**Minutes - Athena SWAN meeting Wednesday 11th January 2017**

10.00-11.00am

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

1. Confirmation of minutes from last meeting

The feedback from the management committee meeting was as follows;

* The follow up from the bullying and harassment work carried out in the department was that the tour of the department by the bullying and harassment advisor was well received and we have now got a second advisor who has been trained up (Lucky Khan). We have a no tolerance approach to bullying and we should have a repeating item in the newsletter with the contact points if staff feel bullied, harassed or have witnessed such behavior.
* There was a request to put a question about the awareness of bullying and harassment in the next staff survey. There was also a discussion about an electronic staff induction and an update of the staff handbook going out at the beginning of each academic year to all staff.

The other issue discussed at the management committee was transparency within the department. It was felt that this needs to be clarified and look at how to get staff more engaged. The Management Committee did request staff send any topics which they felt needed reviewing to each Committee, they had no responses at the first meeting but will continue to request this from staff.

The AS Committee agreed that there should be a term of reference for the Management Committee so staff know what is relevant to the committee and might be discussed. It was agreed that a summary of what the Committee is, what it is for, who sits on it and the topics discussed should be circulated or included in the newsletter.

It was discussed that it would be useful for the minutes from the Management Committee to be circulated earlier and then summarized for the newsletter.

CS informed the committee that some departments have open Management Committee meetings so that all staff could attend, they have a closed section to start with to discuss confidential matters.

As part of the conversation, it was agreed that the Athena SWAN Committee should look at its terms of reference and review them, these are to be circulated before the next meeting.

1. Apologies: Georg Hollander (GH)
2. Review Action Plan – From the huge action plan, the actions have been grouped together in a better way and we are looking for clearer outcomes of the actions. IR presented the committee with a few of the ongoing actions to get an update.
* Departmental Cohesiveness, the annual away day meeting was discussed. We need to have a look at what we are trying to achieve by holding an annual away day, it was suggested that there is a subcommittee that organise the annual away day. The recommendations were for comprehensible talks that include everyone and socialising/ networking events. We should request from the Management Committee what the remit of the day should be and to set up a sub-committee to organise this day. From the AS committee, the purpose is to achieve cohesiveness.
* Space allocations; this has been reallocated and should be marked as completed, it is still a standing item on the Management Committee agenda.
* Workload allocation modelling, there are other models being used across the university and AH and SJ will meet with CS to look at the options and report back to the Athena SWAN Committee. There was a discussion regarding if it should be workload allocation modelling or monitoring.
* Training; we need to have a concise way of registering training that has been carried out by staff. An updated training record should be part of PDR’s, IR suggested sending back PDR’s which don’t have training recorded on them.
* There was also the suggestion of moving to having PDR’s at the same point for all staff members.
* CS suggested looking at a copy of the new Athena SWAN form and using this to review the actions.
1. Public Engagement Update – we ran out of time to cover this
2. AOB- none raised
3. Date for next meeting – it was agreed to hold the next meeting after Easter

Items to go to the Management Committee:

* Request the Bullying and Harassment officer to report back to every Management Committee
* It would be helpful if the minutes from the Management Committee meetings are available earlier so they can be summarised for the newsletter to make it more inclusive
* Suggestion that some departments have started open management committee meetings where all departmental staff can attend.
* We would like a remit for the annual away day and to set up a sub-committee to organise the annual away day for the department.
* Gather opinions on moving to carrying out PDR’s at the same point for all staff, rather than the current method.