

Rowett Institute  
Quarterly EDIT Meeting  
11<sup>th</sup> September 2025



## Attendees

*Note: This is an open meeting, all staff/students from the Rowett are welcome!*

EDIT members: Antonio Gonzalez Sanchez (AGS), Grant Rae (GR), Gary Cooper (GC), Joe Churcher (JC), Karen Hislop (KH), Heather Mackintosh (HM)

EDIT apologies: Alex Johnstone (AJ), Justin Rochford (JR), Karen Taylor (KT), Maria Grazia Cascio (MG), Nick Hayward (NH), Jules Griffin (JG)

Co-leads: Karen Scott (KS), Silvia Gratz (SG), Alasdair Leeson-Payne (AL), Susan Anderson (SA)

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"><li>i. Minutes from 15 May: approved and will be published online.</li><li>ii. Actions from previous minutes (see attached action list) were discussed with the main ongoing actions outlined below:<ul style="list-style-type: none"><li>- Ongoing call for new EDIT members (staff and students).</li><li>- Reminder for subgroups to meet before the quarterly meeting to progress their actions. Subgroup leads to update at next EDIT meeting.</li></ul></li></ul>	<p>CH</p> <p>ALL</p> <p>Subgroup leads</p>
2.	<p>EDIT Membership</p> <ul style="list-style-type: none"><li>i. <b>New co-lead structure:</b> Karen Scott, Silvia Gratz, Alasdair Leeson-Payne, Susan Anderson</li><li>ii. <b>Responsibilities:</b><ul style="list-style-type: none"><li>- Karen Scott (Institute EDI Theme Lead)</li><li>- Silvia Gratz (Leading on Gender Equality Steering Group, GEST)</li></ul></li><li>iii. <b>Deputising to represent Rowett at:</b><ul style="list-style-type: none"><li>- People Culture and Equality (PCE) group</li><li>- SMMSN Equality Diversity and Inclusivity Committee (EDIC)</li><li>- Gender Equality Steering Group (GEST)</li></ul></li><li>iv. Gender balance update: 9F:8M</li></ul>	

