

**SCHOOL OF PHARMACY**

**Minutes**

A meeting of the

SWAN SAT Team

Thursday 20th October 2016

Present: Dr Deirdre Gilpin (Chair)

 Dr Jonathon Coulter (Vice-Chair)

 Professor Carmel Hughes (Head of School Pharmacy)

Dr Heather Anderson (School of Pharmacy Manager)

Dr Janine Cooper

Dr Lezley-Anne Hanna

Dr Maeliosa McCrudden

Dr Mei Zhou

 David McQuade

 Lee – Anne Howell

Apologies: Professor Ryan Donnelly

Professor Karl Malcolm

Professor Michael Tunney

Dr Maurice Hall

Dr Cian McCrudden

Aine McGuckin

In attendance: Mr Gervase McGivern

1. Dr D Gilpin welcomed and thanked everybody for attending and in particular Lee – Anne Howell the Clerical Team representative and in Aine McGuckin the Technical Team representative absence Chief Technician David McQuade. Dr Gilpin emphasised the importance of having their input.

 **2 School of Pharmacy Athena SWAN Website**

2.1 Dr J Coulter met with Paula Daly who is a Digital Marketing Officer in the University with regards to setting up a new template for the Athena SWAN website.

2.2 Assistance is required to populate the new website informed Dr Coulter. L - A Howell volunteered her assistance but would appreciate if help was provided.

2.3 Dr Gilpin emphasised the importance of a team effort with regards to making the new website vibrant as we don’t want to overburden people.

 **3 CQC Staff and Athena SWAN**

3.1 Dr J Coulter put it to the team if China’s Queen’s College (CQC) staff should be included in the Athena SWAN application.

 3.2 The Head of the School of Pharmacy Professor C Hughes expressed the view that she would be reluctant not to include CQC staff and asked do CQC staff covering maternity leave have the same benefits as their counterparts in other area of the University.

3.3 The School of Pharmacy Manager Dr H Anderson emphasised the importance of explaining Athena SWAN to CQC staff. Professor Hughes said that an email should be sent to CQC staff regarding Athena SWAN. Some of the CQC staff have had previous employment in UK Universities so they may be familiar with the concept of Athena SWAN.

**4 School of Pharmacy Athena SWAN Staff Survey**

4.1 Dr Gilpin stated the importance of encouraging all staff to respond to the School of Pharmacy Athena SWAN Staff Survey. The objective of the survey is to contemplate data in the previous survey to see if progress has been made.

**5 Stonewell Conference on LGBT**

5.1 Dr M McCrudden informed the meeting that she attended the lesbian, gay, bi and trans (LGBT) staff Stonewell Conference in Leeds on Friday 16th September. It was Dr M McCrudden said very apparent from an early stage that the conference was not just aimed at academic institutions but organisations from across the public and private sectors.

5.2 Dr M McCrudden expressed the view that with regards to LGBT policies must come from the top of the organisation and not just at individual school level. There needs to be “Champions At The Top”.

5.3 The current internal Queen’s University Belfast Diversity Now training course Dr M McCrudden attended a year ago was Dr M McCrudden felt now out of date. L-A Howell supported this viewpoint and stated that the training course needs updated.

5.4 If a member of staff is going through transition then work place policies need to be in place to accommodate this advised Dr M McCrudden.

5.5 Both Dr M McCrudden and Dr Coulter were in touch with Peter Mercer of the LGBT charity Stonewell with regards to advice for including appropriate policies in the School of Pharmacy Athena SWAN application.

5.6 Dr M McCrudden aired the view that such policies should be implemented at institutional level but in the School of Pharmacy policy there should be a zero tolerance towards people with a zero tolerance with regards to LGBT.

5.7 Dr Coulter expressed the view that there was no reason why these policies should not be included in the School of Pharmacy Athena SWAN application.

5.8 Professor Hughes has made contact with Professor Tom Millar Chair of the Queen’s University Belfast SWAN Steering Group with regards to Stonewell and is waiting for Professor Millar to get back to her.

**6 Core Values**

6.1 With regards to the Athena SWAN School of Pharmacy application the Core Values at Institutional Level should be the starting point stated Professor Hughes.

6.2 Dr Gilpin put the question to the group if the Core Values should be on the School of Pharmacy Athena SWAN website. Professor Hughes responded by informing the group that information on the Core Values are on the main University website.

6.3 Core Values said Professor Hughes should be used during appraisal and can be linked into SWAN and embedded into the School of Pharmacy Athena SWAN Application.

6.4 Dr Gilpin expressed the importance of having the Core Values on the School of Pharmacy website for students and prospective students and thus putting a “School of Pharmacy stamp on things”.

**7 School of Pharmacy Newsletter**

7.1 It is hoped Dr Coulter said that progress will be at a faster pace with regards to the School of Pharmacy Newsletter. Dr Eneko Larraneta Landa is to take on the task of getting the Newsletter up and running confirmed Dr Coulter. Dr M McCrudden and L – A Howell kindly agreed to assist. It is hoped that the Newsletter will celebrate our success as a School said Dr Gilpin.

