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**Equality and Diversity Committee Meeting**  
**Thursday, 3<sup>rd</sup> October 2019, Room SW00, William Gates Building**

**Minutes**

**Present:**

Richard Mortier (Chair) (RMM)  
Celia Burns (Secretary) (CB)  
Ann Copestake (AAC)  
Anil Madhavapeddy (AVSM)  
Dinah Pounds (DP)  
Joy Rook (JLR)  
Caroline Stewart (CS)

**1. Apologies for Absence**

Hatice Gunes (HG)  
Diana Vasile (DV)

**2. Minutes of the Last Meeting**

The minutes from the meeting held on 10 January 2019 were approved.

**3. Update on Pending Actions**

**i. College Supervisor completion of Understanding Unconscious/Implicit Bias online training (Directors of Studies)**

*Ask all DoSs to ensure that their college supervisors have completed the Understanding Unconscious/Implicit Bias online training.*

RMM reported that this was in progress.

**Action: RMM**

**ii. College Supervisor completion of Understanding Unconscious/Implicit Bias online training—Senior Tutors**

*Contact the Secretary of the Senior Tutors' Committee to put forward the recommendation that it should be made mandatory for each college supervisor to complete the Understanding Unconscious/Implicit Bias online training.*

RMM reported that this was in progress.

**Action: RMM**

**iii. Training course completion rates for PhD and Post-Doc students**

*Approach UIS to request if burst reports for online courses can be obtained to show completion rates of PhD and Post-Docs in the Department.*

It was agreed that PhD and Post-Docs who supervise should be asked to complete the Understanding Unconscious/Implicit Bias online training, and that UIS should be approached to request burst reports to show training course completion rates for research students in the Department.

**Action: CS**

**iv. Shared parental leave policy—circulating information to industry members**

*Ask Jan Samols if she will be able to circulate flyers about the Shared Parental Leave Policy to industry members at the Ring annual dinner and other Ring events.*

It was decided that it would be more useful to approach the department's industrial supporters. CS and CB agreed to create a leaflet that could be made available for industrial supporters at the Recruitment Fair.

**Action: CS, CB**

**v. Academic titles—US equivalences**

*Put information about equivalent US academic titles on the website so that it is an easy reference point for students and non-UK staff.*

It was noted that this action is on hold since there is an ongoing University consultation on academic titles, and it would not be appropriate to publish any information before the outcome of the consultation.

**Action: AAC, CS**

**vi. Gender balance—admissions**

*Approach Andy Rice to discuss ways on how to influence the gender balance in admissions via the Undergraduate Admissions Training course.*

RMM reported that he had approached Robert Harle and Andy Rice. This should be discussed further at the DoS Forum. DP will put this on the Agenda.

AVSM had some concerns about the CSAT and the capping of numbers influencing admissions decisions and having a negative effect on the gender balance. AC did not understand how this should be the case and asked if she and ASVM could meet to discuss this further.

**Action: RMM, DP**

**vii. Gender balance—seminars**

*Continue to ensure a more equal gender balance of speakers for the Wednesday Seminars and Research Group Seminars.*

AVSM reported that he was discussing this with the Wednesday Seminar organisers and, since there were now fewer (more focussed) seminars, it would be easier to achieve gender balance. It was not as straightforward with the Research Group Seminars. AAC noted that she would be circulating an email about making resources available for groups, in which she could state that resources would be conditional upon groups taking into consideration gender intersectionality and the diversity of speakers and ask groups to report back.

**Action: AVSM, AAC**

**viii. Childcare resources**

*Trial-run a childcare facility in the Hauser Forum in their Breakout Room.*

DV, who raised this item, was not present at the meeting, but AVSM reminded Committee members that this item had arisen because spaces for childcare (University Holiday Playscheme) for half-term periods fill up in minutes. This was a problem for Post-Docs particularly as their careers are at a crucial stage.

The Committee discussed the issue, noting that the main problems in providing a separate resource were not so much about funding (for example, if there were a facility on this site, the Department could potentially provide funding towards it) but more about space, health & safety, and personnel issues, and the short-term nature of the requirement. It was noted that progressing this matter would be more effectively done collectively, and AAC agreed to bring up the issue at a West and North Cambridge meeting.

DP noted that, where possible, she was happy to provide flexibility around half-term timetabling.

**Action: AAC**

#### 4. **Committee Membership**

The membership of the Committee was reviewed, noting that many of the members were there by virtue of their role. DP noted that she will continue her membership while her team is still new, but she may step down in the future and let one of her team take her place. JLR also agreed to continue her membership.

RMM agreed to contact DV to ask her if she would like to continue in her membership as she has been a member for some time. CB agreed to email HG to ask her if she would like to continue her membership.

**Action: CB, RMM**

#### 5. **Silver Award Outcome and Feedback**

Discussion of the feedback and plans going forward.

RMM reported that he had attended HR's Athena SWAN Review Feedback session on 4 September 2019. Issues that were discussed included the application process (including how time-consuming the application process is and the question of whether departmental/faculty applications could reference the institution's application instead of repeating information already provided by the institution). Also noted at the feedback session was the fact that the Advance HE Board held a wealth of information on what works well and what doesn't work well, and that this information could potentially be analysed.

Regarding the feedback to the Department's application, it was agreed that, since Athena SWAN was currently being reviewed, the Department would not engage directly with the Athena SWAN process, but, as equality and diversity was still an important issue, would progress a Departmental action plan for use in various contexts.

Committee members were asked to look at the Athena SWAN Silver action plan and propose, by Thursday 31 October, four or five actions from the plan that they felt the Department should be doing and that the Committee should take forward. The circulated action points would be reviewed, and an action list created. If a meeting was required to agree on action points, this would be arranged before the next E&D Committee meeting in Lent.

**Action: Committee Members**

Regarding widening participation, it was noted that, whereas the University passes on information to Colleges on undergraduate admissions, there was no information regarding Post-Docs. Rob Harle was currently trying to get the POLAR (participation of local areas) information. It was suggested that the Office of Post-Doctoral Affairs could be contacted to request information, and that the Chair of the Research Staff Forum might be able to help with this matter.

#### 6. **Any Other Business**

*Athena SWAN Silver Award application*

The question was raised of whether we should we put our Athena SWAN Silver Award application on the website. It was agreed that it was important that we had an Athena SWAN award regardless of the Bronze or Silver rating, and therefore the recent (Silver) application should be posted as our application without reference to Bronze or Silver. The cover page and personal case studies should be removed, and the action plan should remain in the posted application.

**Action: CB**

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

The next meeting will be held early in the Lent Term (unless an earlier meeting is required following the Committee's responses to the action in item 4). The meeting date will be arranged by Doodle poll.