



People and Operations Committee Meeting

Monday, 23 June 2025, 11.00 – 12.00
Room SC04, William Gates Building

AGENDA

Membership:

Dr Fermin Moscoso del Prado Martin, Faculty Member (Chair)
Celia Burns, Faculty Administrator (Secretary)
Jo de Bono, Wellbeing Advocate (for Professional Services Staff)
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)
Caroline Stewart, Departmental Secretary
Alicja Zavros, HR Manager

1. Apologies

Apologies have been received from Eva.

2. Conflicts of Interest

3. Minutes of the Last Meeting

For approval: the [minutes](#) of the meeting held on 19 May 2025.

4. Report on Actions from the Last Meeting

i) Recruitment suggestions (item 4(i), 19 May 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 was going to ask PEC and EDIC to address the 'no research opportunities' issue.

ii) UTO membership on both the People and Operations Committee (POC) and the Equality, Diversity & Inclusion Committee (EDIC) (item 4(iv), 19 May 2025)

Dr Prakash Murali, a member of the EDIC, will be joining the POC from October 2025.

iii) Athena Swan action plan and family leave policies (item 5, 19 May 2025)

See agenda items 5(i) below where the Athena Swan action plan will be discussed. Alicja was going to include on the Department's webpage a link to the University's family leave policy webpage and a link to the University's child-care office. Alicja to report.

iv) Mental health first aiders (MHFAs) (item 6(i), 19 May 2025)

Following an enquiry from the Health and Safety Committee, it was agreed at the last meeting that the department should have some MHFAs. Before looking at numbers and training, Caroline was going to find out who would be interested in being an MHFA and had been trained, and who would be interested but had not been trained. Caroline to report.

v) Wellbeing survey for research staff (item 6(ii), 19 May 2025)

At the last meeting, several issues following the survey were discussed. Sue was going to ask the Research Staff Forum to consider these issues. She was also going to raise the issues at a Wednesday meeting and perhaps run another survey in the Michaelmas term. Sue to report.

Fermin was going to bring up the subject of using the old library space as a community space at a Wednesday meeting. Fermin to report.

vi) Request for an outdoor table tennis table (item 6(iii), 19 May 2025)

The Committee had discussed a proposal for an outdoor table tennis table and agreed that Fermin would take the idea forward with the Head of Department. Fermin to report.

vii) Weekly meeting-free day (item 6(iv), 19 May 2025)

At the last meeting, the Committee discussed the possibility of having as a soft rule a weekly department meeting-free day for all employees, and Fermin was going to bring this up at a Wednesday meeting. Fermin to report.

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

i) Athena Swan Action Plan

At the January 2025 meeting, the Committee discussed how it might contribute to the [Athena Swan Bronze Award action plan \(see page 26/30\)](#) 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) Other ED&I issues

Do Committee members have any other ED&I issues to raise?

6. Wellbeing

Do Committee members have any wellbeing issues to raise?

7. Any Other Business

8. Date of Next Meeting