Rowett E&D team meeting
18 August 2021
Agenda 18th August 2021

Update on team membership
Updates from EDT subgroups leads
Bronze renewal application
Report on E&D School meetings
‘Virtual’ Social events update and future planning

AOCB
Update on membership

Gender balance in current membership is 10F:8M

Recent departures have been Val Currie and Richard Anderson. Olivia Watt as a student member, finishes her term of office at the end of September. Matevz and Amy represent PGR students – but it would be wise to recruit at least one new PGR student in their early phase of PGR studies to the team to keep a continuous representation of students. Jules takes on Peter’s mantle in the director’s role on the EDT and Peter has now stepped down from the committee.

I will end my term of office at the end of next month – therefore a new co-lead is required – preferably male. Silvia Gratz will step in, then take over the role of co-lead from Karen when a replacement is found for myself.

Need a few new members –

As part of the new action plan, we need to establish deputy co-leads.
**Staff resource page**
Remit – to monitor and update the information on the staff resource page to maintain relevance to staff and provide a snapshot of Equality and Diversity in the Rowett to external parties. Provide support with content for fortnightly newsletter.

Subgroup membership – **Perry** (lead), Jeannette, Russ, Karen Taylor, Justin and Karen Hislop
Resources for staff

- Induction Resources
- University Staff Development
- University Family Leave Policies and Guides
- Top Tips for homeworking
- Parents Network
- Recruitment and avoiding unconscious bias
- Framework of academic expectations and Workload Model
New suggestion – Home working policy – We also need to update/publish the new action plan on our website
ECR resource page
Remit – to monitor and update the information on the student resource page to maintain relevance to postgraduate students, early career researchers and external views from potential applicants for studentships or post-doc positions. To avoid duplication of information on the staff page unless thought essential to do so.

Subgroup membership– Al (lead), Amy, Antonio, Mat – need more ECR input

PGR survey data added to ECR resource page in June
Subgroup: ECR (Early Career Researcher) Website Resources
Alasdair Leeson-Payne, Antonio Gonzalez, Tilly Potter, Mat Arcon, Qianqian Ni

1. Identified what resources are helpful for ECRs.
   1. Career and skills development
   2. Support networks including mentoring
   3. Grant and funding opportunities

2. Separate resources for “ECR students”, ECR Postdocs” and “ECR PIs” as difficult to group together.

3. Each set of resources provides various quick links to University webpages where information or contact details can be found on each subject.

Resources suggested for Staff Resources:
1. Union Representation
2. Social Groups and Events
   – IDEALL Group, Rowett Social Groups

Resources for PGR Students
- PGR Student Career Development
- Student Support
- PhD Monitoring and Assessment
- Student Union (AUSA)

Resources for Postdoctoral Researchers
- Postdoctoral Career Development
- Postdoctoral Support
- Grant and Fellowship Opportunities

Resources for ECR Principal Investigators
- Career Development
- Grant Opportunities
- Mentoring Scheme
Staff Survey
Remit – to assess the relevance of the staff survey questions and update survey accordingly. Analyse the data and summarise the survey for IEC and presentation to EDT. Make recommendations for action points.

Subgroup membership—Karen (lead), Lynn Piree, Sandy Ross, Russ

STEMM lecture organiser
Remit – to seek nominations for and organise annual STEMM lecture. Issue invitation (or delegate).

Organiser – Justin (needs a student co-organiser)

Career development
Remit - Identify issues and opportunities relating to staff and ECR career development, including promotions. Responsibility for mechanism to record training applications and approvals, analysis and reporting to EDT.

Subgroup membership—Antonio (lead), Silvia, Alex, Amy, Mat

Update – Following the last student survey when access to a careers advisor was indicated as desirable, we have organised a presentation from the Careers Advisory Service for students and staff on the 5th Oct.
Social and Culture
Remit – identify and organise events to facilitate social interactions among staff and students leading to enhancement of inclusivity in the culture of the institute.

Subgroup membership – Al (lead), Karen and everyone expected to contribute

Social - Update on social activities at the end of this presentation

Culture – Professor Margaret Rees will give a virtual talk to follow up her previous one in January 2019, on ‘Menopause essentials: A practical guide’. Likely to be in Jan 2022.

Prof Rees also mentioned this useful webpage - dedicated to menopause in the workplace https://www.emas-online.org/emas-and-menopause-in-the-workplace-2021/

will add in a link through the AS pages

EMAS = European Menopause and Andropause Society
Progress on Bronze renewal application

The application was submitted on the 13 May 21.
26 actions addressing:

The self-assessment process
Communication
PG students – Gender balance and training
Career development, training and promotion
  - Training, promotion and contribution awards
  - Recruitment
  - Enabling outreach opportunities
Improving visibility of female role models
Mitigation of the impact of the disruption caused by CoVID
Culture

The new action plan will replace the current one and be available via our Athena SWAN webpage.
It is important to make this action plan a living and breathing document during the course of this award.
Update on University and School E&D groups

