Equality and Diversity Committee Minutes
11am, 15th March 2017. Turing Room.

Attendees: Kami Vaniea (Chair) Lindsey Brown, Christophe Dubach, Vashti Galpin, Johanna Moore, Ajitha Rajan, Subramanian Ramamoorthy, Guido Sanguinetti, Heather Walker, Martin Wright, Julie Young, Anda Nicolson (Secretary)
Apologies: Michael Rovatsos, Alina Selega

	Summary	ACTION
1.	**Approval of previous minutes and matters arising** The minutes were approved. **Publicity email address:** Any matters for publicising are to be sent to the Informatics Communications Team – infcomms@inf.ed.ac.uk **Recording training courses attended:** This was in relation to courses such as leadership, Aurora and other development courses, as this information can be used in our Athena SWAN submission. There is no way to track what courses people have attended if they have been booked via MyEd. HW has contacted College to see if we can get any anonymised statistics. HR track any School-funded courses people attend, but rely on people self-reporting. **Working group regarding "laddish" behaviour:** Action on KV to convene this group has rolled over. VG queried if we could look at a lightweight way of reporting incidents of harassment or poor behaviour to evaluate the extent of the problem. **Action:** MJW to look at how we might create a web form for this. It was noted that there was a University scheme around Dignity and Respect, and that there were advisers as part of this. **Action:** KV to speak with Caroline Wallace about this initiative.	 KV MJW KV
2.	**E&D actions (2016/17) from the Athena SWAN action plan (Paper 3.1)** • Action 1.1 refers to a need to increase the proportion of female applicants from 20.7%. The Scottish Government is encouraging us to raise the percentage of female students to 25%. We need to be working with College on this and pooling resources with other Schools. • We are looking at how we can expand our Women in Computing events. There are panel events coming up around coding and security. • **Mentoring:** Informatics does not currently have a mentoring champion. We do give new academics a mentor and those pairs can then take advantage of the resources given to the Mentoring Connections scheme. It was suggested that this scheme could be publicised by the Staff Development Committee, which is chaired by Phil Wadler. **Action:** KV to speak to Phil. It was also suggested by the committee that mentoring should also be championed for research staff and professional services staff. • **Unconscious bias training.** This was delivered to Strategy Committee and was generally well-received. **Action:** HW to book this again for 2018, opening up to all staff. **Action:** Completion of online unconscious bias training to be added to the induction plan for all new staff by HR. It was also suggested that we could look at a series of talks to look at providing training and awareness of other diversity issues. **Action:** HW to speak with Helen Pain, who has done work with autism, as this would be a good topic.	 KV HW JY HW

3.	**Data monitoring:**	
	Staff:	
	• KV has asked Strategy Committee to highlight where they think there are issues with recruiting female academic staff. This is an ongoing process.	
	Students:	
	• David Beamish is currently gathering statistics on this and we will report at the next meeting of this committee.	
4.	**Recruiting female staff – database of PhD student contacts**	
	We would like to encourage staff to build a store of future contacts to help us encourage people to apply for future vacancies – both PhD students and postdocs. We could then send out information about new vacancies to them. It was suggested that people could sign up to a mailing list.	
	We are looking to review the recruitment process, including the shortlisting documents, to ensure that applicants aren't being disadvantaged. **Action:** MJW and JY to speak with College HR. Ram will assist with this review once a reply is received from College.	MJW/JY SR
5.	**Surveys**	
	The annual staff survey will be issued shortly. This will be broadly unchanged from the last survey.	
6.	**Jamboree**	
	There is an issue with the timing of this year's Jamboree. This event will be postponed so it can be reassessed. A different event will run instead, probably in 2018.	
7.	**Any other business**	
	• The photos taken during the One Day Without Us event should be added to the screen in reception. **Action:** KV to arrange via the comms team.	KV
	• The INSPIRE Summer School will take place in July. The ongoing value of this event should be discussed at the next meeting of this committee. **Action:** AN to add to agenda.	AN
	• Due to time constraints, it was not possible to discuss the E&D calendar suggestion. **Action:** roll over to next meeting.	AN
8.	**Date of next meeting**	
	11am, 21st June 2017. Turing Room.	