

SAT Working Group

Minutes | 14:00 – 15:00 Tuesday 14th July 2020

Present: Claire Edwards (CE), Ian Mills (IM), Emily Hotine (EH), Gemma Horbatowski (GH), Katherine Corr (KC), Fadi Issa (FI), John Gilbert (JG), Jo Snoeck (JS), Nicky Iyer (NI), Jane Niederer (JN) and Regent Lee (RL).

Apologies: Emma Morris, Alastair Lamb, Miriam O’Hanlon, Lauren Morgan, Freddie Hamdy, Paul Johnson, James Fitzgerald and Louise King.

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies

Agenda Item 2	Minutes of last meeting
	<p>AP/URL Applications: EH forgot to mention in the last meeting that the deadline for AP/URL applications would be published. This was actioned by LK in the departmental Bulletin and since then successful outcomes have also been announced.</p> <p>LGBTQ+ policies: EH and JG are still looking into intersectional policies and examples of best practice that NDS can adopt – this will remain ongoing. EH and JG are also discussing ideas around specific LGBTQ+ policies such as; promoting LGBTQ+ role models and allies in NDS, publicising detailed guidance for trans staff and students, as well as how to incorporate appropriate bathroom plans in the NDS refurbishment. EH and JG are looking at the wider University guidance and policies and discussing how this could be incorporated into NDS – this will remain ongoing.</p> <p>Intersectionality: EH stated that she is looking at the EDU site for guidance and generic best practice on intersectional policies and data gathering. Many departments are finding it hard to know how to address this at a departmental level. JG mentioned that we will incorporate data gathering on staff with mental health conditions as part of the ‘Mental Health Pilot’ we are running with Mark Bellamy, although staff won’t be obliged to disclose those conditions and staff may remain anonymous. EH offered that we need to use Outreach activities to target specific groups in NDS, and need to focus on including intersectionality approaches in all NDS policies.</p>

	<p>Coaching: EH announced that first sessions of coaching for all NDS staff and students are now subsidised by the Department. There has now been some uptake and Mark Bellamy will be able to feedback to the SAT on the gender split of those taking up coaching.</p> <p>Grants Workshops: EH/JG confirmed there is a plan to launch a series of online lectures and a workshop on how to successfully write grant applications in MM Term. JG said that the workshop would include input from 2 successful fellowship applicants. JG has also provided EH with a full list of successful grant holders.</p> <p>CE/JG discussed that there is not enough holders of non-clinical fellowships in NDS, so we will need to approach people from outside of the department to offer advice/insight in this area. CE suggested John Christiansen from the Botnar and IM suggested Eileen Parkes from Oncology. CE & IM also offered to be available for input on applications and approaching people to speak at the lecture series.</p> <p>Undergraduate career progression: not much progress has been made on this. SAT will need to review again in new academic year.</p> <p>Impacts of Covid-19: CE asked KC if we are currently gathering data on the impacts of Covid-19 at a Departmental level or just divisional. If just Divisional, will this be enough to inform our Silver application and action plan? KC informed SAT that Division have run a survey for research staff only but this is a very narrow approach. There are no Divisional plans to survey all staff. EH/KC to discuss running a survey just for NDS staff to assess impact of Covid-19 and the responses taken by the department. EH to start working on specific questions. EH mentioned that it still stands that members of the SAT could still feedback to KC any ideas/suggestions we have on how to collect intersectional data relevant to the department and our Silver application/action plan – SAT to feedback to KC.</p>
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Agenda Item 3	Action Plan Update
	<p>Mentoring: EH informed panel that we are partnering with Oncology on relaunching an inter-departmental mentoring scheme. Oncology have successfully ran this for the past 12 months so we can use all of their resources and rebrand for NDS staff. EH/GH have arranged with Clare Wakeham from POD to deliver a launch event on Friday 2nd October 2020 for all NDS/Oncology Staff to attend. Will likely be virtual. EH/GH will target specific NDS staff to attend in the capacity of mentors. We have application forms ready and the process will open for people to apply straight after the launch event. There will then we a panel where mentors and mentees will be matched together.</p> <p>JG asked if we could get someone to come into the department to launch/give a discussion on reverse mentoring. EH stated that there had been little uptake for reverse mentoring. JG offered that is may be due to people not fully understanding what it is, or what it involves. EH suggested we take a ‘panel approach’ discussion where people offer their experiences on it.</p> <p>EH – to approach BAME network to see if there would be any interest in getting involved with this. IM – suggested presenting ideas on reverse mentoring at the next NDS Management Committee meeting.</p> <p>EH – as University has never attempted this before, will need to approach the person who launched/ran it within The University of Leicester for advice.</p> <p>Application to Diversity Fund for Expanding Outreach: EH informed SAT that the Outreach Working Group have noticed when reviewing applications for the ‘Work Experience Programme’ that applications received from state school applicants tend to be of a lesser quality than those submitted</p>

by public school students. EH wants to apply for a grant from the Diversity Fund to be able to offer workshops to local state schools on how to write applications for work experience and University places. Could be rolled out nationally if successful. CE asked if this will be held virtually, especially with the challenges faced getting into schools in the current climate of Covid-19. EH agreed it would have to be held virtually at least in the short term.

RL asked what level of students this would be pitched at. EH suggested it would be sixth form students who are considering what Universities to apply for and also need work experience placements to strengthen their applications. RL suggested that we ask NDS staff if any of their family members work in local schools as we could then gain access/promote our services more easily.

KC suggested that EH get in touch with Daisy Hung who has previously ran secondary school projects.

