



Equality and Diversity Committee Minutes 12pm, 15th June 2016. Turing Room.

Attendees: Mirella Lapata (Chair), Lindsay Brown, Vashti Galpin, Ajitha Rajan, Michael Rovatsos, Guido Sanguinetti, Alina Selega, Kami Vaniea, Heather Walker, Mirjam Wester, Martin Wright, Anda Nicolson (Secretary)

Apologies: Christophe Dubach, Julie Young

	Summary	ACTION
1.	Approval of previous minutes: The minutes were approved. No actions outstanding.	
2.	<p>Way forward: E&D Co-ordinator Kami Vaniea will take over as E&D Co-ordinator from the 1st of August 2016.</p> <p>Athena SWAN submission ML thanked the people who were involved in the Athena SWAN submission, notably MJW, HW, AN and Helen New, who delayed the onset of her maternity leave to ensure that the submission process was supported.</p> <p>Athena SWAN action plan This is something that we should be working on now and evidencing our progress in preparation for the next submission. This will mainly be looked after by the Athena Swan Implementation Group.</p> <p>This group will meet five times a year. They will create a project plan to get us ready for the next submission and this will show the milestones that should be hit and the objectives of the plan. The first meeting will be held before the 1st of August.</p> <p>Action: AN to schedule first meeting.</p>	AN
3.	<p>Work with us webpages Comments HW asked for feedback on the pages. MR noted that it would be good to use more diverse images on the site. VG suggested that we add information relating to how we support people with disabilities.</p> <p>HW will be adding case studies to the pages in due course.</p> <p>E&D calendar This could include regular events like the Jamboree and external events relating directly to diversity such as WISE. KV suggested that this could also be a resource for events happening in the School such as student events. It was suggested that Hoppers events could be added to a calendar of events. Action: ML to check this with Hoppers.</p>	ML
4.	Women in Computing event There will be no WIC event held this year.	
5.	Jamboree 2016 - feedback (Paper B) The feedback is broadly positive. A small group should convene to review the feedback and suggest updates for next year. This will consist of HW, AN, AS, ML, KV and MR. Action: AN to arrange this meeting.	AN
6.	Promotions workshops The workshops were held in June and were broadly successful, with anecdotal feedback stating that they were useful.	

	<p>The naming of the workshops was queried, with the group feeling that the name should clearly include the grades they applied to and make clear that grant-funded colleagues are included.</p> <p>The responsibility for the workshops currently lies with the School Office, with this being passed to HR for 2017. This was queried and it was felt that the Promotions Committee should have ownership of this. This will be looked at.</p>	
7.	<p>Internships update</p> <p>There are no interns this year due to a late announcement from CareerWise meaning that offers weren't accepted by students. The money that would have been used for this will be used for the INSPIRE Summer School.</p>	
8.	<p>INSPIRE Summer School</p> <p>This is being held from 4th to 6th July 2016 and we will host 25 girls from across the UK. There is a full and diverse programme, mixing academic work with activities. The event will be held in 2017 as well.</p>	
9.	<p>E&D prizes</p> <p>Two sets are being given in years 4 and 5 and these have been chosen. MSc prizes will be issued in September.</p>	
10.	<p>Any other business</p> <p>MW will leave the School at the end of July and will therefore relinquish her role on this committee. ML thanked her for all her work. Action: ML to find replacement staff member.</p> <p>The Staff Hoppers email list has been extended to include support staff.</p> <p>Paper C circulated which is a document which will be used at induction. Action: MJW to provide up to date photo for use in this document.</p>	MJW
11.	<p>Date of next meeting</p> <p>11am, 21st September 2016 in the Turing Room.</p>	