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May 2018	Chair DEC to present updated Equality action plan to Department management team (DMT) twice a year	Chair DEC and HoD	Twice per year on ongoing basis	Equality is a key focus at the highest level of decision making in the Department	1.1.1	
May 2018	Ensure that female representation on key committees (DMT, DRC, DTC, DEC) is proportionate to the gender balance of the Department	Committee Chairs and HoD	By start of academic year 2019/20	Gender balance is proportionate wherever possible, avoiding unconscious bias and promoting inclusive debate	1.1; 4.1	
May 2018	Ensure the workload model includes all activities, and is published to staff on a regular basis	DHoD Teaching	By start of academic year 2019/20	Model is fully transparent and includes all activities	4.2	
May 2018	Work with seminar and colloquium organisers to encourage more female speakers across the different research groups	Chair DEC/HoD/DM	2019 - and review this annually	All seminar series have an appropriate gender balance of speakers (at least 30% in 2019/20 which is higher than F researchers in the Russell Group; aim to increase this in subsequent years)	4.1	
May 2018	start collecting data on who seminar and colloquium speakers are	HoD's PA	start in 2019/20	data demonstrates gender balance, or can be used for meaningful conversations with seminar organisers	1.2.1; 4.1	
May 2018	Review staff induction information	DM and HR Administrator	Summer 2019	All staff feel welcomed and included in the Department, understand where to go for information, the culture we wish to operate in, and why we have certain practices. Feedback is positive about induction process for >80% of staff	2.1	3.1.2.1
May 2018	Chair of DEC to report at staff meeting once a year	HoD, Chair DEC	2019/20 onwards	All staff have opportunity to hear about Equality, either by attending meeting or watching video later. Meaningful discussions across the Department can therefore happen.	4.1	3.4
October 2018	We will ensure that all new mothers have access to appropriate breastfeeding facilities by redefining the Department's practices	DM	whenever the next member of staff or student makes department aware they are pregnant	Discussions happen with all new mothers to ensure they have access to appropriate breastfeeding spaces	4.1; 5.1	3.3.1
October 2018	Ask for representation on the DEC from each UG year	DEC Chair	ongoing - to be repeated at the start of each academic year	Students will become aware of the role of the DEC, they will feel well supported on equality issues	4.1	3.4
October 2018	Staff recruitment: Review the data on direct appointments to consider whether further action is needed	DM	Present data to DEC in October 2019	DEC has an informed view and can decide whether further actions are needed	2.1	

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October 2018	Set up an informal women's networking lunch	Members of DEC	2019 onwards	Female staff and students have the opportunity to meet informally and share ideas. More experienced staff can act as role models for junior colleagues.	4.1.3	3.4
November 2018	Include information on the DEC at induction materials for UG, the Chair DEC will introduce the DEC and its goals during UG induction week	Student Admin Manager, Chair DEC	September 2019	Students will become aware of the role of the DEC, they will feel supported and will engage with relevant activities	4.1	3.4
January 2019	Create 'Equality Calendar' for each academic year open to all staff	HoD's PA	started January 2019, continuously evolving as activities are developed	Ongoing, new and one-off activities are incorporated in one place, so that actions are not forgotten	1.1.3; 1.2.1; 4.1	3.4
January 2019	Unconscious Bias training before being on a recruitment panel	DM and HR Administrator	June 2019	100% of interview panels have completed training	2	2.1.2
January 2019	Work with University to enable Equality training to be undertaken annually rather than one-off activity	DM	aim to implement by October 2019, then monitor annually	University enables annual training; at least 80% staff complete annually, with an increase each subsequent year	All, especially 2.1.2; 4.1	All, especially 3.4
March 2019	Continue to request support from University to train Department Harassment Advisors	DM	started in March 2019, continue until resolved	University provides resource to train new Harassment Advisors (we currently have 3 people who wish to undertake the role, but no support is available yet)	6.1	
March 2019	Host Conference for Undergraduate Women in Physics (CUWiP) in 2020	HoD	March 2020	Well-attended (c.100) conference, with range of activities to appeal to a broad range of people.	1.1.3; 1.2.3; 4.1	3.4

