

SAT Working Group

Minutes | 10:00 – 11:00 Tuesday 3rd November

Present: Ian Mills (IM), Emily Hotine (EH), John Gilbert (JG), Jo Snoeck (JS), Nicky Iyer (NI), Jane Niederer (JN), Alastair Lamb (AL), Lisa Bjork (LB), Katherine Corr (KC), Emma Morris (EM) and Louise King (LK)

Apologies: Miriam O’Hanlon, Freddie Hamdy, Paul Johnson, James Fitzgerald and Regent Lee

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies

Agenda Item 2	Minutes of last meeting
	<p>LGBTQ+ policies and Intersectionality: This will remain ongoing. See previous minutes for more details.</p> <p>Grants Workshops: JG continuing to plan.</p> <p>Survey: Departmental survey is mostly drafted and question set has been approved by Katherine Corr. Survey should be ready to launch in October following final edits and checks. This survey also includes set of questions on mental health to be used as baseline data for mental health pilot project. CE suggested including students in survey. EH to look into this.</p> <p>Impacts of Covid-19: Suggestions are still welcome – SAT to send to KC</p> <p>Diversity Fund/Outreach: Application to Diversity Fund was submitted but unsuccessful. Planning to take the outreach expansion forward without the video series. Pick up again around October time. EH will be speaking to Daisy Hung about this 30/09.</p> <p>Mentoring/reverse mentoring: Mentoring has been delayed due to situation in Oncology. Hoping for a launch in early 2021. EH still needs to reach out to BAME network about discussion panel on race within the university/research before presenting to Exec. EH will also find information of contact who ran reverse mentoring in another university.</p>

	<p>Race: EH to run race forum in department. EH will also continue looking into REC and other race initiatives and policies in the University.</p>
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Agenda Item 3	Action Plan Update
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	<p>EH informed the SAT that the action plan is being updated in the process of applying for award extension to cover the extra year of validity. This action plan is mostly finished and will be send before the end of September. SAT to look through the action plan and input any comments or feedback. EH to submit request for extension with updated action plan by 30/09/2020.</p> <p>EH also informed the SAT of actions that have been removed as they haven't been effective (e.g. women in science group) and actions that have been expanded (e.g. mental health awareness). EH informed the SAT that there is a possibility that Advance HE will be asking departments what they have done to support staff in the pandemic, so the department will be keeping track and continuing to work on this.</p> <p>Another action that has been expanded has been the movement of the intranet from SharePoint to the NDS website. This will take several months and will be a large task.</p> <p>Supporting researchers towards URL and associate professor applications: JG discussed the success of the panel set up to support applications, but noted the lack of applications from female staff. There aren't many female members of staff in a position to apply for these titles. JG noted that the department isn't getting female staff to this position often enough and questioned why this is happening and what is causing women to drop out of the pipeline at this stage in their careers.</p> <p>IM noted that the stage of applying for URL/professorships is a late one in a person's career and suggested PIs work to support their researchers in applying for more resources and build relationships to help them get to a point of making a competitive application. IM also noted that the uncertainty that accompanies a career in research can impact researchers' decisions to stay in the field or move on. IM noted the importance of mentoring in tackling this problem.</p> <p>IM also mentioned the importance of researchers establishing networks that allow them to collaborate and confirmed that a researchers' away day could be a suitable place for discussions about collaboration and networking. IM also mentioned that there's a possibility that some researchers may not have as much awareness of the steps they would need to take to get to a stage of putting in a competitive application.</p>
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Agenda Item 4	Update: changes to NIHR funding requirements
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	Due to time, this item will be carried over to the next SAT meeting.
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Agenda Item 5	Proposed new line manager training package
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	EH discussed a training package for PIs/line managers that would take place over the course of a day. The day would include "core" modules on performance management and management fundamentals, along with another module of their choice that focuses on topics such as mental health, gender, race, LGBT+ etc. This "elective" module would come with a required number of hours, a series of
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	<p>recommended courses and reading materials. The hope is that this training package would create a cohort of line managers who collectively have the knowledge needed to create an inclusive workplace. Line managers would be able to advertise their area of expertise and act as a source of knowledge for their colleagues and would hopefully share their knowledge amongst other senior members of staff.</p> <p>Barriers to the training include finance, uptake, investment from senior leadership and ensuring line manager development is ongoing and not a one-off annual event. AL highlighted the importance of knowing how the training would be hosted and by whom. EH expressed that POD is available as a resource, but that external trainings may be preferable for the “core” modules. EH then noted that the “electives” would be run by external figures, e.g. Mental Health First Aid England. IM mentioned some institutions setting entry requirements for certain roles, although that may not be entirely suitable to do in the department. Multiple members of the SAT noted the importance of having the trainings run externally.</p>
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Agenda Item 6	AOB

	Actions for SAT Working Group	Decision / Outcome
Previous actions	<ol style="list-style-type: none"> 1. EH to look into intersectional policies and best practice (eg from EDU website) to incorporate into department 2. EH and JG to continue working on LGBT+ policies within the department, looking at University and wider guidance for information 3. JG to continue planning and organization grants workshop/series and to contact IM and CE to support 4. SAT to review department’s strategy for engaging undergraduates through placements in new academic year 5. EH to look into drafting departmental survey on impact of COVID with help from KC. 6. All: send any feedback to KC regarding the challenges being faced by staff during the pandemic and what the University/division can do to reduce certain staff (eg female staff, carers) from experiencing an additional disadvantage over other staff members during the pandemic 7. EH to approach BAME network to see if there would be any interest in getting involved with a variation of the reverse mentoring scheme. 8. EH to present reverse mentoring idea to Exec Committee 9. EH to approach the person who launched/ran reverse mentoring scheme within The University of Reading for advice. 10. EH to get in touch with Daisy Hung who has previously ran secondary school projects for advice on new outreach project 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 4. EH to review in new academic year 5. Draft is almost complete – aiming to launch October 2020 6. Ongoing 7. Still to do 8. Still to do 9. Still to do 10. Booked for 30/09 11. Application was submitted in July but was unsuccessful. Outreach project will go ahead without the video series (workshops only) 12. Done – these questions have been included in the departmental survey 13. Ongoing.

	<ol style="list-style-type: none"> 11. EH/KC to discuss the Diversity Fund application further so that it is tailored to outreach idea. Deadline for application is 24th July 2020. 12. EH/KC to discuss a survey to collect baseline data for mental health pilot project 13. EH to look at University REC action plan with a view to expanding department's support for BAME staff 	
To be discussed at next SAT (new actions)	<ol style="list-style-type: none"> 1. SAT to review department's strategy for engaging undergraduates through placements in new academic year 2. EH to look into including students in survey and launch in October 3. EH to approach BAME network to see if there would be any interest in getting involved with a variation of the reverse mentoring scheme. 4. EH to present reverse mentoring idea to Exec Committee 5. EH to approach the person who launched/ran reverse mentoring scheme within The University of Reading for advice. 6. SAT to review action plan and add comments/feedback 	

	Actions for other committees or Management Board	Decision / Outcome

	Date of next meeting
	Tuesday 3 rd November 2020 10:00-11:00