**Athena Swan SAT : Minutes of Meeting : 06/02/2023**

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| **Meeting Called by** | Kevin Maloy |
| **Date of Meeting** | Monday 6 February 2023 @ 3pm |
| **Note Taker** | Rhiannon Darlow |
| **Attendees** | Dagmara McGuinness [DMcG], Michelle Connolly [MC], Clare Harding [CH], Olwyn Byron [OB], Hua Wang [HW], Kevin Maloy [chair], Dawn Mylet [DM], Anne McKenna [AMc], Neil Basu [NB], Parini Mankad [PM] |
| **Apologies** | Donal Wall, Leandro Lemgruber Soares, Melanie McDonald, Margaret Hosie, Nicola Veitch, Gill Douce, Jonathan Mitchell, Claire Donald, Gemma Hourigan, Mila Collados Rodriguez, Swetha Vijayakrishnan |

**Agenda**

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| **Item** | Agenda Topic |
| **1** | Apologies |
| **2** | Minutes of previous meeting held on 8 November 2022 |
| **3** | Matters Arising |
| **4** | Updates from Working Groups   1. Recruitment / Induction 2. Career Development 3. Work – Life Balance 4. Wider Equality 5. Communication / Transparency |
| **5** | Review of action plan |
| **6** | AOB |
| **7** | Date of Next Meeting: Date TBC, March/ April 2023 |

