



Minutes

COMMITTEE	SAGE Self-Assessment Team
MEETING NO.	10
DATE / TIME	13 November 2017, 3pm – 4.30pm
VENUE	Mills Room
ATTENDING	Margaret Harding (Chair), Richard Baker (RB), John Evans (JE), Steve Eggins (SE), Mark Nolan (MN), Sara Rowley (SR), Sarah O’Callaghan (SO), Joanna Sikora (JS), Kuntala Lahiri-Dutt (KL), Jamiyl Mosley (JM), Nadine White (NW),
APOLOGIES	Richelle Hilton (RH), Elanor Huntington (EH), Paul Pickering (PP), Rae Frances (RF), Stephen Blackburn (SB), Emma Schultz (ES), Naomi Priest (NP), Megan Head (MH)
OBSERVERS	Caroline McGregor, ANU Diversity Consultant Lucy McPherson, SAGE Project Officer

1. Welcome, Introductions and Apologies

Professor Margaret Harding (Chair) introduced herself as the new interim Chair of the ANU SAGE Self-Assessment Team (SAT) and explained that the incoming University Provost will become the permanent Chair. The Chair then outlined the agenda for meeting 10.

Apologies were noted.

2. Previous Meeting Minutes

Sarah O’Callaghan (SO) moved a motion to have the Minutes accepted as a true and accurate record of the SAT meeting held 28 September 2017. The motion was seconded by Professor John Evans (JE).

Resolution	Minutes from Meeting No. 9 held on 28 September 2017 were accepted by the committee.
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3. Previous Action Items

It was noted that action item 32 was delayed. A proposed communication slide deck will be presented to the December SAT.

The Chair also noted that any issues regarding ARC and NHMRC policies be forwarded to: dvc.research@anu.edu.au.

4. Matter Arising

There were no matters arising.

5. Key Business Items

5.1. Project Manager (PM) Report

Sara Rowley (SR) updated the SAT on the SAGE Project as detailed below.

- The SAGE Project Team has commenced meeting with the Human Resources (HR) Managers from each College to discuss:
 - Implementation of policy and procedures with a possible impact on equity at local level
 - Gender equity best practice at the College level
 - What they believe the SAGE Project can do for their College
 - HR practitioners workshops to gather local level data and identify equity issues experienced by each College
- Planning & Performance Measurement (PPM) are developing a HR reporting dashboard. SAGE Athena SWAN data in scope to ensure gender equity data readily are accessible.
- The ACT Regional Network are meeting Thursday 16 November to discuss progress and setbacks.

Action ID	Description	Due Date	Responsibility
35	SAT members to let the Project Team know if they want to attend the regional network meeting	15 November	Lucy McPherson to email SAT members

5.2. SAT Application – Flexible Working and Managing Career Breaks

SR presented information gathered regarding flexible working and managing career breaks.

- Parental leave entitlements at ANU are in alignment with the other Go8 universities
- ANU has additional parental leave entitlement such as:
 - Career re-entry scheme, which gives returning staff flexibility
 - Grandparent leave
 - Antenatal personal leave
 - Staff who also meet the requirements for the Federal Governments Paid Parental Leave Scheme will be paid in addition to entitlements offered under this provision
- Maternity leave is managed by a staff members' direct supervisor and their area's HR team
- Anecdotal evidence received as submissions from the ANU community noted that career breaks have the strongest impact for early career academic (ECA) staff and that careers breaks can have lasting effects, sometimes for years past the actual period of leave
- Overall, the return from maternity leave rate is high at ANU and higher for academic than professional staff
- Professional staff take longer parental leave breaks and are more likely to return to work on reduced hours than academic staff
- Many staff members use the career re-entry fund to gradually return to work
- 2016 Voice Survey results indicate that the majority of ANU staff are satisfied or very satisfied with their flexible working arrangements
- Domestic violence leave is available for ANU staff, with individual cases reviewed and approved by the Director, HR. In most instances of domestic violence, leave has been applied retrospectively
 - There are currently 284 places across 5 childcare facilities located on ANU campus, facilities are owned privately making data collection difficult
- ANU engages an external service provider to run a school holiday program on campus for children of staff and students
- There are several policies that cover caring responsibilities, children on campus, and breastfeeding

- An audit of parenting rooms was recently completed. Parenting rooms can be found on the searchable ANU map and are listed in the breastfeeding procedure
- In December of each year, HRD hosts the ANU Staff Kids End of Year Party to recognise and celebrate families and the contribution that they make to the ANU community.

