Rowett EDI team meeting

23rd May 2024

Agenda 23 May 2024

Approval and review of previous minutes
     Action points from previous minutes

Report on EDI School meetings
     school award, next steps

RI Action Plan
     Sub-group updates
     working Environment/AS business

Social events update and future planning

AOCB

Transformed UK Athena Swan Charter

EDIT 22/02/2024 **MINUTES – review**

In person Attendees:

ALP, AJ, AGS, GC, JR, KH, KS, KT, NH, SR,

OnTeams: SG, JG, TR, MGC

Action points:

Report on EDI school meetings

Webpage links to be updated with links to UoA/SMMSN EDI engagement activities, and links to school champions added❓

LGBTQIA+ position is Kristin Konyu , disability champion <mark>TBC</mark>, neurodiversity champion – Nick Hayward

 Sub-group Action plan (discussed later)

RI Communications Officer – Joe Churcher appointed, taking over newsletter – any comments on changes required to Joe

Staff Development

Review AS checklist to accompany Annual Review **– to be done by end July 2024– KS/SR**

 Promotions Process – unclear if this will happen his year (FMc to comment?)

Mentoring systems for staff – seminar to be arranged ❓

EDIT 22/02/2024 **MINUTES**

EDIT group – how to make it work better

Further review of Rowett EDIT sub groups – now 3 subgroups with designated responsibilities ✓

EDIT presence at each theme meeting to disseminate info – need summary info to share e.g. 3-5 slides KS/AJ   1/2

Website updates – Justin to update, who is in charge of this now that Pat has left?

Pre sub group meeting(s) 1 week before > groups to then update at the quarterly meeting

   Have these happened? ❓

Encourage new EDIT attendees/members at theme meetings (All) ❓

 Invite will be issued to the RI 1 week before EDIT meetings to remind everyone these are open meetings. ✓

Social events updates – discuss later

Films club – ongoing 3rd Friday of the month. Immediately after work ✓

Hillwalking update ❓

New crafting club – Al update ✓

Previous suggestions: Rowett Bake Off/Afternoon Tea/Potluck Summer Supper (replace summer BBQ) / autumn world food day.

*We need **volunteers to lead up teams** organising these events

SMMSN EDIC updates

School EDIC meetings : 20 Jan 2024; 18 March, 21 May 2024;

Chaired by Phyo Myint and Asha Venkatesh, the school EDI Theme leads, attended by the co-leads of the five individual Institute E&D groups, and the new Institute EDI Theme leads. Secretariat - Sidra Hameed (leaving)

School Athena Swan Bronze Award – application successful

Update on University and School EDI groups

EDI engagement activities – **well being road show** (at Rowett last week – updates?). Diveris-tea events ongoing around SMMSN institutes

LGBTQ events – acting on requests for more inclusion of FH campus –

Grampian Pride March is on 25th May (this Saturday) -hoping for an SMMSN presence if anyone can make it

Presentation: June 26th 10-12, Suttie Centre: funding from LGBT network for external speaker Emily Garside for a talk and discussion 'What can we learn about the LGBTQ+ Community through history and culture?
Need to book in – information will be in next newsletter

School Athena Swan Bronze Award – application successful

school-wide **Zero Tolerance** promise campaign – advertised on electronic noticeboards – at RI?

Neurodiversity initiatives - Neurodiversity Celebration Week, event at Foresterhill 21st March 11am – 12pm. New University Neurodiversity network led by Margaret Jackson (school of Psychology) – Nick on team. Update from Nick.

School staff survey not running 2024 next one in 2025, can include institute specific section again, UoA survey will run in 2024 - discuss

EDI roles in school
Self assessment team assembled to support development of approved 2024-2029 Action plan – **see next slides**
Website – chat about harmonising across school but because such variance this was not agreed

Update on University and School EDI groups

Race Equality Charter [Presentation by Maria Grazia Cascio; senior EDI partner]
Inclusivity central to UoA 2024 Strategic Plan

University developed an Antiracism strategy 2022-2025 that was central to the REC Bronze Application (outcome next week)
Various data gathering, analysis and consultation exercises

8 action priorities (developed by Racial Equality Strategy Steering Group) to be addressed:
- Under-representation of RG in key decision-making committees (policies & processes seen with a race-lens)
- Consistently recognise and reward students and staff for their EDI work
- Awareness/knowledge of University Policies and processes
- Increase sense of belonging
- Awareness and trust on our race-related reporting processes
- Fair and bias-free recruitment & selection, career development & progression
- Research culture
- Experience, support and outcome of our students

> Terminology:
> **White (W):** White English/Scottish/Irish and White-Other
> **Racialised Groups (RG):** Arab, Asian, Black, Chinese, Mixed, Other Ethnicities

Training – Skills boosters elearning free courses available within Uni – multiple options (link?)
Discussion about making some mandatory but not implemented yet – useful resource if you can find them (Put in newsletter)

EDI statement for grant applications now available (dissemination unclear – Put in next rowett newsletter)

Big focus on REF within school/University (as noted in school meeting on Tuesday) due to REF. People, Culture, Environment (PCE) comprises 25% of REF return
- School position-advertised in school Bulletin last week, deadline wed 29th May.

