

**University of Aberdeen Business School
Equality, Diversity and Inclusion Committee
Draft Minutes of the Meeting held on 22 September 2020, 1030am on Microsoft Teams**

Present: Fernandes Antunes Batista da Silva, Angela Black, Maria Cascio, Pam Cumming (Clerk), Cheryl Dowie, Shamima Haque, Nathalie Kemp, Lucy Holmes, Sola Kasim, Ashley Lim, Nan Liu, Caterina Motta, and Mark Whittington (chair)

Apologies: Eleonora Monaci and Martin Meyer

1.	<p>Minutes of Previous Meeting and Matters Arising. Approved</p> <p>Fernandes was welcomed to her first meeting and given a brief update. She was also thanked for getting up so early for the meeting. Documents from previous meetings is on Teams files.</p> <p>Date has been agreed for SK presentation, invite has been sent to all BS staff diaries, MM will do brief welcome/introduction. - 8 October 1230pm.</p> <p>MC was thanked for her support earlier in week.</p>	<p>PC to invite students on EDI Committee to SK talk.</p> <p>PC to write workshop and competition for schools.</p>
2.	<p>Sub Committee Updates</p> <p>MW recognised everyone's efforts with the plan. Noting that his diary hasn't allowed for everything from his meetings to be written up. There is a need to keep it on track to get plan on the web by end of October, noting that some items have a great deal behind them, some of them need a sub plan to get things moving. Groups asked to keep this in mind.</p> <p>Survey, the Plan and workload were the agenda items for the subgroup meetings. With regards to workload Mark confirmed the names of EDI committee have been given to Bill. Workload allocation will appear for staff on EDI. The workload is going to increase as we include other topics, and this has been fed into the workload model.</p> <p><i>Promoting Gender Equality</i> PC and MW met and tweaked it slightly, briefly discussed the questionnaire. We must be aware that the website is crucial, there is crossing over. We need to ensure we are not duplicating efforts.</p> <p><i>Student Recruitment, Attainment and Progression</i> Jeanette/Claire, Jaye and Mark This group were concerned that out the sections only 1 relates to the students. It focussed on entry and exit and didn't consider about the middle, nothing about retention. There were concerns about website and about wording which focused on economics and real estate and not the other disciplines. Concerned about real estate numbers.</p> <p><i>Staff Recruitment and Induction</i> Sola, Marian (HR), Fiona Group are hoping to meet next week. SK has yet to receive the relevant data. MC/CD will send information to SK. MC confirmed that whilst she is happy</p>	<p>CD/MW and MC to send HR information to SK for his group to analyse and discuss.</p> <p>CD/MW to chat with FR about annual review documents</p>

to be contacted for guidance she is unable to join this sub-group due to her current commitments. It was confirmed that Gender is the main issue with regards to Athena SWAN, but of course other protected characteristics will be included in the future. MC confirmed that we are not expected to consider things other than gender at the moment.

At University level there is race equality strategy group and under its remit there is data re intersection of gender and race, however this is not what is required for bronze award. MC will distribute figures once they have been at the Uni level meeting.

MC noted that the data you need for application is provided by HR, apart from school level, ie the school keeps a record of annual review completion rate. MC forewarned the Committee that AS is being reviewed by independent committee so changes are coming, MC suggested we keep this in mind that all of sudden the form etc may change. What we do for next November however won't change. **The standard application is the only thing that is going to change, not the renewal.** Only need to show data if you say there has been improvement... We need to reflect on the journey to date... need to see where we are now... identify 5 priorities for the future. So, we need the data (including students) before we look at the priorities.

Staff Career Progression Angela, Cheryl and Paulina

CD discussed the issues met by her group as detailed in the document on the team chat with particular reference to the annual review form – CD will meet with MW and then get in touch with Fiona to make action plan more inclusive. A promotions champion, training for ALMs, was also discussed along with the questions for annual review forms and professional services staff having questions on promotions in their form.

Professional services are not included in promotion process. We are concerned about equality of pay and grading for admin staff too and career opportunities. MC confirmed that fixed term contract staff details are on the information already received.

Does not include PhD students PhD students are in the student report. AB added a section re workload, she read the working group review and now realises that recommendations had not yet been implemented, it seems they take dedication of the department to the Athena SWAN principals as indicated to them by focus on the workload of group doing AS things. The question, to what extent do we audit for bias in the workload model? Some of the complex issues are sometimes gender roles eg pastoral roles. Keen to see how workload team interpret that.

Research Shamima, Cheryl and Nick

SH's discussed her recent meeting with the research sub-group. Details of which are on the Chat teams.

The research subgroup discussed main 3 points, workload model, action plans and survey questions.

Workload model – the group looked at the gender imbalance - needing more clarity on the existing action plan. Proposed new questions with regards to workload allocation for research training/grant application writing, and for early career researchers in relation to research training/networking.

Action plan...

The subgroup proposes some modifications to the action plan with regards to AS being on agenda at school research committees. Other suggestions include yearly grant workshops where success stories can be shared and encouraging discussions about grant writing in mentor and annual review /research review meetings.

	<p>More clarification about internal research support for academics and the annual research meetings</p> <p>Survey question propose 2 questions, how Covid has impact on academics access to school research resources.</p> <p>Flexible Working Ashley, Nan, Nathalie How are we going to assess what we have done when have limited evidence to show we review this each year. If starting with new survey, we need to include questions to make that assessment now. The list of questions are on Teams and will ned to be edited going forward. Important with flexible learning given the situation just now. NL reported that she had shared a few documents with the team. Keen to have viewpoints.</p>	
3.	<p>Survey/Focus Groups The impact of Covid and carer progression was mentioned. Survey needs to address this issue, and think about how it gets included in the survey in a reasonable manner. Can look at the Business School stats from the Uni wide survey to assist with revising our survey questions. It was stated that we don't lose structure as we need to follow process, that allows us to carry out comparisons... ensuring there are bits pre Covid and post Covid. The survey needs to be worked on in term of content, ensuring continuity, relevance and considering Covid period separately so some questions are pre-Covid.</p>	Discuss organisation for finalising the survey at the next meeting.
4.	<p>Newsletter/Website Newsletter subgroup have met, and deadlines have been circulated. PC put out a plea/reminder to get stories/articles to Lucy Holmes by 7 October.</p>	
5.	<p>Calendar PC has a draft calendar, which she will start populating, and will then put on teams so others can edit as well.</p>	
6.	<p>Events SK Event is at 1230pm on 8 October. Talk 40-45 mins followed by questions. He will follow this up with a short article for the newsletter. AB is organising an event potentially lunch time session mid-November, including Margaret Ross and potentially someone from Medical Student. A conversation about career progression, can submit questions, further details will be reported at next meeting.</p>	
7.	<p>Schools Competition PC will write a workshops and competition but asked for support with someone recording a short videoclip on importance of EDI.</p>	
8.	<p>AOCB Time restraints impacted on AOCB – the committee were encouraged to Email MW/CD if there are any issues. . Hoping to get action plan up by end of October.</p>	
9.	<p>Date of Next Meeting: 6 October 2020 2pm on Teams.</p>	