The following comments and recommendations were made:

- ANU has good parental leave provisions and flexible working but the communication of these can be challenging
- Staff need to be aware of the domestic violence leave provisions and how to access them
- Maternity leave entitlements can be difficult to understand and a fact sheet would be useful for relevant staff and supervisors
- Consider a review of parental leave provisions for casual staff and staff with fewer than 12 months service
- Consider a review of supervisor and staff training to raise awareness of policies
- Parenting rooms can be difficult to locate and installing obvious signage could help
- Identify additional data to be collected regarding childcare places on campus. Consider a survey deployed to all staff returning from primary parental leave about their experience finding a childcare placement on campus.

Any additional recommendations based on the data presented should be sent to sage@anu.edu.au.

Action ID	Description	Due Date	Responsibility
36	SAT members to send recommendations based on the data presented to sage@anu.edu.au	24 November	Lucy McPherson to email SAT members

5.3. Log of Recommendations

SR explained the need for a formal policy for making recommendations to take to the ANU SAGE Steering Committee. She presented the SAT an example template and there were no objections.

Resolution	SAGE project team to log recommendation made by the SAT and take them to the ANU SAGE Steering Committee.
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6. Other Business

Professor Steve Eggins (SE) brought up the issue of parking and how staff with caring responsibilities are adversely affected by it. Sarah O'Callaghan (SO) stated that this is an ongoing issue for Facilities and Services. The late starter carpark trials were initiated to take pressure off staff with carer responsibilities.









Any other suggestions on how to solve this issue should be sent to sage@anu.edu.au.




Action ID	Description	Due Date	Responsibility
37	SAT members to send any suggestions for parking at ANU to sage@anu.edu.au	1 December	Lucy McPherson to email SAT members

7. Next meeting and action items

The next meeting is scheduled for 5 December 2017 2.00pm – 3.30pm.

8. New and ongoing action items: are identified in the table below for review and comment at the next meeting

Current Status at ANU						
	Green: Timescales are on track. Work is in progress.					
	Amber: Work is in progress, however, there are minor concerns with either the quality and/or timescales are not on track.					
	Red: Little evidence of quality work in progress and/or timescales are not on track.					
	Blue: Work is upcoming.					
Action ID	Description	Responsibility	Status	Due Date	Action status	Notes
6 2/2017	Profiling of data required for Athena SWAN application	SAGE support staff	Ongoing	31/03/2019		Data profiling will continue throughout the project cycle
23 6/2017	Project plan to be distributed to SAT members once finalised and endorsed	Lucy McPherson	Ongoing	22/12/2017		
32 9/2017	Data sub-group to review communication slides and available data	Data sub-group	Ongoing	31/10/2017		
33 9/2017	SAGE Symposium videos to be shared with the SAT when available	Lucy McPherson	Ongoing	21/12/2017		

35 10/2017	SAT members to let project team know if they want to the regional network meeting	Lucy McPherson	New	15/11/2017		
36 10/2017	SAT members to send any recommendations based on the data presented should be sent to sage@anu.edu.au	Lucy McPherson	New	01/12/2017		
37 10/2017	SAT members to send any suggestions for parking at ANU to sage@anu.edu.au	Lucy McPherson	New	01/12/2017		

