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**Equality, Diversity and Inclusion (ED&I) Committee Meeting**

**12.30 – 14.00, Wednesday, 1 November 2023**  
**William Gates Building, Room FN05**

**Agenda**

**Committee Members:**

Prof Robert Watson (Chair, RNW)  
Mrs Caroline Stewart, Departmental Secretary (CS)  
Ms Celia Burns, Faculty Administrator (Secretary, CB)  
Professor Alastair Beresford, Head of Department (ARB)  
Rachel Gardner, Communications Manager (RG)  
Professor Alice Hutchings (AH)  
Jessica Man (PSJM)  
Aga Niewiadomska, Outreach Administrator (AN)  
Peter Ochieng (PO)  
James Sharkey (JPS)  
Gina Warren, Equality and Diversity Consultant (GB)  
Konrad Witaszczyk (KW)

- 1. Apologies for Absence**
- 2. Terms of Reference**  
To agree the attached terms of reference.
- 3. Athena Swan Process**  
An update on key submission dates and aims.
- 4. Survey questions**  
To agree the survey questions.
- 5. Actions and Responsibilities**  
To agree next actions and responsibilities.
- 6. Any Other Business**
- 7. Date of next meeting**

**Equality, Diversity and Inclusion (ED&I) Committee**  
**Department of Computer Science and Technology**

**Draft Terms of Reference, October 2023**

*This draft text was drawn from the York University EDI Committee terms of reference, and was among the more comprehensible and comprehensive such ToRs we looked at. However, we should feel completely free to tune to our use case [and we've done a bit of tuning already].*

The Department aims to be a welcoming and supportive place to study and work for everyone. The ED&I Committee works to support all students and staff to achieve their full potential and a good work-life balance. This is a constant learning process, and we welcome suggestions as to how to improve our learning, teaching, work and social environment. We will:

- Support and create an inclusive environment for students, staff, and visitors regardless of disability, sexual orientation, gender, ethnicity, faith, age, marital or civil partnership, or pregnancy and maternity.
- Create a studying and working environment that is as stress-free as possible and support students and staff in their mental health and life-work/study balance.
- Work with the Outreach Committee to ensure that outreach and admissions take into account a range of ED&I concerns.
- Work with the other department committees to gather data, analyse, and where suitable, intervene to address ED&I issues – across a range of topics from student mark differentials to salary scale and promotion parity.
- Submit a 2024 application for Athena SWAN renewal led by the ED&I Committee.
- Commit to improved gender balance for staff and student populations, as well as to build a more supportive environment for women and non-binary staff and students. This includes taking specific actions to achieve that goal:
  - Identify concrete targets for improved gender balance
  - Provide specific funding for students from under-represented groups to attend events
  - Encourage networking and support amongst women academics through women@CL
  - Explore the need for additional support for women staff as they become eligible for pay increments and promotion – across research and professional services staff
  - Ensure that women students and staff are fully informed of gender-specific support throughout their lifecycle within the department, from application through admission/appointment to graduation/leaving.

The ED&I Committee will be drawn from a range of career paths and stages, and will represent the inclusive environment we aim to support.

### **Athena SWAN Terms of Reference (drawn from University Terms of Reference)**

Committee role: The key role of the committee is to identify, report on, and act to address issues relating to gender inequality and/or inclusivity within the Department of Computer Science and Technology with a view to ensuring that the Athena SWAN Charter principles are embedded into the culture and operation of the department.

More specific roles of the committee include:

- To coordinate departmental applications for Athena SWAN awards
- To collate and analyse primary and secondary data required for monitoring any gender differences or other potential inequalities within the Department
- To undertake reviews of the department in terms of gender and/or equality issues
- To monitor University-level policies and strategic goals in relation to equality and ensure these are enacted at Departmental level
- To develop and support the implementation of the Department's Athena Swan Action Plan
- To undertake any other relevant activities if so required.