



Equality and Diversity Committee Meeting

Minutes of the meeting of the Equality and Diversity Committee Meeting held at 10:00am on Tuesday 10 April 2018, SW00, William Gates Building

Present: Andres Arcia-Moret (AA)
Claire Chapman (Secretary) (CLC)
Ann Copestake (AAC)
Anil Madhavapeddy (AVSM)
Dinah Pounds (DP)
Joy Rook (JR)
Caroline Stewart (CS)

The meeting was chaired by Ann Copestake in Richard Mortier's absence.

1. Apologies for absence

Hatice Gunes
Miriam Lynn
Richard Mortier
Diana Vasile

2. Minutes of the last meeting

The minutes from the meeting held on 7 February 2018 were approved.

3. Report on actions from previous meeting

i. Male supervisor to attend student focus group

A male graduate student with extensive supervision experience has been identified and will be invited to attend a focus group at the start of next term.

Action: DP

ii. How to avoid confidentiality issues of raw data being identifiable

Due to the low number of staff in certain categories, which makes identification possible, all promotion and contribution reward data will only be seen by the Departmental Secretary, Chair and Secretary of the committee. This data will also be redacted from our online submission.

Action: CLC

iii. Feedback circulated on why our Bronze Application was unsuccessful

The feedback was circulated in February 2018.

iv. Setting up of Subgroups

a) women@CL Subgroup

A focus group is planned to take place next term.

AVSM said that an increase in sponsorship has been obtained from industry and it is hoped that this will help women@CL become an independent organisation with separate funders from the Supporter's Club. AAC said that women@CL will have a separate section in our application.

Action: AVSM

b) Student Focus Group

DP and JR met on 12/02/18 with regard to setting up a student focus group at the start of next term. A list of attendees and questions has been devised.

Action: DP and JR

c) Meeting between HG and CS

This has yet to take place.

Action: HG and CS

v. Comparative data from Queen Mary University of London

This still has to be obtained.

Action: HG

vi. Staff Survey 2015 results

The staff survey results from 2015 have been sent to HG.

As the Post Doc Forum will be circulating a survey on Post doc Career Progression, it was agreed that due to Post doc turn over since our Staff Survey in 2015, it would be a good opportunity to include questions on; *environment, knowledge of contractual duties, awareness of rights and who to go to if they have communication problems with their PI*. It was agreed that AA will draft some questions and submit to Zohreh Shams and Noa Zilberman by the end of April. The planned circulation date for the survey is the beginning of May.

Action: AA

vii. Case Studies

AA has provided his case study and EK will submit her case study this week.

viii. Wednesday Seminar Timings

CS thought there had been a decision to change the seminar back to the earlier start time of 15:15, but she will need to check and report back at the next meeting. Due to the low number of attendance, it was suggested that we might find it beneficial to reduce the number of seminars in Lent and Easter and provide refreshments after the seminar. Committee members agreed that this would be a good thing to try.

AVSM said that when women@CL have high profile speakers, these could also be used as Wednesday Seminar speakers.

DP highlighted the Business Studies seminars which take place in Easter Term and suggested that these could also be regarded as a Wednesday Seminar.

Action: CS

4. Report on progress of members

The Committee considered the queries raised by HG but agreed it would be helpful to defer from answering them until she can be present. CS agreed however to see if there were any queries that could be easily explained.

CLC will contact E & D to ask what data the career pipeline data is comparing.

CLC said that the closest comparative staff benchmarking data which E & D had sent is Engineering and Technology but CLC will contact E & D to see if Information Engineering can be extracted, as this would be a better comparison.

Action: CLC

AAC said that due to the low number of female staff, it would be useful to include the actual numbers as well as the percentages in the text of the application, rather than referring to just the percentage.

Action: CLC

5. Any Other Business

It was suggested the next meeting would benefit from Miriam Lynn's presence so we can raise queries about the process. It was agreed we would arrange the next meeting at a time when Miriam can attend.

Action: CLC

6. Date of next meeting

To be held in the middle of May and to be arranged by Doodle Poll.