



Equality and Diversity Committee Minutes 2pm, 28th August 2015, Turing Room

Attendees: Mirella Lapata (Chair), Lindsey Brown, Ajitha Rajan, Christophe Dubach, Martin Wright, Helen New, Vashti Galpin, Mirjam Wester, Anda Nicolson (Secretary)

Apologies: Clare Llewellyn

	Summary	ACTION
1.	The minutes from 17 th June were approved as an accurate record of the meeting.	
2.	Matters arising: Action: ML noted that MJW/HN should meet to review the current policies applicable to our Athena SWAN application and make sure that these are updated and publicised.	MJW/HN
3.	Athena SWAN survey: <ul style="list-style-type: none"> • VG provided some suggestions on possible amendments that could be made to the survey questions and some questions that could be added (salary funding and flexible working). The committee discussed the amendments/wording of questions. • Action: VG to complete amendments and circulate to this committee for review. • VG should be able to complete the survey analysis again this year. • The survey will be advertised at the General Meeting in September. • Action: ML/HN to compose email for Johanna to issue at the start of term, highlighting the Athena SWAN activity. • HN highlighted that the Athena SWAN panel may want us to be able to break down the data by institute as well as at School level. 	VG ML/HN
4.	Budget update: <ul style="list-style-type: none"> • The budget for the coming academic year is £10,000. • Planned expenditure includes: prizes for best female MSC students (£250), internships (£6000), conference travel, Jamboree and the Summer School. 	
5.	EPSRC visit <ul style="list-style-type: none"> • HN spoke about the recent visit of representatives from EPSRC and talked through a slide pack. • An EPSRC director has been tasked with a review of Equality and Diversity at EPSRC. Their commitment to E&D includes flexible working, fellowships for researchers who need flexible working or who took career breaks. • They are looking at their recruitment processes for recruitment and panel reviews of grants. They are also tendering for large-scale training on unconscious bias. • Action: HN to circulate slides to Heads of Institute for awareness and to this committee. 	HN
6.	E&D webpage: <ul style="list-style-type: none"> • The webpage could be improved as it's outdated. • This should be redone and used as part of our Athena SWAN submission. • Action: HN and MJW to meet with Effie McDonald to agree next steps to take this forward. 	HN/MJW
7.	Any other business: <ul style="list-style-type: none"> • MJW to add Equality and Diversity to the agenda for the General Meeting. 	MJW
8.	Next meeting date: <ul style="list-style-type: none"> • AN to issue Doodle poll to schedule next meeting. 	AN