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

**12.00 – 13.30, Thursday, 7 December 2023**  
**William Gates Building, Room FN05**

**Agenda**

**Committee Membership:**

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

**1. Apologies for Absence**

Apologies have been received from Rachel Gardner, Professor Alice Hutchings and Peter Ochieng.

**2. Conflicts of Interest**

**3. Terms of Reference**

A sub-committee finalised the terms of reference, and these were subsequently approved by Faculty Board subject to aligning the text relating to protected characteristics with the text used in the Equality Act. A version incorporating the revised text around protected characteristics is available [here](#) on the [ED&I Committee website](#).

**4. Athena Swan Process**

**i) Application Form**

Committee to look at the table of contents on the application form ([https://docs.google.com/document/d/1PQSFBWhdsZBiSWsm9b7u6w7\\_dqidYJfy/edit](https://docs.google.com/document/d/1PQSFBWhdsZBiSWsm9b7u6w7_dqidYJfy/edit)) and consider tasks for each member of the committee.

**ii) Data**

Consideration of the data received (see [https://drive.google.com/drive/folders/1NUi9yX2Nu4ZxcK7p4pMtRiQ\\_ghosfGJJ](https://drive.google.com/drive/folders/1NUi9yX2Nu4ZxcK7p4pMtRiQ_ghosfGJJ)).

**5. Surveys – Update**

The Judge Business School was happy to share their student survey with us. A sub-committee finalised the questions for both the staff survey and the student survey, and these have now been circulated (on 28 November and 1 December, respectively). Return dates are 12 December for the staff survey and 19 January for the student survey.

Staff survey: [https://cambridge.eu.qualtrics.com/jfe/form/SV\\_4GgHhFvLJN75s2](https://cambridge.eu.qualtrics.com/jfe/form/SV_4GgHhFvLJN75s2)

Student survey: [https://cambridge.eu.qualtrics.com/jfe/form/SV\\_enebHRIWMnbkLPg](https://cambridge.eu.qualtrics.com/jfe/form/SV_enebHRIWMnbkLPg)

**6. Any Other Business**

**7. Date of next meeting**