

Athena SWAN Action Plan

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	<p>broaden expertise, to support succession planning and to ensure wider distribution of workload</p> <ul style="list-style-type: none"> • specify role of group to oversee the implementation of AS action plan • specify role of group to further raise awareness of Athena SWAN Charter • specify role of group to advise departments on AS award applications 				
1.6	Establish a Carers' Network to examine how support could be given across the care life cycle	Jan 2018	Sep 2019	Chair of SAT	Network established. Network to: feed into E&D Strategy Group; review relevant policies and make recommendations for development; establish a programme of awareness-raising.
1.7	Establish a timetable for submissions for AS and other relevant awards	Jan 2018	Dec 2018	Chair of SAT	Timetable for further institutional and departmental applications established
1.8	Submit for Departmental Silver Award in a minimum of 2 departments	Jan 2019	Nov 2021	Chair of SAT working with Heads of Institute	Applications submitted, likely in Nov 2020 and Nov 2021.

	and participant data				
2.14	Review Flexible Working Policy and amend to reflect specific challenges of transitioning from part-time back to full-time work	Sep 2018	Sep 2019	Director of HR	Revised policy approved and in operation; revised policy communicated effectively to staff.
2.15	Develop guidance for those transitioning back to full-time work drawing on best practice (e.g. guidance from Daphne Jackson Trust)	Sep 2019	Sep 2020	E&D Lead (HR)	Guidance developed; guidance communicated effectively to staff.

4. Communication & Consultation

Number	Action	Start Date	End Date	Person Responsible	Success Criteria
4.1	Run regular staff surveys relating to key policies and processes – in preparing this application it was clear there are a number of areas we need to know more about; we have identified some specific surveys below but have not yet established a full timetable	Dec 2017	Dec 2021	Director of HR	Develop a timetable for staff surveys (with area of focus and target dates) by Sep 2018; report on survey outcomes to relevant committees (e.g. HR Committee) and to E&D Strategy Group with clear recommendations arising from the survey.
4.2	Run campaign to further raise awareness of Athena SWAN Charter through: <ul style="list-style-type: none"> • Renewed poster campaign • 				

5. Data

Number	Action	Start Date	End Date
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5.7	Collate data on staff engaged in outreach centrally by grade and gender	Sep 2018	Sep 2019	Director of Access & Inclusion	Process for collecting data in place; data collected for 2018/19.
5.8	Collect data systematically on presenters at conferences, workshops, lectures and other public events by gender	Dec 2017	Sep 2018	Director of Communications and Participation	Data collected and reported on according to an agreed timetable.
5.9	Record KIT Days centrally	Jan 2018	Sep 2018		

6. Training & Development

Number

