

SAT Working Group

Minutes | 10:00 – 11:00 Friday 22nd May 2020

Present: Claire Edwards (CE), Louise King (LK), Ian Mills (IM), Emily Hotine (EH), Gemma Horbatowski (GH), Katherine Corr (KC), James Fitzgerald (JF), Fadi Issa (FI), John Gilbert (JG), Jo Snoeck (JS)

Apologies: Jane Niederer, Emma Morris, Nicky Iyer, Regent Lee, Alastair Lamb, Miriam O’Hanlon, Lauren Morgan, Freddie Hamdy

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies

Agenda Item 2	Minutes of last meeting
	No comments on minutes

Agenda Item 3	Update: Athena SWAN independent review report response and extension
	<p>KC gave an update on the response to the independent review. The review came up with recommendations on how to improve the Athena SWAN process by making it less burdensome to departments. The first and only change implemented so far has been the immediate extension of the length of awards from 4 to 5 years. This needs to be requested. There has since been contradictory advice from Advance HE, so the University is asking departments to pause the process of making this request until they can clarify some points. Extension requests are required 2 months before the deadline of the current award, so KC recommended the department start looking at the action plan and adjusting it to keep it up-to-date and account for an extra year of activity. There has also been discussion by Advance HE about a central database for HESA data, which could impact the department with regards to shared staff. There was also discussion of splitting the professional and support staff out and create a new charter. There’s also going to be a more intersectional approach, which may be challenging because the department cannot access intersectional data due to privacy concerns. KC recommended that while the University works to overcome these challenges over the summer, the department should look to EDU website for best practice for trans staff and other intersectional policies. For now, Advance HE appears to be rolling changes out one at a time.</p>

	<p>KC raised issues of lower publication rates amongst female academics and childcare burden being disproportionately experienced by female staff. KC has requested feedback from departments about what the University could put in place to support staff who may be disproportionately affected by the pandemic. Feedback can be emailed to her. KC also mentioned that case studies would be useful in assessing individual impact of pandemic.</p> <p>EH confirmed that NDS will be requesting the extension and that she will continue to draft the request letter and will send it once University gives the green light.</p>
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Agenda Item 4	Updating the action plan
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	<p>EH discussed opportunities over the coming year and which actions would need to be postponed due to the pandemic and what new areas/actions could be tackled with the extension:</p> <ol style="list-style-type: none"> 1. Intersectionality. EH discussed the difficulty of data collection in areas such as race because the data sets are smaller than with gender and so the department does not hold that data due to privacy. She stated that she would look into best practices for LGBT+ staff, trans staff, disabled staff etc. 2. Mentoring. We have been looking into relaunching the department’s mentoring scheme. EH said we could use the next year to try to implement a more innovative scheme, eg sponsorship, rather than relaunching with an outdated model. EH also mentioned reverse mentoring, where a junior member of staff (potentially someone who is non-white, female, or has a disability etc) and would “mentor” a senior member of staff to share their experience and make the challenges faced by these workers more known. One barrier to this scheme would be the size of the department and how the department would request and recruit mentors. EH mentioned the various staff networks (eg the disabled staff network) and potentially approaching them for volunteers. CE raised the point of the limited impact as this approach would “mentor” one person at a time. There was discussion of a wider-reaching approach through a series of blog posts/talks from volunteers/”mentors”. This would depend entirely on whether volunteers would feel comfortable having these discussions in a more public way. EH will put calls out for volunteers to see what the uptake might be and what those volunteers would potentially feel comfortable doing. 3. Workload modelling. This has challenges in traditionally being viewed with suspicion by staff. This wouldn’t be done during the pandemic due to the unusual nature of work within the department and the stress that staff is experiencing. This would need to be done for 2021 instead and would hopefully understand the apparent disparities in workload between male and female academics. 4. Intranet re-design. This is underway already and the additional year may allow this to be completed before the renewal deadline. <p>EH also updated on the departments’ work with regards to COVID:</p> <ol style="list-style-type: none"> 1. Creation of Slack. We have evidence from the Q&A poll to justify its creation, but it won’t feature prominently in the submission. 2. Creation of health and wellbeing webpage. This was essential to the department but won’t feature prominently in the submission. 3. Subsidised coaching sessions. Uptake has been low, so EH will investigate increasing the department’s contribution to the cost for postdocs and staff with clinical responsibilities. If we can improve uptake in early career researchers, this could be used in the submission. 4. Line managers’ support forum. Well attended and gave some data that can be used to inform actions going forward. Another forum will be held in the future to assess the success of those actions.
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	<ol style="list-style-type: none"> 5. Q&As have been well-attended and allowed us to gain data from staff that can be used in the submission. 6. Wellbeing surveys. This will serve as baseline data that can be used to assess the effectiveness of actions. This can be used in the submission as we've identified a lower engagement in men with their wellbeing, so we can work to improve this and include it in the renewal. <p>Not all of the COVID-related actions will be relevant to the submission, only the gender-centric/intersectional ones.</p> <p>JG mentioned the action plan point of doing grant application workshops, which have been challenging to run due to the spread of staff over various sites. He intends to run a workshop in Michaelmas term virtually.</p>
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Agenda Item 5	AOB
	No comments

Agenda Item 6	Actions for SAT Working Group	Decision / Outcome
	<ol style="list-style-type: none"> 1. EH to post link to Athena SWAN independent review report and update when new information is released 2. EH to speak with JS about structuring regular messages to the department 3. EH to look into setting up support channels for department on Slack 4. EH to send out call for volunteers to new Fellowship applications group 5. JG to send EH a list of successful grant holders 6. EH and JS to work through SAT recommendations regarding undergraduate placements and devise new strategy for encouraging undergraduates to pursue career in surgical sciences <ol style="list-style-type: none"> 1. EH to look into intersectional policies and best practice (eg from EDU website) to incorporate into department – NEW 2. 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 - NEW 3. EH and JG to discuss the department's provision for LGBT+ staff – NEW 4. EH to contact EDI leads in other departments to gain more ideas about their intersectional policies 5. EH to put out call for volunteer "reverse mentors" - NEW 6. EH to look into increasing the department's contribution towards coaching sessions for those with clinical responsibilities and postdocs - NEW 	<ol style="list-style-type: none"> 1. Done 2. This is being done and is ongoing 3. This has been done, although uptake is lower than desired 4. Still needs to be done and will be done by next SAT meeting 5. Still needs to be done and will be done by next SAT 6. Ongoing

	7. JG to run grants workshop virtually in Michaelmas term - NEW	
To be discussed at next SAT	1. LK to announce the deadline for Associate Professorships and URLs in the Bulletin and the formation of the panel to assist with the applications	1. We have not been notified yet when the exercise is due to commence.

	Actions for other committees or Management Board	Decision / Outcome
	No action points.	

	Date of next meeting
	Tuesday 14 th July 2pm