

EDI Committee

Minutes | Wednesday 3rd November 2021 14:00-15:00

Present: Emily Hotine (EH), John Gilbert (JG), Claire Edwards (CE), Eleanor Wilson (EW), Liset Pengel (LP), Regent Lee (RL), Martin Gillies (MG), Fadi Issa (FI), Jane Niederer (JN), Dimitrios Doultinos, Sue Patchett (SP), Gemma Horbatowski (GH)

Not Present: Gurdeep Mannu (GM), Jo Snoeck (JS), Lisa Bjork (LB), Katherine Corr (KC), Odette Dawkins (OD)

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies
	<ul style="list-style-type: none"> EH welcomed Dimitrios (DD), who has newly joined the EDI Committee
Agenda Item 2	Minutes of last meeting
	<ul style="list-style-type: none"> Minutes of the last meeting were finalised
Agenda Item 3	New Action Plan Prioritisation
	<ul style="list-style-type: none"> EH informed the EDIC that the most highly prioritized actions (according to the EDIC poll sent out a week prior) were: <ul style="list-style-type: none"> Line manager training package – EH said that the demand for this provision is clear even in applications to the mentoring scheme. EH, DD and GH will begin the work of figuring out which training provider to use and designing the training package. We will only be able to test one at a time due to budget. Early- and mid-career researcher support – JG gave an update on the fellowship panel. Main barrier has been increased demand on IM’s time due to new responsibilities. There are also some concerns over demand. CE, RL and DD volunteered to support, with CE acting as new academic lead for the panel. Next step is to organize the next panel meeting, which JG will do. JG highlighted the importance of having early career researchers involved in the action, EH and GH will discuss clinical ECRs to approach.

	<ul style="list-style-type: none"> • CE asked if there were intentions to involve others outside of the EDIC in implementing the action plan. EH said there were, particularly via relevant committees.
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Agenda Item 4	Workload allocation and task management
	<ul style="list-style-type: none"> • EH informed the EDIC that they would be trialling Planner as a way to manage the implementation of the action plan. • Planner allows members of the team to create ‘buckets’ (projects) where tasks can be added and assigned to team members. Deadlines can also be set. People can also communicate about the actions through the comments. • The planner schedule can be integrated into your Outlook Calendar. EH has created a guide on how to do this, which will allow you to see your upcoming task deadlines in your diary. • You can add anyone in the university to the plan, and they will be able to see the entire plan, so please be careful of this and ensure you have the right person before assigning a task to them • EDIC members are free to continue exploring Planner until Friday 11th March – feel free to create and assign tasks and set deadlines for EH until then. • EH stressed that being allocated a task (or deadline) is not set in stone. EDIC members are always welcome to reject a task or change a deadline based on their availability.

	Actions for EDIC	Decision / Outcome
Previous actions	<ol style="list-style-type: none"> 1. EH will send final draft to KC on Friday 10th November 2. All members to send person summaries to EH by Friday 10th November 3. EH will arrange meeting with HR to discuss B&H actions and other HR-related actions 4. EH will contact members of EDIC to discuss timescales and time commitments of actions they’ve volunteered for 5. EH will contact other committees for their support with relevant actions 	<ol style="list-style-type: none"> 1. Complete 2. Complete 3. Complete 4. Timescales are going to be decided on an ongoing basis based on member workloads 5. EH will contact relevant committees as each action begins
To be discussed at next SAT (new actions)	<ol style="list-style-type: none"> 1. EH and GH to discuss clinical early career researchers to approach for support with grants panel (AP2.6) 2. JG & EH to expand AP2.6 to include support for researchers after an unsuccessful application 3. JG to organize next panel meeting 4. EH to investigate companies offering line management training that are recommended by others in the University 5. EH & DD to discuss which company to engage in creating line manager training package 6. EH to advertise researcher career conference 	

	Actions for other committees or Management Board	Decision / Outcome

	Date of next meeting
	Wednesday 11 th May 10:00-11:00