Terms of Reference Athena Swan Implementation Group (ASIG)

A subcommittee of the Equality, Diversity and Inclusion Committee

On behalf of Lancaster University:

1. To promote gender equality throughout the University and externally, raise the level of awareness and engagement of staff and students and encourage active participation in the principles of the Athena Swan Charter
2. To oversee the implementation and monitoring of the Institutional Athena Swan Bronze Award 2019-2023 and provide regular review of progress against action points
3. To contribute to future institutional submissions and drive forward Athena Swan related activities within the agreed strategic direction
4. To monitor progress in comparison to other Universities, particularly through benchmarking
5. To report to the Equality, Diversity & Inclusion Committee on progress against the action plan
6. To make an annual report to the Equality, Diversity & Inclusion Committee on the progress against the action plan.

Procedure

The ASIG will meet 6 times per year, twice per term.

Staff responsible for actions may be invited to attend to provide updates as required.

If the ASIG is concerned about progress in delivering the actions, the group may:

- request additional information from the 'Assigned To' or 'Responsible Person' prior to the next ASIG meeting
- request that the 'Assigned To' or 'Responsible Person' attends the next ASIG meeting
- escalate concerns to the relevant Champion for the strand of the action plan
- escalate concerns to the EDI Oversight group, and the Chair of the EDI Committee

Membership of the ASIG is expected to last for three years, with those members who were previously members of the Institutional Self-Assessment Team serving for two years. Five new members will be recruited annually to ensure continuity.

Membership and terms of reference will be reviewed annually to ensure representation.

Whilst the main aim of the ASIG is to deliver the Athena Swan action plan and improve gender equality, issues of intersectionality will be included where appropriate.

The ASIG commits to producing and using accessible documentation wherever possible.

Membership

*Chair:* Dean for Equality, Diversity and Inclusion, Dr Ann-Marie Houghton
*Representatives from FASS:* Dr Chris Boyko/Dr Bruce Bennett (co-representatives)
*Representatives from FHM:* Dr Nikki Copeland
*Representatives from FST:* Dr Kirsty Dunn
*Representatives from LUMS:* Becky Bawden and Dr Noor Hashim/Dr Dasha Smirnow (co-representatives)
Student representative: VP Welfare and Community, Amy Merchant
Research representative: Dr Tilly Alton
Representative from Professional Services: Dr Mandy Dillon
Representative from Data Analytics Unit and Parent and Carers Staff Network: Dr Rebecca Robinson
Representative from LGBT Staff Network: Dr Terry Abbott
Secretariat: Athena Swan Project Officer, Ellen Shaw

In attendance: Athena Swan Programme Manager, Kathy New