Agenda 21\textsuperscript{st} April 2021

Update on team membership
Updates from EDT subgroups leads
Publication of staff survey data
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 11F:8M

Val Currie has now left the EDT. Richard Anderson will be leaving at the end of June.

Pleased to announce that Matevz Arcon has joined the EDT as a PGR representative.

Need a few new members – and also a deputy male co-lead any suggestions.
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
A Careers bookmark was developed by the BEDI committee which offers resources for students studying biology.
Resources for staff

Here we provide a list of ED&I relevant resources currently available via the School of Biology and University Human Resources.

- Core hours
- Unconscious bias, recruitment training and new appointments
- Mentoring
- Promotion
- Leave and flexibility
- Wellbeing
- Harassment and bullying
- Workload model
- Grant applications
- Disability and neurodiversity
- Other equality, diversity and inclusion links
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
**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
**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**

**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 – needs more ECR input?
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

Additional function could include Newsletter and Noticeboard Social bulletin Editor(s)  
Currently Perry, Karen and Russ
The following slides summarise the data obtained from the 2020 Staff survey, showing the responses of all respondents to specific questions divided into different survey topics.
Athena Swan at the institute

Are you aware of Athena Swan? (tick all that apply)
- Yes - at the Institute level (65) 80%
- Yes - at the University level (53) 65%
- No (-) 20%
- Prefer not to answer (-)

I understand what Athena Swan is trying to achieve in my Institute
- Yes (76) 94%
- No (5) 6%
- Prefer not to answer (-) 2%

Have you visited the Athena Swan webpage and seen the cycle of business, annual report, survey summaries?
- Yes (38) 47%
- No (43) 53%
- Prefer not to answer (-) 2%
Athena Swan at the institute
Service and Role Distribution
Recognition of Activities
Workload
Flexible Working
Communication
Impact of COVID
Promotion

Mentoring
Support Schemes
Equality at the Institute
STEMM Seminars
Progress on Bronze renewal application

Elements of the application

Section 1 – Introduction to the department and the self-assessment process
1.1 Letter of endorsement from the Head of Department. This will include both current and newly appointed director (if one has been appointed).
1.2 Description of the department
1.3 The self-assessment process

Section 2 – Evaluation of progress against the previous action plan
2.1 Previous action plan
2.2 Progress report

Section 3 – Future priorities and action plan
3.1 Current self assessment and future priorities
3.2 Future action plan
We received feedback on the revisions to the 1st draft of the application last Friday.

The verdict thus far is some minor changes needed but according to Maria “It is a very good application and based on the information AHE has given me (through info sessions on the new process) and their guidance, I believe it fully meets the criteria for renewal.” – so overall we look to be on track.

Hope to return amend 2nd draft to Maria tomorrow.

Maria is looking for a suggestion from Advance HE for critical friend to run the application by. There has been no suggestions from them thus far.

Will provide the application to Directors for formulation of letter.

Action plan will also go to HoS, just in case it Bhatty would like a look, provide comment, but at least information has been forwarded.

