Athena SWAN SAT Meeting

Meeting 14

Minutes of the Meeting held on 14th January 2014


Apologies: Tom Carslake, Marta Mazzocco, Mark Everitt, Sophie Crouchman, Caroline Kirk, Kathryn North, Valerie Pinfield, Katryna Kalawsky.

1. Welcome and introductions
   Steve welcomed the group.

2. Minutes from 20th November 2014 Meeting, Actions Review
   One amendment – (First paragraph of Section 4, LDS feedback request from Athena SWAN):
   ‘Serpil will discuss this issue with LDS SAT members at the next School SAT meeting.’

   Facebook – Group noted that there had been a low up take due to an initial technical problem. There had been some difficulty finding the page, Katryna raised this with Facebook.
   Action: New project officer to manage facebook page (Steve to discuss with new appointment)

   Athena Twitter – need someone to take this on board, action as above.

   Athena SWAN officer – awaiting post approval. Open ended post requested.
   Note: since the meeting a 2 year fixed-term post has been approved.

   HR queries – Steve met with Anne Lamb (HR Assistant Director) discussed:
   - Work / life balance issue (focussed on supporting maternity returners through next stages of their career)
   - Maternity guidance - strengthening of guidance to line managers on HR website.
• **Pension advice** – pointer in guidance to line managers towards expert advice for those returning from a break in employment, for example due to childcare.

Anne will consider the above points and feedback to Steve.

**Action:** Steve to follow up with Anne.

**Academic interviews / gender panels** – Steve confirmed that the recruitment form will be amended to include how many male / female members on interview panels (for academic posts). Gender monitoring will then be possible in the future. Will consider rolling out to Research posts in the future, however noted that this would be potentially more problematic.

**Facilities Management** – Make FM aware of need for space to be used for breastfeeding / expressing / rest room when planning new buildings.

**Action:** Abida chasing Graham Orsborn on this.

**Action:** Steve to raise this with David Fulford and Andrew Burgess.

SAT noted that Camilla is currently speaking to Shirley Horner who is part of the team responsible for design of Schofield building as to what facility will be available.

Fehmidah confirmed that there is this facility in the Beckwith building.

**Aurora** – 2 members of staff confirmed, both from SSEHS. 2 more to be confirmed (Caroline Kirk and Valerie Pinfield).

**Aurora role models** – Jacqui Glass / Helen Smith volunteered as role models.

**Alice Roberts** – Steve chasing for availability.

**Note:** since the meeting Prof Roberts has indicated that she cannot deliver the lecture

**Working Parents Forum** – first meeting organised for 26 March 2015 12.30pm-2pm, currently sorting out publicity, will be advertised on LU website sent to SAT for circulation within Schools, staff noticeboard and for sale and wanted.

This will be an informal support network. The remit is for the group to decide.

Steve to attend first 5 minutes of the first meeting.

3. **Updates on action plans:**
**Bronze Institutional update** – all actions being followed up to date. Paper will be presented at ALT next week, with a de-brief on recent awards. Paper to go to HRC February, item will remain on agenda annually.

**Maths/MEC update** – Action plan update confirmed for October 2015.

**4. Submissions Update:**

**Wolfson School of Mechanical and Manufacturing Engineering** – Malcolm confirmed that he is leaving his post as project officer next month. Confirmed that they are aiming for a November 2016 submission.

**Computer Science** – Currently looking at statistics. Awaiting student data

**Action**: Abida to contact Planning Office.

**Maths/MEC** – submitted Nov 2014

**Physics** – (Juno), no update on submission.

**Chemistry** – First departmental SAT meeting took place 24th November 2014, second one scheduled for later this month. Currently reading up on what is involved in having Athena SWAN status.

**AACME** – Surveys are now complete and being proof-read. Expect to test-run on all categories of staff/student in the next few weeks. Then launch.

Jointly running a day-long leadership course for female academics, organised through Sarah Barnard (CBE). This is booked for March 5th.

The School has moved its proposed exam board meeting in July forward in order to avoid the start of school holidays. This will help a number of staff both male and female.

Recent posters on display in the School explaining the School’s response to student feedback have shown a good mix of gender. Further improvements to School displays are under review.

**CBE** – Analysing results of staff survey and working on data.

**EESE** – confirmed that Simon Watson will be taking over their submission, handover end of Jan. EESE wish to replicate the CBE survey.

**Design School** – Regarding the CV Bank, the operations manager at LDS is running a paper-based version efficiently. This is being run manually (as a small school). The School has some concerns regarding privacy for the electronic version.
**Action:** New project officer to look at ways in which this could be rolled out to other schools / University wide.

**Surveys:** Look at using a standard survey throughout all schools’ applications. This will be resource-efficient and importantly will enable benchmarking and meaningful comparisons to be drawn across schools.

**Action:** Project Officer to devise a survey that can be used by all schools (as opposed to schools doing individually). Steve to progress with new post holder.

5. **Results of the Gendertime survey**
Sarah provided the group with the full results of the survey. Main points:

- **Positive responses**
  - Lots of positive responses across all sections of the survey
  - Workplace culture; acceptance of need to tackle gender equality; also perception that CBE good place for women to work

- **Areas of concern**
  - Lack of useful appraisals/mentoring opportunities
  - High ‘don’t know’ responses suggest decisions made in school could be more transparent/better communicated
  - Need for better information about gender equality matters (despite high numbers receiving institutional training)
  - Work-life balance: 42% agree or strongly agree that they find that the amount of time they spend working or thinking about work has a negative impact on my personal life
  - Other identity issues raised over and above gender.

Survey to be repeated in 2016. Qualitative research also happening via interviews. All results being looked at by the Operations Manager.

**Action:** Steve to consider equal pay study for research staff.

6. **How to Define Excellence**
Sarah and Fehmidah presented their paper and copy sent to SAT.

It was confirmed that fellowships were promoted in weekly email / Athena website, and a regular email from Kathryn North (Graduate School).

SAT agreed some excellent points that should be more explicit in our job description / recruitment process.
**Action:** Steve to incorporate key points into Fellowships recruitment literature and forward to Fehmidah and Sarah for their input.

Fehmidah, Sarah and John Arnold have submitted a tender to the Leadership Foundation to carry out research on the Aurora programme. They have been shortlisted and will be making a presentation on 26 January 2015.

7. **Working Parents Network**  
   See above.

8. **Events Programme**  
   See above.

9. **Sharing of Best Practice**  
   None.