SMMSN AS Bronze award: Key Priorities and subgroups (S1-S5) to implement school action plan.

S1: Culture Subcommittee P2 and P3
1. Helen Anderson
2. Silvia Gratz
3. Malcolm Stewart
4. Rob Mcgregor

S2: Gender and Training P4
1. Jonathan Pettitt
2. Andrea Woolner
3. Kristin Konnyu

S3: Work-life balance P5
1. Samantha Wileman
2. Karen Scott
3. Rute Vieira

S4: Intersectionality P6
1. Indrani Mukhopadhyay
2. Christine-Fatou Manneh
3. Phyo Myint
4. Mark Tsai

S5: Staff and student actions P7
1. Amanda Lee
2. Christine Kay
3. Ivana Drdakova
4. Asha Venkatesh

Action plan needs adapted to be SMART

1. Priority/Theme: EDIC and SAT

Rebalancing and recruiting new members to SAT. Re-evaluating the responsibilities of SMMSN SAT and Institute EDICs with respect to the AS Action Plan.

Improving response rates of our staff and student surveys.

Creating a Unified SMMSN EDI AP.

2. Priority/Theme: Improving culture by sharing good practice

Our staff culture survey showed that for various questions some institutes outperformed others. These indicate areas of existing good practice. Identifying and sharing this good practice will result in an improvement of culture across all institutes and therefore of SMMSN as a whole.

3. Priority/Theme: Bullying, Harassment and Discrimination

Create and run a school-level campaign that highlights SMMSN's Zero Tolerance Promise (ZTP) towards bullying harassment and discrimination of any kind, and senior management's commitment to upholding this. The campaign will raise awareness of university policies, how to use them and where to seek support.

Within IoD, we will implement recommendations from the external review to ensure an improvement in culture, specifically a decrease in the number of staff reporting feeling discriminated against.

Increase awareness of the reporting mechanisms including the University's online reporting tool amongst staff and students.

Increasing the number of frontline staff trained in dealing with GBV (EmilyTest).

Silvia on P2/P3 subgroup

4. Priority/Theme: Supporting trans and non-binary people
Re-advertise and appoint an SMMSN LGBTQIA+ champion (in line with AP1.1.1) who will liaise with the UoA LGBTQIA+ staff network (and any student networks) and participate in events.
Create guidance on the use of gender-inclusive language in communications, teaching and research.
GLADD charter action plan and monitoring progress to be included in our Unified EDI Action Plan.
5. Priority/Theme: Supporting work-life balance
Re-instate the Carer Support Fund.
Disseminate information regarding the revised hybrid working policy within SMMSN through HR partners and monitor impact.
Implement recommendations of the Workload Review Group (WRG) including a new workload model.
Implement UoA's workload reduction toolkit and streamline teaching/administrative processes.
6. Priority/Theme: Intersectionality
We will collect, review, and analyse our staff and student data with a focus on intersectionality.
We will implement the NIHR framework to achieve intersectional equality in public and patient involvement.
We will implement University-level and discipline-specific charters to achieve progress in other EDI initiatives.

Karen on P5 subgroup

7. Priority/Theme: Staff and Students
Explore why females are more likely to be on OEFL than males. Review contracts for those members of staff who have been on long-term, recurrent OEFL contracts.
Share current good practice and introduce a school-level package of support sessions regarding academic promotions.
To better utilise Annual Review (AR)/ probationary review/ clinical appraisal to help staff plan and prepare for career progression.
We will increase awareness of the University mentorship scheme and uptake of mentors.
Visibility of role models on the website to inspire staff of all genders to work towards career progression including to higher grades.
Increase support for BSc students on account of a higher proportion of registered female students attaining higher degree outcomes.

