

# EDI Committee

## Minutes | Wednesday 8<sup>th</sup> September 10:00-11:00

Present: Emily Hotine (EH), John Gilbert (JG), Eleanor Wilson (EW), Gurdeep Mannu (GM), Jo Snoeck (JS), Lisa Bjork (LB), Katherine Corr (KC), Odette Dawkins (OD), Regent Lee (RL), Martin Gillies (MG), Fadi Issa (FI), Dimitrios Doultinos (DD), Alice Guazzelli (AG)

Not Present: Claire Edwards (CE), Liset Pengel (LP), Jane Niederer (JN), Alastair Lamb (AL)

Location: Microsoft Teams

<b>Agenda Item 1</b>	<b>Welcome and Apologies</b>
	<ul style="list-style-type: none"> <li>EH welcomed Alice to the meeting, who was joining to observe.</li> </ul>
<b>Agenda Item 2</b>	<b>Minutes of last meeting</b>
	<ul style="list-style-type: none"> <li>Minutes of the last meeting were finalised. EH updated EDI on previous actions, all of which were completed</li> </ul>
<b>Agenda Item 3</b>	<b>Updates: Academic Lead position, mentoring training, departmental survey and Mental Health First Aid Training</b>
	<ul style="list-style-type: none"> <li>EH informed the committee that she had devised the application questions for the Academic Lead role and reviewed the JD with HR. The post is now recruiting and will close on 16<sup>th</sup> Sept. Panel to take place towards the end of the month and will include internal and external assessors. CE will not be on panel and has instead been posted as a point of contact for discussions about the position.</li> <li>EH informed the committee that the mentoring training was finalise and published in late August. There have been technical issues, which POD is aware of. EH mentioned that the training is available across the University and can be used as a beacon activity. KC mentioned that the division are looking at their own training and will be using the RECOGNISE training, which will also support a gold application.</li> </ul>

	<ul style="list-style-type: none"> <li>• Current survey response rate is 75%. EH asked members of EDIC to push the survey for September (particularly among researchers) and aim for 80% response rate. Survey will close in October.</li> <li>• Mental Health First Aid Training is due to run again. We are also due to run a refresher course for the 2020 cohort. The 2022 training will take place in November and be run face-to-face. Oncology has offered to pay for this year’s training, NDS will take half of the total spots (8). EH has requested a testimonial from our one MHFA-trained academic, which will be used to try to encourage more uptake among other academics. EH asked researchers and academics within EDIC to strongly consider undertaking the training.</li> <li>• KC is trying to bring the MHFAs throughout the University together and run more effective monitoring of the service they provide. EH expressed interest in being involved as NDS’ monitoring has been ineffective to date.</li> <li>• MG mentioned the stress staff face in supporting students without prior training. EW highlighted that pastoral care is undertaken by the student’s college as they have trained professionals in mental health, so colleges should be signposted as a source of support. Also discussed the use of peer supporters, although NDS no longer has a peer supporter within the department. KC informed EDIC that peer supporter training is happening now. EH mentioned mental health resources on staff gateway and wellbeing bulletin contained some useful info on supporting students. EH also highlighted the importance of having the DGS undergo some form of mental health training.</li> <li>• AG suggested approaching students in lectures with info on mental health and wellbeing support. EW highlighted the student handbook, which contains resources and which she will continue to update annually.</li> </ul>
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Agenda Item 4	Action plan review (training resources)
	<ul style="list-style-type: none"> <li>• EH raised difficulty of coming up with standard list of approved training providers or recommended courses. KC mentioned difficulties with doing this in division. Mentioned POD working on three strands and career pathways – KC and EH to contact POD for support.</li> <li>• MG mentioned people needing to know what they want to do in order to determine the training they’ll need to take.</li> <li>• KC asked about asking training fund applicants how useful the training was and mentioned the returning carers fund report is coming and will send. EH has previous Training Fund applications and will use to collate suggested courses and for follow-up</li> <li>• EH mentioned that we need to follow up with people and find out what training they are doing in the department. FI said the information should be available to line managers via PDR forms. AG suggested checking RCSE for suggested training courses.</li> <li>• RL mentioned the training happening in the Uni that we need to keep an eye on and communicate (e.g. MPLS training for MPLS PIs). DD discussed the departmental rep (FI) asking people what their staff have been trained on and asking staff what they want to be trained on. FI suggested adding survey question giving more detail on trainings being done. Some potential issues with anonymity.</li> <li>• AG suggested contacting postdoc society/societies that can shed light on training (OxRSS). EH to contact. KC suggested chatting to the skills team. OD mentioned disconnect between PDR, finance and training and how this is hindering opportunities for career development</li> </ul>

	<ul style="list-style-type: none"> <li>MG mentioned adding pages to the website geared to teenagers encouraging them into medicine and research and making state school students understand that a career within Oxford is within their grasp. EW suggested reaching out to college outreach teams for support. Also highlighted Uniq+. To be considered in more detail when undertaking outreach actions.</li> </ul>
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	<b>Actions for EDIC</b>	<b>Decision / Outcome</b>
Previous actions	<ol style="list-style-type: none"> <li>EH to draft 3 questions for the Academic Lead application process and circulate to the EDI committee</li> <li>EH and HR to meet to look at job description for the Academic Lead</li> <li>CE to see if she has a copy of the advert from the University Steering Committee for EDI</li> </ol>	<ol style="list-style-type: none"> <li>Complete</li> <li>Complete</li> <li>Complete</li> </ol>
To be discussed at next SAT (new actions)	<ol style="list-style-type: none"> <li>EW to look into training more peer supporters within NDS</li> <li>EH to approach academics and researchers and encourage them to sign onto MHFA training</li> <li>ALL to encourage survey completion within the department</li> <li>KC and EH to approach POD for support in collecting training resources</li> <li>KC and EH to discuss MHFA training and monitoring in more detail</li> <li>EH to use Training Fund applications to collate suggested courses and for follow-up</li> <li>KC to send EH returning carers' fund report</li> <li>EH to look at RCSE and related sites for suggested trainings</li> <li>EH and HR to discuss PDR follow-up to find out what training is being undertaken in the department.</li> <li>EH to discuss new survey question on specific courses undertaken with KC</li> <li>EH to contact OxRSS to see if they have more info on recommended trainings</li> </ol>	

	<b>Actions for other committees or Management Board</b>	<b>Decision / Outcome</b>

	<b>Date of next meeting</b>
	Tuesday 8 <sup>th</sup> November 11:00-12:00