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EDI Committee

Minutes | Wednesday 8th February 2023 13:00-14:00

Present: Fadi Issa (FI), Emily Hotine (EH), Jo Snoeck (JS), John Gilbert (JG), Eleanor Wilson (EW), Gurdeep Mannu (GM), Lisa Bjork (LB), Claire Wheeler (CW), Martin Gillies (MG), Claire Edwards (CE), Jane Niederer (JN), Odette Dawkins (OD), Regent Lee (RL), Alice Guazzelli (AG)

Not Present: Alastair Lamb (AL), Ian Mills (IM), Katherine Corr (KC), Dimitrios Doultsinos (DD), Sophia Abusamra (SA)

Location: Microsoft Teams

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| **Agenda Item 1** | **Welcome and Apologies** |
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| **Agenda Item 2** | **Minutes of last meeting** |
|  | * Discussion of line manager training package to be including in next EDIC meeting agenda. Anyone wanting to see the example e-module from People Unboxed to contact EH. * Minutes of the last meeting were finalised. |

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| **Agenda Item 3** | **Updates – line manager training package** |
|  | * Quote received from People Unboxed, including example e-module * E-module and quote has been sent to staffing committee. Anyone wanting to see the example e-module from People Unboxed to contact EH. * Discussion of line manager training package to be including in next EDIC meeting agenda. |

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| **Agenda Item 4** | **Review of new ADR form** |
|  | EDIC reviewed ADR form and gave comments belowQuestions  * Rephrase Q11: “What skills/strengths have enabled you to do your role effectively over the last year?” * Rephrase Q13: “What support/resources could help you overcome such challenges in the future?” * Change Q18 answer options to yes/no * Split Q24 to address department and line manager support separately * Rephrase Q28: “My clinical and academic responsibilities are well-balanced” * Add researcher Q: “My time is well balanced between my research and my other work-related responsibilities”  Structure  * Several significant branching issues (entire questions missing for all respondents). EH to fix * Move Qs 20-24 into all-staff section * Move mentoring questions to later in form * Move citizenship questions to later in form * Flag regrading for postdocs in resource pack for line managers * and provide further support needed.   EH encouraged EDIC to send suggestions for questions that can be removed to cut the form down. |

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| **Agenda Item 5** | **AOB** |
|  | No other business. |

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|  | **Actions for EDIC** | **Decision / Outcome** |
| Previous actions | 1. EH to check with JS that peer supporter trainings could be covered by Training Fund 2. EH to look into encouraging academics to sign onto individual MHFA courses 3. KC to send EH returning carers’ fund report 4. JG to advertise grants panels in bulletin, at Away Day and through individual interactions with researchers 5. EH to email mentors with panel information 6. EH and JG to discuss monitoring and feedback for panels 7. FI to talk to Exec about highlighting 10 days personal development for researchers, grants panels and PDR uptake 8. EH to form line management training working group 9. EH to create line manager toolkit/promote existing toolkit from University. 10. EH to look into PDR/CDR action and add to agenda for next EDIC meeting 11. JS and EH to discuss consulting staff on changing core hours 12. EH to organise consultation with staff on FT contracts 13. EH to reach out to Monica Dolton about Women in Transplantation network and creating network for female academics and researchers in NDS 14. DD to send EH details on women and career development panel | 1. Complete – peer supporter trainings are covered 2. Ongoing 3. Incomplete 4. Panels not yet organised – roll to next meeting 5. As above 6. Feedback form drafted. EH to finish infosec work 7. Complete 8. To be discussed at next meeting 9. Ongoing |
| To be discussed at next SAT (new actions) | 1. EH to bring MHFA training to Exec and circulate experience of existing academic MHFA(s) 2. JG to organise year of grants panels and advertise in bulletin, at Away Day and through individual interactions 3. EH to complete GDPR and information security work on grants panel feedback forms and email panels to mentors when organised 4. CE to send EH examples of citizenship activities from AP criteria 5. EH, JS and HR team to implement EDIC feedback on ADR form 6. EH, JS, HR team and OD to begin creating resource pack for ADR 7. EH to fix branching and structural issues with ADR form 8. EH to double check responsibilities to DPhil students under Concordat 9. AG to send EH Edinburgh PDR |  |

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|  | **Actions for other committees or Management Board** | **Decision / Outcome** |
|  | * EH to report to Events Committee the feedback around staff wanting more social events. |  |

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|  | **Date of next meeting** |
|  | Wednesday 15th March 13:30-14:30 |