



## Equality and Diversity Committee Minutes 10am, Wed 19<sup>th</sup> September 2018 Turing Room

**Attendees:** Bob Fisher, Dorota Glowacka, Jane Hillston, Martin Wright, Christoph Dubach, Ajitha Rajan, Aurora Constantin, Vashti Galpin, Kasia Kokowska, Carol Dow, Lorna Adams (Secretary)

**Apologies:** Ram Ramamoorthy, Guido Sanguinetti, Lindsay Brown

	Summary	ACTION
1.	<p><b>Welcome and apologies</b> RBF opened the meeting, his first as the new Director of Equality &amp; Diversity. It was noted that Lindsey Brown had tendered her resignation from the committee, as she will be retiring in November.</p>	
2.	<p><b>Minutes from previous meeting and matters arising</b> <b>Ada Lovelace Day</b> – KK advised that this is coming up in October. We currently have one school from Wishaw and KK will be contacting other schools in the area to find out if they would like to also join in. KK will approach JH and Kami V to deliver “women in science” talks. If the event is successful, KK would like to see this become an annual event hosted by Sol. <b>Provision of alcohol at student and staff events</b> – MJW to update the School events policy.</p>	MJW
3.	<p><b>Athena SWAN Action Plan</b> MJW advised that the action plan was produced as part of our Athena SWAN submission, with the Implementation Group responsible for monitoring progress on it. This group are due to meet again on 3<sup>rd</sup> October 2018. We need to revisit the action plan that we created two years ago, as we will need to report on this for our next submission. It would also be useful to identify any additional actions that should also be included in the plan.  MJW suggested that a working group, which would be a sub-group of this Committee, convene under the chair of RBF to review the action plan. The role of this group will be to review the actions of the last submission and look at the next two years.</p>	
	<p><b>Action:</b> RBF and DG to meet to discuss responsibilities for Athena SWAN. They will also identify a date for the first meeting of the working group and advise JH, who will join the meeting if available.</p>	RBF/DG
4.	<p><b>Equality and Diversity Committee – updated remit and membership (Paper 4.1)</b> MJW introduced this item, advising that the remit and membership of all the School’s committees are currently being reviewed. This version has intentionally been made a high level remit, as it was previously very detailed. It is the intention that once approved, it would not change, but we would of course revisit it periodically.  It was noted that ex officio appointees, are therefore, as a result of holding their position (i.e. Director of E&amp;D), members of this committee.</p>	



The Committee were happy to agree the new remit and membership with a few minor amendments. MJW advised that we will fill all vacant roles first and then look at the co-opted representatives.

**Actions:**

- MJW will contact existing members to confirm their willingness and availability to still be members of the committee. MJW
- MJW will also liaise with Neil Heatley to identify nominees for student representation on the committee. He will also ask Neil to approach the President of Hoppers Society, who we would like to appoint as an ex officio member. MJW
- LA to identify dates for E&D Committee meetings in January and May 2019. LA

**5. Staff/Student Survey Results**

VG provided a brief verbal update on the staff and student survey results, which were undertaken as part of our Athena SWAN submission. It was agreed that VG will present suggestions at the January E&D Committee meeting on how we take this forward. VG

VG will also speak to Caroline Wallace, to see if we can link our surveys in with the University's. VG

It was noted that the University Staff Survey closes on 28<sup>th</sup> September 2018. The initial results will be reported on at the Principal's Leaders Forum in November, but as yet, we don't know how widely it will be report beyond that.

**6. Staff Training**

The Committee had several suggestions of possible training sessions for staff:

- Asperger's Awareness Training – Would like to hold this again in February/ March 2019.
- Unconscious Bias Training – RBF is keen to repeat this and also include the PGR students. MJW will investigate and discuss with Nigel Topham. MJW
- Unconscious bias online training – KK will signpost this regularly in the staff newsletters. LA will investigate how many people have completed the training (individual and by institutes). KK/LA
- Would like to repeat the PT course on dealing with distressed students – AC was very keen for this to happen soon, as she has already encountered this situation. JH will send the link for the online training to AC and will meet with her for a separate discussion on support we can provide. JH/AC
- Staff Pride network LGBT training – CD will find out when this is happening and will circulate details. CD

JH also advised that we are looking for volunteers to be Mental Health First Aiders to help staff and students.

**7. Jamboree and/or other events**

Feedback from the Jamboree in April, was that it was an enjoyable event. We would like to repeat it again next year as an afternoon and evening event. It was suggested that a working group be set-up and KK will put out a call for volunteers in the next staff newsletter. KK



	JH is keen for us to support a chosen charity for the year and has selected the Turing Trust for this year.	
8.	<b>Gender Equality in ITSM – White Paper from Gender Equality Workshop (Paper 8.1)</b> CD gave a brief update on the recent workshop she attended.	
9.	<b>AOB</b> Gender neutral toilets – We need better signage within the building, but this will take a little time, as we need to have these signs specially designed.	
10.	<b>Dates of next meetings</b> – LA will advise these in due course.	LA