**Minutes - Athena SWAN meeting Tuesday 25th April 2017**

10.00-11.00am

In attendance: Irene Roberts (IR; Chair), Mary Deadman (MD), Alex Holmes (AH), Sarah Jones (SJ), Rebeccah Slater (RS), Marta Valente Pinto (MVP), Caroline Hartley (CH), Charlotte Smith (Divisional Representative, CS).

1. Apologies: Georg Hollander (GH), Dominic Kelly (DK), Carinne Piekema (CP)
2. Confirmation of minutes from last meeting

The Committee agreed the minutes from the previous meeting and any matters arising are covered in the agenda.

1. Terms of Reference of the Athena SWAN Committee

As there was no previous terms of reference for the committee IR and SJ worked on putting together a draft term of reference. The suggestion was to change the committee to the Equality and Diversity Committee with a focus on Athena SWAN to future proof the Committee. Changes were suggested to the terms of reference which will be made and circulated around the committee for final comments before submitting to the Management Committee for approval. It was agreed that the three years of membership of the committee would start from the date of ratification of the new terms of reference.

It was recommended to put together a webpage with all of the departmental committees and the membership of the committees. It is hoped that this may encourage other staff members to become involved in the committees in the future and help with increasing the transparency of the committee make up and decision making within the department.

1. Update on the workload allocation model and PDR’s

It was discussed that a number of workload allocation models have been reviewed and that due to the size of the department the models used by other departments would be unlikely to be suitable. We will continue to review workload modelling and will include relevant questions on workload allocation in the PDR forms, such as committee membership, as a way of reviewing staff workload.

We are working on the new online PDR process and it has been suggested requesting 'guinea pigs' to pilot the new process, to ensure that it works. The Committee also agreed that we should consult the whole department on the new forms when they are ready.

1. Events Committee

The advert to be part of the Events Committee has gone out and will go in the newsletter tomorrow. The deadline for interest is the 19th May and a reminder will be sent out closer to the time. The Committee will have a budget set for it and they will work on putting together an Away Day and a winter event with perhaps expansion to other events. The Events Committee will feed directly back to the Management Committee.

1. Any Other Business –

Thanks, was given by IR and the Committee to Charlotte who will be moving to a new role within the Division and no longer representing the Divisional AS work at the Athena SWAN meetings. In the interim while a replacement is found Gillian Morris will be supporting departments.

1. Date for the next meeting – it was suggested late June/ early July to give the Committee a chance to review the new PDR forms. The terms of reference for the committee will be ratified via email.