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April 2019	Review current sources of careers guidance for staff, especially PDRAs; identify gaps and potential solutions	PGR and Research staff members of DEC	a) current source of support/guidance to be documented by start of academic year 2019/20 and presented to first DEC of term; b) draft communication to Dept to DEC in January 2020, then circulated to staff and PhD students; c) work on any identified gaps during Spring 2020, with aim of any new requirements being in place by September 2020; d) seek feedback during PhD progression meetings and staff PDRs during Summer 2020	Ensure all staff, including PDRAs, have access to impartial career guidance, and that feedback shows that >80% recognise that they do	3.1	
April 2019	Staff recruitment: Investigate the most appropriate way of collecting data on applications, interviews and appointees for all posts	DM	By start of academic year 2019/20	Data is routinely collected, and used to inform future actions	1.2	
April 2019	Staff recruitment - increasing female participation in research and academic roles: a) Review recruitment documentation on an annual basis to ensure bias is not present b) Ensure all adverts provide both male and female contacts c) Develop processes to encourage PIs to contact suitable F candidates and encourage them to apply	a) DM b) HR Administrator c) Chair DEC	a) September 2019, then on an annual basis until 2021/22 b) May 2019 c) January 2020	Overall: Research staff: maintain at least 20% (sector average for F researchers), moving towards national PGR pipeline (~24%) Academic staff: at least 20% of applicants for lecturers are F (as per sector average for F researchers)	2	2.1.1
April 2019	years to identify where in the process males and females are dropping out eg application, shortlisting, offer	DM and Technical Manager	July 2019	Use information to inform subsequent actions.		2.3.1

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April 2019	Run survey to gather feedback on the awareness of support available for those experiencing harassment/stress/bullying	Department Harassment Advisor(s)	Spring 2020 (this is timed for when we hope to have our identified individuals trained by the University to be an effective Harassment Advisor)	Actions can then be informed by current staff awareness and perceptions	6	
April 2019	Promote "women's networking lunch" to other science departments	Chair DEC	2020/21	Share good practice, strengthening the equality environment across other departments	4.1.3	3.4
April 2019	Data collection: a) Review data that is currently collected to ensure dissemination and review is effective b) Collect data that will be required for Athena Swan Gold submission	a) DM b) DM	a) By June 2019 b) By start of academic year 2019/20, and then ongoing	Specific actions can be identified based on data. Department demonstrates commitment to EDI and continues to identify and act on issues	1.2	
April 2019	Promotional materials: a) review PG admissions process, including website, to encourage more female applications b) Review levels of female participation at UCAS Visit Days	a) PG Admissions Tutor b) UG Admissions Tutor	a) 2018/19 academic year b) 2018/19 academic year	a) increased number of F applications and enrolments year on year, moving towards RG average (~24%) by next submission b) maintain good practice in UG F recruitment so that 1st year enrolment remains above RG average (~26%)	1.2; 2; 4.1	
April 2019	Review support provided to all staff in research grant application process, with particular view of what female staff would find helpful, and also seek to identify sector norms for application success rates: a) review application process b) run focus groups with female staff c) seek sector norms for success rates	Research Facilitator	a) Jan - Mar 2020 b) April/May 2020 c) Jan - Mar 2020	a) Ensure process doesn't have inherent bias b) Greater understanding of what female PIs need to be successful in grant applications c) Benchmark against sector norms		3.2.1.1
April 2019	PSS performance reviews take place in August/September to ensure review can be meaningful (October is deemed too busy according to feedback)	DM	Summer 2019	Positive feedback from PSS about timings		3.2.3.1
April 2019	Run staff focus groups to understand issues and perceptions around PSS career progression	DM	Summer 2019	Understanding of issues to inform further actions (links to Department staff survey action plan)		3.2.4.1
April 2019	and future organizers after successful completion of event	Chair DEC	2020-2022			
April 2019	Analyse publications submitted to REF	REF Chair	After REF submission	Publications submitted to mock REF averaged 2.6 for F (average for Unit of Assessment needs to be 2.5 overall). Final submission should also be analysed so that Department is aware of any gender issues		3.1

