

EDIA team Meeting

Actions

6th May 2021

Zoom

Attendees: Abby Ragazzon-Smith (ARS), David Schultz (DS), Helena Gittins (HG), Katherine Joy (KJOY), Katrina Jones (KJON), Rob Sansom (RS), Vicky Coker (VC), Catherine Walton (CW) [Chair], Noriko Griffiths (NG) [Minutes]

Apologies: Manasij Pal Chowdhury (MPC), Chris Jackson (CJ)

Mentioned: Giles Johnson (GJ)

	Agenda Item	Action
1.	Welcome and apologies	
	Apologies were sent from MPC and CJ.	
2.	Actions from the previous meeting -CW	
	It was flagged importance of training for senior colleagues on how to manage meetings to ensure quieter voices were heard. CW suggested to gather training resources information to be shared and to match up with Line Managers.	
	ACTION: HG to contact Staff Learning and Development to gather information on recommended courses, e.g. Women into Leadership.	HG
	ACTION: CW to edit the Terms of Reference so that they are more up to date and circulate the document for checking. – Carry forward	CW
	ACTION: HG to investigate how to create EDIA Team area to store relevant resources.	HG
	ACTION: CW to feed the survey discussion to the BAME Committee. – Carry forward CW would be able to find out more information after the upcoming Students Committee and update would be given at the next meeting.	CW
	ACTION: CW to find out what Athena Swan actions the department can work on. – Carry forward	CW
3.	Athena Swan update	
	CW and ARS are members of Athena Swan working group.	
	ACTION: CW to report back with progress at her sub-group meeting for “Student recruitment” and would circulate the list of various issues the Athena Swan Group has been looking at.	CW
	ACTION: KJOY to contact with Widening Participation Committee so that EDIA team members could access the data based on WP status, e.g. gender, ethnic background and area of country of origin for all UG program.	KJOY

	Colleagues were reminded that the data shouldn't be used to race to the bottom but to consider possible actions or policy to be implemented.	
4.	Stop Hate UK update	
	<p>CW and GJ looked at possibility for the University to reconsider the form to report any case of bullying, harassment or discrimination, "WE GET IT!" and if the Leeds based charity, Stop Hate UK could help to provide training courses or monitor incidents rising at the University with its rich experience more efficient than current system.</p> <p>ACTION: CW to bring up student based survey at Students Committee if we could carry out a student and/or staff survey as a student based survey from Physics and Engineering was published recently.</p> <p>To achieve a fair and transparent survey. GJ and CJ indicated that a third party, e.g. Stop Hate UK could arrange our student and staff survey to give us a good understanding and leverage to suggest the University or School codified actions or policy from the outcome.</p> <p>It was raised that DEES has lack of black and Chinese cohort whereas Engineering, Medicine and Law were having high number of them.</p> <p>RS suggested to have careful consideration if we could empower to tackle problem or issues from the survey outcomes.</p> <p>ACTION: CW to circulate note on potential outcomes and what we could do with them for further discussion.</p>	<p>CW</p> <p>CW</p>
5.	Decision making on what to focus on going forward	
	<p>It was agreed to focus on fieldwork inclusivity and to discuss this single topic at the next meeting.</p> <p>ACTION: CW to write a report on the survey about issues of field courses done by the British Ecological Society. One of issues was access to a toilet.</p>	CW
6.	AOB	
	<p>Next meeting will be held in early June.</p> <p>ACTION: NG to send members a Doodle poll to arrange the next meeting.</p>	NG

