

## Minutes - Equality and Diversity Committee Tuesday 14 June 2022

9.30 - 11.30am, Virtual Meeting MS Teams

### In attendance:

Chair: Caroline Hartley (CH), Acting Chair

Shaka Obhiozele (SO), Carlo Rinaldi (CR), Charlotte Walber (CW), Mary Macaulay (MM), Ben Gregorio (BG), Caitlin Beane (CB)

### Apologies:

Rebecca Slater, Chair (RS), Georg Holländer (GH), Dominic Tromans (DT), Cameron Baxter (CB), Delphine Vaneecke (DV), Katherine Corr (KC)

### **1. Agree Previous Minutes**

- Agreed.

### **2. Review of previous meeting's action log**

- Item 1. RS, KC and CW met to go through new standards of data for updated Athena Swan. What we have been doing needs some adjusting e.g. staff to be divided by grade, whether working clinically or not clinically.
- Item 2. SO discussed with Khaya Rowland.
- Item 3. A Data Collection Working Group is needed, with input from HR and possibly involving post doc/PhD students. Awaiting input from KC around type of data/figures needed.
- Item 4. RS contacted SO, meeting scheduled for next week.
- Item 5. ECR mailing list update has been updated.
- Item 6. Update of Committee members is in progress, HR have been working with BG to ensure intranet information is current and to obtain a current list of all committee members. Need to find a way of advertising committees and possibilities.
- Item 7. Discussed under Item 3 below.

#### Actions:

- o Item 1. KC and CW to meet to review staff data, July at the latest.
- o Item 1. KC to provide example of Oxford application under the new charter.
- o Item 2. CH to touch base with Khaya and progress.
- o Item 3. CW, CH and RS to meet later in June and discuss further, following KC and CW's meeting. CW to contact CH and RS once met with KC to arrange this. New Working Group will be advertised.
- o Item 5. HR to ensure process in place to ensure ECR list is up to date for new staff.
- o Item 6. BG to progress annual publicising of committee membership possibilities, around October in newsletter or Monday Morning Messages.

### **3. Brief of Action Plan RAG Progress (SO)**

- CW, BG and SO met last week to update the new spreadsheet with barriers, articulating some of the difficulties and resources that might be needed to overcome them. This is complete for section one, with more work needed on other sections.

- Actions from the last meeting have been included in the updated spreadsheet, so this is a live document. SO will update on a monthly basis.
- Staff survey tool (PCON) will give insight into progress against some of these objectives, which will aid ability to demonstrate success measures.
- Action 1.6. Discussed as it is currently all red.
  - o Change proposed to focus on process for departmental committees, rather than MSD committee nominations.
  - o SO proposes this be changed to amber as it is in progress.
  - o CH suggested MSD committees could be flagged in newsletters, but we can't influence membership.
  - o CH highlighted importance of surveying staff.
- Action 1.7. No indication from central University as to when this training might resume post-Covid. CW contacted the Bullying and Harassment team and is waiting for a response. If there are no central plans to resume this, the department should investigate alternative options.
- Action 2.1.3. Advertising PhD opportunities, which is still red. Since last year, PIs with open positions can advertise on paediatrics website. CR has discussed with CB the possibility of Find-a-PhD.com.
- Action 4.3. Are there any further ideas of how to best monitor success of ECRs applying to grants? CW unsure if the Grants Team track ECR/MCR distinction, potentially focussing more on male/female
  - o CH suggested Grants Team could use the ECR mailing list as a reference to cross check for ECR members
- Action 6.1 the PSS committee is investigating promoting mentoring options. They consider the MSD scheme is the best option to promote.
- Actions:
  - o SO, CW and BG to finish updating Action Plan.
  - o SO/CW to have staff survey implemented by next meeting, so that this new data can be fed into the Action Plan.
  - o SO to provide committee members with access to Action Plan.
  - o BG to promote mentoring across provided through the three sub-committees in the newsletter soon (Graduate Studies, ECR and PSS).
  - o Action 2.1.3. CR to discuss with CB the implementation of advertising on Find-a-PhD.com
  - o Action 2.1.3. CR to follow up with PIs to ensure they advertise possibilities on the Paediatrics website as a minimum.
  - o Action 4.3 CH to discuss with Grants Team use of ECR list to track grant application and success for these members.
  - o Action 1.7. CW and SO to investigate training options for department.

