

**Department of Materials**  
**The University of Manchester**  
**EDIA Committee**  
**Minutes of Zoom meeting held on Friday 23rd April 2021**  
**13.00- 14.30**

<b>Attendees</b>	<b>Apologies</b>
Tom Shearer (TS) - Chair	Catherine Disney (CD)
Amanda Aspinall (AA)	Claudia Compean (CC)
Amy Benstead (AB)	Joao Quinta da Fonseca (JQF)
Rosy Boardman (RB)	Freyja Peters (FP)
Susan Hogan (SH)	Prasad Potluri (PP)
Katie Moore (KM)	
Shelley Rawson (SR)	

	<b>Action</b>
<b>1. Welcome and introductions</b>	
TS welcomed the attendees and introduced Shelley Rawson, a PDRA in Materials	
<b>2. Confirm the membership of the committee</b>	
2.1 TS asked whether we needed any representation from UG and PGT students. The discussion concluded that we could have this but maybe only for part of the meeting as staff feel they are unable to speak as candidly if students were present for the whole meeting	
2.2 SR suggested reaching out to more PDRAs to be on the committee, suggested the PDRA forum as a good recruitment opportunity	
2.3 The committee is not very diverse in terms of gender and ethnicity. Predominantly female and white. Can more be done to address this?	
<b>2.1 Action: TS to speak to Arthur Wilkinson and Jo Cartwright to reach out to UG/PGT students to have representation on the EDIA committee</b> <i>I've sent round a slide that will be inserted into our Welcome Week talks to seek volunteers</i>	<b>TS</b>
<b>2.2 Action: SR to attend the next PDRA forum to ask for membership from the PDRA committee.</b>	<b>SR</b>
<b>2.3.1 Action: TS to ask attendees of the Race Discussion Group if they would attend committee.</b> <i>Complete</i>	<b>TS</b>
<b>2.3.2 Action: TS to send further emails to all DOM staff inviting people to join the committee with a "we would particularly welcome men</b>	<b>TS</b>

<p><b>and staff from a BAME background”</b>  <i>Sent to all discussion groups – I will email all staff when we officially launch the Action Plan once the new Intranet page is ready. One option is to make all future meetings open to all staff (e.g. an EDIA Forum similar to the Department Forum) – for discussion</i></p>	
<p><b>3. Approve the wording of our new EDI Action Plan</b></p> <p><b>4. identify what needs to be done to initiate implementation of the action plan</b>  Actions and comments in this section will be numbered according to the Action Plan (AP) (Attached)</p> <p>Comments</p> <p>AP1.2 AA has been granted access to the Staffnet intranet site and is awaiting a new page to be set up for EDIA</p> <p>AP3.3 As interview panels are not part of the FCM it will be difficult to get representation from so few minority ethnic and gender staff. Line managers need to reduce work elsewhere</p> <p>AP3.5 UEQ system is being reviewed. Students need to be taught what is acceptable in feedback so it doesn't affect staff mental health</p> <p>AP3.6 Committee felt that there was a need for a departmental level annual research “sand pit” event</p> <p>AP3.7 T&amp;S staff numbers are growing in FBT. The lack of transparency in workload allocation between T&amp;S and T&amp;R staff is causing morale issues. T&amp;S staff feel they are not being considered for promotion as research outputs are considered of higher value than what they are contracted to do. T&amp;R staff believe they are doing too much teaching given their research duties and feel that the scholarship outputs of T&amp;S staff are not as clearly visible as their research outputs. Efforts should be made to improve communication around workload allocations and to share the scholarship/teaching innovations of T&amp;S staff more widely.</p> <p>AP4.2 There seems to be a creep of meetings and activities starting out of core hours – The Inaugural Lectures etc.</p> <p>AP4.5 If the University really wants help with staff wellbeing it should reduce workloads.</p> <p><b>Actions</b></p> <p><b>AP1.1 Action: AA to chase the timely update of PDRA listserv as PDRAs have not been receiving EDI Monthly Digest</b></p>	<p>AA</p>

<p><b>AP2.1.1 Action: TS to speak to Jack Coffin to annually review marketing materials</b>  <i>Shelley has contacted Jack about this. He suggested contacting FSE Marketing to generate content. Shelley has done this and is awaiting a reply.</i></p>	TS
<p><b>AP2.1.2 Action: TS to speak to WP Leads to ask what barriers are for current WP students</b>  <i>Emailed Ahu and Lisa – awaiting confirmation of date from Lisa</i></p>	TS
<p><b>AP2.1.3 Action: AA to look into way of contacting Materials Alumni</b></p>	AA
<p><b>AP2.2.1 Action: TS to speak to WP Leads to gather information on the impact of previous WP work.</b>  <i>Emailed Ahu and Lisa – awaiting confirmation of date from Lisa</i></p>	TS
<p><b>AP2.3.1 Action: 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></p>	RB
<p><b>AP3.1.1 Action: AA to investigate what PDRAs are entitled to</b></p>	AA
<p><b>AP3.1.2 Action: AA/TS to think of how this information can be shared as it is not a blanket entitlement</b>  <i>Link to central university parental leave pages to be provided on new department intranet page</i></p>	AA/TS
<p><b>AP3.2.1 Action: TS to investigate whether we are allowed to have external mentors for staff</b>  <i>Department Management Team are happy for staff to have external mentors, but they will need to identify suitable candidates themselves</i></p>	TS
<p><b>AP3.5.1 Action: TS to chase up what is happening with the review of UEQ</b>  <i>Discussed with Andrew Horn – review is currently ongoing. Please send examples of any inappropriate comments to me to send to Timothy Jones, who is leading the review</i></p>	TS
<p><b>AP3.7.1 RB and AM to come up with wording for an extra action plan item which looks at T&amp;S/T&amp;R Workloads. (See Action 3.8 of Draft Action Plan [Attached])</b>  <i>Complete</i></p>	RB/AM
<p><b>AP4.2.1 Action: ALL push the message that meetings should be within core hours to allow for more inclusivity</b>  <i>Ongoing</i></p>	ALL
<p><b>5. UK R&amp;D People and Culture Strategy</b></p>	

<p>5.1 SR spoke about a UK R&amp;D People and Culture Strategy ministerial meeting she attended where they were looking for suggested actions to improve EDI Activities. Further information is attached.</p> <p><b>5.2 Action: ALL to send suggestions to SR of improvements that can be made</b></p>	<p><b>ALL</b></p>
--	-------------------