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SAT Working Group

Minutes | 10am, Wednesday 7th February 2018

UNCONFIRMED

Present: Claire Edwards (CE), Katherine Corr (KC), Emma Morris (EM), Jane Niederer (JN), Jo Snoeck (JS), Alison Halliday (AH), Jessica Whitburn (JW), Gemma Horbatowski, (GH)

Apologies: Paul Johnson, Louise King, Freddie Hamdy, Regent Lee, Surjeet Singh, Adam Lambert, James Fitzgerald, Rutger Ploeg

Location: Ludwig Seminar 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** |
|  | No minutes – starting afresh with minutes and meetings |

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| **Agenda Item 3** | **Survey Results** |
|  | The Silver renewal is due in April 2020. KC reported that there is no advantage to applying any earlier than this. It is possible that for 2020 application we will not have to include our current Silver action plan, KC will keep us updated on changes to guidelines etc.  **Response rate:**  Response rate was 67%, which is the same as 2016. This is pretty good compared with MSD. Action plan states to achieve an 80% response rate by 2018.  **Induction:**  Induction feedback good, but some staff members reporting not being offered induction, GH to investigate as all new staff are currently offered induction, may need clarity in terminology between departmental induction, team induction etc.  **PDR:**  Room for improvement. Offered to about 60%, less professional support staff (PSS) found it useful, less academic females aware it is mandatory  **Development:**  Positive, PSS males least satisfied with training and management. Discussion of NDS training fund, and whether brief could be broadened to include travel for conferences.  **Mentoring:**  A high proportion unaware of mentoring opportunities and would like access to mentors. Needs further work on best method(s) of implementation, including divisional mentoring circles scheme. Need to liase with the mentoring working group.  **Management Responsibilities:**  More males than females with management roles, leadership aspiration important across all groups, need to consider further training/activities  **Culture:**  Department integration remains low. Social events is good, with >90% feel included in social events. Valued for the work you do in department is low, how much are the NDS awards helping?  **Salary workload:**  Several issues with workload, salary and job satisfaction, with gender differences in academic and PSS staff.  **Bullying & Harrassment:**  B&H is an issue in PSS roles, as is the problem of not reporting. Need to set up a B&H working group.  **Representation of Women:**  Representation of women at senior levels remains low.  **Communications:**  Generally positive feedback for all communications, with male PSS finding fewest modes of communication useful.  **Outreach:**  Greater female involvement in academic staff |

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| **Agenda Item 4** | **SAT membership** |
|  | Welcomed Nicky Iyer to the SAT. Alistair Lamb, Ian Mills and Tim Boland suggested as new members. CE to approach. |

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| **Agenda Item 5** | **AOB** |
|  | CE & NH raised addressing guidance on menopause and the workplace. This is receiving increasing attention nationwide, and actions could be implemented to offer advice etc.  Next survey will take place between Easter and Summer 2018 |

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| **Agenda Item 10** | **Date of next meeting** |
|  | March 20th, 3:00, Botnar Research Centre |