**JOINT WORKING GROUP ON SEXUAL HARASSMENT**

**MINUTE**

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| Date: 18 April 2018  Time: 10:30am – 11.30am  Venue: TG.23  **Present:** Susan Duffy (Chair), Michelle Ballantyne, Rhoda Grant, Rona MacKay, Gillian MacKay, Vicky McSherry and Phillipa Booth (Secretariat)  **Apologies:** Emma Ritch, David McGill, Cheryl Krueger | |
| No | Item |
| **1** | **Minute of previous meeting**  The minute of the meeting on 14 March 2018 was agreed. |
| **2** | **Matters arising**  There were no matters arising |
| **3** | **Communications (paper)**  The group discussed the proposed communications.  The group agreed that a communication from the Joint Working Group will be sent out w/c 23 April 2018. |
| **4** | **Group Meetings**  Susan and Vicky will liaise with the party contacts provided to arrange dates that they will attend meetings. |
| **5** | **Action Plan – Training**  The group discussed how to ensure maximum attendance at training events. |
| **6** | **Date of Next Meeting**  Wednesday 16 May, 10.00am – 11.00am in Q1.03 |