**Athena SWAN meeting**

**Wednesday 29 June 2022**

**Via Zoom**

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| **In Attendance** |
| Kevin Maloy (Chair), Moeed Akbar, Michelle Connolly, Alana Hamilton, Margaret Hoise, Donna MacPherson, Hua Wang, Rhiannon Darlow, Mila Colla Dos Rodriguez, Dawn Mylet, Katie Farrell, Swetha Vijayakrishnan, Leandro Lemgruber |
| **Apologies received** |
| Neil Basu, Alan Hayes, Jonathan Mitchell, Hannah Bialic, Ruaidhri Carmody, Melanie McDonald, Gill Douce |

**1. Apologies**

Apologies were noted as above

**2. Minutes of last meeting**

The minutes were accepted

KM has discussed the department head shortlist with the head of department at the research institute management group following disappointments from the group relating to the demographics of the shortlist candidates for the Head of Department post, this has been raised to College Management.

**Actions:**

Group - A forum to record Athena Swan activity is to be agreed and set up

**3. Dates of future meetings: fixed day and time**

KM advised at the last Research Incident Management group meeting, it was suggested that Athena Swan move to a fixed date and time for committee meetings. The group agreed that this would be the best way forward for future meetings.

**Actions:**

Committee members to send current meeting commitments to Rhiannon

**4. Update on Recent Activities: reports from meetings of work groups**

1. **Recruitment and Induction**

Group will report back in July.

1. **Career Development**

Michelle C advised that the group met at the beginning of May, mentorship for professional services staff, opportunities for work shadowing and the regrading process were discussed.

The group would like to demystify the promotion process, especially in terms of the marking of applications. The group would like to invite HR colleagues, members of the promotion panel and colleagues who have been through the process to speak to the group about their experiences and learning points.

The group recognise that there is no formal mentorship programme for professional service staff and propose that this could be centralised in some way.

For looking back the group looked at the Athena Swan silver application and gather data from the job families to see what we said we would do and how we are progressing on this. In terms of networks and activity, the group propose to make a list of all the networks from across the University that may be applicable to various job families and post this online to the Athena Swan website.

**Action: Workshop regarding Promotion and Regrading to be organised as an Athena Swan activity.**

1. **Communication and Transparency**

Kevin provided an update on behalf of the Communication and Transparency group in Gills absence. The group feel that they are an umbrella group that can act as a conduit for getting the Athena Swan message from other groups to reach a wider audience. Any messages or conclusions from other teams should be passed to the communication and transparency team to ensure a consistent message is being sent in a more standard format. Documentation on the website requires to be updated, the most recent application for Athena Swan and the action plan needs to be added to the website.

**Action: Kevin to speak to Jonathan to get this completed before the next meeting.**

1. **Promote Wider Equality**

The group discussed Minority representation being more visible, promotion workshop should be year-round, and the co-chair should not be restricted to grade.

The group need to be aware of who is organising seminars so that they can implement equality, diversity, and inclusion. The champions need to have more clarity on their purpose and more clarity on the purpose of Athena Swan coffee mornings.

1. **Work Life Balance**

The group have discussed running an anonymous survey aimed at how people live and feel about work life balance in general. Keilly M advised that the Culture survey usually included a lot of work life balance questions, so this could be incorporated into this, which is due to be sent out soon.

**Action: Keilly to upload sample culture survey for group to discuss at next meeting.**

**5. MVLS EDI Budget**

The equality, inclusion and diversity committee at college have allocated a budget for EDI activities, the fund is now open and will close on the 31st of August 2022. The are inviting initiatives aimed at driving equality of opportunity for staff and student across the student. The fund will provide small one-off grants up to £2000.

**6. Menopause**

Anne M advised that she had been in contacted with Rachel Haynes at Henpecked, they have a lot of different tools available to staff for learning and toolkits and can carry out events and seminars on the subject. Anne proposes that the E-learning session may be a good starting point as it is only a 30-minute session and would be a good way to bring it to staff’s attention. The cost for unlimited access is £6000, Anne will speak to Katie Farrell who has worked with Henpecked before to see about access for the whole organisation.

**7. AOB**

Kevin advised that a couple of members will be stepping down from the committee due to various reasons. Catarina Marquez was thinking of joining but is now unable to do so due to increased supervisor responsibilities. Donna Macpherson is involved with the CVR review process so will be stepping down temporarily. Daniel Wall will be stepping down due to other commitments.

**8. Date of next meeting**

Wednesday 13 July 2022, 11am – via zoom