

# Concordat Implementation Group

3 May 2018, 10:00–11:30

YH/110, Research Centre for Social Sciences (ReCSS)

## Minutes

Attendees - Deborah Smith, Karen Clegg, Paul Walton, Anna Reader, Helen Weatherly, Liz Rylott, Stephanie Prady

Apologies - Lisa Kim, Ana Duarte, Helen Selvidge, Fatma Said, Nick Barraclough, Charlotte Chamberlain, Alexander Metcalf

### 1. Approve minutes from the last meeting held on 31 October 2017 (*Encl.1*)

*Minutes approved*

### 2. Review actions from the minutes

All actions completed with the exception of:

**18/08 KC:** Discuss training for postdocs who teach. Is it mandatory across the University? If not, why not - where is the QA and parity with GTAs? Explore what can be done around setting guidelines for Depts (& Concordat action points). *KC has since raised this with John Robinson and an action for the Academic Practice Team to review the provision of training for postdocs who teach/demonstrate (or who wish to) has been included in the Concordat Action Plan 2018-2020.*

**New action:** Postdocs in Biology are not permitted to teach UGs (check with Liz); do postdocs who teach in chemistry receive training - PW to confirm

### 3. Confirmation of the HR Excellence in Research 8 year review process. Submission Deadline 21 September 2018 (*Enc. 2*)

KC outlined that the 8 year review will follow the same format as the 4 year external review.

This includes:

- a 4 page report detailing progress against the institutional action plan 2016-2018
- an updated institutional action plan with actions for at least two years (2018-2020)
- an overview of institutional context
- optional short case studies to showcase good practice
- a telephone interview with a panel

### 4. Suggested process for the creation of the new Institutional Concordat Action Plan 2018-2020 - KC to give verbal update

Agreed process:

Each Faculty/Dept to identify 3-5 action points for 2018-2020 that complement E&D and the responsibilities of the PI in providing support for researchers and can be used to support Athena Swan and REF Environment submissions. The group recommended that the new action plan should link through to some of the Athena Swan case studies

## Actions:

- KC to develop draft action plan based on the Faculty/Dept discussions and share for consultation with faculty groups, prior to identification of top level institutional principles that can be used as a framework for the submission. KC to amplify the message that this is an institutional approach and that full engagement is expected.
- Anna Reader, Karen Clegg, Helen Selvidge, Maria Ayaz - to discuss & report back at next meeting.
- KC to find out how many and which other institutions within the Russell group have dedicated careers support for postdocs. Debbie will then act on this information (initially by discussion at VC-AG).
- CIG members to review the documentation prior to submission - draft to be completed by end of July.

## Mechanism for developing Plans

KC outlined that a date for the DRC Shared Practice Event has been confirmed as 2 July but that only half of the departments had so far confirmed their attendance. The following actions in bold were agreed:

- A&H

To ensure full engagement and recognising the limited numbers of researchers in A&H, KC has discussed with Kate Giles the idea of developing a Faculty Based Concordat Action Plan. Kate has confirmed that the next FRG meeting agenda on 24 May is already full so has proposed convening a separate meetings of HoDs/DRCs to discuss. **Date TBC by Kate.**

- Social Sciences

Discussions to take place with DRCs at Faculty level at a **date TBC** (attendance at FRG on 25 May is not possible as KC is on leave).

- Sciences

**Action:** KC to discuss with Colin Brown how best to share practice amongst Science Depts and to report on existing dept action plans and identify new actions.

To assist discussions each faculty will be supplied with:

- a template for reporting populated with the relevant information from the 2017 shared practice with additional space to provide a 2018 update and to identify 3-5 key challenging actions for 2018-2020. To include actions for PIs
- a list of researchers grades 6-8 by dept/faculty

## 5. Update on the contributors to the [Research Staff Conference 15 June](#). See link for the programme.

Programme: KC reported that the full programme is on the web and a keynote speaker confirmed. 16 abstracts were submitted of which 5 have been selected by the organising committee and RET to present. Those invited to speak are:

Sue Hartley, Katie Privett & Alice Flint - YESI  
Katie Davis, Biology  
Lisa Miller, Chemistry

Edward Cox, CHE  
Kate Bosanquet, Health Sciences

All 5 speakers have confirmed their participation, titles and abstracts and these are being added to the conference programme. The remaining 11 people will be invited to submit a poster.

Concordat session: this will provide researchers with an opportunity to feed into the creation of the 2018-2020 action plan. Researchers will be split into groups and asked to identify 3 key points that they feel the University should address in relation to the Concordat. KC will give an overview of issues in her overview in the morning.

**Action:** KC to identify people from R&E who can facilitate breakout groups of up to 10 and identify key consultation questions to enable responses in the time allocated. To discuss questions with the organising committee.

Bookings: to date approximately 60 places have been booked. The ARRC auditorium holds 140 so every effort will be made to fill it and to get good representation from across disciplines as well as good engagement through an online evaluation to be conducted at the start and end of the conference.

#### **Actions:**

KC to oversee effective communications during the week commencing 7 May. To include staff digest and the staff newsletter and email to HoDs, DRCs and YRAF as well as the usual channels

**Action:** KC to contact Tracey Dancer about an active online feedback session - group online experience.

#### 6. Outcome on [Consultation on the Concordat Review](#) . KC to give verbal (confidential) update

Proposals include a recommendation of 10 days training for postdocs per annum. The group welcomed this and suggested that a statement reflecting this could be included in the 2018-2020 Concordat Action Plan. PW suggested:

*UoY expects that researchers will spend approximately 10 days per year directed towards their own professional development. This might include for example: training, placements, mentoring, shadowing, sharing practice and developing new skills.*

KC reported that expert panel review has also indicated that there will be a recommendation that 20% of a researcher's time should be allocated to developing independent research and skills. The group expressed concern that this is an unrealistic time commitment that could damage the goodwill in the sector towards what the Concordat is trying to achieve.

**Action:** KC to ascertain if there will be a consultation on the recommendations.

#### 7. AOB

**(i) Mentoring** - KC reported that HR has sent out a survey about mentoring requirements to all depts. These are being collated and will be considered alongside the evaluation of the postdoc mentoring pilot. KC will be part of the group that reviews this. DS explained that there are a number of strands of staff support being considered by HR including mentoring for senior women as part of the gender pay gap work. A holding note explaining the current situation has been added to the [mentoring webpages](#).

#### **(ii) Training for postdocs who Teach**

**Action:** Karen to raise the issue with John Robinson and seek clarification on whether training for Postdocs who

teach should be mandatory to ensure parity with the requirements for GTAs. The group felt this should be consistent throughout the University.

**(iii) Membership of the CIG group**

It was noted that only half of the members were present at this and the previous meeting. DS would like to encourage full representation across all three Faculties as work on the next implementation plan progresses.

**Action:** KC to draft an email to send to those members who were absent to check they still want to be involved. The committee needs a good representation from across the university. KC to identify PI and researcher reps from all faculties.

**Dates of next meeting:**

16 July 13-14.30. Venue tbc (please note this is a change to the original meeting date)

KC to report on Fellowships at this meeting.