

University Athena Swan Steering Group (ASSG): Terms of Reference



Purpose

The purpose of the Athena Swan Steering Group is to:

- Be responsible for driving forward the University’s work on gender equality
- Provide leadership for, action and monitor Athena Swan activity across the University by:
 - Acting as an agent for change, working with schools and professional services to embed Athena Swan principles into their culture and operations;
 - Ensuring the effective delivery of the institutional Athena Swan action plan;
 - Identifying and disseminating internal and external good practice in gender equality;
 - Raising awareness and promoting the Athena Swan Charter work, including the role of the steering group in embedding change, internally and externally.
- Serve as a forum to formally raise issues arising from the Collaborative or School SAT groups which require an institutional-wide approach
- Facilitate the connection between School Athena Swan leads and College representatives where there are opportunities for collaboration.
- Formally report annually to the (People Board)

Membership

Institutional Athena Swan chair/s	
People and Organisation Development rep	
Research, Business and Innovation (RBI) rep	
Doctoral Academy rep	
Technical services rep	
Professional services rep	
College Reps – minimum 2 per faculty with a diversity of teaching and learning, research and knowledge exchange roles represented	
Early Career rep	
Postgraduate research rep	
EDI Strategy and Operations Lead	
EDI Co-ordinator	

The Athena Swan Steering Group can co-opt additional members as full members of the group in application periods or for specific pieces of work.

The Athena Swan Steering Group will replace 25% of its membership every three years and seeks to maintain 40% of members having a protected characteristic to ensure intersectionality amongst the group.

Responsibility

The Athena Swan Steering Group is responsible for:

In the 12 months leading up to University submission	In the monitoring and action phase
<p>ASSG members are responsible for inputting to the University's submission:</p> <ul style="list-style-type: none"> • The presentation of mandatory and optional data required for Athena Swan applications and facilitated by Business Intelligence tools. • At meetings, ASSG members provide context and insight about what the data is telling us and help to shape the action plan. • Subgroups of ASSG write sections; editorial sign-off for the submissions rests with the University ASSG Chair(s). 	<p>The ASSG team monitors the delivery of the University-level Athena Swan action plan by:</p> <ul style="list-style-type: none"> • Discussing written and verbal reports from action holders at ASSG meetings. • Delivering on any actions that are held by themselves as ASSG members. • Reflecting on findings from UWE survey data gathered by external providers, with relevance to gender equality, when it is released. • ASSG members contribute to the gathering of data which seeks to measure the impact of the Athena Swan action plan.
<p>The ASSG collectively develops the University-level Athena Swan action plan.</p> <ul style="list-style-type: none"> • ASSG members either own actions or help confirm actions with non-ASSG owners; • The EDI Coordinator, with the ASSG Chairs, organises a reporting schedule on who should present updates/progress reports for each ASSG meeting. • The EDI Coordinator, with the ASSG Chairs asks a phased set of action holders to report on their action's progress at upcoming ASSG meeting, giving them 4+ weeks' notice. 	<p>In the case of resubmission, the ASSG will review progress against the existing action plan and collectively develop a new 5-year action plan.</p>
Meeting monthly	Meeting every other month

Accountability

The Athena Swan Steering Group is accountable to the People Board and reports to it on:

- Current award status at Institutional and School level;
- Key changes in the national Athena Swan agenda

It also reports issues back to the People Board, on an annual basis and/or as an agenda item when an issue warrants earlier attention.

Administration

The Athena Swan Steering Group will meet every two months. The duration of meetings will not normally be longer than one and a half hours and will take place between 10am and 4pm. The scheduling of meetings will occur on different days to be inclusive for part-time staff. The Quorum for meetings is one-third of members eligible to attend.

A committee officer will be identified to support the Chair in the efficient and effective conduct of the Board's business.

Review

The Terms of Reference for the Athena Swan Steering Group will be reviewed annually, alongside the Athena Swan action plan, to ensure they are still relevant, decision-making structures are effective and it can effectively discharge its duties. As part of the review consideration should be given to how the Group can improve and better integrate practices which support equality, diversity and inclusivity.