Dr Yuliya Kyrychko, Research Assistant in the Department of Engineering Mathematics, was welcomed as the new member of the Group replacing Claire Grierson.

1. **Apologies for absence**
   Apologies were received from Paula Booth, Kirsten Cater, Sarah Musson, Guy Orpen, Kathy Sykes, Jon Wakerley and Chris Willis. Hinke was in attendance representing David Muir Wood.

2. **Minutes of the last meeting (SWAN/07/04)**
   The minutes were approved.

3. **Matters arising not elsewhere on the agenda**
   a) **Minute 3f - Travel to Work**
   It was reported that the Travel to Work Group had considered the issue of reserved car parking for those with childcare commitments and for shift workers, and had concluded that the parking points scoring system could not be changed.

   b) **Minute 3g - Maternity pay for Postgraduate Students**
   The Research Council had confirmed that BBSRC funded students were entitled to up to 6 months paid maternity leave and, if required, the studentship would be extended by a commensurate period.
The Research Council were looking to increase the paid maternity leave period in line with current employment legislation, and they hoped to make an announcement shortly. The Group welcomed this news and asked that they be kept informed of any changes.

**Action:** Tracy Brunnock-Cook

c) **Minute 4 - SWAN Action Plan**
RECEIVED: Update on Workload Agreements (SWAN/07/05)

It was confirmed that the University's Maternity Policy had been updated in February 2007 in line with the Work and Families Act 2006.

Personnel were undertaking a collaborative review with Trade Unions of current Workload Agreements to ensure they were fit for purpose and applicable to all staff groups.

The Group commented on the apparent contradiction in PWE survey results which indicated that staff were both working longer hours and more satisfied with their work-life balance. It was thought that this was due to more staff recording their working hours.

It was confirmed that the results of the PWE survey were being analysed and a comprehensive report would be published in due course.

d) **Minute 5 - SET women leavers exit data**

Personnel Managers would offer exit interviews to female academic staff who were leaving SET departments. In addition, work was in progress to develop an on-line question set to track the destination of research staff, and this would include reasons for leaving.

It was, however, noted that research staff resignations could be a positive sign of career progression.

4. **Biochemistry Re-submission (SWAN/07/06)**

It was reported that representatives from Athena had visited the University to provide feedback on the original Biochemistry silver award submission. The SWAN Coordinator at Athena had also subsequently provided positive feedback on the resubmission and made some suggestions for improvement which would be incorporated into the final version. Barry Taylor, Director of Communications and Marketing, had acted as critical reader for both the resubmission and SWAN Annual Report and his comments would also be incorporated.

**Action:** Tracy Brunnock-Cook

Concern was expressed that there was not a consistent Athena panel membership that considered the SWAN awards submissions.

It was agreed that Dr H Muirhead should be put before Dr H Watson in alphabetical order in paragraph 1 of the report.
The Group recommended that information on monitoring be expanded upon to include information on how data collected would be utilised.

The report would be updated and, if time allowed, emailed to the Group for final comment before the submission deadline of 31 May 2007.

Action: Tracy Brunnock-Cook

5. SWAN Annual Report (SWAN/07/07)

5.1 Amendments to SWAN Annual Report
The University was required to produce a SWAN Annual Report to retain membership to the SWAN Charter. Its purpose was to identify any work undertaken to support the SWAN Charter principles.

The report heading would be amended to specify the period covered.

Paragraph 2 of section 2.1 would be expanded to all academics and include base line data to put the percentages into context.

It was agreed that section 2.3 be amended to read ‘The Career Pathways scheme will, from full implementation in August 2008, provide a clear career ladder for all academic members of staff, involving five distinct levels.’

The Group agreed that the Women Returners’ Scheme application form outlined at Annex B should be referred to as a pro forma, to reflect that the Scheme was a right and not a supplication.

It would be clarified that the sentence on maternity leave in Annex B related to academic staff.

Annex C would be updated to include the total number of respondents and number of academic respondents to the flexible working patterns section of the PWE survey.

The report would be updated and, if time allowed, emailed to the Group for final comment before the submission deadline of 31 May 2007.

Action: Tracy Brunnock-Cook

5.2 Careers workshop for women in SET
It was noted that delegates at the careers workshop for female junior academics in April 2007 had been mainly research staff. It was agreed that future workshops may need to be targeted at lecturers.

5.3 SWAN web pages
It was asked if the web pages dedicated to SWAN could be placed in a more prominent position within the University website. Sarah would look into placing a SWAN web link in the A-Z index.

Action: Sarah Haworth
5.4 **Mentoring**

The Group discussed how mentoring could be implemented. It was noted that both men and women may need support in gaining confidence to put themselves forward for promotion early in their career.

It was recognised that mentors would need to be clear on what was expected of them and it was anticipated that this would be set by the mentor and mentee. Mentoring would be discussed in more detail at a later meeting.

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6.1 **SWAN Action Plan Audit**

The main focus of work had been on producing the Biochemistry resubmission and SWAN Annual Report. After 31 May Tracy would prepare an audit on progress made on the Action Plan for discussion at the next meeting. The completion dates of some actions would also be reviewed.

*Action: Tracy Brunnock-Cook*

6.2 **Nursery provision**

It was reported that the Parents Committee of the University nursery would not be pursuing extending the opening hours.

The BBC nursery had made places available to University staff on a temporary basis. However, the building housing this facility was being sold and it was hoped that the University could negotiate a similar arrangement with the new owners.

6.3 **Monitoring of exceptional talent recruitment**

Monitoring of exceptional talent was flagged up for particular attention, as the majority of exceptional talent appointees in SET subjects were men. It was reported that the University was looking at how to use the power of networking positively but it was recognised that any change would take time.

It was suggested that someone neutral could interrogate the answers of exceptional talent applicants as part of this recruitment process.

It was noted that women were sometimes shortlisted because they were women and in such circumstances were much more unlikely to be appointed.

6.4 **Emergent leaders**

The University’s work on emergent leaders had been omitted from the SWAN Action Plan in response to feedback from Athena that only SET-specific actions should be included.

The Group felt that emergent leaders was an important area of work and asked Tracy to make this more SET-specific for inclusion in the Action Plan.

*Action: Tracy Brunnock-Cook*
7. Any other business

7.1 Women Returners Scheme
It was reported that the University’s Women Returners Scheme recently featured in the ‘Employee Benefits’ journal as an example of good practice in facilities for working parents.

7.2 Shortlisting
The Group was keen for the University to build on the good example of Biochemistry, where at least one woman was included on all shortlists for academic appointments, providing the necessary high standard of applicants was maintained.

It was agreed that where only one gender was shortlisted, there would need to be a clearly demonstrable reason why applicants of the other gender were not shortlisted. It was recommended that the Chair of the shortlisting panel should interrogate the submissions of the other gender to check if they could be shortlisted, and extend the shortlist where there was not much between candidates.

Tracy and Fiona would draft a proposal to be discussed at the next meeting. It would also form part of the Leadership and Management Fora on gender equality in November 2007.

Action: Tracy Brunnock-Cook/ Fiona Ford

8. Date of Next Meeting
The meeting dates for 2007/08 were: Friday 28 September 2007, 2.00 - 4.00; Thursday 17 January 2008, 10.00 - 12.00 and Wednesday 12 March 2008, 10.00 - 12.00.

Athena would formally notify the University of its decision for both the Biochemistry Silver award submission and SWAN Annual Report in July 2007. Tracy would keep the Group informed.

Action: Tracy Brunnock-Cook