**Athena Swan SAT : Minutes of Meeting : 08/11/2022**

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| **Meeting Called by** | Kevin Maloy |
| **Date of Meeting** | Tuesday 8 November 2022 @ 11am |
| **Note Taker** | Dawn Mylet |
| **Attendees** | Jonathan Mitchell [JM], Claire Donald [CD], Clare Harding [CH], Gemma Hourigan [GH], Olwyn Byron [OB], Mila Collados Rodriguez [MCR], Melanie McDonald [MMcD], Anne McKenna [AMcK], Hua Wang [HW], Swetha Vijayakrishnan [SV], Hannah Bialic [HB], Kevin Maloy [chair], Dawn Mylet [clerk], And welcomingSonya, Catherine Sharples, Eleanor Thorpe, Zuzana Saterova [all first year immunology students] |
| **Apologies** | Leighann Sherry, Margaret Hosie, Nicola Veitch, Michelle Connolly, Leandro Lemgruber Soares, Gill Douce, Dagmara McGuinness, Keilly MacDonald |

**Agenda**

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| **Item** | Agenda Topic |
| **1** | Apologies & member update |
| **2** | Minutes of previous meeting held on 27 September 2022 |
| **3** | Update on Recent Activities: reports from meetings of work groups |
| **4** | SurveysCVR Culture survey |
| **5** | AOB |
| **6** | Date of Next Meeting : Date TBC, December 2022, Zoom |

**Discussion**

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| **Items 1 and 2 : Apologies & Member update** |
| KM welcomed everyone to meeting and noted apologies. KM extended a further welcome to the student volunteers who had come forward.Minutes of previous meeting were agreed.KM asked that a new standing item of Matters Arising be included for future meetings following the minutes of previous meeting.  |
| **Item 3 : Updates from working groups** |
| KM noted that NV had proposed that a student sub group be established which could sit separately from the main SAT. NV had sought volunteers and 6 students had come forward, some of whom attended today. KM spoke about whether there ought to be a SAT member aligned to the student working group, to assist in meeting arrangements (venue / dates / hospitality) and asked members to consider who would be willing to act as liaison for this.Updates from each working group were discussed.**Career Development WG**SV reported that the Career Development sub group had yet to meet officially, but that discussion on promotion had taken place within CVR, in liaison with IHW who have ran promotion workshops for their staff with good success rates in the past for subsequent promotion applications. IHW have given permission to use their resources / presentations. OB sought clarity on whether proposing to hold promotion workshop specifically for ERCS, and not full range of academic staff. SV advised that was the intention, with one at SGDB and one at Garscube. OB highlighted promotion workshops features at discussions at various other meetings, and important to cover workshops for academics and also L&T staff. KM agreed importance of not leaving any job families / grades out and that it’d been discussed several times in past and that line managers should also have been having this discussion with staff as part of their P&DR. KM suggested SV begin with ECRs as planned then look to replicate the workshops to deliver further dates to other staff categories. AMcK enquired if there were regrade resources available for Tech and MPA posts. SV confirmed this is on her radar. KM asked that be added as an action point to allow Career Development sub group to organise. **Work Life Balance WG**MCG asked for clarification on the details to be included in the survey. KM KM felt it important to have a brief minute or note from each sub group and asked that these be uploaded to One Drive for SAT members visibility.KM welcome CH, asked CH if she had a preference to which sub group to join. Agreed that GH join work life balance.KM advised he would review all the sub groups membership and update, noting we need around 5 or 6 members alone in the work life balance. KM noted SAT membership changed a fair amount. OB queried lack of male representation on SAT panel. Concern expressed at lack of knowledge for anyone wishing to join AS. Following discussion, agreed that JM include a “click here to join AS” membership button to be displayed on the School AS webpages. KM noted SAT members predominantly female, pointing out that it was an entirely voluntary committee. KM suggested he go back to heads of areas to try and gain some interest from male colleagues.**Communications WG**JM reported that himself and GD met last week, OB to be invited going forward. Discussed formation of Student working group, make a poster, publicised on TV screens in SGDB and included in student bulleting in LS. NV send slides, so action from last AS meeting completed.GH been in touch regarding staff profiles, being discussed further with AMcK. AMcK requested hold on this meantime in order to address collectively. Ties in with Technician Commitment, to give visibility to technical staff, could be part of AS.**Recruitment / Induction WG**AMcK advised that this WG due to meet within the next 4 weeks and updated members that some admin staff had been provided with a H&S induction, including a lab tour and building familiarisation. **Wider Equality WG**HW reported that not meeting had been held yet. KM asked that no 2 consecutive SAT meetings go by without a working group having met and reported back with their updates. |
| **Item 4 : CVR Culture Survey** |
| MMcD shared results from the CVR research survey which had been sent out to around 90 CVR staff, primarily targeting post docs, bioinformaticians, clinical fellows. Update was relatively good, with 43 respondents, however the results were disappointing with honest responses indicating a level of dissatisfaction amongst staff. Discussion arose around the issuing of the AS survey and the need to be careful around the timing to ensure it does not overlap with any other surveys. KM stressed that the AS survey come with an explanatory note to explain why the survey was being conducted and enquired which WG would take this forward. KM to deliberate and report back at next meeting. |
| **Item 5 : AOB** |
| KM advised that part of the action plan was to look at another health and wellbeing at work week, should be done annually. This clearly falls under the work life balance WG, therefore members to have a think about this and report back on any discussions at next meeting. KM thanked everyone for attendance. |

**Action Items**

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| **Action** | **Person Responsible** | **Deadline** |
| Include matters arising on future agendas | Clerk | Ongoing |
| Identify liaison for student working group | All members | Dec meeting |
| Organise promotion workshops | Career Development WG | Jan / Feb 2023 |
| Workgroup minutes / notes from meetings | All members | ongoing |
| Review sub group memberships | Kevin Maloy | Dec 2022 |
| Include “click here to join” membership button online | Jonathan Mitchell | Dec 2022 |
| Working groups to have met at least once between 2 consecutive SAT meetings | All members  | Ongoing |
| Decide which working group to assign the survey to | Kevin Maloy | Dec 2022 |
| Health and Wellbeing at work event | Work life balance WG | Dec 2022 |

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| **Date of Next Meeting** | Tuesday 13 December 2022 at 11am |