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April 2019	White Rose Industrial Physics Academy (WRIPA) Coordinator joins DEC	DEC Chair	April 2019	WRIPA work can be considered within DEC discussions, and both groups can share and promote good practice. (WRIPA is a cross-institutional group)	1.1; 2.2; 4.1	
April 2019	Organise "Equality Away Day" annually	HoD, DM, Chair DEC	Autumn 2019 - then repeat yearly	Majority of staff attend away day, so that representative and inclusive discussions are had. All staff feel able to participate in discussions.	1.1; 4.1	3.4
April 2019	Develop more inclusive modes of work-based learning and careers support to promote a sense of community, wellbeing and connectedness.	Andrew Hirst/ Departmental Careers Team	May 2019 - ongoing	The fraction of female students that engage with employability/careers support interventions reflects the gender balance of the department or where relevant a specific year group	1.1, 1.2, 4.1	
April 2019	EC meeting advertised on staff digest highlighting that it is open to all staff and students	HoD's PA	April 2019 - ongoing	Staff are aware that they are welcome to attend	4.1	3.4
April 2019	participates in York Pride; we have introduced BME pages to our website; however, there is much more to do, and we recognise that we are at the beginning of the journey	DEC members	ongoing	Ensure DEC has a wide representation so that intersectionality can be considered	All	All
	Data:					
	<a href="https://www.york.ac.uk/admin/hr/management-information/athena-swan/staff-numbers-benchmarking/">https://www.york.ac.uk/admin/hr/management-information/athena-swan/staff-numbers-benchmarking/</a>					
	Juno shared resource at <a href="http://www.iop.org/policy/diversity/initiatives/juno/documentation/page_42632.html">http://www.iop.org/policy/diversity/initiatives/juno/documentation/page_42632.html</a>					
	Key:					
	BoS: Board of Studies					
	DEC: Department Equality Committee					
	DM: DM					
	DMT: Department Management Team					
	GTA: Graduate Teaching Assistant					
	HoD: Head of Department					
	WRIPA: White Rose Industrial Physics Academy					

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DEC given explicit budget to support e.g. female UG students to attend Women in Physics conferences	HoD	Review annually in January DEC meeting	DEC can act independently and has sufficient prominence within the Department	1.1.3	
Expand reach of DEC by allocating work more widely	Chair DEC	since summer 2018	Spread the load but also encourage more people to take ownership of equality initiatives, including those who don't sit on DEC	1.1	
Department Manager to author Project Juno (and latterly AS) submissions	HoD and DMT	since May 2018	Chair DEC can focus more widely on equality and can lead critique of documents prepared by external writer	1.1	
External Advisory Board (EAB) to Physics was formed. Care taken to have a representative board including at least one member with recognisable diversity experience	Chair DEC and HoD	Review annually in January	Effective inputs from a representative cross-section of people and, ideally, input from those with experience in diversity issues in industry and other non-academic areas. The EAB is proving very supportive of our equality work and has the independence to stringently challenge our practices which has been very valuable.	1.1	
Appropriate gender balance in honorary appointments. We have encouraged research groups to be mindful of diversity in nominating honorary appointments. New female appointments made at honorary fellow and honorary professor levels	Chair DRC	Annual agenda item for Spring DRC	We are making progress in this area with female honorary visiting professors and fellows. It is complicated because each honorary role stands on its own merits but we are succeeding in encouraging staff to be as inclusive as possible when they think to motivate honorary appointments.	1.1; 2.1;2.2; 3.2	
Consideration of equality issues by all Department committees. We have added a standing "equality moment" agenda item for each committee on equality for them to consider whether in their area of activity and responsibility, they are addressing diversity issues in its broadest sense.	Chair DEC		relevant issues/items are raised at each type of meeting and by a wider group of staff/students than just DEC members	1.1	

