**Department of Paediatrics**

**Equality and Diversity Committee – Action Log February – June 2022**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Action** | **Lead person(s)** | **Due date** | **Status**  **(Red, Amber, Green)** |
|  | HR to continue data collection activities.  RS, KC and CW/HR will meet to discuss | Charlotte Walber | ongoing | Amber |
|  | Discuss publicity of Early Careers Research Committee initiatives with Khaya Rowland from Grants Team | Catheryn Lym | June 2022 | Red |
|  | Further discussion re potential Data Collection Working Group – discuss plans and review gaps | Rebeccah Slater, Charlotte Walber and Katherine Corr | June 2022 | Amber |
|  | Meet and discuss possible salary initiative re equal salaries for equal roles, and how this can be turned into an activity | Rebeccah Slater and Shaka Obhiozele | June 2022 | Red |
|  | Complete review of ECR mailing list | Catheryn Lym, with help from Mary Macaulay and Ben Gregorio | June 2022 | Amber |
|  | Discuss members of different committees | Rebeccah Slater | June 2022 | Red |
|  | Review the RAG template, and update RAG rating plan ahead of next meeting | Shaka Obhiozele | June 2022 | Red |
| Actions from RAG Plan | | | | |
|  | 1.1.3 AS related questions to be included in the next survey, which will be in 2023 in the first half of Trinity term. | Rebeccah Slater |  | Amber |
|  | 1.2.2 Make the first summary of the data available to the department after confirmation from the Management Committee that this is acceptable |  |  | Amber |
|  | 1.3.2 Review EDC workload regularly with the Chair |  | ongoing | Amber |
|  | 1.5.1 Events Manager to ensure social events planned in advance | Events Manager | ongoing | Amber |
|  | 1.5.2 Allocate departmental funds to cover social activities, discuss with Georg Hollander | Shaka Obhiozele |  | Amber |
|  | 1.6.1 Update intranet and include information about E&D Committee as a starting point. | Ben Gregorio | June 2022 | Red |
|  | 1.6.2 Gather information about all the Committees in the department, so that this can be publicised, along with the terms of reference. This will be a focus for discussion for the next meeting. As part of this mechanics for nominations/selection and turnover will be discussed, including some examples |  |  | Red |
|  | 1.6.3 include questions about committee membership in staff survey |  |  | Red |
|  | 1.7.2 Review possible training providers |  |  | Red |
|  | 1.7.3 include questions re Bullying and Harrassment in 2023 staff survey |  |  | Amber |
|  | 1.8.5 develop Public Engagement Strategy |  |  | Amber |
|  | 2.1.3 Advertise PhD opportunities | Ben Gregorio and Cameron Baxter |  | Red |
|  | 2.1.4 Continue updating PI’s webpages | Ben Gregorio |  | Amber |
|  | 2.1.5 Publish and advertise Staff Award Scheme and Student Fee Support | Ben Gregorio and Cameron Baxter |  | Amber |
|  | 3.1.2 include training requirement on the recruitment request form, but also move to automated emails from SharePoint that would remind panel members if they need to refresh. | Charlotte Walber |  | Amber |
|  | 3.2.2 share career development opportunities through social media and LinkedIn. |  |  | Amber |
|  | 3.4.1 conduct a survey re PDR within one research group, so we can then roll this out to others. | Charlotte Walber |  | Amber |
|  | 3.4.2 Line Management training roll out this year | Charlotte Walber |  | Amber |
|  | 4.1.2 discuss initiatives to increase PDR uptake at next meeting | Rebeccah Slater |  | Amber |
|  | 4.1.3 ECR to canvas members of the group ahead of the next meeting | Catheryn Lim |  | Amber |
|  | 4.2.2 finish annual report evaluating activites | Catheryn Lim |  | Amber |
|  | 4.2.3 Go through PDR data to identify what has been addressed and what has not. Review the form to ensure it prompts ECRs in a helpful way. | Charlotte Walber |  | Amber |
|  | 4.2.4 Promote ECR mentorship scheme | Catheryn Lim |  | Amber |
|  | 4.3.2 Review ECR committee membership – need for someone from Admin team to give input to grant application support | Rebeccah Slater |  | Amber |
|  | 4.3.4 Work with Khaya Rowland from Grants on prmoting support | Catheryn Lim |  | Red |
|  | 5.1.1 Present policy to June Management Meeting | Shaka Obhiozele and Georg Hollander |  | Amber |
|  | 5.4.1 Identify candidates for possible open-ended contracts | Charlotte Walber | Ongoing | Amber |
|  | 5.4.2 HR to develop guidance on moving staff to open-ended contracts once Divisional Policy is rolled out | Charlotte Walber |  | Amber |
|  | 6.1.1 SO to approach other departments to see if Paediatrics can get involved to broaden the mentoring network  Include links to POD training in next newsletter | Shaka Obhiozele |  | Red |