3.	<p>Report on EDI School meetings</p> <p>Key points from recent SMMSN meetings:</p> <ul style="list-style-type: none"> <li>i. <b>Last EDIC Meeting 4th June 2025</b> (KS was away, notes from minutes): <ul style="list-style-type: none"> <li>- <b>Gender and shared spaces:</b> discussed University position on court ruling and confirmed University commitment to EDI.</li> <li>- <b>Annual review process:</b> being overhauled centrally but not in place till 2026. A light touch annual review process is likely in 2025 - focus on wellbeing, reflection of last year, last year's objectives and setting next year's objectives. <b><u>A further update will be given at the next SMMSN school meeting on 18 Sep.</u></b> The Rowett's process will start shortly after this.</li> <li>- <b>PCE update:</b> a small PCE team has been setup to focus on school strategy and link to EDI events in Sep and Oct on Open Science and Research Integrity.</li> </ul> </li> </ul> <div style="border: 2px solid green; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> <li>- <b>Staff culture survey:</b> a 10 min survey was finalised over the summer and is currently open. This has been advertised in the SMMSN newsletters. <b>Please make sure you complete it: <a href="#">link here</a></b></li> </ul> </div> <ul style="list-style-type: none"> <li>- <b>Racial equality survey:</b> a university-wide racial equality survey is coming out in Oct.</li> <li>- <b>PG student survey:</b> coming out in Oct-Nov 2025.</li> <li>- <b>GEST update:</b> University's Athena Swan renewal is due Nov 2026 (this may be request to be postponed due to UoA leadership transition). Awaiting to see if it will be silver or bronze for RI and UoA. <ul style="list-style-type: none"> <li>o Financial constraints are affecting delivery of Action Plan Wellbeing subgroup – bite sized notes in newsletter. <b>Action:</b></li> <li>o Decolonisation and Implementation Group update – phased progress through courses continues.</li> </ul> </li> </ul> <p>Upcoming meetings:</p> <ul style="list-style-type: none"> <li>i. <b>People Culture and Equality (PCE) group:</b> <ul style="list-style-type: none"> <li>- Set up to strengthen this component (25%) of our next REF submission</li> <li>- Met 9th Sep (KS unable to attend, minutes will be distributed)</li> <li>- Next meeting: 22nd Oct 2-3pm (available KS, ALP)</li> </ul> </li> <li>ii. <b>SMMSN Equality Diversity and Inclusivity Committee (EDIC)</b> <ul style="list-style-type: none"> <li>- Akin to our own EDI team, focussed on working environment, racial and gender equalities</li> <li>- Next meeting <b>*CANCELLED</b> (was scheduled 8th October)</li> <li>- EDI-Connect meeting, University-wide EDI team meeting (postponed from 2nd Sep to 27th Oct)</li> </ul> </li> <li>iii. <b>Gender Equality Steering Group (GEST)</b> <ul style="list-style-type: none"> <li>- (Renamed from Athena Swan Self-Assessment Team)</li> <li>- Made up of five subgroups with Rowett represented on Culture subcommittee (SG) and Work-life balance (KS)</li> <li>- Next meeting: <b>*CANCELLED</b> (was scheduled 16th Oct from 2-4pm)</li> </ul> </li> </ul>	<p>ALL</p> <p>KS</p>
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	<p><b>Note:</b> *Since Asha Venkatesh has stepped down as school EDI Lead and has not yet been replaced, both the October EDIC and GEST meetings have been cancelled.</p> <p><b>NOTE: EDI Training</b> – is available for anyone who wants to refresh their mandatory EDI training or learn more about micro aggressions. Please visit the University's e-learning and Skills Booster webpage to find mandatory training packages and over 30 bite-size training courses related to EDI. Includes the Emily test L.I.S.T.E.N: <a href="#">UoA Course Booking System</a>.</p>	
4.	<p>RI Action Plan</p> <p>Note: see the sub-group actions list on accompanying slide from slide 13.</p> <p>The below points were discussed during the sub-group updates:</p> <ul style="list-style-type: none"> <li>i. <b>Working Environment – website updates:</b> N/A (JR sent apologies)</li> <li>ii. <b>Career Development – mentoring update:</b> Will review webpage contents.</li> <li>iii. <b>Athena Swan Business</b> – (see Upcoming meetings above) <ul style="list-style-type: none"> <li>- <b>Family Support Checklist</b> – n/a (KT sends apologies)</li> <li>- <b>Inductions</b> – see AOB</li> </ul> </li> <li>iv. <b>Rowett Monthly Newsletter</b> – the <a href="#">July-August edition</a> is out now! <ul style="list-style-type: none"> <li>- <b>Action:</b> Add EDIT Co-lead leadership update to next newsletter</li> </ul> </li> </ul>	<p>ALL</p> <p>AG</p> <p>JC</p>
5.	<p>Social events update and future planning</p> <p>Regular events:</p> <ul style="list-style-type: none"> <li>i. <b>The Yoga Club</b> – ongoing on Thursday lunchtimes 1-2pm.</li> <li>ii. <b>Film Club</b> – ongoing on 3rd Friday of the month at 5.30pm.</li> <li>iii. <b>The Hillwalking Club</b> – will be back from June, information to follow.</li> <li>iv. <b>Crafting Club</b> – ongoing monthly on Monday evenings, last one was 12 May 5-6pm (contact Raffa Chianese for more info).</li> </ul> <p>Annual/special/past events:</p> <ul style="list-style-type: none"> <li>✓ <b>Burns Lunch</b> – 23<sup>rd</sup> Jan</li> <li>✓ <b>Easter Bake-Off and Bake-Sale</b> – 14<sup>th</sup> Apr</li> <li>✓ <b>Rowett Research Day 2025</b> – 10<sup>th</sup> Jun</li> <li>✓ <b>CRAFTERNOON</b> – 13<sup>th</sup> Aug</li> </ul> <p>Future planning and other suggestions:</p> <ul style="list-style-type: none"> <li>i. <b>Board Games Nights</b> – It was suggested we first look at co-ordinating with the IMS who have an established board games evening. Event TBC.</li> <li>ii. <b>Halloween Bake-Off and Sale</b> – This event could be back in October for a spooky competition in the aid of another local charity. Suggested date of Thu 30<sup>th</sup> Oct with both sweet and <u>savoury</u> themes, with a new category for best savoury bake. Details to follow early Oct.</li> <li>iii. <b>Film Festival</b> – Oct TBC</li> <li>iv. <b>Christmas event</b> – Jumper Day 2025 and tree decorating will be on 11 Dec. The RI Xmas quiz/party TBC – <b>Actions:</b> AL to send CH his availability as quiz master. Then CH/HM to send poll to RI to vote on quiz dates.</li> </ul>	<p>KS</p> <p>GC</p> <p>AL</p> <p>RC</p> <p>NH/JP</p> <p>CH/HM</p> <p>GC/AL</p> <p>AL</p> <p>AL&gt;CH/HM</p>

