Minutes

Present:
- Professor Dot Griffiths Chair
- Mr Rob Bell College Athena SWAN Coordinator
- Professor Alex Blakemore Medicine
- Dr Liz Elvidge Head of Postdoc Development Centre
- Ms Barbara Hehir Clinical Sciences
- Ms Sapna Halder Public Health
- Dr Patricia Hunt Chemistry
- Dr Cleo Kontoravdi Chemical Engineering
- Professor Clare Lloyd NHLI
- Dr Aimee Morgans Aeronautics
- Professor Ann Muggeridge ESE; FoE Ambassador
- Dr Jane Saffell Medicine
- Dr Victoria Salem FoM Athena SWAN Coordinator
- Professor Dimitri Vvedensky Physics

Apologies:
- Dr Dorothy Buck Maths
- Ms Karen Makuch CEP; FoNS Ambassador
- Dr Panos Parpas Computing
- Mr Graeme Rae Bioengineering
- Dr Barbara Shollock Materials

Agenda Item

1. Minutes of the Previous Meeting (24 October 2013)
   1.1 The previous minutes were accepted as an accurate record of the last meeting.

2. Matters Arising
   2.1 Imperial’s Pledge to Academic Women (re minute 4.10)
       The Chair reported that the Pledge was being incorporated into recruitment material.

   2.2 Data (re minute 4.14)
       Professor Blakemore commented that Athena SWAN is planning to
set up an electronic submission system, which will reject applications without the correct data. Mr Bell to investigate recruitment data issues over the summer.

2.3 **College Staff Survey (re minute 5.4)**
Chair reported that she had requested a breakdown of the College Staff Survey by Athena SWAN departments.

2.4 **Faculty Family Life Events (re minute 5.7)**
Professor Lloyd reported that NHLI’s Bring Your Children to Work Day had been very successful, with approximately 70 children taking part, and plans to repeat the event in the future. HoD had confirmed to all staff that it was a non-working day and that parents had to stay with their children.
Dr Saffell reported that Medicine were planning their Research and Family Life Panel but were concerned with difficulties with campuses. Collaboration between departments would be useful, to enable focus on campus, rather than department.

The Chair suggested the College plan ahead for International Women’s Day in 2015 (8th March). The Committee agreed that each Faculty should hold an event, in addition to a College event, in order to build a week of celebrations. Departments should also be encouraged to hold their own events. The student union, WSET, Feminist Society, and postdoc and early career groups should be involved wherever possible.

**Julia Higgins Portrait (re minute 5.11)**
The Chair reported that the unveiling of the portrait would take place on Monday 16th June in 58 Prince’s Gate.

**Athena SWAN Lecture (re minute 8.1)**
Professor Deborah Smith from the University of York will be giving this year’s Athena Lecture on Thursday 12th June (G34, SAF).

3. **Terms of Reference**

3.1 The Chair will formalise the Terms of Reference with the Provost’s Tier 1 Committee.

4. **Minutes of the Provost’s Tier 1 Committee Meeting 28 Feb**

4.1 The Chair reported that the Provost had written to Electrical Engineering and Mechanical Engineering about Athena SWAN, resulting in the Chair meeting with HoDs.
Dr Elvidge asked for the College Action Plan to be circulated.

4.2 The Chair reported that HR would be rolling out a programme of unconscious bias training. Professor Muggeridge highlighted that such training needs to be more than just awareness but also tools to tackle unconscious bias. Professor Blakemore asked that HR representatives remind recruitment panels of unconscious bias and gender related issues, e.g. maternity

Chair
4.3 The Chair reported that she was conducting a series of interviews with female Professors in the College to investigate culture and progression at Imperial. Professor Muggeridge asked if nationality and Hailey Smith’s questionnaire research could be considered as well in the Chair’s investigation.

5. **Ambassador Reports**

5.1 Written reports from Ambassadors were circulated before the meeting with the agenda.

5.2 **Faculty of Medicine, Dr Salem**

Dr Salem highlighted issues in her report which went beyond the departmental level:
- Formal approach to recruitment, with best practice of the wording of adverts
- Transparency regarding the College’s childcare provision and budget
- Streamlined communications on Athena SWAN and gender
- Athena-friendly data management

5.3 It was noted that family issues often come up at International Women’s Day but that men should be involved too. Chair to discuss shared parental leave and pay with HR.

The Committee agreed that men should be encouraged to be involved and attend any child-care or family life events.

**Faculty of Engineering, Professor Muggeridge**

5.4 Professor Muggeridge reported that she was exploring ideas for Women in Engineering Day (23rd June), including that of having photos taken of all women in the Faculty.

The Chair suggested planning ahead for next year with some kind of outreach event. Professor Vvedensky commented that demand for Physics’ outreach events was always very high, and suggested that the College develop a website with information on different disciplines and all the outreach programmes available at Imperial. The Chair agreed and will raise the idea with Professor Dallman in her new role as Associate Provost (Academic Partnerships) and the College Outreach Office.

5.5 Professor Muggeridge raised the issues of the College’s maternity leave provision in comparison to other Russell Group universities (16 as compared to 18 weeks). Professor Blakemore commented that some universities, such as Cambridge and UCL, pay maternity leave regardless of length of service. The Chair will discuss with HR.

5.6 Professor Muggeridge said there was a particular need for clarity on PhD students maternity and paternity rights, and asked the Chair if the College could provide funding when PhD funders were unable to? The Committee were asked to find out about instances of PhD maternity and paternity leave in their departments, and Mr Bell will request information from Registry.
6. **Athena Applications Update**

6.1 Dr Kontoravdi reported that Chemical Engineering’s draft Silver renewal application for April is being reviewed.

6.2 Ms Hehir reported that Clinical Sciences were preparing to submit for Bronze in the April round.

6.3 Dr Morgans reported that an Aeronautics SAT had been formed and they are aiming to submitting for Bronze in November. Representatives from HR had presented at a recent staff meeting, and Dr Elvidge has been invited to speak at the next staff meeting about the Postdoc Development Centre.

6.4 Professor Vvedensky reported that Physics is planning to submit for Gold in November. Dr Morgans commented that she had found the Physics website particularly useful and was a good model.

6.5 Professor Lloyd reported that NHLI were preparing to submit their Silver renewal application in April, and highlighted their efforts on local equality and diversity training for staff. Professor Lloyd commented that Athena SWAN had specifically asked them to separate clinical and non-clinical data for the application.

6.6 Dr Hunt reported that Chemistry continues to work on its Action Plan.

6.7 Dr Saffell reported that Medicine plans to submit for Silver in November. The Department has implemented Action Plan activities on culture, but needs to increase the number of academic women and therefore the appointment process was key. Professor Vvedensky stated that each group in Physics had been asked to create a list of women who would be good candidates for any potential appointments. Dr Kontoravdi reported that Chemical Engineering had had some success attracting applicants through attending major conferences and holding ‘meeting the faculty’ sessions.

7. **AOB**

7.1 Professor Muggeridge made the Committee aware of a potential issue regarding flexible working for overseas postdocs on visas due to the introduction of a new HR system. Professor Muggeridge said she would clarify the rules for working from home with HR.

Professor Muggeridge