

# Meeting notes & action points

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**Title:** The Career Development of Researchers Working Group - CDR WG

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**From:** Dr Julie Reeves

**Date:** 04 May 2017 meeting

Building 27, room 3056

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**Attendees:** Chair - Professor Mandy Fader. Dr Roeland De Kat, Mr Huw Fryer, Dr Anna Hickman, Professor Lindy Holden-Dye, Dr Jens Madsen, Mr Alex Melhuish, Dr Cheryl Metcalf, Ms Karen Proctor, Dr Julie Reeves, Dr Fiona Woollard.

**Apologies:** Dr David Cleary, Ms Eleanora Gandolfi, Dr Matt Garner, Dr Lisa Gould, Professor Dan Hewak, Dr Shahnaz Ibrahim, Dr Emma Lofthouse, Mr Rob Wood, Dr Peter Worsley.

## Meeting notes:

**Welcomes & Thanks:** The group wished to extend special thanks to thank Dr Tania Alcantarilla, Dr Emiliano Rustighi, and Dr Vadim Grinevich for their contributions to the CDR WG.

The group were notified that Dr Shahnaz Ibrahim had been appointed as the new Concordat Champion for FBLA, and that Professor Robert Wood was looking into a champion for FEE.

**1) Outstanding action points** from the meeting on 30<sup>th</sup> June 2016 were reviewed and discussed as follows:

- Apologies were made for the absent autumn meeting of the CDR WG. This had been due, in part, to the restructure of ILlAD. However, Mandy Fader was also happy to report that three meetings had taken place with the VP-Research, Professor Mark Spearing, and two of those were also with HR, i.e. Anne-Marie Ciarleglio and Sarah Hollowbread, which had moved things forward in three areas. 1) The meetings had resulted in a better structural outcome with an annual review undertaken by Mark, Mandy and Professor Jane Falkingham who had responsibility for the 'people plan'. 2) The Action Plan would be revised in light of the 'people plan' and refreshed strategy. 3) Mandy had direct links with UEB, the Equality, Diversity and Inclusion (ED&I) committee, as well as regular contact with Mark.
  - Anna Hickman asked if ED&I had replaced Athena SWAN - Alex Melhuish confirmed it was the main umbrella committee and had a broader remit than Athena SWAN. Fiona Woollard asked about financial levers and influence, and if there was a possibility of funding - Mandy confirmed she would be able to ensure issues were raised at UEB level but that money was largely held within Faculties and that 'business planning' was where leverage occurred. If there was agreement on an issue across Faculties, then we could make the case upwards. There was agreement among the group that perhaps a more 'campaigning'/lobbying role would be a good strategy for the CDR WG to adopt. Mandy suggested we should be more strategic in our use of meetings and connections. The group agreed that some actions would need resourcing, and Mandy confirmed that it was her job to ensure that they ended up in the right business plan, for instance that HR resourced the things they needed to do. There was some concern that researchers were not aware of all the funding available to them i.e. for conferences etc., but it was up to Faculties, the Pls as well as the researchers themselves to ensure they were aware. Group minded that some issues will go up-upwards and some down-downwards from the CDR WG.
- 1: Appraisal 'aid memoir' for Pls and research staff will be picked up in HR.
- 2: The pilot in Health Sciences on managing FTCs had gone well and about 14 staff had been moved over. The process was being reviewed and Mandy would report back into the group when it was ready. The item was removed from the Action points.

- 3: Julie would ask COO for a list of committees and work on building a profile map of research staff activity across the University (to link in with the 'organisational chart' – see Action Point 1 below.)
- 4: The group agreed that the Maternity project needed resurrecting and this would be a major focus in 2017/18 (see AP 2 below). Cheryl Metcalf reported on a case in Health Sciences that illustrated the level of confusion and uncertainty staff faces with respect to the HR policy and communication thereof. [See Discussion item on 13 July agenda]. Jens Madsen highlighted the 'who wants to be a prof' survey – would send round the group (see AP 3)

## 2) CROS & Concordat implementation plan - updates

The 2020 Action plan would be tidied up with HR's input/approval.

A prototype of the Career Roadmap was almost ready for Medicine and once the template was better established, it would be brought to the group for feedback.

CROS – Faculties were asked to check the list of contacts or use their own, and to promote CROS within their communities. Julie would draft emails based on group suggestions - See AP 4.

## 3) Discussion topic: Accreditation and Apprenticeships

In view of the changes taking place in the sector with respect to apprenticeships it was thought useful for the group to consider some developments that may impact on researchers in the near future:

- Jens presented the Science Council's professional registration and recognition programmes; he highlighted the Registered and Chartered Scientist status, which would appeal to ECRs. The question arose as to whether the University could become a champion of this. The ADR in FoM was interested in the approach (see AP 5). The question also arose as to 'what is a scientist?' It turned out to be not to include the Humanities, sadly. <http://sciencecouncil.org/scientists-science-technicians/>
- Mandy talked about the Health Sciences apprenticeships – which could be used to pay for a PhD. Noted: the University has been very limited in its discussions about apprenticeships, but since we have to pay the levy it would make sense to recover as much as possible.
- Julie mentioned the two proposals for higher level apprenticeships – the trailblazer, which would cover PGCAP, and one for postdocs from Nottingham. <http://www.universitiesuk.ac.uk/policy-and-analysis/Pages/higher-education-employer-trailblazer.aspx>

## 4 & 5) Faculty, Research Staff, Union and Professional Services reports

**4a. Faculty of Business and Law** – noted that Dr Shahnaz Ibrahim would be the new Concordat Champion and had received a hand-over from Vadim, but was unable to attend the May meeting.