	<p>v. <b>Burns Lunch 2026</b> - Thu 22 Jan. Suggested we could invite the school rector to participate as a guest speaker. Highlighting this event is a good opportunity for the institute body to wear their national dress, not just Scottish tartan.</p> <p>vi. <b>Rowett's Got Talent</b> - Details to follow. Potentially Easter 2026.</p> <p>School upcoming events:</p> <p>i. <b>Pre-loved Book &amp; DVD Sale</b> – in Suttie centre on 23 Sep. Donations welcome between 3-20 Sep to Suttie room 120 and all proceeds go to student causes.</p> <p>ii. <b>IMS Christmas Party</b> – 10 Dec</p> <p>iii. <b>IMS Christmas Fair/Carols</b> – 9 Dec</p>	KS/KT
6.	<p>AOCB</p> <p>i. <b>Suggestion box items</b> – N/A</p> <p>ii. <b>Inductions (Rowett-Analytical)</b> – Following Gary Cameron's retirement JG suggests he present the analytical slides at inductions and then the analytical team will arrange a tour later. EDIT suggested it may be a good opportunity for a member of the analytical team to present the slides at inductions instead and CH advised the analytical team could discuss this at their next group meeting with JG.</p> <p>iii. <b>Induction process</b> – the group discussed the pack and signing off process to query were there any ways to streamline the process further and concluded this required a further discussion outwith this group. <b>Action.</b></p> <div style="border: 2px solid green; padding: 10px; margin-top: 10px;"> <p>iv. <b>Sexual Harassment Duty – online training</b> was announced in the SMMSN newsletter yesterday (10 Sep). The <b>University has requested all staff complete this by the 30<sup>th</sup> October.</b> There are 2 training session, each take 1 hour to complete. Links to modules are listed below for:</p> <ul style="list-style-type: none"> <li>- line managers: "<a href="#">Tackling sexual harassment at work – a manager's guide</a>"</li> <li>- staff: "<a href="#">Understanding and confronting sexual harassment at work</a>"</li> <li>- <a href="#">Skill Boosters eLearning Courses   StaffNet   The University of Aberdeen</a></li> </ul> </div>	<p>JG/SA</p> <p>Admin/GC</p> <p>ALL</p>
7.	<p>Looking ahead</p> <p>Potential agenda items/actions for next meeting (20 Nov 2025):</p> <p>i. N/A</p>	
8.	<p>2025 Meetings:</p> <p>20 Feb ✓</p> <p>15 May ✓</p> <p><del>28 Aug</del> 11 Sep ✓</p> <p>20 Nov</p> <p>2026 Meetings: TBC - CH to arrange 2026 meetings</p>	CH