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Annual staff, PG and UG equality surveys carried out and results presented to staff by Chair DEC	Student Admin Manager and Chair DEC	ongoing	Improved staff satisfaction and increased engagement with Project Juno and Athena Swan programmes	1.2	
Identify any discrepancies in gender representation and/or progression and identify factors that might be causing them.	Chair DEC and Admissions Tutors	Annual review	The data clearly show recent successes in increasing female representation in UG cohort but there continue to be challenges at PG level, especially taught MSc.	2.2	
Provide role models for girls in Physics - we recruit large numbers of undergraduate students (over 100) as volunteers to run events for school children. On average, 42% of undergraduate volunteers are female.	Outreach Officer	Annual recruitment	Promote a culture where women in Physics are not viewed as unusual	1	6
Encourage uptake of A-level Physics. Implemented a project aiming to aid transition from 11-16 schools into Sixth Form colleges, targeted at year 10 girls.  Initially run as one-week residential for small numbers of students from a range of schools to interact and develop networks (Summer 2015 and 2016). Now (2017-18) developed into a programme for larger numbers of students with regular interventions over a year, culminating in a short residential in the summer. Run in conjunction with Isaac Physics.	Outreach Officer	Since 2017-18. To be reviewed in summer 2019	Create a peer-supported network for girls entering A-level Physics	1.2	3
Provide careers guidance at school level: structured work experience programme introduced for year 12 students in 2017; careers stands at school events as requested (4-8 per year)	Outreach Officer	Since 2017-18	Work experience is embedded in outreach programme	1.2	3

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<p>Promote Physics to students from primary school: Departmental capacity for delivery of the outreach programme to primary students increased with the appointment of a graduate intern (2016-17 and 2017-18)</p> <p>Extensive programme of activities themed around astronomy and space science using the Astrocampus and Cosmodome.</p> <p>Materials workshops delivered through Fusion-CDT in collaboration with 'Inspiring Minds'</p>	Outreach Officer	Since 2016-17	Address gender stereotypes before they have the chance to become fixed	1.2	3



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<p>Department has contributed to the ‘Science is for Parents too’ programme, that works directly with parents.</p> <p>Developed more family activities around our Astrocampus (regular openings) and through ‘Children’s University’(interactive/demo talks). Ran family friendly exhibitions (including around Tim Peake’s mission, in collaboration with the UK Space Agency) and contributed to those offered elsewhere (such as Deershed Festival).</p> <p>Parents invited in as part of projects with their children such as the launch events for the Isaac Physics programmes and to celebrate their children’s success at the Ogden School Physicist of the Year Awards.</p> <p>The Department has contributed to the ‘Science is for Parents too’ programme, that works directly with parents.</p> <p>Developed more family activities around our Astrocampus (regular openings) and through ‘Children’s University’(interactive/demo talks). Ran family friendly exhibitions (including around Tim Peake’s mission, in collaboration with the UK Space Agency) and contributed to those offered elsewhere (such as Deershed Festival).</p>	<p>Outreach Officer</p>		<p>By influencing parents, students will be encouraged to challenge stereotypes in their home environments. Family-friendly events are an integral part of the outreach programme.</p> <p>Parental engagement is key to long-term projects and thus is being used increasingly across the outreach programme. Stereotypes are explicitly challenged when working with parents on Girls in Physics initiatives.</p>	<p>1.2</p>	<p>3</p>

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<p>Work proactively with other organisations promoting girls into Physics: Utilised best practice such as the WISE 'People like me' resource and IOP gender balance workshop.</p> <p>Supported programmes such as IOP Stimulating Physics network by hosting events such as Science Ambassador training.</p> <p>Participated in events for International Women's Day and Ada Lovelace day and provided workshops for Girls in Physics initiatives (such as that run by the Soroptimists).</p> <p>Continued to develop programmes with the Ogden Trust, Isaac Physics and other external partners</p>	Outreach Officer		Address the issue of gender equality and utilise best practice from within the sector. We are closely engaged with other bodies such as the IoP and Ogden Trust	1.2	3
Sharing good practice: We have profited from a number of opportunities to expose our work inside and outside the university. Moreover, some of our staff serve on IOP-related committees: Sarah Thompson on IOP/RSC/EPSC working group on equality, and Christian Diget on IOP Diversity Committee.				4; 5	
Gender awareness included in training for all staff who interview: we strongly encourage all panel members to undertake the training, but only insist on the panel Chair having done so.			We are operating well in this area. Staff are trained and we are looking to refresh training for some. All interview panels including PG interviews require a mixed-gender panel.	2.1	2.1
Ensure that UCAS interview days represent gender balance in the Department, that unconscious bias material is available to staff, and that female students run a stall and provide a talk on 'women in physics'	UG Admissions Tutor		We believe we have very good practice in this area and can demonstrate that we have made a real difference in UG recruitment. We need to both keep up this good work and find ways to publicise it more widely. We also have to avoid the danger of complacency.	2.1	2.1

