Women's Network Meeting
Date: Tuesday 16th October 2018
Location: UELT Seminar Room

Present: Louise Naylor (Chair)**;** Jane Povey; Rosalyn Masterson; Suzanne Balabil; Silvia Rasca; Julia Hope; Heidi Colthup; Fran Beaton; Famy Rashid; Anne-Marie Baker; Claire Chapman; Chloe Gallien; Melissa Mulhall; Pauline Farrance; Trudy Turner; Tracy Kivell; Julie McCandless; Claire Gould

1.   Welcome and Introductions

LN opened the meeting and welcomed members. Following introductions, the Chair asked Anne-Marie Baker (AS Project Manager) to provide an update on the Athena SWAN outcomes and action plans. [After the meeting, it was confirmed that four Schools were successfully awarded Bronze (EDA, Psychology, Computing, SSPSSR) to bring the total number of AS awards to 9]. Further updates are available at: https://www.kent.ac.uk/human-resources/athenaswan/news.html

The Chair noted that details about the Academic Career Map (ACM) for Recognising Excellence in Academia (REiA) was now on the website and that members of the project team would be presenting ACM at School meetings and providing information at 'pop in' sessions on 26 November and 5 December from 11:30-1:30 in the Gulbenkian. ACM is a framework to set out relevant expectations, support development and recognise achievements at each academic career stage (Lecturer/Research Associate/Research Fellow; Senior Lecturer/Research Fellow/Senior Research Fellow; Reader and Chair) and will include indicative examples of work activities, standards and behaviours (that will be come into effect for the 2019/20 academic year). For further information, visit https://www.kent.ac.uk/human-resources/acm/.

2.   Terms of Reference

The Terms of Reference would be updated to reflect the changes in University structures:

- To raise awareness and provide a forum for the discussion of gender equality issues, both within the Women's Network and the wider University community.

- To provide a channel of communication between individuals and central decision making committees, forums and the EDI network.

- To establish working groups to explore issues and recommend changes to enhance policy or practice, as required.

- To promote good practice across the University and to facilitate action for change.

- To provide an update annually for the University EDI report.

3.   Dignity at Work

Prof Tracy Kivell (SAC) presented and explored the reasons for developing the '*Off Campus Procedural Guide for Preventing and Dealing with Behavioural Misconduct*'. Drawing on several related policies (eg Dignity at work, Respect at Kent, Personal Relationship Policy – see Appendix B), it was initially developed for work relating to field trips but it was acknowledged that it would have wider applicability. This *draft* guidance would be considered at JSNCC and Student Experience Board before approval.

Any Other Business

Members were informed that there were some places left for the 'Voice Training and Projection' workshops at Canterbury and Medway (cpdbookings@kent.ac.uk)

4. Next meeting
It was agreed that meetings would continue to be scheduled once a term at lunchtime (12:30-14:00), but on different days of the week to maximise attendance. The next meeting is on Thursday 7th March, 2019, the day before International Women's Day. Dates for 2018/19 and notes of meetings will be posted on the website in due course: https://www.kent.ac.uk/hr-equalityanddiversity/networks/women-network.html

Suggested items for the agenda included:
   a) Promotion (case studies, preparation) using *new* ACM criteria
   b) Athena Swan – role of professional service departments (PSDs)