**Agenda - Athena SWAN meeting Wednesday 23rd March 2016**

1.30-2.30pm

The location is the Ann Wakefield Room, Weatherall Institute of Molecular Medicine.

In attendance: Irene Roberts, Georg Hollander, Brid Cronin, Mary Deadman, Alex Holmes, Carinne Piekema, Sarah Jones

1. Confirmation of minutes from last meeting

These were confirmed, MD will be sending the questions proposed for the research assistants (point 3) to BC to see if they are covered in the staff survey. It was agreed to include public engagement (point 5) at the next committee meeting.

1. Apologies: Jacob Galson, Rebecca Slater, Dominic Kelly, Chris Dold (who has resigned from the Committee)
2. Staff Survey 2016
* Review the questions

It was agreed that we would split questions to research groups or the Department of Pediatrics

Agreed additional questions:

* Communications events e.g. the departmental breakfast and afternoon tea asking respondents to say if they attended and if they found it useful. Also if there were other ways to encourage engagement.
* Feeling valued which includes why and why not
* The transparency around regrading etc.
* BC will circulate a mock survey for the committee to review using examples of questions other departments have used.
* Timescale for the survey – it was agreed to launch the survey on the 25th April, with the survey coming from GH, reminders will go out in the newsletter and Monday morning message. The next newsletter will contain information on what we achieved after the last survey and information regarding when the survey will be going live.

It will be live for 4 weeks.

* Suggestions for increased participation – BC commented that other departments have had strong response rates where the completion of the survey has been an expectation of all staff and the teams have kept driving for it to be completed.
1. Review Silver Action Plan and outstanding actions:
* 2.3 Refine PDR- and how to use it as a monitoring tool. It was agreed to collect information on the last page of the PDR paperwork regarding career development and training. This will allow us to monitor the career support line mangers are giving and any training requirements.
* 3.2 Regular networking events for specific staff groups – we have agreed to put networking events in the staff survey and see what the response is.
* There was a discussion around the different networking events within the department and an agreement that there will be a scientific day in June/July to coincide with DPhil presentations as well as an away (‘fun’) day later in the year. The scientific day would include an invite to postdocs as well as DPhil students.
1. AOB- Chris Dold has resigned from the committee and IR will ask for a Postdoc representative to take her place on the Committee.
2. Date for next meeting – TBA, Termly meetings agreed in the action plan. It was suggested we might want to have one to review the response from the staff survey.