

Rowett Institute
Quarterly EDIT Meeting
23rd May 2024

Attendees

Note: This is an open meeting, all staff/students from the Rowett are invited.

EDIT members: Alasdair Leeson-Payne (ALP), Antonio Gonzalez Sanchez (AGS), Gary Cooper (GC), Justin Rochford (JR), Karen Taylor (AT), Nick Hayward (NH)

EDIT apologies: Alex Johnstone (AJ), Fiona Macaskill (FM), Jules Griffin (JG), Karen Hislop (KH), Lynn Pirie (LP), Maria G Cascio (MG), Matevz Arcon (MA (PGR rep)), Sandy Ross (SR)

Chair: Karen Scott (KS) / Silvia Gratz (SG)

Secretariat: Claire Hammerton (CH)

Minutes

Note: see attached the accompanying presentation slides from the meeting.

Agenda Item		Action
1.	<p>Previous minutes</p> <ul style="list-style-type: none">i. Minutes from 22 Feb'22: approved and will be published online.ii. Actions from previous minutes: Discussed with main points outlined below:<ul style="list-style-type: none">- Any comments on the newsletter, now is the time to feed those back to the new communications officer – Joe Churcher, who will be issuing a staff survey for newsletter feedback.- AS checklist – in progress- Mentoring system seminar – TBA- Encouraging new members – Actions: if anyone raises an issue to approve the Rowett, then remind them this meeting is a good forum to discuss and potentially implement changes. The list of EDIT members (x17) can be seen above under 'Attendees' for the group to review.	<p>CH/KS (done)</p> <p>ALL</p> <p>ALL</p>
2.	<p>Report on EDI School meetings</p> <ul style="list-style-type: none">i. EDI School Meetings took place on 20 Jan 2024, 18 March and 21 May 2024.ii. SMMSN School Athena Swan Award: application successful and a verbal update were given on the self-assessment team and development of the subsequent action plan for 2024-2029.iii. Worktribe update - when writing grant applications, there is now a sub-section on Worktribe for the Athena Swan bronze award.<ul style="list-style-type: none">- Action: add to next newsletter	<p>KS</p>

iv.	Wellbeing roadshow in Rowett last week – not sure if this was well attended. Diveris-tea events are ongoing around SMMSN institutes.	
v.	<p>LGBTQ+ Event - school presentation on 26th June - EDI strongly request everyone attends this worthwhile presentation.</p> <ul style="list-style-type: none"> - Action: KS to send info to CH to then ask Edyta to issue invite to RI. - Action: ask Edyta/Joe if the Zero-Tolerance Campaign has appeared on the Uni's e-noticeboard opposite reception. 	KS/CH CH (done)
vi.	<p>Neurodiversity update from NH – the Neurodiversity Celebration Week Event took place at Foresterhill on 21st March. This was quite well attended and good conversations were had. Sign up for networking now available (see NH for details). NH has also been invited to join the Neurodiversity Committee to assist organising future events. The focus will be on driving and educating the differences between disabilities and neurodiversity.</p> <ul style="list-style-type: none"> - Action: Information will be put in the newsletter again with regards to the accessibility needs of our neurodiverse community. E.g. making adjustments to our SOPs to ease legibility. 	KS
vii.	<p>School Staff survey – not running in 2024 as the UoA's staff survey is running this year. The group was asked if we should run the RI staff survey this year or continue to run it as part of the school survey to allow comparison. The group agreed, to avoid fatigue from staff receiving too many surveys, this keeps it as streamlined as possible, as long as EDIT can still include RI specific questions in the RI section.</p> <ul style="list-style-type: none"> - Note: the EDIT action plan relies on these staff survey results. Many of the Rowett action plan points rely on measurements from running a survey. We need to ensure the school survey covers everything we need to record or measure to meet the RI EDIT action plan. Specifically, if staff think they're answering questions about the school rather than the Institute. The survey needs to be resourced properly as it is a key piece of information. - Action: feedback to SMT (KS). - Action: the group also suggested a designated person could be appointed on behalf of EDIT for staff survey communications with SMMSN. 	KS All
viii.	<p>School's Race Equality Charter – KS provided an update on the school's presentation (from Maria Grazia Cascio) relating inclusivity was central to the UoA's 2024 Strategic Plan and Antiracism Strategy 2022-2025.</p> <ul style="list-style-type: none"> - Action: the group requested KS to query how do we ensure everyone has a voice and is heard in training activities regarding race equality and which action plan point would this sit under (e.g. 'increase sense of belonging'). 	KS
ix.	Training – the link to the free 'skills boosters eLearning' courses will be added to the newsletter to promote this available and useful tool. The group acknowledged this is not immediately evident on the UoA main webpages and have provided the link here: https://training.abdn.ac.uk/ .	
x.	<p>SMMSN Athena Swan Bronze Award – SG provided an update on the key priorities and subgroups relating to implementing the school action plan within the Rowett (see slides 8-11 for details).</p> <ul style="list-style-type: none"> - The RI action plan is also in progress and quite often there are overlaps between the School and RI action plan. Action: SG is comparing the 	SG

