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## People and Operations Committee Meeting

**Tuesday, 28 January 2025, 11.00 – 12.00**  
**Room GC22, William Gates Building**

### AGENDA

#### **Committee Membership:**

Dr Fermin Moscoso del Prado Martin, Faculty Member (Chair)  
Jo de Bono, Wellbeing Advocate  
Celia Burns, Faculty Administrator (Secretary)  
Dr Evangelia Kalyvianaki, UTO  
Professor Anil Madhavapeddy, UTO  
Professor Thomas Sauerwald, Deputy Head of Department  
Dr Sue Sentence, Wellbeing Advocate  
Dr Ajay Shankar, Research Staff Forum Representative  
Caroline Stewart, Departmental Secretary  
Alicja Zavros, HR Manager

#### **1. Welcome**

Welcome to new Committee members, Dr Sue Sentence and Dr Ajay Shankar.

#### **2. Apologies**

#### **3. Conflicts of Interest**

#### **4. Minutes of the Last Meeting**

To approve: the [minutes](#) of the meeting held on 30 October 2024.

#### **5. Report on Actions from the Last Meeting**

##### **(i) Terms of Reference**

Faculty Board approved the draft terms of reference and membership (now available on the Committee [website](#)).

#### **6. Equality, Diversity, and Inclusion (ED&I)**

Committee members are asked to consider ED&I aspects relating to the terms of reference for this Committee. This will be a regular matter for all Committees to consider. The Athena Swan application which recently received a Bronze award can be found [here](#).

**7. Wellbeing**

**(i) Request for an Outdoor Table Tennis Table**

The Reception Team has asked the Committee to consider acquiring an outdoor table tennis table for use by staff and students (see [this example](#)).

**8. Priorities**

Committee members are asked to consider the Committee's priorities.

**9. Any Other Business**

**10. Date of Next Meeting**