



UNIVERSITY OF
ABERDEEN

The Rowett Institute



**Athena
SWAN**

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.

Working group updates

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



Resources for staff

Induction Resources 

Welcome to the Rowett! You will have initiated or perhaps completed the induction process at entry to your new position or studentship at the Rowett. However, we thought it might be useful to have the information you have received available on this page so you can refer back again if something is not clear or you missed something. The resources available here have been designed in mind to support the formal induction process initiated by our Quality Assurance manager Mr Gary Cooper.

This resource will be added to and updated as presentations are available. However, do not hesitate to ask Gary Cooper or people responsible for a given section of the induction, if you have questions or want further information.

- [Health & Safety student presentation >>](#) 
- [Athena Swan equality and diversity presentation >>](#) 
- [Quality Assurance induction presentation >>](#) 
- [Mentor Scheme Overview >>](#) 
- [Biological safety induction >>](#) 

University Staff Development 

New suggestion – Home working policy – We also need to update/publish the new action plan on our website

Working group updates

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– **AI** (lead), Amy, Antonio, Mat – need more ECR input

PGR survey data added to ECR resource page in June

Resources for Early Career Researchers

PhD survey 2020



Parents Network



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

Working group updates

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.

Working group updates

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– **AI** (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

MENOPAUSE IN THE WORKPLACE: GLOBAL CONSENSUS DETAILED RECOMENDATIONS



MENOPAUSE IS A GENDER- & AGE-EQUALITY ISSUE

FOR EMPLOYERS & ORGANIZATIONS



- Make health and wellbeing during the menopause a priority for the organization, ensuring a consistent and positive approach.
- Establish and promote a clear business case for ensuring that women with menopausal symptoms which impact on work are not stigmatized or discriminated against and that staff are retained.
- Have a zero-tolerance policy to bullying, harassment, victimization or belittling of women with menopause symptoms.
- Undertake an assessment of how work patterns (e.g. night working, shift patterns) may impact symptoms and allow flexible working arrangements, including the home, wherever possible.
- Ensure provision of training for managers and supervisors on how to have sensitive conversations at work.
- Develop an employment framework that recognizes the potential impact of the menopause and provides confidential sources of advice and counselling services.
- Ensure health and wellbeing policies supportive of menopause are incorporated in induction, training and development programs for all new and existing staff.
- Include explicit coverage of menopause in sickness and attendance management policies and ensure women can access workplace healthcare provision, where possible.

FOR MANAGERS/SUPERVISORS & WORKPLACE PRACTICE



- Create an open, inclusive and supportive culture regarding the menopause.
- For difficult problems, human resource functions should work with occupational health professionals, if available.
- Allow disclosure of menopausal symptoms but do not assume that every woman wants to talk about them.
- Allow flexibility of dress codes and uniforms using thermally comfortable fabrics.
- Review control over workplace temperature and ventilation (e.g. provision of desk fans) and provide access to cold drinking water.
- Ensure access to clean and private changing and washing facilities as well as toilets.
- For customer-focused or public-facing roles, allow breaks to manage symptoms such as severe hot flashes.

FOR HEALTHCARE PROFESSIONALS (HCPs)



- HCPs should recognize that menopausal symptoms can adversely affect wellbeing, the quality of working life, the ability to work and the desire to continue to work, leading to reduction of working hours, underemployment or unemployment and impact on financial security in later life.
- HCPs should provide evidence-based advice on medical and lifestyle management of menopausal symptoms using national and international guidelines.
- Women living with and beyond cancer experiencing menopausal symptoms should be proactively encouraged to seek specialist advice, if available, as their treatment depend on tumor type.
- Occupational health professionals should provide advice on how to manage menopause and work, and should encourage women with troublesome symptoms to consult their usual health provider to explore individual treatment options.
- Women with a premature menopause should be encouraged to seek specialist services so that specific needs, such as those relating to fertility and osteoporosis, and treatment options can be addressed.

FOR WOMEN/EMPLOYEES WITH MENOPAUSAL SYMPTOMS



- Talk to their line managers, supervisors or designated persons if they experience menopause-related problems that impact on their ability to work.
- Seek help and advice from employee support or advocacy bodies (such as trade unions or professional associations) if they feel their workplace needs are not being acknowledged or supported.
- Use occupational health services or other healthcare/counselling provider services, depending on availability.
- Be aware of state-wide or national equality occupational health and safety legislation and regulation that protects menopausal women at work.
- Consult their usual healthcare provider about symptoms to discuss treatment options and self-help strategies.
- Access evidence-based guidelines for information on menopause care.
- Be involved in the development of health and wellbeing policies to ensure coverage of menopause in the workplace.
- Take part in induction, training and development programs that include coverage of menopause.
- Be involved in formal and informal support groups for women with menopausal symptoms.

