**Minutes - Equality and Diversity Committee Monday 7 February 2022**

3.30 - 5.30pm, Virtual Meeting MS Teams

In attendance:

Chair: Rebeccah Slater (RS)

Georg Holländer (GH), Shaka Obhiozele (SO), Carlo Rinaldi (CR), Catheryn Lym (CL) Charlotte Walber (CW), Katherine Corr (KC), Cameron Baxter (CB), Mary Macaulay (MM), Delphine Vaneecke (DV), Caitlin Beane (CB)

Apologies:

Ben Gregorio (BG), Dominic Tromans (DT)

1. **Agree Previous Minutes**

* Agreed.

1. **Review of previous meeting’s action log**

* Item 1. Town Hall Meetings. Status is green. In BG’s absence SO confirmed sessions are being recorded.
* Item 2. Graduate Studies Data. Status in green. This was compiled ahead of DPhil interviews. The panel confirmed this is helpful. This will be kept updated moving forwards.
* Item 3. HR Data Collection. Data to hand has been backdated to populate spreadsheet. KC provided options of some sources of data for internal promotions etc. The majority of the data needed is accessible. Status is amber.
* Item 4. SO discussed this and agreed Khaya Rowland would be the best person to update moving forward. Status is green.
* Item 5. There has been a lot of work on this, to be discussed under Item 3 of today’s agenda.
* Item 6. Status is green, all in progress.
* Item 7. Status is amber. Need to discuss who will take responsibility for this. Requires a skilled person in using these packages. Will be discussed later.
* Item 8. RS and SO plan to meet. Status is red.
* Action:
  + Item 3. RS, KC and CW/HR will meet to discuss.
  + Item 4. CL to discuss with Khaya Rowland how to move this forwards.
  + Item 7. Further discussion needed on who takes responsibility for data collection (discussed under Item 5 of today’s agenda).
  + Item 8. RS and SO to meet.

1. **Overview of Action Plan Progress (SO)**

* Current Athena Swan actions were assessed and RAG ratings assigned.
* Half have been completed, which is encouraging.
* In the interest of time, only those items in red and amber will be discussed today (the PowerPoint is in the linked SharePoint meeting folder for reference).
* Section 1 – Improving workplace organisation and culture
  + 1.1.3 ‘Questions about awareness of and involvement in AS activities to be included in Staff Survey’ is amber.
    - Action: AS related questions to be included in the next survey, which will be in 2023 in the first half of Trinity term.
  + 1.2.2 – ‘Produce EDC Annual Report’ is amber because it is ongoing. This will be presented to Management Committee and a snapshot shared with staff. This can be an upward and an outward dissemination. KC shared this had a big impact on staff survey.
    - Action: make the first summary of the data available to the department after confirmation from the Management Committee that this is acceptable
  + 1.3.2 ‘Review EDC workload’ is amber.
    - Action: The proposed action was agreed
  + 1.5.1 ‘Ensure social events planned in advance’. There are some future events planned. We now have an Events Manager working with us, which will help streamline future activities
  + 1.5.2 status is amber.
    - Action: SO to follow up with Georg
  + 1.6. Status across 1, 2 and 3 is red. Not as much progress as wanted has been made in this area. If we included this in newsletters and website. KC noted that the workload objective is good for the transformed charter objectives. 1.6.2. is also being reviewed at divisional level, so it would be great to see Paediatrics process to help inform this. This could be a good 'helping others' action
    - Action: BG to update intranet and include information about E&D Committee as a starting point.
    - Action: 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
    - Action: include questions about committee membership in staff survey
  + 1.7.2 status is red. We have looked at the mental health first aiders. We will look at doing this alongside bystander training. KC said this is being reviewed at Division level this year and a new initiative implemented. It may be possible to have trainers from within the department trained up.
    - Action: review possible training providers
  + 1.7.3 status is amber. This will be included in the 2023 staff survey.
  + 1.8.5 status is amber. We need to consider how to better relate staff interested in outreach with the Communications Officer.
    - Action: A Public Engagement Strategy for the department is being developed.
* Section 2
  + 2.1.3 status is red. Can be quickly turned green
    - Action: BG and CB to advertise PHD opportunities
  + 2.1.4. Status is amber, in process
    - Action: continue progress
  + 2.1.5. Status is amber. This is moving along.
    - Action: BG and CB to publish and advertise Staff Award scheme and Student Fee Support.
* Section 3
  + Section 3.1.1 status is amber. This is in progress and there is a commitment to this, so it can be changed to green as there is good progress.
  + 3.1.2 status is amber. Steps proposed to ensure we have positive confirmation that panel members have training. CW shared the plan is to include this on the recruitment request form, but also move to automated emails from SharePoint that would remind panel members if they need to refresh. The University recommends this is done every 3-4 years.
    - Action: 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.
  + 3.2.2 ‘Career development opportunities’ is amber. We include this in newsletters, but there is more to be done by sharing through social media and LinkedIn.
    - Action: share career development opportunities through social media and LinkedIn.
  + 3.4.1 is amber. This is in hand.
    - Action: We will conduct a survey within one research group, so we can then roll this out to others.
  + 3.4.2 is amber, intention is to roll that out this year.
    - Action: roll out this year.
* Section 4
  + 4.1.2 status is amber. This may need to be thought about outside of what HR can do. Currently there are no departmental initiatives. RS suggested discussing this at the next meeting, as increasing the number of fellows within the department and younger grant holders would be an excellent initiative.
    - Action: discuss at next meeting
  + 4.1.3 is amber. There is the opportunity for mock interviews, but there seems to be low uptake. RS suggested discussing at next meeting.
    - Action: ECR to canvas members of the group ahead of the next meeting
  + 4.2.2 is amber. CL is working on a report from 2021
    - Action: CL to finish report
  + 4.2.3 is amber.
    - Action: 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.
  + 4.2.4 is amber. This is currently a mentorship scheme, but this perhaps needs more promoting as uptake is low. Last year only one mentee was interested. There were 8 the year before, and these people are probably still within the department, which is positive. It sounds as though all who are interested in the scheme are able to access it.
    - Action: promote current mentorship scheme
  + 4.3.2 is amber. Is this something we want to take a closer look at? RS suggested it may be helpful for someone from the Admin team to sit in the ECR Committee.
    - Action: include for further discussion and focus in the next meeting.
  + 4.3.4 is red. This was discussed earlier
    - Action: CL to work with Khaya
* Section 5
  + 5.1.1 is amber.
    - Action: SO and GH are planning to bring forward a policy to the Management Meeting in June
  + 5.4.1 is amber. This is an ongoing process
  + 5.4.2 is amber. There are divisional led initiatives that look at addressing both these aims. We have identified the individuals. Once the Divisional policy is rolled out, HR can action this.
    - HR to action once Divisional Policy is rolled out
* Section 6
  + 6.1.1 is red. There is an interdepartmental mentoring scheme. KC suggested advertising the POD offering for mentorship of Support Staff. Publicising these could be an action towards achieving this objective
    - Action: SO to approach other departments to see if Paediatrics can get involved to broaden the mentoring network.
    - Action: include links to POD training in next newsletter: <https://pod.admin.ox.ac.uk/professional-services-mentoring-pilot>

