**LJMU ATHENA SWAN SELF-ASSESSMENT TEAM**

**CHAIR: PROFESSOR PHIL VICKERMAN**

**PRO-VICE CHANCELLOR (STUDENT EXPERIENCE)**

1. **STRATEGIC CONTEXT**

The LJMU Athena Swan Self-Assessment Team Supports the strategic aim of being a university where each person is respected equally, and where diversity is embraced.

The LJMU Athena Swan Self-Assessment Team meets every four to six weeks to review progress against the University’s Athena Swan action plan and Objectives and to share best practice.

1. **GENERIC RESPONSIBILITIES**
* To ensure that the activities and decisions of the Self-Assessment Team are aligned with the priorities contained within the LJMU Strategic Plan 2023 - 2030
* To oversee progress of relevant strategic Key Performance Indicators
* To ensure that diversity and inclusivity matters are fully considered, addressed and embedded within the activities and decisions of the Self-Assessment Team
* To identify risks and opportunities associated with the proposals, decisions and other activities which fall within the remit of the Self-Assessment Team
* To ensure terms of reference are reviewed on an annual basis along with the Self-Assessment Team’s effectiveness
* To ensure any changes to the terms of reference are reported to the relevant parent committee for approval
* To ensure the Self-Assessment Team complies with the standards and guidelines provided by the University’s Secretariat for reporting and presentation
* Any other generic responsibilities, aims and objectives
1. **SPECIFIC RESPONSIBILITIES**

The Self-Assessment Team has specific responsibility as follows:

* 1. To meet every 4 – 6 weeks to review progress against the University’s Athena Swan action plan
	2. To take responsibility for the implementation and evaluation of the institutional and departmental Athena Swan Action Plans over the next three years.
	3. To revise LJMU Athena Swan Action Plans based on the positive action areas identified.
	4. To analyse relevant data and identify positive action areas for gender equality across the University.
	5. To have institutional oversight of Departmental Athena Swan Awards.
	6. To lead institutional Athena Swan submissions
1. **DATA SHARING AGREEMENT**

We are required to share with Advance HE as part of our application for the Athena Swan and the Race Charters various personal data about the makeup of our committee members. This is to ensure that we have a varied and diverse committee who is representative of LJMU and our society.

We have a data sharing agreement in place with Advance HE which protects the personal data that we share. However, LJMU do not share any identifiable personal data about our committee members save for your name and contact details which you allow us to use as part of you being part of this committee. This is because we anonymise the personal data that we send to Advance HE so that it is not identifiable to any individual so that we can protect your sensitive data, and also the disclosure of such data will fall outside of the General Data Protection Regulations.

1. **CONSTITUTION**

The constitution of the Self-Assessment Team is detailed below:

**Reporting and Membership**

|  |  |
| --- | --- |
| **Reporting to:** | Inclusivity Board/ELT/Employment Committee and Board of Governors as part of Annual D&I Reporting |
| **Reporting Committees:** | N/A |
| **Working Panels/Group:** | Departmental Athena Swan Self-Assessment Teams |
| **Receive Minutes and Selected Papers from:** | N/A |

**Members List - University-wide Athena Swan Self-Assessment Team (reviewed list)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **University Role** | **Areas Representing** |
| 1 | Phil Vickerman | PVC, Student Experience | ELT |
| 2. | Moni Akinsanya | Associate Director, Diversity and Inclusion | Diversity and Inclusion Team, HR |
| 3. | Nicola Koyama | Reader in Primate, Behaviour Biological and Environmental Sciences | Faculty of Science |
| 4. | Tasnim Ahmed | Senior Lecturer, School of Law | Faculty of Business and Law |
| 5. | Tunde Durowoju | Senior Lecture, Operations and Quality Management | Faculty of Business and Law |
| 6. | Alice Booth-Rosamond | Public Health Research Assistant | Faculty of Health |
| 7. | Neil Carter  | HR Data Analyst | HR |
| 8 | Laura Bishop | PVC, Faculty of Science | Faculty of Science and ELT |
| 9. | Tina Purkis | Executive Director, HR | HR, ELT |
| 10 | Matt Darnley | Astrophysics Research Institute  | Faculty of Engineering |
| 11 | Phil Rothwell | Senior Learning Technology Developer | Teaching and Learning Academy |
| 12 | Pooja Saini | Reader in Suicide and Self Harm Prevention, Faculty of Health | Women Academic Network  |
| 13 | Michael Freeman | Head of Space and Asset Management | Estate Development |
| 14 | Evelyn Hearn | Public Health Researcher | Faculty of Health |
| 15 | Komang Ralebitso-Senior | School of Pharmacy & Biomolecular Sciences | Faculty of Science |
| 16 | Sarah Latham | Head of Membership  | JMSU |
| 17 | Hannah Timpson | Head of Research Impact and Engagement, Public Health Institute (EHC) | Faculty of Health |
| 18 | Sarah Maclennan | Programme Leader, Liverpool Screen School  | APS |
| 19 | Amanda Mannion | HR Policy and Projects Manager | HR |
| 20 | Matthew Christian | Director of the School of Engineering | Faculty of Engineering and Technology |
| 21 | Carlo Panara | Director of the School of Law | Liverpool Business School |
| 22 | Melisa Paz Sobrido | Customer Services Advisor |  Campus Services |
| 23 | Isaac Mboya | Departmental Administrator | Campus Services |
| 24 | Chijioke Chika Oforji | Senior Lecturer, School of Law | LBS |
| 25 | Diana Leighton | Head of Research Excellence and Research Strategy | PSS |
| 26 | Greg Thompson | Deputy Director, Human Resources | HR |
| 27 | Jason Boulter | Organisational Development Manager  | PSS |
| 28 | Tori Sprung | Lecturer, Sports Science, Faculty of Science | Science |
| 29 | Mel Campbell | Executive Support Officer, Vice Chancellors Office | Secretary to the Board |
| 30 | Diane Spivey | Senior Project Manager  | PSS |
| 31 | Roisín Trainor | D&I Projects Officer, Human Resources | Diversity and Inclusion, HR |
| 32 | Ben Stanford | Senior Lecturer in Law | LBS |
| 33 | Michelle Kayll | HR Resourcing and Operations Manager, Human Resources | PSS |
| 34 | Stuart Arrowsmith | Corporate Communications | PSS |

The Self-Assessment Team will be empowered to co-opt further members with specialist knowledge, to assist as necessary, and to invite guest speakers to make presentations on specific topics. Chairs of the departmental Self-Assessment Teams or their representatives will be required to attend the meeting of the University-wide Self-Assessment Team twice in a year.

The Self-Assessment Team will invite interested parties to attend meetings or those parts of meetings of relevance to them.

1. **QUORUM**

To ensure that the Self-Assessment Team is quorate, meetings will only proceed if the Chair or nominee and three (3) other members of the group are in attendance.

1. **FREQUENCY**

The Self-Assessment Team will meet every 4-6 weeks.

**APPROVED BY: Inclusivity Board – (To be approved)**

**DATE OF NEXT REVIEW: January 2024**