**Minutes - Athena SWAN meeting Wednesday 12th October 2016**

10.00-11.00am

The location is the John Clegg Room, Weatherall Institute of Molecular Medicine.

In attendance: Irene Roberts (IR), Georg Hollander (GH), 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)

1. Confirmation of minutes from last meeting

The alteration was that; MD will not be sending the questions proposed for the research assistants (point 3) to BC as it was decided that they were included in the staff survey. The remainder of the minutes were signed off.

1. Apologies: none
2. Welcome to the new members- the chair welcomed Caroline Hartley and Marta Valente Pinto to the Committee and invited Carinne to formally be a member of the committee.
3. Staff Survey 2016 – responses to the survey

There was a discussion if the staff survey results should be raised to the departmental level and dealt with by the Management Committee, as some areas go beyond the remit of Athena SWAN. It was agreed that they are intrinsically linked and that recommendations should be fed back into the Management Committee.

RS recommended looking at those areas in the staff survey that the Athena SWAN committee has been working on to see if there is an improvement or not. It was felt that the staff survey was generally positive and we should pick a few areas to take forward. IR thanked SJ for putting the data together in a readable format using graphs.

The actions to take forward were agreed as follows;

* Some staff do not feel that management decisions made in the department are clear
* The recommendation will go to the Management Committee to increase efforts to communicate the decisions made at the committee meetings, including publication of the Minutes and short summaries in the Departmental Newsletter. It was also agreed that we should try to ensure a two way channel of communication by offering staff in the department the opportunity to raise matters they feel should be discussed in the Management Committee.
* A small number of members of staff felt that they had either been the victims of bullying or harassment or had witnessed another member of staff being exposed to bullying and/or harassment. The Athena Swan committee formally requested that this matter is addressed in the first Management Committee.
* There was general agreement that information about bullying and harassment and the available channels to help victims with this should be publicised widely. A good opportunity to do this is during the Bullying and Harassment Week at the University which is due to take place within the next few weeks and which Carinne will publicise in the Newsletter.
* IR commented that there are a group of topics around equality of opportunity, access to knowledge and feeling engaged and valued. The only way to demonstrate that we are improving this is through individuals PDP process. We should be contacting the individuals and supervisors and making sure that this is mandatory. There was a discussion around the system that is used in the NHS and having a career development plan for staff to complete in the appraisal. We need to change the PDR and make it a career planning process as part of it, the onus will be on the individual to complete the forms. We will also look at an electronic system for PDR’s as recommended by the Committee.
* In summary we will inform the Management Committee that our recommendations from the staff survey is the need to be focus on the following;
  + Addressing bullying and harassment
  + Improving PDR’s and the process
  + Communications up and down through the Management Committee

1. Review Action Plan – we need to revisit the action plan to update the actions going forward, the chair asked the committee to review the actions and bring back with them to the next Committee any updates.

It was decided to publish the staff survey on the staff pages with communications about what we are going to do or have done. These will be published once they have gone to the Management Committee.

1. AOB- none raised
2. Date for next meeting – it was agreed to hold the next meeting in early January, after the Management Committee had met and before Carinne’s maternity leave.