**Minutes - Equality and Diversity Committee Wednesday 11th February 2020**

12.30-13.15pm

In attendance:

Chair: Rebecca Slater (RS)

Irene Roberts (IR), Lesa Levett (LL), Undine Bruckner (UB), Caroline Hartley (CH), Joanna Bagniewska (JB), Sophia Lenz (SL), Dominic Tromans (DT), Charlotte Walber (CW)

Apologies: Georg Holländer (GH), Katherine Corr (KC)

**1. Committee set up:**

Main Committee

Equality and Diversity Committee

* Chair: Rebeccah Slater
* Members: Georg Holländer (Head of Department), Lesa Levett (HAF), Irene Roberts, Aomesh Bhatt, Undine Bruckner, Caroline Hartley, Sarah Willcox-Jones, Joanna Bagniewska, Sophia Lenz, Dominic Tromans, Charlotte Walber

2 Sub-Committees (to meet individually and report t main committee)

Professional Wellbeing Committee

* Chair: Undine Bruckner
* Members: Joanna Bagniewska, Dom Tromans, Sarah Willcox-Jones

Career Development Committee

* Chair: Caroline Hartley
* Members: Alex Jones, Charlotte Walber

And: One member of Graduate Study Committee (SL) to report to the main E&D committee

At a later point in time: a data analysis group/ writing group to support the Athena Swan application

Action:

* RS and LL will discuss the possibility to conduct regular staff surveys (via P-Con)
* LL will organise an MS Teams page for the E&D Committee
* JB will create a visualisation/ flow chart (e.g. PowerPoint) of the committees’ structure
* UB & CH create Terms of Reference for their groups until next meeting
* LL will share her department’s ToR as guidance
* Sub-committees agree on their individual meeting dates (set up provisional meeting dates once members are recruited)
* Recruitment for sub-committees:
  + Aim: around 8 members each
  + especially bigger research groups (Wood Group/ OVG) should be in focus
  + clinicians and non-clinicians
  + variation of pay grades (esp. Professional Wellbeing C. to be inclusive to all staff members)

**2. Committees’ Activities**

* Use Action Plan from last Athena Swan application and divide the tasks/objectives between sub-committees
* Trello as a system to keep track of objectives

Professional Wellbeing Committee

* Survey to find out staff needs and improvement scope
* Explore alternate routes for self-empowerment (counselling by Zurich insurance)
* Specific guidance for line managers to support their staff’s wellbeing & mental health

Career Development Committee

* Overall aim: support early career researchers: mentorship
* Create survey to find out:
  + who identifies as *early career staff member*
  + what they expect to be supported in their career

Action:

* Laura Goude and CH will have a meeting about the use of surveys
* LL will provide their department’s past surveys as framework

**3. Bullying and Harassment**

* No cases
* Recruitment for B&H Advisors necessary
  + Currently: only 1 available (Wood Group)
  + Ideally: also B&H advisors at OVG and JR
  + Some staff members have voiced interest
  + Action: Follow-up on that interest, inform about training and responsibilities (SL & CW)

**4. Future Meeting Dates**

* One update meeting in a month’s time (Mid-March) and in accordance with Paediatric Management Meetings (20th May, 28th October)
* Sub-committees will meet as often as they see fit
* Agenda for next meeting
  + Decision on surveys
  + Progress of sub-committee recruitment (first meetings)
* Action: CW creates Outlook Calendar Events for future meetings