The aim is to submit the application within the first 2 weeks of May.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibility in committee</th>
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<tbody>
<tr>
<td>Dr Karen Scott (W)</td>
<td>Senior Research Fellow, Grade 8, Full-time</td>
<td>Co-lead, Staff survey review lead, Social and culture group</td>
</tr>
<tr>
<td>Dr Perry Barrett (M)</td>
<td>Senior Research Fellow, Grade 8, Part-time</td>
<td>Co-lead, Staff resource page group lead, data analysis</td>
</tr>
<tr>
<td>Dr Silvia Gratz (W)</td>
<td>Senior Research Fellow, Grade 8, Full-time</td>
<td>Deputy co-lead, Career development group</td>
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<td>Prof Peter Morgan (M)</td>
<td>Institute Director</td>
<td></td>
</tr>
<tr>
<td>Dr Richard Anderson (M)</td>
<td>Support staff, Grade 5, Full-time</td>
<td>Staff survey review, data analysis</td>
</tr>
<tr>
<td>Russell Betney (M)</td>
<td>Professional admin support, Grade 5, Part-time</td>
<td>Media co-ordinator, Staff resource page group, Staff survey review</td>
</tr>
<tr>
<td>Maria Grazia Cascio (W)</td>
<td>University Athena Swan co-ordinator, Grade 7, Full-time</td>
<td>Provides guidance on process, data and feedback on drafts</td>
</tr>
<tr>
<td>Dr Antonio Gonzalez (June 2020) (M)</td>
<td>Lecturer, Grade 7, Full-time</td>
<td>Career development lead, ECR resource page group</td>
</tr>
<tr>
<td>Karen Hislop (Jan 2019) (W)</td>
<td>Support staff, Grade 5, Part-time</td>
<td>Staff resource page group</td>
</tr>
<tr>
<td>Jeannette Ingram (W)</td>
<td>Personal assistant to director, Grade 4, Full time</td>
<td>Staff resource page group, administrative support</td>
</tr>
<tr>
<td>Prof Alexandra Johnstone (W)</td>
<td>Personal Chair, Grade 9, Full-time</td>
<td>Mentoring advisor, Career development group</td>
</tr>
<tr>
<td>Dr Alasdair Leeson-Payne (M)</td>
<td>Support staff, Grade 6, Full-time</td>
<td>Social committee lead, ECR resource page group lead</td>
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<tr>
<td>Fiona MacAskill (W)</td>
<td>Human Resources</td>
<td>HR advisor</td>
</tr>
<tr>
<td>QianQian (Amy) Ni (June 2020) (W)</td>
<td>PhD student</td>
<td>ECR resource page group, Career development group</td>
</tr>
<tr>
<td>Lynn Price (W)</td>
<td>Support staff, Grade 5, Full-time</td>
<td>Staff survey review</td>
</tr>
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Update on University and School E&D groups

- **School EDT** : Last meeting 10\textsuperscript{th} March 2021
- chaired by Bhatt\textsuperscript{y}, the Head of School and attended by the co-leads of the five individual Institute E&D groups

**Topics**

**Remit and Membership**
Still waiting for the paper on a consistent approach to school level committees and lead roles.

Meantime, the following actions were agreed:

- For inclusivity, in addition to a representative for LGBTQ, a disability representative should be sought for the (school EDT) group.
- Recognised that individual institutes too small to represent all diversity but must improve signposting (at Institute level) to central Uni groups
- The agenda of the Uni EDT would be amended to include reports from school groups.
- The dates of the meetings of the School group would be rephased to align with the central Uni group.
- The school EDT should be open to a School wide representative for any other characteristics (presentation from Ian Robotham).

-overarching aim is to be inclusive to all
RACIAL EQUALITY
Bhatty and Aravinda gave an update on activities since the last meeting including feedback on the online training, for those who have attended.

- 60 responses to the racial equality staff survey received. Compiling these and communications to staff will follow.
- Monthly drop-in sessions for staff and students being scheduled (flagged in our newsletter).
- Set up dedicated topic-based sessions. eg how to support students during Covid.
- There is a dedicated email address to be accessed by the champions.
- Meeting NHS colleagues regularly.

Maria reported on highlights from the central Race Equality Strategy Group. Minutes are available on the website.

- A Student Report & Support tool has been created and can be accessed at Report and Support | Students | The University of Aberdeen (abdn.ac.uk)
- Appointed Challenge consultancy for race awareness training. 300+ attended so far and gathering feedback.
- Listening activities ongoing including focus groups and findings awaited.
- Chair and Deputy Chair of group developing briefings for University committees.
- Action plan is the responsibility of the central Group, so work continues on that.
- November 2020, Universities UK published a report that also has recommendations to be considered and implemented.
- February 2023 date to submit Race Equality application. As part of preparations, Maria working through data and will share with Schools.

Followed by feedback from each institute EDT (included details on the school promotions session this morning)
Is there anything we should be doing to make the current ‘at work’ environment better?

Ie. Focussing on those people who are actually working in the Rowett building just now

Are any changes required (within University rules), or changes that should be requested?
‘Virtual’ Social events planning

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

Whisky tasting – also great success (15 attendees)

Cocktail mixology session – again a success with 13 attendees

Virtual Bake-off – success with 12 attendees
Lovely cinnamon buns made by all

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

Repeat other activities (inhouse bakeoffs)? New suggestions?
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