

Equality and Diversity Committee Minutes 11am, 21st June 2017. Turing Room.



Attendees: Kami Vaniea (Chair) Lindsey Brown, Christophe Dubach, Vashti Galpin, Kasia Kokowska, Subramanian Ramamoorthy, Michael Rovatsos, Alina Selega, Heather Walker, Martin Wright, Julie Young, Anda Nicolson (Secretary)

Apologies: Johanna Moore

	Summary	ACTION
1.	<p>Welcome and apologies KV opened the meeting and apologies were noted.</p>	
2.	<p>Approval of previous minutes and matters arising The minutes were approved.</p> <p>Working group regarding laddish behaviour: The feedback received from student reps was that they did not believe that there was a culture of laddish behaviour in the Forum or the student body. In order to maintain this good working environment, on induction students will have the Code of Conduct highlighted to them as well as routes of escalation in case of any issues. Neil Heatley highlighted, outwith this committee, that the current population of student reps is entirely composed of male students. It may therefore be appropriate in the future to hold a focus group which is female-only or which also represents LGBT members.</p> <p>Unconscious bias training for 2018 has now been provisionally booked with Pete Jones, who carried this out last time and received good feedback. This is booked for the 21st of November 2018.</p> <p>Autism training has been booked for 4th October 2017.</p> <p>Recruitment process: MJW and JY have spoken with College HR. A review of the recruitment process will be taking place during the summer and will be fed back to this committee.</p>	
3.	<p>Committee membership and remit</p> <p>There is a lack of clarity about what tasks should sit with the E&D Coordinator and what should be taken forward by other members of the committee or, indeed, other people within the School.</p> <p>VG suggested that more time could be allocated to the E&D Coordinator role as part of duties allocation. KV also noted that there are a number of people who may want to help with E&D activity within the School, but without being full members of a committee and that it is difficult to mobilise this support.</p> <p>We could look at giving a duty for E&D to someone from each institute. This would then potentially influence the membership of this committee. VG noted that research staff do not have allocated duties, but that they may be able to take this on in a volunteer capacity.</p> <p>Student outreach should be part of the Recruitment Committee. It shouldn't fall automatically under the E&D committee.</p>	

	<p>It was suggested that this group should be an oversight group, and that where possible suggestions and activities are devolved. We should create an annual plan of activities relating to E&D activity in the School and maintain oversight of this.</p>	
4.	<p>Staff and student surveys The staff survey has been issued. This was done in both paper and electronic versions. We've had around 70 responses so far, but reminders will be sent out. The survey will remain open until the 14th of July. KV has had queries about the anonymity of the survey and will assure people that any feedback is anonymous.</p> <p>The Communications Team will be issuing the School newsletter shortly and a reminder about the survey will be included. VG will send a reminder to Research Staff.</p> <p>The student survey is pending at this point. KV would like to change us to a different version of the survey that is more appropriate and issue in November or December to students.</p>	VG
5.	<p>Upcoming events We have the following events:</p> <p>INSPIRE Summer School begins on the 3rd of July.</p> <p>Jessie Rose will give a talk in September. She is going to work with us to choose the best content for her talk. The Hoppers group asked for this talk and we are happy to support this event for them.</p>	
6.	<p>Implementation group The Athena SWAN plan is progressing well. People have taken on actions for their own areas and are progressing them. Nigel Topham had been looking at statistics on gender balance across institutes and is looking in to this to see if there is anything they can do to improve.</p>	
7.	<p>INSPIRE Summer School A discussion was held about the ongoing viability of supporting the INSPIRE Summer School. Although the committee supports the outreach aspect of the Summer School, it was noted that the event is costly both in terms of staff time and financially. We could host a number of more targeted outreach activities locally which may be more beneficial.</p> <p>A final figure for the cost of the Summer School will be available after the financial year end. Action: Table for discussion at next meeting of this committee, once financial information is available.</p>	AN
8.	<p>Any other business A suggestion was made regarding work experience. At present, any work experience students who are taken on come to the School via local connections. It was suggested that we could manage this more centrally as part of an outreach programme, which would ensure that we could fairly manage these requests. Action: Table for discussion at the next meeting.</p> <p>Equality and Diversity calendar The committee agreed that the idea of creating an E&D calendar was a good suggestion. This would allow us to consider significant dates and potentially tailor events around those dates. The proposed approach suggested in Paper 8.1 was approved.</p>	AN
9.	<p>Date of next meeting 11am, 20th September 2017. Turing Room.</p>	