**INSTIUTE OF EPIDEMIOLOGY AND HEALTH CARE**

**ATHENA SWAN SELF ASSESSMENT TEAM (SAT)**

**Minutes**

**Wednesday 14 June 2018, 12-1pm in Rooms 706/707, 1-19 Torrington Place**

**Present:** Ben Webb (BW, Co- Chair), Julia Bailey (JB, Co- Chair), Noriko Cable (NC, Past Chair), Ione Karney (IK), Orla O’Donnell (ODO), Richard Marsh (RM), Angus Ramsey (AR), Hitakshi Tailor (HT), Madiha Sajid (MS), Kelly Seenundun (KS), Sean Scoles (SS), Alice Forster (AF), Georgios Tsakos (GT) Samantha Quaife (SQ),

**Apologies:** Andrew Hayward (AHay), Irene Petersen (IP), Ione Karney (IK), Eva Schaessons Coleman (ESC), Aradhna Kaushal (AK), Nicola Shelton (NS), Hitakshi Tailor (HT), Madiha Sajid (MS),

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|  | **Action** |
| **Minutes and Matters Arising**   * BW is going on secondment for nine months from April and will be stepping down from his co-chair position during this time. The group will need a new co-chair and this position is open to current group members. It would be good to have a professional services staff member who ideally has extensive UCL knowledge. * There will be a follow up to Bullybusters in mid-August. * Film Club – The idea of filming the post film club discussions has been raised as these proved to be very lively and interesting. * Carers Fund –these funds are released twice per annum and the next fund will be available after the summer. The question arose over the advertising of the fund and it was noted that it goes out in the newsletter and is also posted on the website. It was also noted that the dates of the fund applications need to be released in advanced. The adequacy of the fund and its allocation was also queried. * Athena Swan application – thanks were given to all those who have contributed to the application so far and have passed on their comments. Once the new data has been added, the application can be re-written/updated. * SS has looked at and updated the latest application data and has indicated that there is no major difference. * Timeline – after we have finalised our action plan, we will send the application for review to the equalities board in September. There will not be any major changes to the document but we need to add in what we have already done and what we are planning to do. * New name for the group – the most popular new name for the group was the   **Equality Action Group** possibly with a by-line of “we’re doing stuff”   * September Workgroups –we will run a half day workshop to firm up the group’s future aims over the next 4 years. |  |
| **Actions:**   * Need to develop an action plan and set-up some working groups, possibly decided by topic. We need to ascertain our 3 possible main areas of concentration. * BW will send out a survey to the group regarding their experience of appraisals * KS to change the date of the next meeting from 18 July * KS to send out round robin email to ascertain people’s skills and interests in order to set up possible action groups. * KS to send out new workshop dates for September as the original dates were not suitable. * KS to plan SAT meetings for rest of the year and send calendar invites. 25% of our meetings should be at the Royal Free. | Co-chairs  BW  KS  KS  KS  KS  KS |
| **Next meeting:**   * July date/time: tbc rooms 706/706 (1-19 Torrington Place) * Will make a conference phone available for the members who cannot attend physically |  |