#### **4. Discussion of Committees within the Department**

- CH suggested it would be good to have different groups (e.g. ECR, Graduate Studies) represented on each of the committees, if they would like to be.
- Once we have the lists of the different committees that exist, with current members, we can work out what representation of graduate students and ECR members is. We may then want to advertise targeting each of these groups.

- CR suggested inviting one of the new Graduate Studies Committee members to join the E&D Main Committee.
- SO, CW discussed well-being. While this does not need to be a formal committee, but perhaps having a working group with individuals that can be contacted within the department. This might include existing mental health first aiders/bullying and harassment advisors, if they wish to be involved.
- Working groups and committees should be advertised together.

## 5. Discussion of 4.1.2, increasing PDR Uptake.

- HR held a focus group within the Wood Group. Responses highlighted barriers were:
  - o Simitive is not user friendly or easy to use.
  - o Busyness within teams means that line management isn't a priority.
  - o CH highlighted that Simitive doesn't remind managers of PDRs, which is not helpful.
- The current plan is as follows:
  - o Simitive will be updated to the next generation, which would make it more user friendly. This update should be complete September/October.
  - o Plan is to offer training to line managers in how to do PDRs over the summer.
  - o Groups will be encouraged to hold PDRs in September/October, making this a season of PDRs.
- CR and CH agreed that training would be useful, to help line managers maximise the benefit of PDRs for staff, making this a beneficial milestone.
- Other possibilities discussed
  - o CH suggested adding this to the staff survey – asking staff if they have had a PDR/if they would like one.
  - o CW mentioned HR could use SharePoint to remind staff to ask for a PDR.
  - o CW mentioned HR could arrange PDR meetings for staff/managers, as they do for probation.

## 6.1 Professional Support Staff Committee

- The committee has had some turnover.
- Question was raised about mid-year leavers and whether those opportunities could be advertised mid-year.
  - o CH agreed these openings should be advertised.
- Career opportunities are promoted on the intranet.
- Work on PDR is ongoing, as mentioned above.
- Work on the mentoring scheme is happening, as mentioned previously.

## 6.2 Early Career Researchers Committee

- Seminar series has continued, and has been going well. There is a seminar happening later this term.
- Mentoring scheme has been advertised again, but there was no new uptake. This may also have been due to the fact the ECR mailing list was not up to date.
- The committee plans to hold a social event. SO clarified that the department would want to support these sorts of activities financially.
  - o Action: CH and BG to advertise mentoring scheme again.

### **6.3 Graduate Studies Committee**

- Advertising meetings with DPhil students as well.
- New cohorts of students are asked about interest in mentoring, and they can be matched with ECR. CR does not have a way to track uptake on this.
  - o CH suggested running a small survey for feedback from those involved in the scheme.
- With move to IDRМ, CR plans to gather students within the IDRМ, e.g. a day where they present research.
  - o Action: CR to investigate how best to track uptake of mentoring scheme

### **7. Standing Items. Bullying and Harassment**

- CW contacted the central team and they have not reported anything for Paediatrics.
- Our advisors are not approached frequently, which is good.
- The advisors contact details are on the intranet, in the staff handbooks, and they are mentioned in inductions for new starters.
  - o Action: BG to include on the newsletter with regularity e.g. once a term. Same with the intranet and mental health first aiders.

### **8. AOB**

- No items raised.

### **9. Future Meetings**

- Wednesday 5 October, 9:30 – 11:30am