

Minutes from the Athena SWAN Committee Meeting Tuesday 21st May 2014

10.00am-11.00am in the Classroom on Level 0 of the Children's Hospital

Present: Dr. Peter Sullivan
Prof. Irene Roberts
Dr . Rebecca Slater
Alex Holmes
Sarah Jones
Tessa John
Mary Deadman
Bríd Cronin
Jennifer Anderson

Apologies: Chris Dold
Johannes Truck
Emily Adland

2. Action plan: summaries for all those with responsibilities:

Are all of the actions on the Action plan in hand by the people with responsibility for them? What do we need to put extra effort into?

1. Sharepoint equivalent- where are we with this?
2. Managing a career break- where are we with this?
3. ??? Anything else? TJ suggested that we need a link to the Athena SWAN website on the job descriptions, SJ said she could do that.

3. Action plan part 2: Redistribution of some tasks.

IR said that some of the work she is involved with in the WIMM Women in Science meetings could be useful for our department too and she would bring us more information when she had it.

In the Action plan and highlight them.

4. Silver application : Case studies for the application.

We have now pinpointed and got agreement for the case studies, we need people to take this forward.

Rebecca Slater, Christine Rollier-Weissenburger , Morag Andrew and Anil Kopuri have all agreed that they are happy to be involved in the case studies. RS is going to co-ordinate this, Morag is going to put something in writing and send it to Rebecca before she goes on maternity leave. Only two case studies for Silver and we need to have a male for the Gold application, so may not use Anil at the moment. One study has to be a member of the committee.

5. Staff days: plans for the Social event 2014?

After lots of healthy discussion it was agreed that a family Christmas party, to which all staff, partners and children would be invited, would be a good idea. PS was going to give this some thought.

6. AOB

1. Some workshops and course that may be useful:

Equality and Diversity course- this is on-line and could be added to the staff induction

The bullying and harassment workshop- could be a link on website

Unconscious bias training is be trialled across the University-may be rolled out to all Departments when it is polished.

2. Feedback from exit interviews- maybe copy in line managers to prompt people to fill these in.

3. TJ suggested that it would great to highlight achievements and successes on the website. Also asked about possibility of mention of merit review success.

7. Next meeting to be arranged for early July, to be confirmed.