IM asked what EH had noted to be the specific differences/issues with state school applications. EH suggested that it was: proof-reading errors, less evidence of pre-existing knowledge, less focus on NDS as a specific host department and use of less sophisticated language. IM suggested we need a multi-dimensional approach to tackle this. CE/JN suggested we also need to offer students help with in-person interview skills and techniques.

RL asked if we track work experience students post-placement to gather data on their career choices. EH suggested we need to start contacting them after 2/3 years with a short follow-up to see if input from NDS interventions has influenced their University/career outcomes.

EH also suggested we could put together a video series of BAME/disabled staff etc. to discuss their experiences and be role models for the workplace.

EH/KC to discuss the specifics of the grant application further so that it is tailored to outreach idea. Deadline for application is 24th July 2020.

Mental Health Pilot: EH informed SAT that the 'Mental Health First Aid' training is running next week. Uptake from the department has been high and all places are fully booked.

In terms of the Mental Health Pilot with Mark Bellamy, the project team are focusing on introducing specific policies in NDS as well as raising awareness of Mental Health in NDS in order to influence a culture shift and reduce stigma surrounding Mental Health. The team are also looking at ways to train managers so that they can better and more confidently support their staff experiencing mental health issues. EH informed that SAT of the plan to run a 'Training Away Day' for line managers, where they will all be asked to become an expert in one field relating to mental health. They can then share their knowledge and experience with other managers when needed.

EH is currently compiling different toolkits from mental health charities. There is currently no timeline to roll this out to the department.

JG asked if we have an issue collecting baseline data. EH answered yes, this is an ongoing issue made harder in the current pandemic circumstances. **EH/KC to look into surveys** that we could use on NDS staff to gather such data. JG asked how we could encourage NDS staff/students with mental health issues to engage with our initiatives when they haven't been able to come forward previously. EH stated that we need to focus our efforts into de-stigmatising mental health issues in NDS and changing the culture for the better.

Agenda Item 4	Black Lives Matter: supporting racial and ethnic equality within the department
	<p>EH put it to the SAT asking for input on what we could do to further help support racial and ethnic equality in the department. EH suggested that we could organise a series of focus groups inviting all staff members to offer their current perceptions of racism and inequality in NDS.</p> <p>RL informed SAT that he is planning to run the next issue of the JNDS as a highlight of BAME surgeons, presenting their successes and diversity. EH/RL suggested they could also ask BAME members of NDS to write articles or be interviewed for future journal issues.</p> <p>EH suggested that we could launch a fund to aid BAME staff/students in attending conferences. Similar to the 'Returning Carers Fund' which targets staff members returning from family leave.</p> <p>JN/EH asked if there was any data available about the number of BAME applicants we receive for our vacancies vs. how many roles are offered to them. GH stated that BAME applicant data is gathered at by the central EDU team but not released to departments. KC offered that race recruitment data at a University-wide level can be found within the 'Race Equality Charter' (REC). The EDU is looking into ways of being able to release this at a Departmental Level if the data can meet specific anonymity thresholds.</p> <p>EH stated that we need to start looking into advice/policies/best practice at a more generic level – possibly informed by the REC and then the SAT can start tailoring ideas into a specialised departmental approach.</p> <p>CE gave input that we need to change the perception of NDS and surgical departments in general. Outsiders may still see us as an 'old boys club', whereas we need the message to be that we are inclusive and provide equal opportunities if we are to increase our number of BAME applicants.</p> <p>EH stated that if the SAT have any more ideas surrounding the Black Lives Matter action point then they can be emailed to her directly.</p>

Agenda Item 5	Proposed new line manager training package
	The SAT meeting overran so Agenda Item 5 – Proposed new line manager training will be carried over to next SAT meeting.

Agenda Item 6	AOB
	<p>CE added that when we expand our Outreach programme into local/national schools, we need ask students directly and gather data on 'why they think studying at Oxford is not suited to them?'. KC mentioned that she will be in touch with EH and KC soon to discuss comms around staff data. We need to encourage NDS staff to update their personal data on HR Self-Service as there is currently a mismatch/missing data between what is listed on HR Self Service and what is held centrally in EDU equality questionnaires provided at the recruitment stage.</p> <p>KC also mentioned that Equality & Diversity comms will soon be moving to a Microsoft Teams channel so that University staff can interact more and it will facilitate more 2-way conversations.</p>

	Actions for SAT Working Group	Decision / Outcome
Previous actions	1. EH to send out call for volunteers to new Fellowship applications group	1. Done – panel has been assembled

	<ol style="list-style-type: none"> 2. JG to send EH a list of successful grant holders 3. EH to look into intersectional policies and best practice (eg from EDU website) to incorporate into department 4. 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 5. EH and JG to discuss the department's provision for LGBT+ staff 6. EH to contact EDI leads in other departments to gain more ideas about their intersectional policies 7. EH to put out call for volunteer "reverse mentors" 8. EH to look into increasing the department's contribution towards coaching sessions for those with clinical responsibilities and postdocs 9. JG to run grants workshop virtually in Michaelmas term 	<ol style="list-style-type: none"> 2. Done – list was used to approach fellowship panelists 3. Ongoing 4. Ongoing 5. Ongoing 6. Done – most departments are facing similar struggles. Next step will be to find examples of best practice that are not department-specific 7. Done – next step will be to approach staff BAME network 8. Done – NDS now subsidises the full cost of the first session for all students and members of staff 9. Ongoing
<p>To be discussed at next SAT (new actions)</p>	<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 	

	<ul 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 	
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	Actions for other committees or Management Board	Decision / Outcome
	Present ideas surrounding 'reverse mentoring' to NDS Management Board for their insight/approval.	

	Date of next meeting
	Wednesday 23 rd September 2020