

## Department of Materials EDIA Forum

1 pm, 17<sup>th</sup> September 2021

### Online Zoom Meeting

#### Attendees:

Tom Shearer (TS) (chair)  
Amanda Aspinall (AA)  
Katie Moore (KM)  
Joao de Fonseca (JF)  
Claudia Compean (CC)  
Simeon Gill (SG)  
Amy Benstead (AB)  
Charles Darko (CD)  
Agate Stranka (AS)

#### Apologies:

Freyja Peters, Susan Hogan, Shelley Rawson, Prasad Potluri, Robert Lindsay, Charlene Gallery, Chris Race,

#### Purpose of meeting

To update the EDIA committee on the current status of our action plan and identify any additional issues that need to be addressed

#### Agenda

1. Welcome and introductions
2. **Matters arising (update on actions from last meeting) – TS**

Actions from last meeting	Update
<b>2. Matters Arising</b> <b>TS to speak to Arthur Wilkinson and Jo Cartwright to reach out to UG/PGT students to have representation on the EDIA committee</b>	Completed. Sent slide to Joe and Arthur
<b>SR to attend the next PDRA forum to ask for membership from the PDRA committee.</b>	Completed. But a prompt sent at next meeting
<b>TS to ask attendees of the Race Discussion Group if they would attend committee.</b>	Completed
<b>TS to send further emails to all DOM staff inviting people to join the committee with a “we would particularly welcome men and staff from a BAME background”</b>	Completed. And there is a better representation on the committee now.
<b>3. Action Plan</b>	

<b>AA to chase the timely update of PDRA listserv as PDRAs have not been receiving EDI Monthly Digest</b>	Completed, new PDRAs added to list and sent out induction
<b>TS to speak to Jack Coffin to annually review marketing materials</b>	Completed
<b>TS to speak to WP Leads to ask what barriers are for current WP students</b>	Awaiting Ahu and Lisa to get back
<b>AA to look into way of contacting Materials Alumni</b>	AA made contact with Miriam Cadney from Alumni Team. Waiting to hear what information we need to provide to Alumni to track potential role models for website
<b>TS to speak to WP Leads to gather information on the impact of previous WP work.</b>	Completed
<b>RB to speak to Rob Lindsay to look at how they can standardise UG/PG interviews and include interview training as part of outreach activities</b>	Completed
<b>AA to investigate what PDRAs are entitled to in terms of parental leave etc</b>	Ongoing.
<b>AA/TS to think of how this information can be shared as it is not a blanket entitlement</b>	Once found link to EDI on Intranet page
<b>TS to investigate whether we are allowed to have external mentors for staff</b>	Completed. This is fine but the staff member would have to organise it themselves
<b>TS to chase up what is happening with the review of UEQ</b>	Review is being led by Timothy Jones – Tom has forwarded examples of inappropriate comments received by our staff to him
<b>RB and AM to come up with wording for an extra action plan item which looks at T&amp;S/T&amp;R Workloads.</b>	Completed
<b>ALL push the message that meetings should be within core hours to allow for more inclusivity</b>	Completed but should keep up the message

2.1 A discussion on the make-up of the EDI group and how to take it forward

JF – Research groups should have a more of a representation at EDI.

SG – EDI is the responsibility of line managers needs a standard item on the Fora

TS – EDI is a standard point at Management Meetings but the meetings are opaque.

Could the minutes be circulated?

**Action 2.1: TS to ask if minutes of Management Meetings referring to EDI could be circulated**

CD – asked what power does the EDI Committee have? TS – It is a consultation and issues raised are sent to management Team Meetings and feed in to the School and Faculty EDI Meetings

We do need wider representation

AE – Can have a voice at the Department Fora. Have a reminder every six months – a call out for more people to join.

Do we want to move onto face to face forums? Plan to keep it on-line. Mixed attendance would be ideal.

### **3. Update on Action Plan**

3.1 UEQ review. TS reported back that review is going ahead. Timothy Jones is seeking examples of inappropriate comments

**Action 3.1: All – to send examples of any inappropriate comments received on UEQs to TS to send up to Andrew Timothy Jones – completed – TS has forwarded these on**

KM – suggested that Students are trained how to complete them - it could be put in the Communication session

AE – Suggested using tutorial sessions in Week 3 or 4

AM – sharing a link to a session Rosy did on how to address academics etc, could add something to it about how to complete UEQ

3.2 (Action Plan 6.12) Committee members asked to continue to raise issues even if they are in other buildings –i.e. lack of breast feeding facilities

3.3 (Action Plan 6.20) referring to Children in workplace

**3.3.1 Action: TS to share the Health and Safety information relating to child care and organise for a risk assessment to be created that can be used as a template – completed – Christopher Turnbull (School Safety Advisor) is working on this**

**3.3.2 Action: JF to set up a meeting to discuss bringing children in to work – complete – meeting took place on 28<sup>th</sup> September**

3.4 (Action Plan 6.24) Still not clear of role with T&S. Not convinced that Department is acting on what was said there.

3.5 An issue was raised against a member of staff during Probation period but was then sorted out. But it was brought up at their Promotion.

3.6 The promotion forms have still not been changed to accommodate T&S Staff

3.7 P&DR – there is a review into the P&DR system

### **4. Suggestions for New Actions**

4.1 JF – Asked how we are using data to see if we are making a difference.

We need to talk more about EDI with Staff and Students. We have Health and Safety Audits – can we have an EDI Audit? This could start a discussion within research groups.

4.2 SG – Would like to see how many students have stipends that will not cover their expenses

4.3 CC – Would like to look at awareness around University for counselling and support.

**Action: CC to email PGR survey to TS**

4.4 JF suggested that the EDI committee should have a social event

**5. Any other Business**

None

**ACTIONS**

SR to attend the next PDRA forum to prompt for membership from the PDRA committee.	SR
TS to speak to WP Leads to ask what barriers are for current WP students	TS
AA to report back on what Alumni team say about reaching alumni to appear as role models on the website	AA
TS to chase up what is happening with the review of UEQ	TS
TS to ask if minutes of Management Meetings referring to EDI could be circulated	TS
ALL – to send examples of any inappropriate comments received on UEQs to TS to send up to Andrew Timothy Jones	ALL, TS
JF to set up a meeting to discuss bringing children in to work	JD
CC to email PGR survey to TS	CC