OEFL = Open ended funding limited (research grants)

RI Action Plan and sub group updates

Revised Rowett EDIT Sub-groups

Check membership OK

Monitor and update the information on the staff and student resource pages

Identify issues and opportunities at all grades; mechanism to record training applications and approvals, analyse data

Family liaison advisor Karen T Mentoring advisor - Alex

Working Environment

Staff and ECR resource page (website content)

Justin (lead), Al, Karen T, new student

Career development

Antonio (lead), Silvia, Alex, Karen H, student?

Athena Swan business

Silvia (lead), new co-lead, everyone

Staff/student Survey,

Induction, Leaving, Annual review (AS checklist) -

Gary, Karen Sc, Sandy

Newsletter - Joe

STEMM lecture organiser -Justin

Update survey. Analyse the data, present to staff, IEC, Maintain AP progress, interact/merge with school AS-AP delivery

Social and Culture

Al (lead), Karen Sc, Karen T, everyone

Action Plan

RI subgroup updates

Working Environment

Staff and ECR resource page (website content)

Justin

Career development

Antonio

Athena Swan business

Silvia

Staff/student Survey

Karen Sc

Induction, Leaving, Annual review -
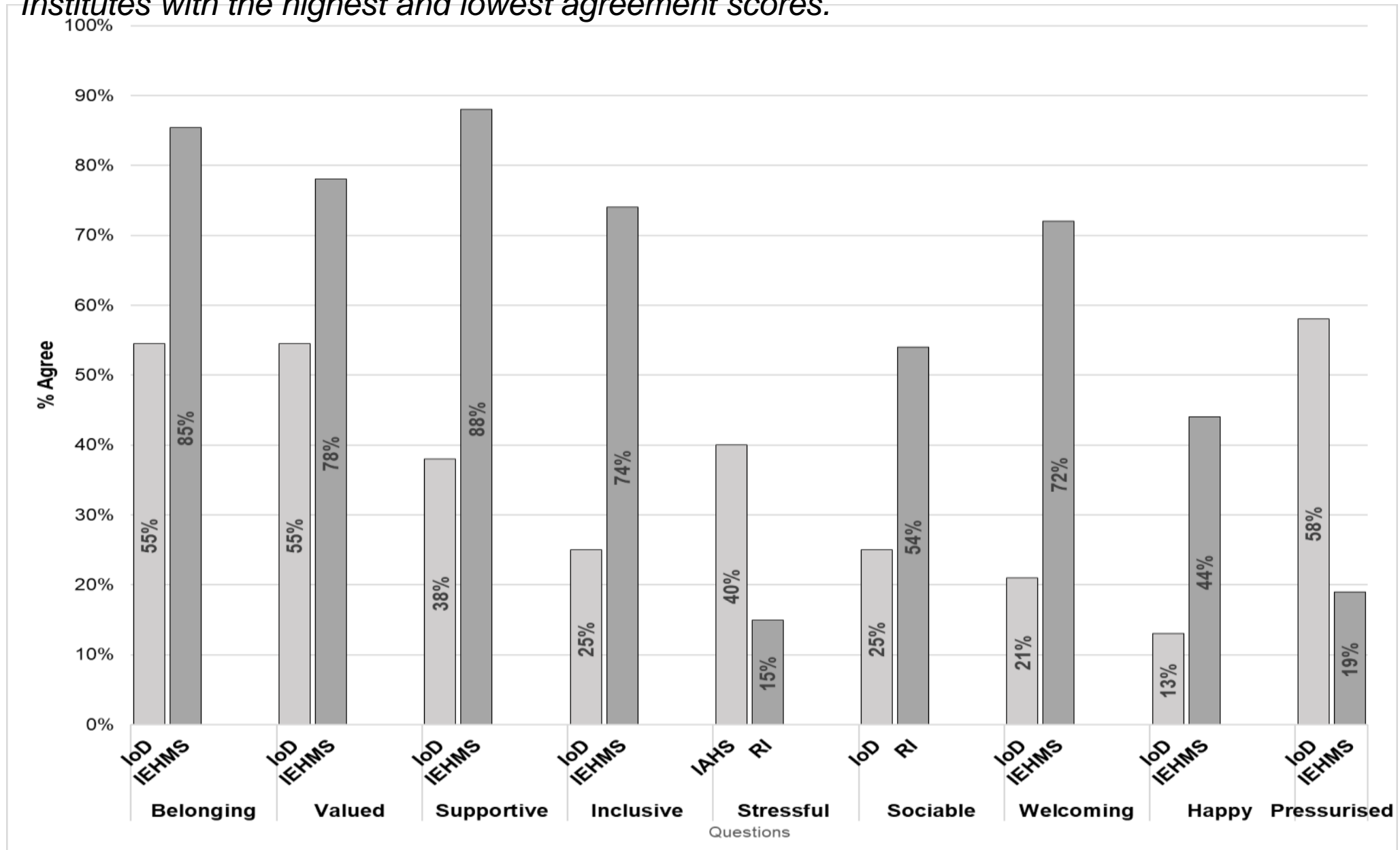
Gary

