

SAT Working Group

Minutes | 14:00 – 15:00 Thursday 21 January 2021

Present: Ian Mills (IM), Emily Hotine (EH), John Gilbert (JG), Jo Snoeck (JS), Emma Morris (EM) and Lisa Bjork (LB)

Apologies: Miriam O’Hanlon, Freddie Hamdy, Paul Johnson, James Fitzgerald, Nicky Iyer, Jane Niderer, Alastair Lamb, Katherine Corr, Louise King , Gurdeep Mannu and Regent Lee

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies
	EH welcomed Gurdeep Mannu to the SAT. Gurdeep was unable to join this meeting, but will be a member of SAT going forward.
Agenda Item 2	Minutes of last meeting
	<p>BAME Network: EH has contacted the BAME network.</p> <p>Call for new SAT members: EH sent out a call for new members with a focus on ethnicity. We have had GM join as a result.</p> <p>Race forum: EH and Louise King to implement actions from the forum. For example we will look into letting staff swap Christmas closure days if Christmas is not a holiday they celebrate for another holiday at a different time in the year. We will also look at wording used for holidays when mentioned in the bulletin and promote other religious holidays.</p> <p>Contact the RCSEd: Alastair provided EH with a contact at the RCS. We will look into opening up the Grand Rounds to more diverse speakers. In regards to data, they did not have any specific data to provide us with, but they will be keeping in touch with EH going forward.</p>
Agenda Item 3	Action Plan Update
	EH sat on a review panel recently and learned a lot about how applications for renewals are assessed. She talked about the balance between demonstrating progress vs. demonstrating learning. We need to be clever about how we present the action plan in our renewal application. We are able to replace

	<p>targets in the plan if we feel they didn't work. Where we can explain that 'we learned that doing X was not effective, so we are doing Y instead'. EH said it was important to keep completed actions in the plan and feels like we are in a strong position to show we have made progress. A lot of departments fall down on the self-assessment part of the application and therefore struggle to identify their key priorities. EH is going to go over the actions again and update the plan.</p> <p>The SAT discussed profiling of the department for the application. EH explained that we now have a master spreadsheet with combined data from Tableau and CORE HR, which we will update on an annual basis. Some issues identified already are that we have had a number of senior female senior staff retire and recently recruited senior staff have been male. EH is meeting with Freddie and JS about future recruitment to senior positions. We will look at things like not using gender-biased language and expanding the network where these roles are advertised. Even though there may be fewer female senior candidates available in surgery, we will be able to show we have made every effort to even the playing field.</p> <p>The SAT discussed where women drop out in their career and what the reasons might be. CE highlighted that Academia is more flexible than industry when it comes to supporting working women with flexible working patterns and we should promote this.</p> <p>We discussed the point about gender-balanced committees in the action plan. Due to Covid the relaunching of the committees has been delayed. JS will review the remits of the committees and send to the SAT for review so that we can launch them in the next few months. We had also said we would monitor attendance, which did happen and showed there was no gender-balance issue in attendance.</p> <p>EH asked JG how the recently established Fellowship Application panel is working. JG hasn't had time to do much with this yet. They are going to meet to discuss progress.</p> <p>CE and IM both helped with supporting applications for the Recognition of Distinction exercise. But we only had one female applicant (she was successful).</p>
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Agenda Item 4	Survey Data
	<p>Student data has been reviewed and sent to Ashok, Jon and Eleanor for review with recommendations.</p> <p>EH talked about the staff data from the survey.</p> <p>3 key issues raised in the free text boxes were:</p> <ul style="list-style-type: none"> • Staff being split across sites • Lack of permanent positions available • Bureaucracy/amount of paperwork to complete in the University <p>3 key issues to improve from the free text boxes:</p> <ul style="list-style-type: none"> • Career development opportunities and support (across all grades). We are launching a new area on the Staff Portal with information about the staff training fund and will add more info about career development. • Facilitate more professional collaborations • Facilities – People do not like the facilities at the JR. Some of this may be addressed through the refurbishment.

	<p>3 positive things that were highlighted in the free text boxes:</p> <ul style="list-style-type: none"> • We are a friendly and supportive department • Positive comments about the HR team in NDS • How inclusive NDS is and people feel supported and that we care about our staff and students <p>There was a decline in the question about PDR uptake. This was not unexpected due to the pandemic.</p> <p>The overall bullying and harassment numbers were the same, but with a decrease in women raising it in the survey and an increase in men raising it.</p> <p>We discussed how to disseminate the data to the wider department and all agreed that it has worked well to do this at a Q&A session with the HoD. This is likely to happen virtually.</p> <p>EH will also circulate the student data to the SAT for their eyes only.</p>
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Agenda Item 5	AOB
	None raised.

	Actions for SAT Working Group	Decision / Outcome
Previous actions	<ol style="list-style-type: none"> 1. EH to approach BAME network 2. EH to put out call for new SAT members and inform department of goal to increase focus on ethnicity 3. EH and LK to implement actions from Race Forum 4. AL to put EH in touch with representative(s) from RCSEd 	<ol style="list-style-type: none"> 1. Completed. EH will follow up if no response received 2. Completed. EH welcomed GM to the SAT 3. Ongoing 4. Complete.
To be discussed at next SAT (new actions)	<ol style="list-style-type: none"> 1. EH to go over action plan again and update it before the end of January. 2. EH to meet with FH and JS to discuss recruitment to senior positions. 3. JS to send remits of the new committee structure to the SAT for feedback. 4. JG and EH to meet to discuss progress of the new Fellowship Application panel 5. EH to add more info about career development on the staff portal 6. Staff survey data to be disseminated to the wider department through a Q&A 7. EH to circulate student data to the SAT for their eyes only. 	

	Actions for other committees or Management Board	Decision / Outcome

	Date of next meeting
	Wednesday 17 th March 2021 10:00 – 11:00

