

Department of Materials EDIA Forum

11 am, 26th January 2023

2.06 Williamson Building and on Zoom – <https://zoom.us/j/97379646529>, Passcode 152298

Attendees: Tom Shearer (Chair), Alexander Eggeman, Ross Nolan, Mark Chadwick, Jo Conlon, Amanda Aspinall, Agate Stranka, Susan Hogan, Damindi Jones, Amy Benstead, Fiona Velez-Colby

Apologies: Rosy Boardman, Charlene Gallery, Rob Lindsay

Purpose of meeting

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

Agenda

1. Matters arising - TS

<p>GJ to ensure that funding to help with childcare is not offered only to Academics and includes Technical/PS staff</p> <p><i>This has now been completed and can be applied for via the page 'Career support fund for professional development' and is available to ALL colleagues in the school (It is to be noted that this is not for the purpose of bringing another person with you to care for your children, but to help with the costs of having somebody care for them)</i></p>	GJ
<p>GJ to gather feedback on issues raised at PS EDI meeting and return results to TS for distribution to the committee.</p> <p><i>This is addressed in part 2 as part of the action plan update</i></p>	GJ

2. Update on status of Action Plan – TS

1.1	Raise awareness of existing University EDI activities and events	Many members of staff are unaware of many of the EDI activities that the University already organises	Email monthly EDI Digest to all staff and students in the department	School EDI Lead	Responsibility for this task has been moved to school level
2.5	Ensure all PhD students experience an inclusive culture in their research groups	All PhD students should feel included in their research groups and feel that they are able to bring their	Encourage all PhD supervisors to create a code of conduct	Director of PGR/All PhD supervisors	Discussed with Department Management Team, who recommended that we make a template, rather than having PIs create one from scratch, and recommended including

		whole selves to work	for their research group – see here for an example		Health & Safety information too. Luke Smith has raised as an agenda item for the PGR Community of Practice. Tom raised this with Scott Heath who explained that the PGR Governance structure is currently under review and that there may be an opportunity to implement this action once the new structure is in place. Tom will chase up again at the end of January.
4.1	Visibly show our support for our LGBT+ staff and students	We should be proactive in displaying our support to ensure that LGBTQ+ staff and students feel able to be themselves in their work/studies	Display Pride and Transgender flags widely in public locations and academic offices Annually remind staff shortly before or during Transgender Awareness Week (the week leading up to Transgender Day of Awareness - 20 th November) to include their preferred pronouns in their email signature (all year round)	EDI Lead EDI Lead	Tom displayed these in student support hubs in the Engineering and Alan Turing Buildings during transgender awareness week 2022. Flags are available on request for any staff who would like to display them in their offices or in a public location on campus – speak to Eden Ongoing
4.6	Ensure that PS staff are treated respectfully and considerately by academic staff	Some members of PS staff have reported having inappropriate/im-polite interactions	Raise awareness amongst all staff of the Univer-	EDI Lead/HoD (annual Town Hall/email	Tom/Sarah to give announcement at Town Hall meeting and send follow-up email

		with academic staff	<p>sity's Dignity at Work Policy</p> <p>Ask PS staff to record and share examples of inappropriate/rude behaviour or emails, and examples of academic staff behaviour increasing PS staff stress (e.g. by missing deadlines) and if a pattern emerges, take further action to address this</p> <p>Raise awareness amongst PS staff of the Report & Support system</p> <p>Introduce a set of guidelines for emailing joint mailboxes</p> <p>Have one EDI Committee meeting</p>	<p>announcement)</p> <p>DSOM</p> <p>EDI Lead/HoD (annual Town Hall/email announcement)</p> <p>Communications Lead</p> <p>EDI Lead</p>	<p>The School Operations team is looking into putting together a set of guidelines for emailing joint inboxes</p> <p>Tom highlighted Report and Support link on EDI Intranet page in Town Hall Meeting on 25th November 2021.</p> <p>Amanda, Chris, Gary and Jon to suggest wording of guidelines. Tom to discuss and iterate with Jack.</p> <p>Tom to organise. Summer will be a good time to hold this, as there will be more focus on academic matters during semester time</p>
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4.7	Make it easier for parents with emergency childcare issues to be able to deliver their professional duties	Parents are often left with childcare responsibilities at short notice. The current barriers to bringing children onto campus make it difficult for parents to deliver their work duties, including teaching in particular, in this situation.	Produce a generic department risk assessment that parents can use to bring children into their office and into teaching spaces if necessary	School Safety Advisor	Sylvester has put together a risk assessment that can now be used for all FSE buildings. This has been added to our EDI Intranet page. Katie spoke to Karen, the H&S advisor for Psi and Royce and she approved allowing children into offices and communal spaces in line with the risk assessment,

