Jean Golding Institute, EDI Action Plan 2021-2022

Ref	Action	Rationale	Start	End	Responsibility	Goal	Deliverable	Priority
1	Including EDI as a standing agenda item or reminding members that EDI should be considered throughout the meeting, particularly with decision-making. (See Inclusive Decision-making Model)	EDI is often overlooked during meetings and this would give everyone the opportunity to raise any EDI related points.	Feb 2021	N/A	JGI Team (Led by L.Rice)	To embed EDI in our planning, actions and thought processes rather than viewing it as an add-on.	Included as an item on agendas at key meetings e.g., Steering Group, JGI Team Meeting.	Medium
2	Create a local EDI checklist to be considered when planning events.	As the JGI host a variety of events this would help us to integrate and consider EDI issues in a consistent way e.g., the ratio of speakers with protected characteristics, accessibility needs, catering, biased language, sharing code of conduct to manage expectations.	Jan 2021	Live document to be reviewed. Assess use in Jan 2022	Institute Development Associate (led by C. Singh)	To allow us to plan events consistently, taking into account several aspects of EDI that are not always obvious.	An EDI checklist that could be hosted on an EDI SharePoint webpage for members of our community to also use.	High
3	Develop widening participation internships for undergraduates from BAME backgrounds to participate in summer projects.	Providing equity of opportunity for BAME undergraduates to work towards a balanced student representation that embraces diversity.	2021	To be reviewed in Jan 2022	Institute Manager (led by P. Holley)	To develop strategy for improving BAME diversity.	The implementation of at least 2 WP internships for BAME UGs.	Medium
4	Develop and promote an EDI SharePoint page, hosting our EDI statement including documents and resources such as the JGI Code of Conduct	An EDI statement hosted on a dedicated webpage shows our commitment to EDI, enhancing our reputation and holding us accountable for our actions.	Jan 2021	To be reviewed in July 2021	Institute Development Associate (led by C. Singh)	To reinforce our commitment to EDI throughout the JGI community and provide members with resources.	A SharePoint webpage hosting our EDI statement and practical resources/ information.	High
5	Develop and publicise a credible reporting mechanism e.g. Jean Golding Institute Code of Conduct Incident Report Form , to receive feedback	This would enable us to be aware of how our events are perceived. More importantly, it would provide the community with a route to report any discrimination and	Jan 2021	To be reviewed in May 2021	JGI Administrator & PA to Director and Manager (led by L. Rice)	To understand if our activities and initiatives are inclusive and to address discrimination	A publicised reporting mechanism hosted on JGI site(s). Reports to be reviewed	High

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	and act as a route for escalating any concerns.	an opportunity for us to take necessary action.					proactively.	regularly resulting in action.
6	The possibility of a funded EDI Champion/Advisor working across all URIs coordinating EDI activities. Linking into wider UoB initiatives/networks and the impact of COVID-19 on EDI related issues.	This would allow a unified and consistent approach to EDI throughout the URIs with dedicated funded time. This post could also link into existing UoB wide EDI initiatives.	Jan 2021	To be reviewed in 2021	Institute Director (Led by K. Robson Brown)	The post acknowledges work needing to be done across all URIs and enables a consistent approach preventing duplication of effort.	A fully funded post to lead and support EDI initiatives across all URIs including chairing a joint EDI Committee.	Medium
7	Integrate aspects of EDI into the delivery of Executive Courses. Consider specific training for those in key roles e.g., delivery partners	Encourage an awareness of microaggressions and subconscious bias, particularly for those in leadership roles or on recruitment panels.	Jan 2021	To be reviewed in May 2021	Institute Development Associate (led by C. Singh)	To embed EDI in the delivery of courses and content including an awareness of subconscious bias and microaggressions.	The development and promotion of Executive Courses that integrate an understanding and awareness of EDI.	Medium
8	Consider EDI as part of the induction process. Signpost resources such as the diverse staff networks that exist, the global lounge and inclusion matters as part of the induction process.	To ensure new members of staff are aware of support networks that exist, particularly in light of virtual inductions/communication. To increase awareness of inclusive issues.	Jan 2021	To be reviewed in June 2021	JGI Administrator & PA to Director and Manager (led by L. Rice)	To support new members of staff and recognise the link between EDI and mental health and wellbeing in these networks.	Include these options on an Induction webpage or in the Induction Programme template.	Low
9	Considering data science, ethics, and EDI content within our events e.g., Coded Bias suggestion for data week.	To raise the profile of EDI and ethics related data science issues that are relevant.	Jan 2021	To be reviewed in March 2021	RSE and Data Science team (Led by M. Williams)	To increase awareness of EDI and ethical issues within data science.	At least one EDI/Ethics related speaker or video during data week.	High