Prof Carron Shankland session and refresher on academic promotion went really well, good feedback and comments on Mentimeter. PSS away day is in September, C Shankland will attend this away day as part of AS aspect. AS PSS group and PSS mentoring will be flagged in the introduction.
4.6	<b>Black History Month (Oct)</b> – if all can send ideas to BC to mark BHM.
4.7	<b>Working group annual reports (due 2 Sept)</b> – reporting period is the same, but submission date is slightly later. JG has provided data and information to most subgroups.
5.	<b>Brief reports from working group reps</b>
5.1	<b>Working groups</b>
5.1.1	<b>Professional Services Staff</b> – last meeting April, focus is to develop case studies for career development for PSS staff, IT met with O Utkina-Macaskill from career progression group, she is on University of Glasgow Shadow board where she is pushing for action on professional services career progression, there are specific actions around career plans for PSS in the 2020-25 strategy, some work has been done in other universities which have similar promotion processes for both academic and PSS staff. At the last meeting communication on returning to the office two or three days a week was discussed. Disquiet around the ‘Living with Covid’ language that has been creeping into conversations, a lot of discussion around this in the group meeting. PSS staff do need to be on campus for certain aspects of their jobs, receptions etc, all feedback is welcomed. PSS staff feel there is less flexibility for returning to the office where academics have more flexibility. Communication, be more conscious on wording. Staff are valuing face to face meetings, some larger meetings are moving to face to face rather than hybrid, hybrid meetings don’t always work as some staff can feel detached. There is a variation in experience with hybrid meetings, covid experience has benefited some staff with being at home with families, hybrid meetings and flexibility should remain as part of normal working. There is also a financial incentive to have the flexibility and hybrid options for working.
5.1.2	<b>ECR</b> – subgroups have been created to help with aspects of the action plan. Funding workshop, what is the uptake for ECRs? Have a wider survey with ECR to gain a better understanding of the promotion and career development, a few instances where line management practices are preventing them from being given opportunities that they might expect to gain the skills to progress. BC - this is part of the driver for the 360-degree feedback process where staff can provide feedback online managers.
5.1.3	<b>Staff Consultation</b> – AS activities have been ongoing for 10yrs and purpose of consultation is to reflect on people’s views and take stock of what the achievements have been. A survey will be sent to staff members rather than in-depth interviews, open ended questions, free text for responses. Some concerns on capturing all job families and the open text boxes that we do not want to ‘lose’ staff halfway through the survey. Send survey by email to capture the biggest audience. No tracking, completely confidential.
5.1.4	<b>Maternity, Paternity and Carer</b> – Working on Carers week this week, online coffee event opened to MVLS, no pre-registration, only one person attended with 3 group members. Shows that times are challenging especially for those with caring responsibilities. Teams channel for staff who wish to engage. Hoping to add uplifting resources. Line managers distributing maternity information packs, pick up with AC offline.
5.1.5	<b>Mentoring</b> – matching people when requests are submitted. Mentoring workshop well received, second workshop in Autumn. Drop in coffee for those who are mentoring, peer support both online and in person.



	<p>R Allan is leaving IHW, would like to recruit more PSS staff to the group, new co-chair is required. BC will bring to IMG.</p>
5.1.6	<p><b>PGR and DCLinPsy</b> – Mentoring, working with the mentoring group, drop-in session is a good idea for mentors. Ongoing work on how to best offer appropriate access to mentoring experiences for PhD and DCLinPsy will be carried on in the work plan for next year. Succession planning phase for both chair and co-chair, one new co-chair has volunteered and HML will continue as co-chair until another academic volunteers. Working on a brief SOP for the working group with a cycle of events and timescales. JG has provided data for the report, outreach and raising the profile of currently underrepresented groups and DCLinPsy training has been collated for the report.</p>
5.1.7	<p><b>UG/PGT</b> – report underway, thanks to JG for providing data. Gender equality survey data to be analysed, no PTES survey since covid, yearly surveys sent to PGR and PGT, date in the diary for induction event in September. Next meeting in August to plan, template available to work with. Succession planning, everyone in the group has been there since beginning, one new member recently. Looking at streamlining the activities, contacting central services to assist with administering the survey.</p>
