



**Minutes of the meeting of the Equality and Diversity Committee Meeting held at
14:00 on Wednesday 10 January 2019, SW00, William Gates Building**

Present: Claire Chapman (Secretary) (CLC)
Ann Copestake (AAC)
Anil Madhavapeddy (AVSM) *via Skype*
Richard Mortier (RMM)
Caroline Stewart (CS)
Diana Vasile (DV)

1. Apologies for absence

Andres Arcia-Moret (AAM)
Hatice Gunes (HG)
Miriam Lynn (ML)
Dinah Pounds (DP)
Joy Rook (JLR)

2. Minutes of the last meeting

The minutes from the meeting held on 4 July 2018 were approved.

3. Report on actions from previous meeting

- i. **Update if all new supervisors who supervise for DoS have been asked to complete the Understanding Unconscious/Implicit Bias online training and if they have attended a New Supervisor's Training Course.**

CLC reported that this item was discussed at the DoS Forum in July 2018 and DoS asked to be kept informed if their supervisors have not attended training. However, as only Part II supervisors are assigned by the Department, it was felt this could not be administered for IA and IB supervisors so it was agreed that we should ask DoSs to mandate this for IA and IB supervisors.

RMM suggested that the committee should recommend to the Senior Tutors' Committee that it is mandatory for each new supervisor to complete a Supervisors Training Course and to recommend completion of the Understanding Unconscious/Implicit Bias online training. RMM agreed to contact the Secretary of the Senior Tutors' Committee to ask if this can be put on the Agenda for their next meeting.

Action: RMM

As burst reports of staff completion rates for online courses can only be obtained, CS will approach UIS to find out if they can be provided for PhD students and post docs in the Department.

Action: CS

- ii. **To highlight the Shared Parental Leave Policy to local industry as this was included in our Action Plan**

RMM will ask Jan Samols if she will be able to circulate flyers about the scheme to industry members at *The Ring* annual dinner and other *Ring* events.

Action: RMM

- iii. **To take the issue of academic job titles to the School of Technology Meeting**

AAC agreed to feedback concerns at the HR Committee. It was decided that we could put information about equivalent US academic titles on our website so it is an easy reference point for students and non UK staff.

Action: AAC, CS and CLC

- iv. **To include the explanation of UK job titles and their US equivalent in the Graduate Student Induction Pack which was handed out in October**

CLC said that this had been actioned by JLR. AAC requested that a reminder be sent to her every October to include this explanation in the Graduate Student Induction Talk.

Action: JLR

- v. **To approach Andy Rice and Cecilia Mascolo to discuss ways on how to influence the gender balance in admissions via their Undergraduate Admissions Training course which is held annually**

RMM has spoken to Cecilia Mascolo and will also approach Andy Rice. CLC said the course is booked on Moodle as part of the Research Skills Programme as the course is targeted at PhD student and post docs.

Action: RMM

- vi. **To produce posters highlighting actions achieved as a result of feedback**

Posters showing the types of impact achieved since our Bronze Award will be designed and displayed on the plasma screens. Examples can include, the rise of female undergraduate students and female UTOs.

Action: CLC

4. Athena SWAN Silver Application and Action Plan

Discussion of the application which was submitted and plans going forward.

Committee Members requested that all actions on the Action Plan which relate to other Department Committees and individuals should be highlighted and sent to the Chair of each committee for action. AAC asked that we request that the recipient confirms receipt of the message.

Action: CLC

5. Any other business

Further Integration of women@CL in the Department

AVSM said he will continue as Academic Chair of women@CL for the next academic year. Regarding Action 1.2 in the Action Plan '*To further develop women @CL*', he would like to address the integration of women@CL activities in the wider Department. This would include continuing to ensure a more equal gender balance of speakers for the Wednesday Seminar and Research Group Seminars.

Action: AVSM

Childcare facilities for Department Staff

DV asked if further developments have been made regarding the proposal to provide childcare facilities for staff during school holidays. AAC reminded meeting members that this was difficult as we would not want to have to formally register the Department as a childcare facility. Amongst other difficulties, this would pose problems regarding Health and Safety requirements, It was suggested that an option could be to use an alternative local facility which already has legal requirements in place.

DV said that the Hauser Forum has a Breakout Room which can be hired at a cost of £50.00 per day and can be used as a group space for informal events for children. Consenting parents could take part in an informal childcare arrangement if there were enough wanting to participate. AAC agreed that the Department could fund the cost of the room hire so that we could run a trial to see how this worked.

Action: DV

6. Date of next meeting

To be held in May following the result of our Silver Award Application. CLC to send a Doodle Poll

Action: CLC