Equality and Diversity Committee Minutes
3pm, Thursday 8th October, Turing Room

Attendees: Martin Wright (Chair), Lindsey Brown, Ajitha Rajan, Christophe Dubach, Martin Wright, Helen New, Vashti Galpin, Clare Llewellyn, Mirjam Wester, Subramanian Ramamoorthy, Anda Nicolson (Secretary)

Apologies: Mirella Lapata, Alina Selega

	Summary	ACTION
1.	**Approval of previous minutes:** The minutes were approved.	
2.	**Matters arising:** **Informatics Policies:** MJW to identify relevant policies relevant to our Athena SWAN application to raise with Strategy Committee, AN to add to the agenda.	MJW/AN

3.	**Staff and Student culture surveys**
	• Changes were made to these surveys based on the last meeting of this committee:
	  - Undergraduates and taught masters students will get the Student Survey (not CDT)
	  - The staff survey will go to staff and CDT/DTC members
	• The survey text is being reviewed and will be issued by AN on behalf of Johanna with a three week window for completion.
	• **Action:** committee members to encourage people to complete survey.
	• The survey will include all staff, not just academic, and we will use this as a baseline for our next Athena SWAN application as all staff will be included in this.
	• VG noted that during the last submission, members of this committee were the Self-Assessment Team and one of their roles was to ensure good completion rates for their institute. All members of the SAT need to be listed on the submission.
	• **Action:** HN/MJW to review membership of this group against profile of the School to ensure fair representation on the SAT.
		All
		
		HN/MJW

4.	**Upcoming events:** • **Promotions workshops:** HN/AN are working on events within the School which will assist people with the Promotions process. The first was held today and will be an annual event, normally held in the Spring. Today's event was for Grades 8, 9 and 10 and another event will be held in November for junior promotions. • **Chancellor's Fellows lunch:** This will be held on 5th November and will be an opportunity to speak with Chancellor's Fellows about their experiences since joining the School. This feedback will then feed into planned reviews of things like the induction process. • **Hoppers 10th Anniversary event:** This is scheduled for early December and is due to be a half day event with external and internal speakers. Further information will be issued to the School once the programme is confirmed.	

5.	**Exit survey feedback**
	• MJW talked through the circulated document. He has requested the free-text comments from College and is waiting for these at present.
	• VG noted that it would be useful to see the academic results. **Action:** MJW to request that these are filtered if possible.
	• Key issues identified included:
	  - Line management skills
	  - Induction
	  - Promotions
		MJW

	• GS suggested that one thing which would be useful is some kind of workshop about what people can do when they leave or their grant runs out. • It was also suggested that questions around future career plans could be added to the PDR forms. • VG praised the amount of information available for researchers but CL noted that there is very little for PhD students. HN mentioned a programme she had been part of which helped to highlight fellowships and other opportunities for PhD students. **Action:** CL/HN to discuss.	CL/HN
6.	**Athena SWAN renewal** • HN shared examples of short bios used for Athena SWAN submission. **Action:** All committee members to send bio to AN. • **Action:** HN to share the link to the previous submission with this committee. • **Action:** HN to circulate the Silver renewal template to the committee. **Action:** All committee members to review and to self-nominate if there is a section they feel they can help with. • At the next meeting of this committee we will review the survey outputs and look at what we can add to the action plan. **Action:** AN to add this to the agenda. • MJW suggested that this committee meets monthly to ensure we're progressing well in our application.	All HN All AN
7.	**Any other business** • CL is no longer able to serve on the committee. **Action:** ML to find a suitable PhD student representative.	ML
8.	**Date of next meeting:** To be confirmed.	