**8 School of Pharmacy Athena SWAN Questionnaire**

8.1 Dr L A Hanna discussed the SWAN questionnaire that all staff will be invited to complete as part of the Silver application process (this is a similar questionnaire to that which was completed for the last application). While it is essentially ready to be distributed, she queried the timing of it, given that the School is currently in the process of completing some key documents. It was agreed that questionnaire distribution would be postponed until such documents were finished and a new date for distribution would be discussed at a later date.

**9 Athena SWAN Template**

9.1 Dr Coulter confirmed to Professor Hughes that he contacted the Equality Challenge Unit (ECQ) with regards to the new template for the Athena SWAN application and the new template has now been released to Dr Coulter.

**10 Silver Action Plan – Status Update October 2016**

10.1 With regards to the Silver Action Plan Objective 1.2.1 Professor Hughes stated that it was a positive that Professor T Robson and Professor M Migaud past SWAN Champions have progressed in their careers externally.

10.2 The School of Biological Sciences despite losing a lot of its staff including the Head of School has received the Athena SWAN Gold Award and this should be the benchmark for the School of Pharmacy said Professor Hughes.

10.3 Dr Anderson was nominated to take responsibility for Objective 1.2.2.

10.4 With regards to Objective 1.2.8 and Recognition of all academic related activated in the work-load model there was a presentation at Faculty Board level regarding this informed Professor Hughes.

10.5 In line with Objective 1.2.9 and the Gender balanced workload model Professor Hughes stated that while there is nothing written down the School is aware of the importance of gender balance as well as increasing the opportunities for staff to get experience on committees. Underlying principles in relation to this are to be included in a new upcoming committee document.

10.6 Dr Gilpin put it to the group if such committee principles should be included on the School of Pharmacy Athena SWAN website and Dr Coulter suggested having committee membership reviewed on a three year basis.

10.7 With regards to Objective 2.1.1 and a formalized mentoring scheme by female senior staff L - A Howell the Clerical Representative on the Athena SWAN Team asked if such a scheme was available to Clerical Staff as for a lot of Clerical Staff it can be daunting moving to a new School starting a new job.

10.8 Chief Technician David McQuade said that mentoring is available ongoing at an unofficial basis to Technicians and will speak to the Technician Representative on the Athena SWAN Team Aine McGuckin regarding this.

10.9 Dr Coulter emphasised the importance of formalising the mentoring that is practised within the School for the Athena Swan Application.

10.10 In relation to Objective 2.1.4 and increase support within the School in relation to career progression it was acknowledged by the team that it is very difficult for staff outside the academic group to apply for promotion.

10.11 Dr Gilpin confirmed to the team that Objective 2.1.7 which aims to increase effectiveness of the appraisal process has been action completed.

10.12 Case Studies are available to demonstrate that enhancing productivity commensurate with career progression, following career breaks is happening within the School stated Dr Gilpin. Professor Hughes added that she has requested with funding bodies that grants be put on hold when Post – Doctoral staff are on maternity leave. L – A Howell suggested that it would be a positive move to have an official hand over period for all staff including Clerical following career breaks.

10.13 It would be good if a policy was drafted for the School of Pharmacy Athena SWAN website with regards to returning to work for staff put forward Dr Gilpin.

10.14 With regards to addressing unconscious bias at shortlisting an interview Dr Gilpin stated that staff can increase their awareness by undertaking relevant training.

10.15 Dean of Research in the Faculty of Medicine, Health and Life Sciences Professor A Maule has made clear that staff must undertake unconscious bias training before sitting on promotion panels informed Professor Hughes.

10.16 Dr J Cooper informed the team that she has previously met with the Equality and Diversity Officer in the University with regards to addressing unconscious bias at shortlisting an interview and received useful information that she can pass on to other members of the team.

10.17 The identification of all contributions and responsibilities at appraisal is covered under appraisal training and under the new appraisal form informed Dr Gilpin.

10.18 With regards to increasing the number of female external invited speakers Dr Hanna and Dr Coulter informed that there have been female external speakers at recent events in the School of Pharmacy such as the prize night. Dr Gilpin stated she will be in communication with the School Manager Dr Anderson with regards to achieving this objective.

**11 Additional SWAN Related Activity**

11.1 The separation of skills week in the winter semester will allow a mid-term training week for undergraduates with minimal ‘hands – on’ teaching time. This will allow a “family friendly” lessening of teaching responsibilities which would coincide with school half term.

11.2 The School of Pharmacy Board is now open to all staff confirmed Dr Gilpin.

11.3 Dr M Zhou agreed to take up the position as Equality and Diversity Representative for the Athena SWAN Team.

11.4 The School of Pharmacy BBQ took place in the summer.