Athena SWAN SAT Meeting
Meeting 12

Minutes of the Meeting held on 2nd September 2014

Present: Abida Akram, Fehmidah Munir, Tom Carslake, Sara Ronca, Sophie Crouchman, Katryna Kalawsky, Catherine North, Jenny Harding, Abigail Bristow, Camilla Gilmore and Liz Quimby-Fountain.

Apologies: Steve Rothberg, Carys Seimieniuch, Serpil Acar, Marta Mazzocco, Mark Everitt, Sarah Barnard, Liz Hooper, Tom Orrill and Caroline Kirk.

1. Welcome and Introductions: Abida welcomed everyone to the meeting, especially new member Jennifer Harding (Champion for Wolfson School) & Sophie Crouchman returned from maternity.

2. Minutes of 14th July 2014 Meeting

New Starter Induction Document: Camilla confirmed that this will be included in the Athena submission, which will be circulated shortly.

Facebook/Linked in – Facebook now set up by Katryna (Maths to launch), members of SAT will be invited to join (as it will be a private group), also invite school SAT teams to join too.

Linked in – see how FB goes first. Katryna is In the process of setting up a Twitter account too.

Action: Katryna / Camilla to work on this and invite SAT members to join Facebook group.

Worklife/Balance: SR / RJA still to meet.

HRC Report on Bronze Action Plan: Katryna made enquiries with Design School about their CV bank, whether this could be held centrally at LU through HR / i-Trent. Action: Katryna to wait for full working model from Design School before bringing to LU centrally through HR. Katryna to liaise with Serpil and Anne Lamb.

Gender on Panels: Quarterly monitoring HRC report, Recruitment Manager (Sue Bruce) awaiting confirmation from Rob Allan.

Monitoring: Recruitment Manager exploring how reports can be run off easily on positions / interview panel information / recording on i-Trent. Maybe in the interim a log could be made on the requisition form completed by the School. Action: Abida to follow up on the above two points and update the group.

Research posts – only 2 interviewers per role normally (according to Recruitment Manager), generally speaking gender balance would happen, however in some schools it is not possible. Need to promote good practice. Recognised bringing in 3, introducing a gender balance is best practice.
There is a resource issue, however try wherever possible to have a gender balance. SAT would like to be able to monitor the interview panel and see how often the gender balance is not met.

**Action:** Katryna / Abida to go back to Recruitment Manager with the group’s feedback.

**Funding for Research Staff Mentoring Scheme:** Katryna spoke to Eve.

**Confide:** Abida contacted Counselling Service manager via email and in a brief meeting outlining what was required by SAT and Schools. Awaiting Counselling to get back to Abida with information which can be disseminated to the group.

**Action:** Abida to chase Helen Bentley

**WISE membership:** invited SAT team to register themselves as well as their teams in Schools.

3. **Updates on Action Plans annually:** Agreed the following dates.
   i) Bronze (January 2015) Katryna
   ii) SSEHS (March 2015) Fehmidah
   iii) Design School (tbc Serpil)

   **Action:** Diarise and provide full reports & updated Bronze & Silver action Plans by the agreed deadlines (Katryna, Femidah & Serpil)

4. **Maths / MEC:** Full draft gone to heads of department and internal SAT, looking to submit Nov 2014, Camilla still adding to it.

   **Action:** Camilla / Marta will send to SAT end Sept & invite feedback from the group within a three week deadline.

**Physics:** No update from Mark

**CBE:** Awaiting survey analysis (should have in October). Katryna providing support.

**EESE:** Katryna meeting Carys next week. No progress at present.

**AACME:** Looking to submit 2015 / April 2016. Survey being launched October 2014.

**Chemistry:** Caroline Kirk (new champion) meeting with Sophie / Katryna / Liz this week.

**Wolfson:** Jenny in the process of setting up a SAT team. Looking for additional student data (broken down by subject area). Will arrange a meeting with Sophie / Katryna / Liz concerning data and support.

**SSEHS:** Fehmidah provided the group with an action plan that SSEHS are using within their School. (Red, amber, green RAG model) SSEHS SAT school members have been tasked with actions and asked to update their team. Fehmidah coordinating this and monitoring what is happening within the team and building up evidence.

**Action:** Abida to put these documents in the Athena-SWAN folder under Sharing best practice, once Fehmidah has emailed them to her.

5. **Maternity Guidance for Managers:**

   **Quick discussion.**

   **Action:** Abida to feedback to HR to include more information on parental leave / flexible working. No mention of maternity cover for Research staff specifically. Also highlight pension consequences and who will raise with employee, HR or line-manager and add to
the guidance. Strengthen Breast feeding & expressing section too and ask HR if information on Child Tax credits could be included or signposted in the guidance too.

**Action:** Katryna to check what is in the various Research Councils guidelines on providing maternity cover funding - from Research Office.

**Action:** Everyone to get back to with any further feedback by the end of next week to Abida before she passes on all the comments to HR.

**Action:** Abida to speak to FM (Rachel Thomson and Graham Osborne) and make them aware of requirements re: breastfeeding/expressing/rest room when they are planning new buildings.

6. **Citations & PRP:**
   Camilla circulated a document to SAT. Should we collect this data at LU to enable analysis across the institution? It was agreed that it would be useful to look at the analysis of the data if available to see if we could take some action.

   **Action:** Camilla to follow up with Angela Crawford next Spring and share results with the group.

7. **Daphne Jackson Trust Fellowship Paper:**
   Kathryn forwarded paper to the SAT. Outlined the benefits if we use the Trust. Something for School’s to consider. Group considered cost implications to the School. (Confirmed Chemistry have done this in 2013.) Steve had posed the question of funding our own.

   **Action:** SAT members to take this back to their School’s SMT and discuss. If there is a resource issue at the School/Dept, then bring back to SAT where a decision may be made as to whether it will be possible to fund one centrally either through DJT or through ourselves. Steve to explore funding possibility centrally.

8. **Events Programme: Top 3 preferred speakers:**
   Received some feedback. Awaiting further feedback from SAT. Looking to book this event in March 2015 but possibly already too late to book top speakers for March.

   **Action:** (All) invited to feedback to Abida on this before November’s meeting.

   **Action:** Abida will resend the full list of speakers and also put it in the Shared best practice folder and will remind everyone in the weekly information email.

9. **Aurora Programme:**
   2nd London cohort added as so popular. Confirmed staff from Academic job family as well as Professional Services can attend.

   **Action:** SAT to discuss within Schools and forward names of nominees to Abida and Steve before the November meeting.

10. **Work life Balance:**
    The group discussed some good examples of work life balance (Camilla re: Flexible working fulltime rather than working part-time as have worked fulltime hours anyway and might as well get it recognised in pay and pension! Katherine re: Child Tax Credits after Maternity leave.)

11. **Sharing Best Practice**
    As above (work life balance examples).
    Breast feeding request has come through at AACME which has been accommodated.
12. AOB

a) Athena SWAN Webpages: Katryna currently updating this and it would be a good idea to upload some photos of the SAT working. Be aware in November photos will be taken.

Action: (All) If you do not wish your photo to be taken, contact Katryna in advance of November’s meeting.

b) Think, Act, Report: 2 case studies carried out by Katryna, and added to the Athena-SWAN shared best practice folder.

Date of Next Meeting: 20th November, 10am – 11.30am (Rutland, room 1.13a)