**Discussion**

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| **Item 1 : Apologies** |
| KM welcomed everyone to meeting, carried out introductions to new members and noted apologies. |
| **Item 2 : Minutes of Previous Meeting** |
| Minutes of previous meeting held on 13 December 2022 were agreed. |
| **Item 3 : Matters Arising** |
| KM noted the points from the Action List on previous minutes, noting progress to date:   * Review of work group membership has taken place and the website has been updated. * Draft survey questions have yet to be done * EDI application was submitted to the MVLS EDI fund, the application was successful and £1200 has been awarded to contribute towards events. The first event will be a ‘bring a dish’ social get together at Garscube. The second event will be a focused group of Athena Swan SAT members to discuss the action plane in person. * Internal review panel for promotion applications, KM will discuss with Michelle Robb and Andy Waters * HW re-circulated the meeting invite for Wider Equality WG, however received no response. KM suggested that 1-2 of the new SAT members join this WG. * AS budget request has been submitted for £7000 - £8000, no decision has been communicated yet. |
| **Item 4 : Updates from each Working Group** |
| 1. **Recruitment / Induction**   AMc advised that she met with DM to discuss the information available regarding recruitment data. DM explained that the HR Core system has an in-built reporting tool that does not allow us to generate our own enquiries. To run specific queries, permission would need to be granted by the HR Systems team. A list of queries AS SAT requires and the reason why will need to be pulled together to be submitted to the HR Systems team. KM advised that Gender specific information relating to the gender balance across the school’s job families and grades is the main information required. DM explained that appointment panels for interviews were again being monitored after having fell aside during Covid. This information is regularly updated, and although gender neutral panels are not always possible, this information is readily available.  DM advised that discussion had taken place regarding the lack of induction facilities for new staff members. KM advised that from the action plan, broad induction sessions had been discussed. AMc confirmed that the induction of new staff had been previously discussed and proposed that the best lace to start with an induction would be to have a panel of key colleagues that all new staff should meet. OB asked if there was a school induction booklet, DM confirmed that there was one online, however this required to be updated. OB advised that the School of Life Sciences have good induction materials, one being a checklist for managers to ensure all tasks were completed for new starts. OB suggested a welcome slot in SWAY for new staff, DM advised that this has been a previous feature, however, is dependent on the influx of staff and whether they want to be included in SWAY. CH advised that they had made their own induction list due to the lack of induction when they started, KM proposed this was sent to the Recruitment/ Induction WG for discussion and refined at the next group meeting.  AMc highlighted that the school website required to be updated as it was not user friendly and contains out of date information. It would be beneficial to have more people trained on T4 to keep the website up to date once the website has been overhauled. The Recruitment and Induction WG will discuss what is required and take this forward. |
| 1. **Career Development**   MC advised the group met in December, as part of the meeting courtier roles were agreed. A team’s area has been set up for communication and information purposes. The main focus of the meeting was around the upcoming promotion round, there are workshops and initiatives underway in relation to this and the group felt that there was no need to replicate these. MC provided an update for the group on the workshops that had taken place and those that were due to take place. An LTS workshop took place on 25th January. For postdocs, a CVR specific resource pack is being produced by Donna McPherson and Parini Mankad. The resource pack has been designed for research grades 7 to 9 and includes guidance on promotions, sign posting to areas on the website, the process more generally and timelines. There are examples of successful grade 6 and 7 successful applications, and guidance for PI’s so they can support staff within their groups. MC advised that CVR are happy to share the resource pack, however they propose this is done so after a school wide promotions workshop is held so additional information from the workshop can be included. MC advised that Donna MacPherson is liaising with Michelle Robb and College HR regarding a school wide promotions workshop, hosted by College HR, a date is yet to be set. CVR are planning to hold drop-in sessions after the workshop to follow up and answer questions. As there is no promotion round for MPA and Tech job families, Donna will liaise with Michelle Robb and College HR regarding this. KM suggested that the resource pack is circulated twice a year, once before PDR’s and again before the promotion round takes place. PM confirmed that organisation of a school led promotion workshop was underway, however a date has yet to be confirmed. |
| 1. **Work – Life Balance**   WLB WG have been unable to meet, and Chair has gone on Maternity leave. WG to give update at the next meeting. |
| 1. **Wider Equality**   HW reported he had reached out to wider equality WG members to arrange a meeting but had no response. |
| 1. **Communication / Transparency**   OB queried if the group has a chair, KM confirmed there was no chair as such and the WG should look to appoint one, KM suggested JM.  OB advised it was unclear what the Communications WB does as a group, KM advised that when reviewing the action plan this might give a better indication.  OB suggested a key task that could be done by the WG would be the driving the refresh of school websites. It was highlighted, that in the recent SWAY there was encouragement for people to enrol in T4 training so that they can update websites as required. MC advised that staff from CVR previously took an audit of the CVR website and asked research group leaders to nominate one contact from the group, they were provided with a template of what the CVR wanted to have in terms of research group profiles to achieve consistency across the centre, this may be something that can be applied to the school website. KM queried how much the AS group could change and perhaps should be flagged and pushed for change. KM suggested that the Communication WG discuss who can overhaul the school website and how the AS SAT group can assist with this. The group should discuss who should undertake the overhaul, how many people would be required and how much time it would take. AMc is due to take T4 training and will report back on how productive and useful the training would be. It could be that people carry out their own website updates and let the AS SAT know when complete, am AS logo could then be applied to the page to show AS SAT approval. |
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| KM suggested dividing the review of the action plan into sections and to focus on the overall strategy which can be found in the lower part of the Venn diagram. KM highlighted that there was not a lot of people left on the AS SAT team now who were there when the action plan was put together. KM advised that the reporting structure for Athena Swan has changed. In the current AS action plan, a list of key objectives with target outcomes are listed, this is not what Athena Swan are asking for the next application. The action plan has changed on account of changes within the school; however, the Silver Action Plan Summary page of the action plan still represents the goals and achievements the SAT want to accomplish. AMc queried if everything on the action plan is not addressed how this would be represented on the application. KM advised that his understanding from other discussions with other AS chairs and champions, is that the way AS want teams to report back is by focusing on certain areas, for us this was work, life, balance and communication and transparency, and to show that meaningful actions have been made and had an impact on staff perception within those areas. The impact of the areas focused on still must be shown and responses measured so surveys will still be carried out, however the structure of the survey and how engagement of activities and actions are measured, will be very important. OB questioned if the silver application document had been shared with the group, KM confirmed this is on the AS SharePoint in the action plan folder. KM advised that the work groups were previously emphasised in a different way which was found to be confusing as there are four clear categories in the action plan, the work groups were realigned with the action plan priorities. The current action plan still refers to actions for the previous work groups making it slightly harder to know whose responsibility the action is. The summary document in the action plan is better as it outlines what the different goals and activities are and associates them with a specific work group. KM proposed that each group looks at their action plan areas and decide which key goals are obsolete, which are being done, what things has the group added in and how can this be revised. At every meeting, one work groups action plan overview will be discussed as a standalone item. The first group will be recruitment and induction followed by career development, then work life balance and lastly promote wider equality. OB highlighted that it was important that the SAT doesn’t start doing the work of the working group. KM advised that although work groups might have actions or activities or issued to consider, these will always be brought back to the wider SAT for a level of agreement. KM advised that the original timeframe for renewal was September 2023, however a one-year extension was being applied for so the new submission date will be September 2024. KM asked for feedback on the action plan, DMc highlighted that the action plan is repetitive, and it is easy to lose focus and it becomes confusing when reading it. Each workgroup should give a summary of the goals, what they think should be changed, what should be priorities and what assistance is required from the rest of the SAT or additional help to roll out these activities and actions. Care should be taken not to lose the things within the action plan that are good ideas. OB proposed that in addition to the work groups reviewing their key activities that they present with an updated spreadsheet table to demonstrate how they have progressed against the actions. |
| **Item 7 : AOB** |
| KM highlighted that under the auspices of the EDI application, one of the gatherings was going to be a SAR committee gathering focused on EDI initiatives, if the SAT can get through the reviews before the event this would give a forum to meet in person and ratify anything needed. The day can be split into EDI activities and ensuring the action plan is on target, and any new actions or initiatives based on EDI will be incorporated into this going forward.  KM thanked the group for attending. |
| **Item 8 : DoNM** |
| TBC – April 2023 |

**Action Items**

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| **Action** | **Person Responsible** | **Deadline** |
| Consider draft survey questions | all WG members | Jan 2023 |
| Internal review panel for promotion applications – discuss with Michelle Robb and Andy Waters | Kevin Maloy | April 2023 |
| Wider Equality WG – KM to prioritise allocating new members to this WG. | Kevin Maloy | April 2023 |
| Induction checklist to be sent to Recruitment and Induction WG | Clare Harding | April 2023 |
| Communications WG – Group to appoint a chair | Communications WG | April 2023 |
| T4 training report | Anne McKenna | April 0223 |
| WG to review their key activities in the context of the detailed action plan – recruitment and induction to report back at next meeting | All WG members/ Recruitment and Induction WG | April 2023 |
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