

EDI Committee

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

Present: Emily Hotine (EH), John Gilbert (JG), Jo Snoeck (JS), Claire Edwards (CE), Odette Dawkins (OD), Eleanor Wilson (EW), Liset Pengel (LP), Regent Lee (RL), Lisa Bjork (LB), Katherine Corr (KC), Martin Gillies (MG), Fadi Issa (FI)

Not Present: Gurdeep Mannu (GM), Sheba Ziyenge (SZ), Susan Patchett (SP), Alastair Lamb (AL), Ian Mills (IM), Jane Niederer (JN)

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies

Agenda Item 2	Minutes of last meeting
	<ul style="list-style-type: none"> • EH reported the bullying and harassment results to the MEB • No news on the mock panel yet, but the submission is continually being written and a final draft is due Friday 10th November

Agenda Item 3	EDI Committee membership table: person summaries
	<ul style="list-style-type: none"> • EH asked every member of the EDI Committee to draft a short (1 or 2 sentences) summary to be included in the membership table in the Athena Swan submission. • EDIC members are also asked to confirm the name and gender they'd like to appear in the table, as well as their job title and working pattern (part-time/full-time). • Summaries are intended to give the panellists an understanding of each member's personal perspective and how they represent others in the department. This could include information on your working pattern, caring responsibilities or other boards/committees you serve on that are relevant to EDI. • EDIC members should aim to submit their summaries to EH by Friday 10th November. Please speak to EH if you need further guidance or would like to see an example.

Agenda Item 4	New action plan drafting
	<ul style="list-style-type: none"> • The committee went through the action plan and members volunteered to work on actions that they were most interested in. • Any committee members not present are asked to review the posted editable action plan and volunteer for at least one action to work on. You will not be the only person working on an action. • EH will contact members of the EDIC to discuss timescales and time commitments (which are flexible) for actions. • The EDIC then drafted further actions to address LGBT+ support provided in the department, bullying and harassment and line manager training options. • OD emphasized the importance of treating bullying and harassment as distinct, as they are handled through different processes. She also raised the importance of considering B&H committed by non-line managers. • CE raised questions about actions the department can take against those who have been found to have bullied and/or harassed members of staff. EH will discuss these options in more depth with HR and JS.

	Actions for EDIC	Decision / Outcome
Previous actions	<ol style="list-style-type: none"> 1. EH will share B&H report with MEB 2. EH will review added actions and incorporate into the new action plan where possible 	<ol style="list-style-type: none"> 1. Complete 2. Complete
To be discussed at next SAT (new 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 	

	Actions for other committees or Management Board	Decision / Outcome

	Date of next meeting
	TBD