### 4b. Faculty of Engineering and the Environment

Roeland reported that he was on the Faculty ED&I committee and they had 3 sub-groups, i) 30% female student intake, ii) collegiality and well-being, iii) Athena SWAN. Maternity and carer support was at the top of their agenda. Roeland provide an example of Swedish provision, where fellowships come with full support. The group agreed to look at other institutions as part of the maternity project. Fiona reminded the group that staff really needed help with conferences, meetings and open days. Huw Fryer also reported that the UCU were looking at the reasonableness of open days.

### 4c. Faculty of Health Sciences

Cheryl reported that the permanency process had been rolled out. She was reviewing the Faculty Action Plan and updating it. The Faculty was also looking at Induction. Links to ED&I were also being made within the Faculty. Fixed Term Contract forums were still running.

### 4d. Faculty of Humanities

Fiona reported that she was integrating ECRs into an ECR Faculty committee and that there were ECR reps on peer review and funding panels. Fiona was responding to ECR concerns and there had been some increased funding available, and that she had provided networking and development events. She reported that there was concern over PGCAP and ECRs. In the light of changes in counselling support, Fiona indicated that support for staff for mental health was of serious concern as the provision was minimal. Staff had to run around the University for advice and there was no continuity of support. Huw confirmed that more general

concerns had been raised with the Union. The group agreed to monitor the situation and Fiona would gather evidence too (see AP 6).

#### **4e. Faculty of Medicine**

Jens reported that the Career map proto-type was underway and it was hoped that a full version would be available soon for the group to see. There was also a better job description for ECRs on the HR system and it was very good for researchers now.

Staff had been emailed about Appraisals – Karen confirmed that any who had received an appraisal at level 4 & 5 would be picked up at the moderation stage. The Head of AU should know what has happened with appraisal and must have 100% compliance at sign-off. This would be reported at UEB – so pressure on Deans and then the HoAU.

There had been a survey on 'who wanted to be a prof' (see AP 3). Jens was also going to write to the Dean regarding inclusion of career track fellows in AU funding.

#### **4f. Faculty of Natural and Environmental Sciences**

Lindy reported that the steering group had undergone a few changes but each Academic Unit was represented with ECRs, including a member who had transitioned to a lecturing post. It had been difficult without Selina's support but Hannah Duncan would be supporting the group in the future. Lindy confirmed that she attends FEG and discusses the Concordat with her Dean. The Dean was going to do a roadshow during the summer. Lindy had updated the Faculty action plan and had aligned it with the University strategy (see AP 7).

The Faculty conference would be at NOCs on the 20<sup>th</sup> September. This year there will be a grant writing workshop with a mock panel to review grants.

There had been local events: BioSciences held ECR meetings on working overseas and writing manuscripts.

#### **4g. Faculty of Physical Sciences and the Environment - no report**

#### **4h. Faculty of Social and Human Sciences – no report**

#### **4i. Research Staff representatives – nothing to add**

**5a. UCU** – Huw reported that the UCU was in dispute with the University over the gender pay gap and they were engaging with HR. Also, the appraisal process for levels 4-6 was been conducted now, but for those on probation other forms were being used which was discriminatory.

**5b. Equality and Diversity** - Alex reported that the University had been awarded a Silver Athena SWAN, which was excellent news. The first meeting of the ED&I committee had taken place, chaired by the VC, and had focused on how we support disabled employees. Ongoing projects included: representation in the university activities, i.e. gender and disability. Next week would be the 'well-fest.'

A new team manager had been appointed, Janice Mackey (?) to replace Kamaljit Kerridge-Poonia. Alex would be the Equality Charters Manager.

#### **5c. HR** – Karen had nothing more to report

#### **5d. International Office** – no report

**5e. PD/ILlaD** - Julie reported that ILlaD had been reorganised from 1<sup>st</sup> March and that the development was now split between HR, Sarah Marshall's team for Leadership and management, and the Centre for Higher Education Practice, CHEP, which was based in the Education AU, FSHMS.

**6. AOB** – Clare Viney, CEO CRAC/Vitae, would be giving a talk on the 10<sup>th</sup> May. The talk had been organised by Dr Russell Minns on behalf of FNES. The group extended thanks to Russell and would promote the meeting within the Faculties.

NEXT MEETING: 13 July 2017

<b>Actions</b>	<b>To be completed by</b>	<b>Person(s) responsible</b>	<b>Status</b>
1) An organisation chart to be drawn up illustrating governance links for the CDR WG and the ED&I committees.	Next meeting	Julie & Karen	DRAFTED (needs updating)
2) Maternity project – key issues: what really happens in Faculties, and in other institutions? Is the pay pro-rata'd, how many staff does this affect across the institution (how much would it really cost)?	Next meeting	All – but notably Karen, Julie, Alex, and Lisa.	In progress
3) FoM – who wants to be a prof – report sent to all.	Next meeting	Jens	DONE
4) CROS – promotional emails sent to Faculties	By end of the week	Julie	DONE
5) Medicine to ask Technicians about Science Council accreditation and also if someone would talk to us.	Next meeting	Jens	DONE (no-one available to speak to us yet).
6) The group would gather evidence on support for staff, especially around well-being issues.	On-going	Fiona and Julie	In progress
7) FNES and other Faculties to send up-date Action Plans to be put on WAAR.	On-going	Champions and Julie	In progress

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