Athena SWAN SAT Meeting

Meeting 6

Minutes of the Meeting held on 9th December 2013

Present: Steve Rothberg, Abida Akram, Liz Quimby-Fountain, Tom Orrill, Sarah Barnard, Katryna Kalawsky, Mary Nevill, John Morris, Liz Hooper,

Apologies: Serpil Acar, Camilla Gilmore, Marta Mazzocco, Carys Siemieniuch, Andrew Dainty, Mark Everitt, Jane McCormack, Adam Crawford.

1. Welcome & Introductions
Steve Rothberg welcomed everyone to the meeting, especially Katryna Kalawsky (newly appointed Athena Swan Project Officer), Liz Hooper (Business School – although non-STEM, has an interest in Athena) and Susie Beere the Equality & Diversity Intern.

It was confirmed that Mary Neville and John Morris shall both be leaving the University in the New Year. They were both thanked for their enormous contribution and support. Both shall be taking up new posts at Nottingham Trent University.

2. Athena SWAN Project Officer:
Katryna Kalawsky has been appointed in this post, her working hours are Monday & Tuesday at present.


Annual data reports to Schools – Data will be sent out to the 7 STEM Schools in December 2013 and annually thereafter.

WISE membership – Rob Allan (HR Director) had agreed HR will pay this membership for the first year. Schools will have to pay in the future.

Maternity – Received 7 responses from maternity leavers. Katryna shall contact these and interview. Responses to be included in the Athena re-submission in April 2014.
Central guidance needed concerning workload for academic maternity returners. Steve currently discussing with Rob Allan (HR Director).

**Publicity & Promotion**

**Action:** Confirmed that we are using the bronze logo on email & associated websites.

**Action:** Silver logo needs adding onto SSEHS website. (MN/JM)

**Action:** Bronze logo to be added to LU front page (SR following up with Richard Taylor)

**Female membership of appointment panels** There is a statement in HR with guidance on this but the SAT’s view is that it is inadequate.

**Action:** Rob Allan to take this revised statement/report to the next HRC meeting in February 2014 for approval.

**ALT Report Feedback** SAT members to feedback on the 4 points below:

- Support preparation of the resubmission in April 2014 by considering the unsuccessful November 2012 submission from their School’s perspective. ALT asked for consultation at School SMTs, as a minimum, and more broadly, for example through staff meetings or by other appropriate means according to a School’s preferences.
- Schools to discuss how they will meet the commitment to encourage & support female staff & PhD students in the following areas: applications for vacancies, submission for reward review and promotion, and participation in interview panels. Provide feedback on their decisions.
- Consider how their School might monitor requests for, and effectiveness of, flexible working arrangements. Consider whether specific examples could be used as case studies.
- Review the gender data for their School (SSMTs and more broadly e.g. staff meetings) which HR will send to them towards the end of 2013.

**CBE** – confirmed that there were requests for flexible working within the School. However there is no formal agreement, and often down to one person’s decision.

Confirmed that whilst we do have flexi-time at LU we do not monitor its effectiveness.

CBE – Sarah Barnard informed the group of the *culture survey* that is being carried out in January 2014. This survey is broadly based on the Athena swan cultural analysis tool and will consider issues such as flexible working and maternity. Sarah will report back to the group with the results of this (Spring 2014).

**Action:** Consider using Athena surveys used in submitting schools to look at flexible working in the future – KK / SR.
Sarah confirmed that their Operations Manager receives a number of requests from academic staff concerning teaching / flexible working, these will now be recorded for 1 year, providing evidence of requests made.

**Action:** Sarah Barnard to forward the link to the culture survey to the SAT.

**E&D Intern** – It was confirmed that Susie Beere (E&D Intern) shall work with the Recruitment Team to look at gender balance in the recruitment panels for academic roles. (This is not currently captured in the HR database but plans are in place to record this in future).

**Programme of Events for Athena** – action on hold. Everyone to consider. SR/AA to consider one big event for the University as a whole. Perhaps 2 / 3 schools per year consider prestigious speaker. Keep on agenda.

