

School of Chemistry Athena Swan Self - Assessment Team and Working Group (SATWG)

Meeting held 26th May 2011

Present:

Prof John R Helliwell (Chair)

Dr David Berresford

Dr Cinzia Casiraghi

Dr Susannah Coote (Chair of the School of Chemistry PostDocs Forum)

Dr Claire Eyers

Mr Patrick Johnson (Head of Equality and Diversity at the University of Manchester)

Mrs Christine Taylor

Prof Christopher Whitehead (Head of School); part of meeting.

Apologies from: Ms Sue Field; Prof Sabine Flitsch; Dr Sarah L Heath

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1. The Minutes of the 6th meeting had been previously circulated; no corrections had been received.
2. The Meeting was agreed to be solely concerned to review Athena Swan Panel queries on the Silver Award submitted application.

The following actions were agreed;-

(i) The action plan items identified in the Narrative, but missing from the Action Plan summary, ie that were identified by the Panel, would be added to the Action Plan. New columns would be added on "Progress of action (date completed)" and "Success Measure". Any other additions to the template used, compared with the current guidance-template of Athena Swan, would be made.

Action All (In charge PJ then CE then JRH, ie to take account of absences from the School whilst noting the deadline back to Athena Swan of Wednesday June 8th of the revised Silver Award application).

(ii) To enquire of feedback from Schools and Colleges on our outreach activities including any gender related information; post meeting note; JRH with SLH discussion occasionally a questionnaire had been distributed along the lines of "Before and after this presentation of chemistry as a science would you be more or less likely to consider chemistry as a career?"; in SLH's view this could add a

M/F tick box and thereby a simple split analysis conducted of M/F viewpoints. **Action: JRH** to arrange with Dr Frank Mair, currently in charge of the School's outreach. [Add to Action Plan].

(iii) The School's Athena Swan website could specifically state that the School has submitted its Silver Award application. **Action CT.**

(iv) The School has recently advertised two lectureships and whilst the University's statement of commitment to equality and diversity was good it could also have a specific statement such as "The School is committed to Athena SWAN principles to promote women in science; the School's website documenting activity in this area can be found at:

<http://www.chemistry.manchester.ac.uk/aboutus/athena/index.html>". **Action SF.** [This commitment, within the resources available for new appointments obviously, would be made a stronger and clearer statement in the Silver Award application as well including specifically recruitment policies being defined explicitly.] Post meeting note – SF was happy with this course of action and suggested that a stronger form of words could be used. 'We positively welcome applications from women, who are currently under-represented at this grade. Appointment will be made on merit'. SF undertook to add the above statements to the web advertisement and liaise with Professor Simon Pimblott and Dr Nick Bryan accordingly.

3. *Date of Next Meeting* to be confirmed but expected mid to late July 2011 to review next steps:- "Planning for the Gold Athena Swan Award". Post meeting note – SF suggested including a substantive agenda item for future meetings of 'Review of progress against action plan – silver award' and also that the SATWG diarise a schedule of meetings