<https://pod.admin.ox.ac.uk/careers-support-network>

* + It was agreed that ahead of each meeting some time would be set aside to review and update the RAG rating on the action plan document. At the next meeting the summary slide can be included. RS suggested we try this for the next meeting, and review how helpful it is and whether this is the most effective way to manage this. Other options would be to delay the intervals or share the task a little more.
    - Action: SO will take a lead in this
    - Action: move the action plan to the RAG template that KC shared
  + KC shared information about some helpful webinars and ideas re rag-rating. There will be a webinar that may be helpful later this year.

1. **Updates from Sub-Committees**

**4.1 Professional Support Staff Committee (PSS)**

* The PSS Committee has not met again, so there are not many further updates.

**4.2 Early Career Researchers Committee (ECR)**

* The ECR Committee met once since November.
* A seminar focussing on ‘teaching career’ is planned for next month.
* Grant application reviews are also offered, but uptake has been very low. To address this, CL, MM and BG are working on reviewing and updating the mailing list, to publicise these initiatives more.
* CL agrees that it would be helpful to have someone from the Admin team in the ECR Committee.
  + Action: This can form a part of the Committee discussion meeting.
  + Action: CL, MM and BG to complete review of ECR mailing list.

**4.3 Graduate Studies Committee**

**-** CR had to leave early, so this update will be included next meeting.

1. **Update from ongoing data collection plans**

* We are slowly gathering historic data to show the progress within the department.
* This is going to be a big activity over the next few months. RS wants to present some of this data at the next Management Committee meeting.
* Last time the question was raised as to whether a separate committee is needed who focus on Data Collection. This point was raised for discussion:
  + CW noted that most of the data comes from HR, so if there is a separate committee HR would form a large part of this. It would also be helpful to have someone from Grants, and Graduate Studies, as well as KC’s input on the data and progress.
  + RS noted that manipulation of the data requires advanced excel skills. KC noted this could be a professional development opportunity for a PSS member of the department.
  + It was agreed the group will be kept as it is for now. RS will present the data at the next Management Meeting. This output could then be shared as an example with the rest of the Committees to socialise this activity and opportunity to see if there is any interest in participating.
* Action:
  + RS, CW and KC to meet to discuss plans for this and review gaps

1. **Standing Items. Bullying and Harassment**

* Nothing to report on this. No cases have been raised, which is good news.

1. **AOB**

* CB raised a question from the student body re what training external supervisors receive. KC said there is one mandatory training offering for new supervisors, although this is for supervisors within the University rather than external. There are other sessions through EDU that we could as a department choose to make mandatory. KC could share a workbook for tracking training within the department. DV clarified that external supervisors do not currently have any training requirement.
* Currently the focus of this E&D group is on gender differences, we do need to also think about how we incorporate other diverse identities and groups in our decision-making and planning. This should be discussed within this group. It may be possible that things we have done to address gender differences could be applied to other groups.
* KC shared there is a new EDI hub on MS Teams. There will be a fortnightly newsletter that you can sign up to.

1. **Future Meetings**

* Tuesday 14 June, 9.30 - 11.30am
* Wednesday 5 October, 9:30 – 11:30am