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Appraise all staff, including researchers and PDRAs; this is now an annual process with all reviewers fully trained	HoD		All staff have an annual appraisal and completed paperwork is seen by HoD. The annual appraisal process is working very well.	3.1	3.2.3
Mentoring scheme in place with training and guidance available for both mentors and mentees: A mentoring scheme has been developed to cover aspects such as part-time working and work/life balance.  New career-focussed mentoring scheme for researchers developed and implemented in Summer 2015.	Chair DEC	Review annually in October DEC meeting	Allow all staff to develop to their full potential	3.1	
Allow PDRAs, PGs to access White Rose Industrial Physics Academy (based at York) events to meet people from industry.	WRIPA manager		Allow staff and postgraduate students to develop their careers inside and outside the department	3.1	
Ensure promotions process is transparent and fair to all staff at all levels, including those who have had a career break	HoD	review data annually after promotions are decided	Data from the centre do not indicate disparity in promotion success across the Faculty of Sciences	3.2	
Introduced Physics promotions support panel in 2016 to raise the profile of support for applications	HoD	Annual to tie in with University promotions timescales	Staff feel supported and empowered in seeking promotion at the right stage for them. Time in grade before promotion should be independent of gender	3.2	
HoD runs an annual promotion meeting and circulates redacted information on those promoted to show the level needed. The path to promotion is discussed annually in all performance development reviews which are undertaken by HoD/DHoD.	HoD	Annual	Promotion is fully on the agenda for each annual performance review	3.2	
All staff are required to complete the online module "Equality in the Workplace". Equality training for postgraduates who teach provided from October 2014	DM / GTA coordinator	Annual	Relevant training is now routine and compliance is demonstrated via the online training which records participation	4.1.2	

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All staff are required to complete the online module "Unconscious Bias"	DM / GTA coordinator	Annual	Relevant training is now routine and compliance is demonstrated via the online training which records participation	4.1.2	
Range and diversity of social events reviewed by DEC and explored in staff survey	Chair DEC	Annual review	There a good range of different social activities taking place. These vary between during and outside normal working hours and explore different formats.	4.1.3	
Maintain department collegiality in split-site situation	HoD / Chair DEC	ongoing	Improved staff satisfaction. Improvement in communication and collegiality.	4.1	
We recognise achievements in departmental newsletter and through staff emails from the HoD	HoD's PA / HoD	monthly	There are regular newsletters and news items which bring to the fore the work of individuals and their varied contributions	4.1	
An annual Physics Awards ceremony has been introduced with nominations for contributions by staff in all categories as well as UG and PG students.	Chair BoS and Student Administrator Manager	annual	Our annual awards are a key way of recognising contributions and we are evolving this event to be less focussed on teaching contributions so that it also reflects good work in research and the work of support staff. We ensure gender balance in terms of presenters and speakers as well as achieving gender balance in terms of nominees	4.1	
Clear support from Head of Department for flexible and part-time working. We have continued to monitor individual loads and support when peak demands occur	HoD	ongoing	Staff satisfaction and data showing increased take up over longer term	5.1	
Support for those returning from parental leave or career breaks is considered on an individual basis and to date has been well received.	HoD	ongoing	Individuals feel well-supported and valued	5.1	
Encourage full participation in opportunities offered by shared maternity and paternity leave.	HoD	ongoing	Evidence of planned take up by two members of staff already	5.1	
Introduced effective full-time work guarantee for all staff subject to resource limitations	HoD	ongoing	We cannot have a "back to full time work" guarantee but so far we have been able to accommodate all reasonable requests and allow people back to full time work later should they want that	5.1	