Newsletter - Joe

Social and Culture

Al

SMMSN Staff Survey April 2023		
School/ Institute	**Response rate %(N)**	**Gender split %(N)**
Overall School	47% (342)	64% (216) F: 30%(102) M: 6%(22) Prefer not to answer (PNA)
IAHS	46% (98)	76% (74)F: 18% (18)M: 1% (1) nonbinary: 5% (6) PNA
IEHMS	38% (57)	61% (35)F: 32% (18)M: 5%(3) PNA
IoD	58% (25)	60% (15)F: 36%(9)M: 4%(1) PNA
IMS	40% (87)	56% (48)F: 38%(33)M: 6%(6) PNA
Rowett	67% (68)	59% (39)F: 35%(23)M: 6%(5)PNA
No Institute/ Not specified institute	2% (7)	71% (1)F: 14%(5)M: 14% (1)PNA
UoA Staff Survey 2022 (overall 55% response rate)		
SMMSN response rates	57%	58%F: 31%M: 10%PNA
Role		**Percentage**
Academic (do not have a clinical component to their role)		27%
Clinical Academic (are employed in the University and healthcare)		58%
PTO- Professional Technical and Other (comprises those in administration/ secretarial and technical roles)		12%
Prefer Not to Answer		3%

Table 1.1: Survey respondents by institute and role

School level results have been disseminated in SMMSN Weekly Staff Email over about 7 weeks
Institute level results – hopefully disseminate soon

Graph AG1.2.2: SMMSN Staff Survey results, Apr 2023 – How would you describe the culture in your working environment?
Institutes with the highest and lowest agreement scores.

Subgroup: Social and Culture

Alasdair Leeson-Payne, Rowett Equality and Diversity Team

Film club –

ongoing 3rd Friday of the month. Immediately after work. – **next one TOMORROW "Aftersun"**

Regular numbers of 8+ attending

Hillwalking update –

 next one 2nd June - the Cairnwell Munros circuit (Càrn Aosda, Càrn a' Ghèoidh, The Cairnwell).

New **crafting club** –

second meeting of the craft club will be on **27th May, 5pm** staff canteen. Focus on crochet but please share other skills.

Previously **Suggested Events:**

Rowett Bake Off   Which to focus on:
Afternoon Tea
Potluck Summer Supper (replace summer BBQ)
autumn world food day.
*We need **volunteers to lead up teams** organising these events

'Established' activities

Prepare 'Annual calendar' of events
(may not all be organised within Rowett)

Burns night – institute level
~~Summer BBQ – school level~~
Christmas party - ?

Rowett Institute Equality, Diversity and Inclusivity Team (EDIT)

Update on membership

Gender balance in current membership is 10F:7M

We have our PGR reps, but need (1 or more) ECRs and other members.

New member – Nick Hayward
Claire Hammerton joined as 'minute taker'

Leavers – Tamsin, Mat

Also part of the new action plan, we need to appoint deputy co-leads, to ensure continuity.
My term should have finished 2 years ago

Reminder of what is in Business Cycles – when we have to do certain things – all responsible

Athena Swan Business Cycle 2024

January
Review EDIT membership
Schedule quarterly EDIT and sub-group meetings and monthly co-leads meetings
Publish annual Business Cycle

February
Publish 2023 Staff/Student Survey Reports
Review unconscious bias training
Quarterly EDIT meeting with subgroup feedback

March
Review Action Plan
Monthly leads meetings
School EDI group meeting
Organise annual STEMM lecture

April
Monthly leads meetings
Subgroup meetings
Organise promotion support

May
Monthly leads meetings
Subgroup meetings
School EDI group meeting
Quarterly EDIT meeting

June
Review Action Plan
Monthly leads meetings

July
Monthly leads meetings

August
Monthly leads meetings
Subgroup meetings
Review Action Plan
Quarterly EDIT meeting

September
Monthly leads meetings
Run Annual staff/student surveys
School EDI group meeting

October
Monthly leads meetings
Subgroup meetings

November
Monthly leads meetings
Review of staff/student surveys
Quarterly EDIT meeting with subgroup feedback

December
Review Action Plan
Monthly leads meetings