Progress on Bronze renewal application

The application was submitted on the 13 May 21.

Action Plan Summary

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 Bhatti, 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.

LGBTQ Representative

It was noted that expressions of interest in applying to be the LGBTQ 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.

AS Forum meeting

AS – Athena Swan
EDT – Equality and Diversity Team
SAT – Self-assessment team

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

Working at the Rowett

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

Social events

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

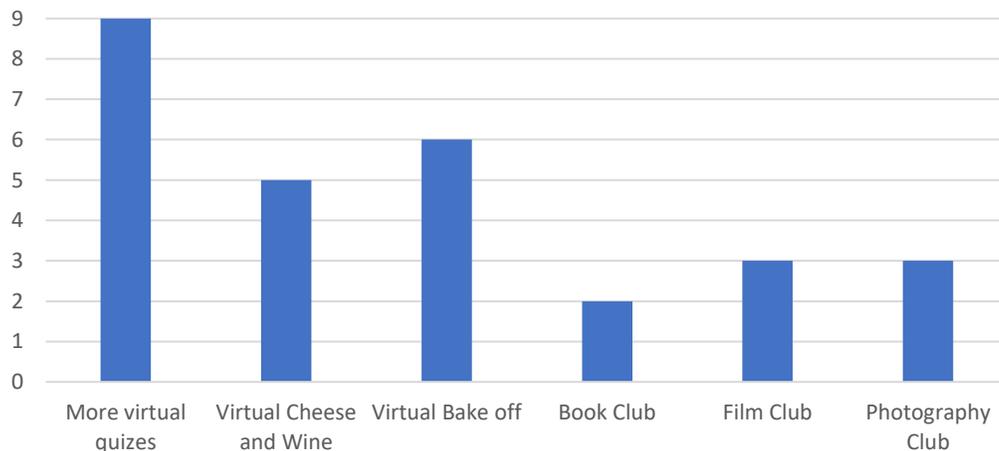
Cocktail mixology session



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:

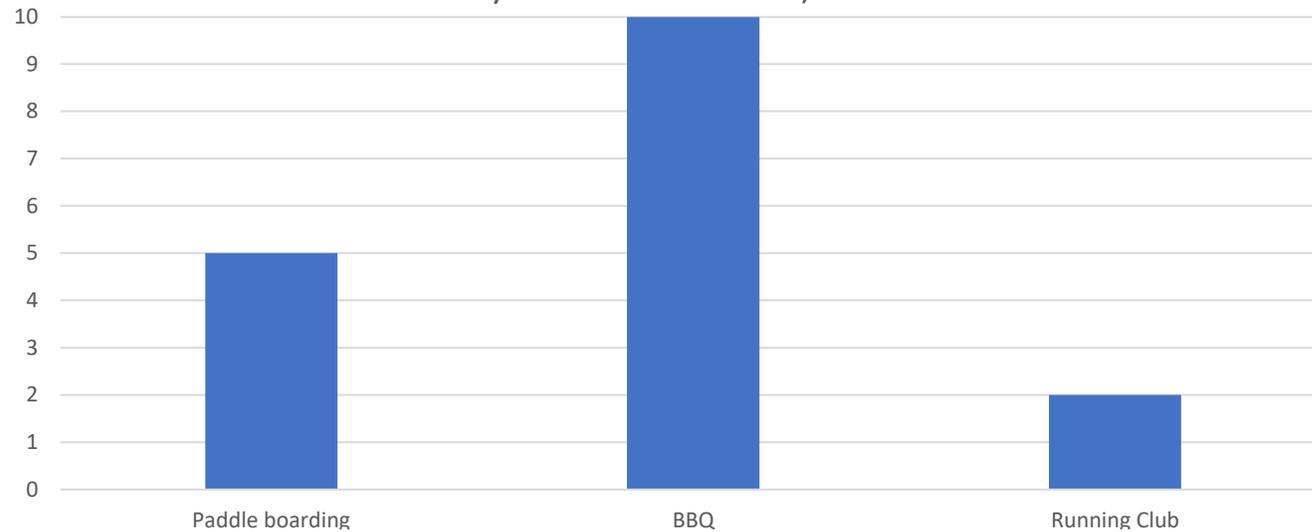
Virtual cheese and wine

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?

AOCB