**Minutes - Equality and Diversity Committee Wednesday 26th November 2019**

10.30-11.15am

In attendance: Irene Roberts (IR; Chair), Undine Bruckner (UB), Rebeccah Slater (RS), Joanna Bagniewska (JB), Georg Hollander (GH), Caroline Hartley (CH), Charlotte Walber (CW)

1. Apologies: David Hyland (DH), Katherine Corr (KC), Marta Valente Pinto (MVP)

2. Confirmation of minutes from last meeting

The Committee agreed the minutes from the meeting (31st October 2018), however, minutes of two meetings (probably January and March 2019) in between were missing / not everyone was aware of them

3. Future meetings are going to be held on the same day as the termly Paediatric Department Management meetings (in the afternoon) to increase attendance, Management meetings end at 12.00, E&D can start 12.30.

Undine to get the dates from Sabrina

Working groups should have fixed meetings scheduled

4. IR receives the draft minutes and checks them before sending back to HR for Charlie to email out to relevant group members

5. Structure of Committee:

Working group 1 (UB & JB): main job = collect data in useable fashion, establish infrastructure to submit data in Athena Swan format in timely matter (regarding applicants, interviews, media presence).

Working group 2: Graduate Studies Committee (Marianne Van der Vaart & Sophia Lenz (SL), DGS, 2 postdocs, 2 DPhils) to supply the Graduate Studies Working Group with members. JB will update the website and SL will be notified to advertise the opportunity to join this sub-committee.

Working group 3: to support career progression – Researchers (RS & CW)

Former working group 6 (was HAF+): Career development for professional support staff (PSS), will be unmanned soon, UB will take over. Needs more members?

6. HR will take over the admin side of things (booking rooms, meeting arrangements, agendas, minute writing, etc. Charlotte Walber will lead on this.

7. First voluntary recruitment and then nominating certain people

Until 15th December: Working groups should decide how to recruit, how many people they need…

The ASC (this group E&D group) will check this the week after.

8. JB will include in weekly newsletter the existence of groups and encourage everyone to participate (from all positions and grades, however, some are not going to be included in Athena Swan in the future)

9. Katherine Corr:

Should be invited to next meeting.

Regarding Athena Swan: what data do they want in the future? How to collect it?

Think of more questions to ask her.

10. Each working group has one chair to write annual reports: key things that happened (in accordance to action plan so that their actions mirror progress)

RS creates a simple template for annual reports and a top sheet [membership, meetings held, progress against action points, time lines] other key elements.

Hence: Action Plan should be shared with all the groups, and be updated by each group now and going forward.

11. There are checklists how to implement changes

RS will use the information to make Action Plan/ Guidance

12. Working groups should receive what/ how information was shared with Athena Swan to create a template for future reports

13. Athena Gold: very possible (“almost invited to apply”)

Decision to make next year

No new deadline for application set, yet

Responsible: whoever leads initiative in the future.

14. Equality & Diversity

Going forward: always bullying and harassment cases on the agenda for these meetings

No cases

Of the 3 bullying & harassment officers, 1 is currently unavailable