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SAT Working Group

Minutes | 10am, Wednesday 9th May 2018

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Present: Claire Edwards (CE), Emma Morris (EM), Jane Niederer (JN), Steffi Le Conte (SLCK), John Gilbert (JG), Ian Mills (IM), Alastair Lamb (ADL), Jessica Whitburn (JW), Gemma Horbatowski, (GH), Jo Snoeck, Nicky Iyer (NI), Louise King (LK)

Apologies: Paul Johnson, Freddie Hamdy, Regent Lee, Katherine Corr, Adam Lambert, James Fitzgerald, Rutger Ploeg, Tim Boland, Lauren Morgan, Alison Halliday, Kate Milward, Aaron Leiblich

Location: Ground Floor Meeting Room, ORCRB

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| **Agenda Item 1** | **Welcome and Apologies** |
|  | Claire welcomed everyone to the meeting. |

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| **Agenda Item 2** | **Minutes of last meeting** |
|  | The minutes of the last meeting were finalised |

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| **Agenda Item 3** | **Action Plan** |
|  | CE and JS had met previously and pulled together the following key points to discuss: |
| a) | Representation of women in NDS (Ref. 4)* This topic comes up in every survey and recent survey has not changed much from previous survey that women are not well represented at a senior level
* It was suggested that this could be a discussion point in the bulletin
* JS suggested supporting female academics applying for Associate Professorship and mentoring up and coming female academics
* CE suggested adding a question to the next survey on the barriers that women thinking of applying for Associate Professorship face and creating a focus group

Action: take this to the Visibility of women working group |
| b) | Women in Surgical Sciences Group* FCH needs to be present to discuss the provision of mentoring and support
* JS has spoken with Kokila Lakhoo about rephrasing the name of the group and rethinking the mission behind it
* JW said that the RCS has a Women in surgery group and we should use some of the ideas from this
* ADL suggested that we need to focus on female trainee surgeons

Action: invite Kokila to the next meeting and devote a block of time to this topic |
| c) | Site-specific inductions (ref. 10 & 21)* The survey response was that the current induction is good, but there is scope for better site-specific inductions
* Ref. 21 refers to a site-specific buddy that the new starter would have in the building and then an NDS rep on every site
* JS said that either the Health and Safety Committee or the Bully & Harassment advisors could extend their role to become buddies
* GH said that the buddy information could then be included in the new induction packs

Action: Start with the Health and Safety Committee |
| d) | NDS Training Scheme (ref. 13)* The survey showed that people were unaware of this scheme
* JS/CE agreed that the remit of the scheme could we widened and info included in induction pack and re-advertise
* CE suggested that an induction pack should be emailed to all NDS staff, highlighting what is new
* JW said that anyone attending a course should write a paragraph on the course which could be included in the bulletin/tweeted
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| e) | Health and Wellbeing (ref. 14)* It was agreed that SLC would create a focus/working group with a rep in each building
* Mental health is not necessarily site specific and needs to be readily accessible
* KC has prepared a mental health kit and training for managers
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| f) | Mentoring (ref. 15)* People are unaware that mentoring is available
* JS to speak with Monica Dolton re: broadening working group

Action: CE to speak with MedSci/Oxford Learning re: training for anyone wanting to be mentors |
| g) | Teaching opportunities (ref. 16)* CE said that MedSci offer ad hoc membership to the Higher Education Association and that this needs to be advertised to make people more aware

Action: take this to the Education Committee |
| h) | Flexible working (ref. 19)* The survey has shown that people are unaware of flexible working opportunities
* GH said that formal applications for flexible working are increasing
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| i) | Mat. Leave return (ref. 20)* CE suggested a focus group to see if there was a need in NDS for this and to put this to the Families and part-time workers working group
* GH said that there are a record number of people in NDS either on or about to go on maternity leave
* It was suggested that this be extended to people returning from long-term sick leave
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| j) | Bullying and Harassment (ref. 24)* This is still being flagged as an issue in the survey (although slightly less in the current survey), but the distribution has changed – male support staff

Action: set up a Bullying and Harassment working group with guidance from KC |
| h) | Committee membership (ref.29)Action: JS to send out a new communication about participation in departmental committees |

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| **Agenda Item 5** | **AOB** |
|  | * Next meeting to discuss Women in Surgical Science and next survey
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| **Agenda Item 10** | **Date of next meeting** |
|  | TBC  |