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## Equality and Diversity Committee Meeting

2 p.m., Thursday, 11 March 2021  
Meeting held via videoconference

### Minutes

#### Present:

Prof Ann Copestake (Acting Chair, AAC)  
Mrs Joy Rook (JLR)  
Mrs Caroline Stewart (CS)  
Ms Celia Burns (Secretary) (CB)

The Committee members present gave approval for Professor Ann Copestake to act as Chair of the Committee until another Chair is appointed.

#### 1. Apologies for Absence

Apologies were received from Heidi Howard and Miriam Lynn.  
Anil Madhavapeddy is on sabbatical leave.

#### 2. Minutes of the Last Meeting

The minutes of the meeting held on 24 November 2020 were approved.

#### 3. Update on Pending Actions

##### *i. Unconscious/Implicit Bias online training for PhD students and Post-Docs*

CS reported that she had requested a burst report showing completion rates for the training course for PhD students but has not yet received it. CS gets statistics for Post-Docs with the other staff. CS will follow up the PhD results.

**Action: CS**

JR confirmed that the requirement for this training will be added to the induction for PhD students and Postdocs. In addition, JL understands that Lise Gough has sent a reminder notice to students, but JL will check that this is the case.

**Action: JL**

##### *ii. Committee Membership*

(a) **New member to replace Dinah Pounds:** Committee membership was discussed under item 4 below.

(b) **Replacement member and Chair:** Committee membership was discussed under item 4 below.

**iii. Actions from the Silver Award application for the Committee to take forward**

(a) **Develop women@CL:** AVSM was going to take this action forward, including contacting Directors of Studies and asking the organisers to disseminate more details to people about the group's events. AVSM is currently on sabbatical leave and will report after his return.

(f) **Improve awareness of career development and job opportunities:**

AAC reported that she had spoken to Helen Francis about the suggestion for a group to help people apply for Junior Research Fellowships. The plan is to set up a group, and Helen is going to consider if there is anything else that would be appropriate. CS noted that Helen had given a presentation at the Research Staff Forum about the support the Research Strategy Team can provide.

**Action: Helen Francis**

**4. Committee Remit and Membership**

AAC noted that the Equality and Diversity Committee had evolved out of the Athena SWAN Committee and originally had been mostly concerned about the representation of women. However, now that the Committee is being asked to consider equality and diversity more broadly, the Committee's remit and composition should reflect that, and before considering the membership, it would be useful to be clear about the Committee's terms of reference.

Committee members discussed the remit of the Committee, including the following points:

- It is the committee members that respond to actions and requests, not the Committee, so if the Committee's terms of reference require members to do things, it needs members with the time and knowledge to take those things on.
- The following terms of reference were suggested:
  - to monitor the statistics of the various categories of interest and pass on information and suggestions to other committees.
  - to consider equality and diversity issues arising at other Department committees and elsewhere in the Department and provide feedback and advice.
  - to continue with the Athena SWAN action plan.
  - to consider how the terms of reference of this Committee would interact with those of an HR Committee (if set up).

Committee members agreed to proceed with producing some terms of reference, with input from Miriam Lynn. CB agreed to contact Miriam Lynn to request example terms of reference of other University equality and diversity committees and will circulate them to Committee members. It was felt that membership would become clearer once we have the terms of reference.

**Action: CB and Committee members**

**5. Monitoring of Student Admissions and Performance in Terms of Gender Balance**

Dinah Pounds had provided a report on student performance during the Michaelmas 2020 term, but gender information was pending.

It was agreed that a table should be formatted so that the relevant people could be asked to populate it with their data on student applications, admissions, and performance for Part II and Part III and the MPhil, going back as far as the data is available. The data could then be discussed by Faculty Board in the Easter term. Professor Copestake noted that she would follow up with the University for the data on this year's UG student admissions.

**Action: CB (for the table) and AAC**

JR noted that this year, for the first time, applicants are not required to state their gender. This could be problematic as some funding competitions specify gender, so this will need to be fed back to funders.

## **6. Any Other Business**

### ***Equality Impact Assessment:***

CS reported that she was currently undertaking an Equality Impact Assessment in relation to a funding proposal and shared a first draft with the Committee. Committee members agreed that CS should seek feedback from Miriam Lynn and contact the Committee if she felt she needed further input. In the meantime, AAC will send CS her comments, and if any other Committee members have comments, they should let CS know.

**Action: CS and AAC**

## **7. Date of next meeting**

It was agreed that the next meeting would take place in the first half of May, to be decided by Doodle poll. Committee membership at that point could potentially be a mixture of old and new members and would depend on the terms of reference produced.