- **School EDT**: Last meeting 9th June 2021
- chaired by Bhattty, the Head of School and attended by the co-leads of the five individual Institute E&D groups

**Topics**

**Remit and Membership**
- Requirement for more consistency across Uni while SMMSN has a lot of institute devolved activity
- Ensures all aspects of Equality, Diversity and Inclusivity covered (replace EDT with EDIT?)
- Can use our webpages to feature School/Uni wide resources (including race equality)

**Staff survey**
It was noted that a group of around 40 School staff have come forward to take part in discussion groups to follow up elements of the survey
- If I want to put forward new ideas of suggestions for improvement, I know how to do so (Amber rating - 67%).
- Stress at work caused by workload, work demands, email volumes, insufficient staff, number of meeting.
- Communication between parts of the university is an area of improvement eg only 57% of staff agreed that different parts of the University communicated effectively with each other.
- Only 77% of school staff have had an individual annual review in last 12 months. Across the university only 37% of staff had not taken part in any type of training, learning or development paid for/provided by the university in the last 12 months.

**LGBQT Representative**
It was noted that expressions of interest in applying to be the LGBQT Representative for the School will be sought from across the School.

**University application for bronze AS award** submitted alongside the Rowett application in May. Aspiration is that all schools will apply for silver by 2025. For this there needs to be evidence of a school-wide culture.
Update on University and School E&D groups

**Dates of Teaching Terms**

Karen Scott raised the timing of teaching term times and the lack of gap in the year for staff involved in Undergrad and postgrad teaching to take holidays, especially for those with school age children.

This received some support from other EDT leads and suggestions were received on how to cope with this – projects have been reduced from 15 to 12 weeks in IEMDS (Institute for Education in Medical and Dental Sciences).

Project supervisors take leave during the projects letting students know in advance the weeks they will be absent.

Bhatty agreed to take to School PGT leads and centrally in the University.

**Racial Equality**

Aravinda reported that the champions are having monthly drop in sessions for staff and students.

The Decolonising the Curriculum session went well and there was good engagement from attendees and take-up of the recorded version.

Maria Grazia reported that the central Race Equality Group met on 31 May and focussed discussion on the draft anti-racist strategy - A survey of staff and students will follow.

Need to include NHS staff (alongside medical students)

A Task & Finish group on language and terminology has started its work.

The Race Equality Charter application to be submitted 2023.

A toolkit has been launched by Scottish Government on how to adapt to minimise discrimination.
Held on 29th April 2021

Participants:
University wide network of all AS/EDT/SAT leads, co-convened by Dr Doug Martin, Dr Anne-Michelle Slater

Network to facilitate sharing of ideas, good practice and successful submissions

Anticipate quarterly meetings

Topics covered

Advance HE streamlined format for future applications (renewal/upgrades): progress on existing Action Plan crucial

Update from all teams in all schools, including specific ‘things that work’

Useful hints – house cup competition, drop-in coffee sessions, designate teams within EDT (as we have), anonymous ‘suggestion box’

Reporting bullying

Nvision – school level ECR network – distinct from any institute AS team
How can we make the current ‘at work’ environment better? 
   ie. Focussing on those people who are actually working in the Rowett building just now

How can we make ensure the ‘return to work’ policies are enacted safely and helping everyone? 
   ie. Focussing on people returning AND people already there

Are any changes required (within University rules), or changes that should be requested?

Enable suggestions to be made (anonymously or otherwise) through a ‘return to work’ suggestion box located beside level 2 printers
Subgroup: Social and Culture
Alasdair Leeson-Payne, Rowett Equality and Diversity Team

1. Past events:
   1. Whisky Tasting (January 2020)
   2. Cocktail Night (March 2020) – Organised by Alex Johnstone
   3. Bake-off Events (April, June 2020) – Organised by Karen Scott
   4. Gin Tasting (June 2020)
   5. Rowett Quiz Night (League 1 – 6 quizzes, Christmas Special, League 2 – 6 quizzes 2021)

2. Ongoing Groups:
   1. Yoga Club
   2. Book Club
   3. Film Club
   4. Bake-offs (next one due in mid-September)

3. Upcoming Events:
   1. Paddle boarding (£20pp 1.5hr)
   2. Go-Karting (TBC)
   3. Climbing Event (£10pp 2hrs)
   4. Bingo (In-House)
Virtual Social events

Quiz nights – continue to be a resounding success, about 40 regular attendees. Thank you Al and George

Whisky and Gin tasting

Cocktail mixology session

Virtual Bake-offs – 12-15 attendees
- Cinnamon buns
- Austrian cheese breads

Would you be interested in taking part in any of these activities? (Tick as many as you are interested in)

Suggested new activities based on social survey results:
- Virtual cheese and wine
- Virtual coffee mornings also suggested

New suggestions?
‘Real’ Social events planning

If due to further easing of lockdown, some outdoor socially distant activities were possible, would you be interested in...(Tick as many as you are interested in)

First post-lockdown celebration event – BBQ school or Rowett?
Paddle boarding popular and open water swimming also suggested

Other suggestions?