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Introduced code of practice for communications with students and between staff	HoD/Chair BoS	ongoing	This policy is working fairly well. The department has been shortening many of its feedback deadlines of late and the impact will also be felt in NSS survey.	6.1	
Promote working practices which support remote working: we reviewed forms and documents to withdraw manual signatures as far as possible. Most documents related to HR/recruitment are now fully electronic	DM	ongoing	This policy is now largely embedded	5.1	
Dedicated Equality section added to weekly staff digest	Chair DEC / HoD's PA	ongoing	Equality is a regular part of communication within the Department	4.1	3.4
Operation of DEC supported by google drive, google calendar, emailing lists etc	HoD's PA	ongoing	Ensuring more efficient operation of EC, easier dissemination of the committee's practices to the Department and more transparency	4.1	3.4
York Pride	Chair DEC/Academic Staff	ongoing	Physics is visible in the community, promoting our inclusive and supportive environment	4.1	3.4
We take every opportunity to promote female role models, e.g. public talks delivered by female academic staff etc	All	ongoing	Well-established culture within Department so that role models are considered in the context of subject area and audience	1.2.1; 4.1	3.4
DEC website continuously revised	HoD's PA	ongoing	Now includes profile of the members of the EC	4.1.4	
Chair of DEC attends DRC meetings	Chair DEC	from Nov 2018 onwards	ensure equality is reflected across the research spectrum	1.1; 1.2.3	

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HoD is a member of the DEC	Chair DEC and HoD			1.1.1	
Outreach officer added to the DEC. Engagement with other Department committees added to our annual agenda	Chair DEC		Equality principles become so embedded in normal department operations and thinking as to be robust against changes in structure or personnel in the department	1.1; 4.1	
Chair of DEC made Department Equality Champion as part of University plan	Chair DEC	since 2017/18	Increase focus on other equality issues such as LGBT inclusion in line with Athena Swan and issues raised in 2017 staff survey	1.1	
Department website extensively revised	PA to HoD	Apr-18	Now includes prominent equality pages covering topics from women in Physics to LGBT, BME, mental and physical disability	4.1.4	
Promote Physics to students from primary school: Two year project around Tim Peake's mission delivered, working with students and teachers in collaboration with ESERO (European Space Education Resource Office).  High profile outreach event held at York based on visit by UK astronaut, Tim Peake.	Outreach Officer				
Sharing good practice: Charles Barton to speak on gender balance in admissions at IOP event for admissions tutors from UK and Ireland		May-18			
Ensure career breaks are taken into consideration: Update website to give case studies of career breaks and other examples of part-time/flexible working	PA to HoD	Apr-18		5.1	
Chair DEC helped to develop Unconscious Bias training module now taken by all academic staff across the University.				2.1; 4.1	

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Provide induction for all new staff, including research assistants, on appointment			Induction materials rewritten in early 2018 to provide information for new staff. The materials now explicitly namecheck and explain the rationale behind the department's participation in Project Juno and Athena Swan. Staff are now fully aware of the culture of equality in the Department	2.1	
Job descriptions for e.g. experimental officer have been reviewed so that criteria for promotion to senior experimental officer are clearer.				2.1	
We analysed results of the University survey and updated our action plan. This did not reveal concerns in relevant measures.		2017 survey	Staff feely fully engaged in the life and work of the department. They feel able to influence policies important to them.		
New undergraduate prospectus and literature launched in 2017	UG Admissions Tutor	2017		4.1.4	
Review policy for internal meetings, including seminars and colloquia, and ensure that timing maximises participation for staff: staff meetings are now videocaptured; core hours meeting policy introduced within Department				5.1	
Introduced online submission and assessment for final year projects	DHoD (teaching)		Nearly all student work is submitted electronically and this system is now working very well, facilitating remote working	5.1	
Promote work-life balance by reviewing internal communications: Department newsletter functioning well to collate news into one place					
Introduced a more structured email culture with majority of messages moved to a weekly digest				5.1	
Women in Physics, and BAME pages created in EDI area of Physics website	HoDs PA and UG DEC member	Jan-19	Female staff are profiled, demonstrating support they receive from the Department. BAME resources are highlighted.	1.2, 2, 4.1	3.4

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Chair of the Departmental Equality Committee lobbied the University to improve childcare facilities on campus, meeting with the VC to discuss this in 2018. Her efforts, along with others', contributed to the university prioritising its plans to build a new, extended-capacity nursery due to open by 2020	Chair DEC	2018-2019	New nursery due to open 2020	5.1.4	
Apply to host Conference for Undergraduate Women in Physics (CUWiP) in 2020	HoD	Application submitted April 2019	Either successful and will host in Spring 2020, or will consider feedback and apply another year	1.1.3; 1.2.3; 4.1	3.4