5.1.8	<p><b>Career Progression Group</b> – Presented at the Research away day on myths around promotion, answers from the feedback survey on this section to include within the report, meetings with PSS group around career progression. In the process of updating line manager promotion training, will send to JG to update Moodle and website. Annual promotions workshop will take place in October. Succession planning, AMG will step down as co-chair. LTS career track information to be added to the materials for promotion training, research scientists track should also be added to the materials. Part of gender pay gap is driven by the number of female staff on G4 in PSS, this will be discussed with other items on gender pay gap in August.</p>
5.1.9	<p><b>LGBTQ+</b> - Looking at training and workshops and potential work with research projects on LGBTQ+. One new member, a call will go out to recruit new members, Hawkeye article for 50yrs of Pride in the UK.</p>
5.1.10	<p><b>Older Workers (WOW)</b> – introduced E Hindle as new co-chair, NMM will be standing down at the end of the year, there will be a period of handover, NMM and JB will continue as group members. Reflected on previous activities, R Robinson who was working on the older workers toolkit left at the end of May, thanks for a fantastic job. Survey and interviews on experiences of home working and Covid-19, lots of data which is being collated. The work will be taken forward and hopefully a paper produced with CG JB and NMM. Feedback from the wider university, a Teams channel has been developed and we have 26 new members from across UoG.</p>
5.2	<p><b>Representatives</b></p>
5.2.1	<p><b>Engagement Lead</b> – meeting of engagement leads network, new MyGlasgow staff portal will launch in September, areas of focus are induction, internal comms and health and wellbeing. Wellbeing consultation, IHW took part around 200 staff giving feedback. 5 areas of wellbeing, Physical, Mental, Spiritual, Financial and Social. Conservative approach to making improvements to the resources we already have. New engagement strategy from Organisational development coming in the next few months, 3 themes, more equal access to recognition learning and community, managers taking the lead and transparency and access to decision making. Jessica Watson presented, and KM invited her to link with us as we have already adopted many of the practices of the new themes. IHW have a very robust induction package which makes staff aware of so many policies and guidelines, there is a 78-point checklist, we would be happy for this induction to be made available to other units within UoG. KM will send induction materials to J Watson.</p>
5.2.2	<p><b>Ethnicity Champion</b> – No update as S Amele is on maternity leave, hopefully we will have a new champion at the next meeting.</p>
5.2.3	<p><b>Disability Champion</b> – Launch of new support strategy for disabled and neurodivergent colleagues including new reasonable adjustments passport scheme, article in Hawkeye, it has also now been added to the PDR</p>



<p><b>5.2.4</b></p> <p><b>5.2.5</b></p>	<p>checklist to open a conversation with line managers. Severe mental illness event will be organised in collaboration with L Bach, Science and Engineering.</p> <p><b>Social Science in Health rep</b> – next meeting planned for end of June, plan is to organise an event with J Green speaking, more details to follow.</p> <p><b>PGT student reps</b> – No update.</p>
<p><b>6.</b></p>	<p><b>Updates from other committees</b></p>
<p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p>	<p><b>IHW Management Group</b> - focus was on REF results and ongoing challenges with TRM across the institute. Other issues will be covered at the next Town Hall meeting on 21 June.</p> <p><b>University Gender Equality Steering Committee</b> – no update.</p> <p><b>College Equality, Inclusion and Diversity Committee</b> – meeting this week cancelled, funding scheme launched, up to £2k to support EDI work in the college, BC will forward the email to all SAT, discuss in working groups if you want to apply for funds.</p> <p><b>CEIDC Race Equality Sub-committee</b> – presentation to committee from person from the Gypsy community, there will be another future event focused on Gypsy Roma Travelling communities, see email advert for details.</p>
<p><b>7.</b></p>	<p><b>Communications</b></p>
<p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p>	<p><b>Website &amp; beacons</b> – all to remember to add Beacons to the web, pass to JG. University-wide WOW Team to be added as beacon. IHW have been chosen for a case study for the university value of inclusive community. Updates based on the content of the reports to the working group webpages.</p> <p><b>AS Teams</b> – launched after the last meeting, hopefully each working group will make use of their Team channel. Suggestion to use Teams for the meeting rather than Zoom, but not all in favour of this. All to make sure all paperwork is in the relevant folders within Teams.</p> <p><b>HAWKEYE</b> special issue (Oct) – each working group chair should provide a short article highlighting your activities for new staff and students who may not be aware of your group. BC will raise at IMG asking for the research group leads to try and promote submissions of articles on EDI relevant research and teaching delivery activity.</p>