6.2	Request that contributions to EDIA are recognised equally to contributions to research in promotion cases to encourage staff to apply for EDIA time on fellowships				A Faculty working group on promotions is being led by Alice Larkin. Tom raised this issue at the first meeting of the group – he will feedback on how this is incorporated into the final recommendations of the group.
6.8	Reinstate Imposter Syndrome Training				This has been added to the review of open programme training offered by Learning and Organisational Development for their review in June.
6.19	Reverse the culture of making PS staff seem anonymous and interchangeable – protect the personal relationships that arise between colleagues				Tom has raised issues such as those arising from shared Mailboxes with the Department Management Team. The School Operations Team is looking to put together a set of guidelines for emailing joint inboxes. Suggestions for further specific actions are encouraged.
6.22	Ask IT Services to add a preferred pronouns box into the university email directory and to staff profile webpages				Tom has been liaising with IT services and People and Organisational Development (P&OD) about the possibility of staff including their pronouns on their Outlook profiles, on the University email Directory and on their personal websites. After some discussion between the departments (each claimed it was the others responsibility!), IT services agreed to investigate this, however, it appears it is not straightforward to get this changed and “we’re looking at minimum 3-6 months at least”
6.25	Include a question on EDI in all staff interviews, for example “Equality, Diversity and Inclusivity are founding principles of our School and the University of Manchester. Can you provide an example where you have championed one of these?”				This was discussed by School Leadership Team. It was agreed that all interviews should include such a question. Discussion are on-going with P&OD about how best to implement this.

6.26	Allow DBS-checked staff to look after each other's children on campus for short periods to allow parents with childcare emergencies to deliver teaching and not have to rearrange their classes. Ensure that safe spaces exist in which to provide this care. Request that the University funds DBS checks.	This has been escalated to Mark Hughes, Faculty Associate Dean for EDIA, who is going to ensure it is considered as part of the Athena SWAN action plan
6.27	Share links to emergency childcare providers that parents can use off-campus on University, School and Department EDI webpages	This has been escalated to Mark Hughes, Faculty Associate Dean for EDIA, who is going to ensure it is considered as part of the Athena SWAN action plan
6.28	Set up a scheme to allow PGR students to receive peer-support on topics they are not expert in. In particular, some neuro-atypical students struggle with mathematical/numerical problems – it would be beneficial if they could receive peer-support from PGR students in the Department of Mathematics	Giles has forwarded this request to Faculty PGR Lead, Scott Heath. Scott stated that this should be dealt with on an individual basis through students' DASS plans and has raised this with colleagues.
6.29	Create a listserv for FSE PS staff	Response received from School Leadership Team "I don't think this is necessary as there is not a huge need for PS only comms, if there are comms related to PS then they are usually business area/team specific and as such follow established communication routes"
6.30	Ensure that PS staff know how to raise and escalate EDI issues	There is an ongoing project to develop a School Sharepoint site which hopefully will give an early accessible point of information. In the meantime: 1 st point of contact is Line Manager (or line managers line manager if complaint is regarding line manager). If not comfortable with this staff can contact their Departmental EDI rep (Tom) or other EDI committee members. They can also directly contact the School Head of EDI (Giles Johnson), if they do not sit in a Department. Staff are strongly encouraged to contact Report and Support. This can be done anonymously to make a report or if made openly, support is provided by the University central EDI team.
6.31	Remove the policy of banning staff from using hybrid working to facilitate childcare	Response received by School Leadership Team: <i>The hybrid working framework work is a university wide policy. There is scope within the policy for local business area leads to apply this to their team through team 'working together charters', where all members of the team agree a set of principles associated with hybrid working. This link includes some information and examples of charters in place. Each PS team should have these, but there may be some delay in getting this in place for all teams,</i>

		due to workload and the change programmes – SEP and tech review
6.32	Create a list of meetings across the School which PS staff should be invited and contribute to	School Leadership Team suggested to raise this with Kevin Jackson, Head of Technical Operations. Tom to chase up
6.33	Set up a school-level PS staff forum equivalent to the existing School Board which only gives voting rights to academic staff	Tom raised this suggestion with the School Leadership Team and was informed that the School Board has voted to give voting rights to PS staff and that this is preferred to starting a new PS School Forum

3. Staff feedback and suggestions for new actions – STAFF

AE – mentioned that interview questions about EDIA should not require staff to prove prior direct experience of working on EDIA initiatives, but should be used to gauge their *attitude* towards EDIA

KM – raised discussions around the community in Materials regarding inclusion. Suggested working on the collegiality of the department to help everyone feel more included. Look at activities that everybody can attend to work collaboratively.

TS – There are events in the pipeline that will help with this a little.

TS – David Lewis suggested having an ‘Academic speed dating type event’.

AA – Currently putting together Department Sharepoint and trying to go over some of the issues that had been raised here, e.g. a lot of people are aligned within the School rather than within the Department, so they will be allowed access to the Sharepoint if they make it known that they are Materials persons rather than a funding body so hopefully this will help the people that want to, engage with other Materials team members.

4. Any other business

None