

SAT Working Group

Minutes | Tuesday 18th May 2021 13:00-14:00

Present: Ian Mills (IM), Emily Hotine (EH), John Gilbert (JG), Jo Snoeck (JS), Gurdeep Mannu (GM), Jane Neiderer (JN), Claire Edwards (CE), Louise King (LK), Katherine Corr (KC) and Lisa Bjork (LB)

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies

Agenda Item 2	Minutes of last meeting
	<ul style="list-style-type: none"> ● EH spoke to Monica Dolton about career path ahead of the PA/EA focus group ● Incentives for completing the survey were decided <ul style="list-style-type: none"> ○ >70% = individual gifts ○ >University response rate = departmental raffle ● EH needs to speak to LK about improving visibility of job adverts ● A panel was formed and two candidates were identified for RoD/AP ● Minutes were approved, no queries raised

Agenda Item 3	Survey Results
	<ul style="list-style-type: none"> ● EH reiterated some of the main lessons from the survey: <ul style="list-style-type: none"> ○ There is a consistent gender disparity in satisfaction within the department across multiple areas ○ This gender disparity is most pronounced in questions on career development ○ Only 22% of women who'd like a mentor have received mentoring, compared to 77% of men ○ Number of those working flexibly has increased but has been outstripped by growing desire to work flexibly ○ A common point of dissatisfaction in staff was the split site nature of the department, which seems to be having an effect on departmental identity

Agenda Item 4	Action Plan Update
	<p>Mentorship</p> <ul style="list-style-type: none"> • We need to ensure that line managers/PIs are discussing the importance of mentorship and how that can be offered/supported. • Important that we gauge what line managers believe mentorship is. • Important to offer routes to mentorship (internal and external) through a website update. Important to move towards offering an external and internal mentor. • The gender split identified above was evidenced across all staff groups (academic and research and professional). • EH to speak to Claire Hann, who is working with POD to create a list of all potential mentoring opportunities for University staff. • EH to work to advertise current mentoring opportunities to department. • EH will continue reaching out to Oncology to move the interdepartmental mentoring programme ahead. <p>Flexible working</p> <ul style="list-style-type: none"> • We know most flexible working arrangements are informal and some staff may not recognize that they're working flexibly. Because these arrangements are predominantly informal the survey result may not reflect a conscious sense that some have flexible working arrangements. • Due to the complexity in dissecting the basis for this survey response this may be one point to review again once return-to-work discussions with line managers have taken place as staff return 'post-COVID'. • We will review this situation in the 2022 survey to see the impact that COVID and returning to work has had. • Keep the discussions informal but offer a route to progress discussions through HR if an informal discussion has not fully explored all options to facilitate a request. • We should flag up that arrangements can be for a trial period. <p>Strengthening Departmental Identity</p> <ul style="list-style-type: none"> • Split site nature of the Department is an overarching issue. • Logo competition should be launched this week. We can then use the new branding on a series of stationary that we can distribute around the department • EH to look into creating NDS specific pride lanyards with new pride flag colours. • Keep working on remote/Teams activities, social events etc. • LK to work on incorporating where people work on their pages on the website (with help from LB). • Make it more obvious who within the different locations is NDS-affiliated. Having established this then conduct coffee mornings or similar for those people periodically at each site. EH will communicate this to the Events Committee for further discussion. • EH to put site maps on the Staff Gateway showing who is working where.
Agenda Item 5	AOB
	EH reminded everyone to complete the survey, which closes midnight on Wednesday.

	Actions for SAT Working Group	Decision / Outcome
Previous actions	<ol style="list-style-type: none"> 1. EH to talk to Monica Dolton about career path 2. EH and LK to add a simple poll in the bulletin 'would make you more likely to complete the survey?' 3. EH and LK to liaise with OUH and MSD comms teams about improving visibility for job adverts 4. JS to write to NDS RoD/AP panel to start identifying candidates 5. EH to send race forum notes to race equality unit 6. EH to look into methods of increasing diversity and inclusion in other companies (e.g. IBM) 	<ol style="list-style-type: none"> 1. Completed. MD's comments were incorporated into PA/EA focus group 2. Survey incentives were decided 3. Still to be done 4. Completed – 2 candidates identified 5. Completed 6. Completed. Most of the actions undertaken by other companies are things we are aware of and working on, with some new avenues to explore
To be discussed at next SAT (new actions)	<ol style="list-style-type: none"> 1. JS to send out logo competition 2. EH to look into creation of NDS specific pride lanyards 3. EH to speak to Claire Hann, who is working with POD to create a list of all potential mentoring opportunities for University staff 4. EH to work to advertise current mentoring opportunities to department 5. EH will continue reaching out to Oncology to move the interdepartmental mentoring programme ahead 6. EH will raise idea of multiple coffee breaks across sites at the same time to Events Committee 7. EH to put site maps on the Staff Gateway showing who is working where 8. LK to work on incorporating where people work on their pages on the website (with help from LB). 9. EH to speak to LK about improving visibility of job adverts 	

	Actions for other committees or Management Board	Decision / Outcome

	Date of next meeting
	Friday 16 th July 11:00-12:00