9. Completed action items: are identified in the table below for review and comment at the next meeting

Action ID	Description	Responsibility	Status	Notes
1 1/2016	Circulate HR practitioners' presentation on SAGE pilot	Lucy McPherson	Completed	Uploaded on SAT Alliance page
2 2/2017	Item for meeting 2 "how SAT members will work within their area"	Richard Baker	Completed	Discussed at meeting 2
3 2/2017	Invitations to be sent for meeting 19 January 2017	Lucy McPherson	Completed	Invitations for all 2017 SAT meeting have been emailed
4 2/2017	Diversity survey to be sent to SAT members	Lucy McPherson	Completed	Sent via email 28 February
8 4/2017	Final Draft of Communication Plan to be present at SAT Meeting 5	Sara Rowley	Completed	
11 4/2017	Preliminary Data for Bronze Application presentation to be put on Alliance site	Lucy McPherson	Completed	

Action ID	Description	Responsibility	Status	Notes
12 4/2017	Data profiling list to be put on Alliance site and members advised to provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	Feedback is needed before the April SAT meeting
14 4/2017	Iris Bohnet "What Works" podcast to be distributed to SAT members	Richard Baker Lucy McPherson	Completed	
19 5/2017	Summarisation and circulation of action items requiring urgent response	Lucy McPherson	Completed	Urgent action items circulated immediately after meeting
9 4/2017	SAT members to send feedback on Maturity Model to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	
10 4/2017	SAT members to identify possible data cuts to be requested of Voice	Lucy McPherson to write to SAT requesting information	Completed	Feedback is needed by 26 April
13 4/2017	SAT members to review Cultural Audit on Alliance site and provide feedback to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	A standard Cultural Audit needs to be created and feedback needed before the April 2017 SAT meeting
17 5/2017	SAT members to provide feedback on the proposed new structure and propose possible topics for the meetings to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	Feedback is needed by 28 April
7 3/2017	SAT Members to send feedback on Communication Plan, Project Overview flyer, and Component Update to SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	As these documents will be public feedback is needed before the April SAT meeting
22 5/2017	SAT Members to provide feedback on the SAGE consultation document to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	Feedback is needed by 1 May
16 5/2017	SAT members to suggest female academics who could be interviewed for ACT & Regional Network video to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	
24 6/2017	Peer review panel nomination document to be distributed to SAT members.	Lucy McPherson	Completed	
15 5/2017	SAT members to suggest possible events that could be included in Gender Equity Week to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	

Action ID	Description	Responsibility	Status	Notes
18 5/2017	SAT members to review data wish list and identify other areas to review to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	
5 2/2017	Committee members to forward details of best practice initiatives to Dr White to enable representatives from the local area to be invited to meetings to present	Lucy McPherson to write to SAT requesting information	Completed	Areas with good practice will be invited to present to SAT
18 5/2017	SAT members to review data wish list and identify other areas to review to sage@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	
20 5/2017	Professional staff to send short biography to sage@anu.edu.au	Professional Staff on SAT	Completed	
21 5/2017	SAT members to nominate for the Data Sub-Group via SAGE@anu.edu.au	Lucy McPherson to write to SAT requesting information	Completed	
25 6/2017	Information on SAGE Symposium to be distributed to SAT members.	Lucy McPherson	Completed	
28 7/2017	SAT Members to suggest guest speakers for each theme	Lucy McPherson to email SAT members	Complete	
29 7/2017	Comments or suggestions about the quantitative data to be sent to sage@anu.edu.au	Lucy McPherson to email SAT members	Complete	
26 7/2017	SAT members to read Dr Penny King's paper on cultural surveys	SAT members	Complete	
27 7/2017	Project timeline to be uploaded to Alliance site	Lucy McPherson	Complete	
30 8/2017	SAT members to suggest ways of communicating about the project to members of the ANU Community	Lucy McPherson to email SAT members	Complete	
31 8/2017	SAT members to suggest methods of promoting Diversity in STEMM video	Lucy McPherson to email SAT members	Complete	
34 9/2017	SAT members send issues regarding ARC and NHMRC policies to pvc.ue@anu.edu.au	Richard Baker	Complete	