



## People and Operations Committee Meeting

**Monday, 19 May 2025, 11.00 – 12.00**  
**Room SW00, William Gates Building**

### AGENDA

#### Membership:

Dr Fermin Moscoso del Prado Martin, Faculty Member (Chair)  
Jo de Bono, Wellbeing Advocate (for PSS)  
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 (for research staff and UTOs)  
Dr Ajay Shankar, Research Staff Forum Representative  
Caroline Stewart, Departmental Secretary  
Alicja Zavros, HR Manager

#### 1. Apologies

#### 2. Conflicts of Interest

#### 3. Minutes of the Last Meeting

To approve: the [minutes](#) of the meeting held on 28 January 2025.

#### 4. Report on Actions from the Last Meeting

##### (i) Recruitment suggestions (item 6 (iv), 28 January 2025)

At the last meeting, the Committee discussed flagging to the University some suggestions around recruitment. PEC and EDIC were asked to address the 'no research opportunities' issue. Caroline to report on this and the other suggestions.

##### (ii) Athena Swan action plan and family leave policies (item 6(v), 28 January 2025)

These issues are addressed below (see items 5(i) and (ii)).

##### (iii) Making other committees aware of the People and Operations Committee (item 6(vi), 28 January 2025)

Fermin was going to bring this up at the Wednesday meeting and Jo was going to notify other committees. Fermin and Jo to report.

##### (iv) UTO membership on both the People and Operations Committee and the Equality, Diversity & Inclusion Committee (EDIC) (item 6 (vii), 28 January 2025)

Caroline was going to discuss the suggestion to have one UTO member on both the POC and the EDIC with Professor Sauerwald (apropos role assignment). Caroline to report.

- (v) **Request for an outdoor table tennis table** (item 7, 28 January 2025)  
Fermin was going to bring this up at a Wednesday meeting and Sue was going to include reference to this in her survey. This issue is discussed in item 6(iii) below.

- (vi) **Wellbeing Survey for Research Staff** (item 8 (i), 28 January 2025)  
Sue shared her survey questions with the Committee in February before circulating the survey to research staff. The survey results will be discussed in item 6 below.

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

- (i) **Athena Swan Action Plan**

At the last meeting, the Committee discussed how it might contribute to the [Athena Swan Bronze Award action plan](#) in terms of HR and wellbeing matters and agreed to identify which actions are relevant to this Committee, to schedule those actions in, and to advise EDIC which items we are addressing. To discuss.

- (ii) **Family Leave Policies**

This issue was raised at the last meeting (item 6(v)).

To discuss. (For reference, see the University's ['Leave for personal or family reasons' webpage](#).)

## 6. Wellbeing

- (i) **Mental health first aiders**

The Health and Safety Committee has raised the question of whether there is a need in the Department for First Aiders trained in mental health. To discuss.

- (ii) **Wellbeing survey for research staff**

Sue will be sharing the results, along with some questions for the Committee to discuss.

- (iii) **Requests for an outdoor table tennis table and a pull up bar**

Fermin has reported that he received substantial support for the outdoor table tennis table idea. Positive responses have also been received via the Research Staff Forum, along with a question about potential windiness of locations.

A request from a postgraduate student has recently been received for a table tennis table and a pull up bar (see [example](#)), noting that it is very useful to have something in the building to do some very light exercise and that even five minutes every hour can have massive benefits to both mental and physical health.

To discuss.

- (iv) **Weekly meeting-free day**

To discuss the introduction of a weekly meeting-free day for all employees (including faculty).

**(v) Mitigating stress peaks**

To discuss how to mitigate the stress peaks related to overlapping deadlines in January/February.

**7. Any Other Business**

**8. Date of Next Meeting**