**Paternity data** - to be analysed by intern too (AA/SR to consider).

**Maternity** – funding
Rob Allan confirmed that schools can apply for funds to cover maternity leavers. However unsure if this also covers research staff on fixed contracts.

**Action:** AA to find out.

4. **First Athena SWAN Lecture: 29th Jan 2014: Steve/Abida**
   Liz Hooper advised the group of a Public Lecture arranged for 29th January 2014 - Women in Science: The Challenge.
   AA & LH Currently working on the publicity. Confirmed that the VC will attend.
   **Action:** Liz Hooper to liaise with Steve Rothberg on who is to attend the VC’s dinner in the evening after the public lecture.

5. **Action Plan (Bronze) - Progress: Steve/Abida**
   Steve, Abida and Katryna progressing it. Ongoing.

   **Design school** – November 2014,Awaiting draft
   **Maths / MEC** – Nov 2014 confirmed
   **CBE** – Nov 2014. Currently setting up a Welfare and Communication committee which will include Athena work. In the process of finding a Chair.
   **Electrical Engineering** – Initial draft submission sent to AA / SR / KK.

7. **E&D Online training or RD training**
   The group were reminded to do this.

8. **Unconscious Bias Training for the SAT & others: Abida**
   Physics and Maths have expressed an interest.
   **Action:** AA will deliver the training first to the SAT team in the new year to get obtain feedback before rolling it out to the Department/School SATs or all staff.
9. **Sharing of Best Practice Examples (Everyone)**  
   **Action:** AA will send WISE newsletter today to SAT.

10. **AOB**  
   None.

**Membership:**
- **Professor Steve Rothberg (Chair):** Pro Vice-Chancellor (Enterprise) & University Athena SWAN Champion  
- **Abida Akram:** Staff Development Adviser (Equality & Diversity) & University Bronze Award Co-ordinator  
- **Dr Adam Crawford:** Operations Manager & Athena Co-champion for Civil & Building Engineering School  
- **Professor Andrew Dainty:** Professor of Construction Sociology; Associate Dean (Research), Athena Champion for Civil & Building Engineering School  
- **Dr Camilla Gilmore:** Senior Research Fellow, Maths Education Centre & Champion for Maths Education Centre Silver Award.  
- **Dr Eugénie Hunsicker:** Lecturer in Mathematics, Mathematical Sciences  
- **Dr John Morris:** Research Fellow, Institute of Youth Sport Trust, Athena Co-champion for SSEHS School Silver award  
- **Dr Kathryn North:** Research Staff and Student Development Officer & Athena Co-champion for Silver Submission for SSEHS  
- **Dr Katryna Kalawsky:** Maternity cover for Dr Kathryn North and Co-champion for Silver Submission for SSEHS  
- **Liz Quimby-Fountain:** Admin Assistant to Abida Akram & Provider of HR Data.  
- **Dr Marta Mazzocco:** Reader, Mathematical Science & Athena Champion for Maths Department Silver Award.  
- **Dr Mary Nevill:** Director of the Institute of Youth Sport & Athena Champion for SSEHS Silver Award.  
- **Sarah Barnard:** Research Associate, Civil & Building Engineering & Athena Co-champion for Silver Award.  
- **Professor Serpil Acar:** Professor of Design for Injury Prevention, Loughborough Design School & Athena Champion for School's Silver Award  
- **Dr Sophie Crouchman:** Senior Planning Officer (Provider of Student data)  
- **Professor Carys Siemieniuch:** Professor of Enterprise Systems Engineering and Champion for Athena silver award for School of Electronic, Electrical and Systems Engineering  
- **Tom Orrill:** Planning Officer: (Maternity cover for Sophie Crouchman in Planning (for Student data)  
- **Dr Mark Everitt:** Lecturer in Quantum Control & Juno Lead in Physics Dept. School of Science.  
- **Dr Elizabeth Hooper:** Lecturer in Business Economics, Business School.  
- **Tom Carslake:** Operations Manager, School of AACME