	<p>school and RI action plans to identify overlaps and unique features that RI will then implement.</p> <ul style="list-style-type: none"> - The school previously took the RI Athena Swan model when this was applied for at school level. - A proposed seminar for (WRG) Workload Review Group is being reviewed at school level. Action: KS's P5 Subgroup will update staff on the new workload model in progress and KS will raise this with school. 	KS
3.	<p>RI Action Plan</p> <p>Note: see the sub-group actions list on accompanying slide from slide 12.</p> <p>The below relating points were discussed during the meeting:</p> <ol style="list-style-type: none"> From discussion at the last meeting, the subgroups have been simplified and merged down into 3 groups approved by the group: Working Environment; Athena Swan business; Social and Culture. <p>Sub-group updates:</p> <ol style="list-style-type: none"> <p>Working Environment – website updates: JR had a meeting with Pat Bain before she left to run through the RI website requirements. The sub-group met last week to progress action points.</p> <ul style="list-style-type: none"> - There should be a tab on staff health and wellbeing added to the RI website and will link to UoA webpages instead of specific pdfs which could go out of date. Actions: JR to confirm where this tab is located asked NH to review this for accessibility and will also add in links to the Neurodiversity network page and skills booster e-courses page: https://training.abdn.ac.uk/ - Action: An EDIT contact should be added to newsletter when EDIT updates are included to encourage direct feedback. - Note: with PB leaving KC can amend simple things on the website, like names or lists. Anything more complex will need to be requested through IT. <p>Career Development – promotions update: Actions: AGS is liaising with HR for more information and will share soon. and arrange the outstanding action regarding a mentoring systems seminar.</p> <p>Athena Swan business</p> <ul style="list-style-type: none"> - Staff/Student Survey – the School level results have now been disseminated in SMMSN Weekly Staff emails. The Institute level results will hopefully be disseminated soon. Action: tasks are ongoing and KS/SR will review. - Family Support Checklist – Action: KT advised there is a new checklist and would send Joe a family support adviser update to go in the next newsletter and add a link on the RI webpage. - Box in Canteen – there is a box in the staff canteen/dining room for any comments/feedbacks on everything RI. Action: put reminder in newsletter. <p>Induction, Leaving, Annual Review – GC advised the RI induction programme may be the best run one in the school. However, the leaving/exit process needs to be reviewed (what key steps need to be taken from before someone leaves, crucially handing over samples or</p> 	<p>ALL</p> <p>JR/NH</p> <p>JR</p> <p>AGS</p> <p>KS/SR</p> <p>KT</p> <p>KT</p>

	<p>instructions of disposal; reviewing process/role ownerships, and archiving data in a controlled way. As demonstrated, the group did not seem aware that a Rowett leaving form exists (on QPulse) and agreed we need to be better at making sure everyone is aware of this and questioned how we should disseminate this information as HR do not point line managers towards the current leaving form. Actions: GC to provide info for newsletter, a staff wide reminder email, which will then be disseminated at theme meetings. It was also suggested this is added into the house manual (send KC info) and also mentioned at the next open meeting (request GC to speak at meeting on 24 Sep to 'demystify QA').</p> <p>vi. Newsletter – note: send any updates to Joe Churcher.</p>	GC
4.	<p>Social events update and future planning</p> <ul style="list-style-type: none"> i. The Yoga Club – ongoing on Thursday lunchtimes 1-2pm. ii. Film Club – ongoing 3rd Friday of the month immediately afterwork 5pm. iii. The Hillwalking Club – restarts 2nd June. iv. *NEW* Crafting Club – started 13th May. Next one on 27th May at 5pm. v. Suggested other events: <ul style="list-style-type: none"> - Group agreed we need to nominate a champion to lead each event as well as volunteers for each event team. - World Food Day 16th Oct (to celebrate the RI's multinational cuisine) - Board Games Night - Rowett Bake Off - AI to lead - Potluck Supper - Christmas? - Burns Supper to be an annual event as uptake was so popular this year. - The RI Research Day on 29th May (update: held within the Rowett) could also be EDIT supported with an afternoon tea event if repeated next year. 	<p>ALL</p> <p>AI/CH/KS</p>
6.	<p>AOCB</p> <p>i. N/A</p>	
7.	<p>Looking ahead</p> <p>Potential agenda items for next meeting (29 Aug):</p> <ul style="list-style-type: none"> i. Volunteers for social teams to organise events in Sep and Oct 2024 ii. Action: Invite Joe to become EDIT member for August meeting. iii. Action: New deputy required urgently – if no volunteers KS will ask someone. 	<p>KS (done)</p> <p>KS</p>
	<p>Next Meetings:</p> <p>29 Aug</p> <p>28 Nov</p>	