Equality and Diversity Committee
Thursday 7th February 2013
Boardroom, Faculty Building

Present:
Mr Edward Astle Chair
Mr Paul Beaumont President, Imperial College Union
Mr Dave Cosgrave Unison Equalities Representative
Ms Kim Everitt Deputy Director HR
Professor Nigel Gooderham Senior Dean
Professor Debra Humphris Pro Rector (Education)
Ms Kani Kamara Equality and Diversity Advisor
Ms Becky Lane Deputy President (Welfare), Imperial College Union
Ms Louise Lindsay Director of HR
Mr Richard Martin Faculty Operating Officer, Faculty of Engineering
Dr Michael McGarvey UCU Representative
Mr Rob Millwood Chair of Imperial 600
Mr John Neilson College Secretary and Registrar
Professor Washington Ochieng Civil and Environmental Engineering
Ms Susan Parker Unite, Branch Secretary and Equalities Officer
Ms Melanie Peter Senior Assistant Registrar (Admissions)
Dr Mark Richards IAO Member & Senior Teaching Fellow

In Attendance:
Ms Zarine Khurshid, Training and Development Coordinator, Campus Services
Ms Hailey Smith, HR Administrator (Secretary)

Apologies

Apologies were received from Professor Jo Haigh.

Minutes

Welcome

The Chair welcomed Professor Debra Humphris to the committee and Ms Zarine Khurshid who had been invited to brief the Committee on equality-related work in Campus Services. The committee made introductions.

2.0 Presentation – Campus Services and Students – Measuring Equality-Related Needs

2.1 In continuing the practice of inviting a different area of the College to speak to the Committee on their equality and diversity related activities, Ms Khurshid had been invited to report on behalf of Campus Services. Ms Khurshid said, since joining the College in October 2012, she had visited areas within Campus Services to see what good practice was in place and to see how student feedback had been responded to. Ms Khurshid said that Campus Services followed College policy in all areas and welcomed any suggestions regarding equality issues.
2.2 **Accommodation**
Ms Khurshid said that student accommodation was allocated automatically but wardens were able to manage arrangements locally to encourage a diverse mix of students in College accommodation. Ms Lane noted that a female only corridor was available in Beit Hall. Ms Khurshid said that requests from students to change accommodation were looked at on a case-by-case basis.

2.3 For disabled students, support mechanisms are put into action when they disclose a disability. Ms Khurshid explained how disabled students were shown a variety of rooms in order to find one appropriate for their needs. Meetings with the DAS and Student Hub were also arranged. Allocation of rooms for disabled students was reviewed annually to ensure that they are still in the most appropriate accommodation.

2.4 Ms Khurshid informed the committee that there was also support in place for students with a mental health condition. She said that arrangements could be made to allow students to remain in their accommodation over the summer period and that the College requested that debtors not contact students directly, in order to avoid any unnecessary stress to students. Ms Khurshid said that Accommodation Services also offered assistance in finding private housing.

2.5 **Sport Imperial**
Ms Khurshid said that the sports facilities were compliant with the standards and expectations set by the relevant sport’s governing body. The facilities were accessible to disabled users and particular provision was considered on a case by case basis, for example, providing female only sessions. Ms Khurshid also said that the sports hall had stood in as a prayer space when those on campus could not be used due to renovation work.

2.6 **Catering**
Ms Khurshid said that the college catering outlets serve halal chicken and lamb. On Wednesdays the Senior Common Room serves an international menu and College catering recognises some international holidays and festivals. Also the College catering facilities have been able to offer space to students for example the creation of the bubble tea stall, which had been started by students, and a proportion of profits from which were donated to charity. Ms Khurshid said that student societies had also been able to use college kitchen facilities.

2.7 **Conferencing**
Conferencing considered requests on a case by case basis.

2.8 The Chair asked for any views from the student's representative and the President said that there were no equality issues to his knowledge. Professor Humphris said that the Student Barometer could be a source of relevant feedback from the international student community.

2.9 Ms Lindsay asked whether customer service training covered disability awareness training. Ms Khurshid said that she was liaising with the Learning and Development Centre to identify what provision might be most suitable to meet the training needs of campus services staff.

2.10 Ms Khurshid explained that Campus Services employed a diverse workforce and that the many different nationalities, cultures and languages that were represented within Campus Services were celebrated in their staff newsletter.
2.11 Ms Kamara said that she had been contacted by the Head of Catering in order to arrange equalities training for catering staff, demonstrating that awareness of equality issues for students and staff was rising.

2.12 Ms Parker asked if there were cost implications in providing a variety of international foods, as providing a greater variety of food but at a higher cost may disadvantage students and staff on lower incomes. Ms Khurshid said that she would report back to the committee on whether or not the diversity of food available at the College impacted on the retail price.

Action: Ms Khurshid

2.14 Mr Millwood asked whether equality and diversity objectives were embedded in the College’s procurement procedure, Ms Lindsay and Ms Everitt confirmed that they were.

2.15 The Chair thanked Ms Khurshid for reporting to the committee and remarked that the current activity in Campus Services was very encouraging. The Chair suggested that procurement be placed on the agenda for a future meeting.

Action: Ms Smith

2.16 The Chair asked for the committee to forward any suggestions to Ms Smith of other College departments which should be invited to report. Departments suggested at the meeting were Outreach and the Careers Advisory Service.

Action: All

1.0 Minutes of the meeting held on 14 June 2012

Matters Arising (not covered by today’s agenda or the Away Afternoon) – Progress Report

1.1 Training Evaluation (minute 2.2)
Ms Everitt said that evaluation on the impact of training was done as a matter of course. The Training Evaluation document showed that courses with an equality and diversity angle were well received by participants. Ms Everitt added that this was just one measure of impact and that pre and post course evaluation was carried out, as well as gaining line manager feedback for relevant training courses.

1.2 The Chair said that these positive evaluations were encouraging to see. The committee agreed that such evaluation should be continued. Professor Humphris asked what was done to involve departments with low levels of participation in these courses. Ms Everitt said that participation was monitored by area and specific departments and faculties were targeted appropriately to address gaps.

1.3 Professor Ochieng asked whether the material covered on these courses was in line with the objectives of the committee. Ms Everitt said that they were; she Everitt noted that the committee was not involved in the setting of objectives for the courses but that any feedback or ideas would be welcomed.

1.4 The committee discussed whether they thought a sufficient number of managers were attending management training courses. Ms Everitt noted that not all managers will attend a training course, but other initiatives, such as local briefings or coaching, were held and which also helped to embed Imperial Expectations.

1.5 Ms Lindsay also noted that many new managers come to Imperial with well-rounded management skills.
1.6 Ms Everitt and Ms Lindsay said that management skills were also covered widely in other training and development activities at the College, including academic development programmes, PRDP training and the comprehensive Imperial Leadership and Management Programme.

1.7 The Chair suggested that training should be an annual future agenda item. **Action: Ms Smith**

1.8 On the subject of Imperial Expectations, Professor Humphris said, as a new member of staff, she thought that Imperial Expectations were an excellent framework. Ms Lindsay said that a new starter survey was being undertaken, assessing the awareness of new staff of Imperial Expectations and tracking them through their employment. Professor Humphris said that she has been one of the new starters who had been contacted.

1.9 Ms Kamara suggested that committee members inform her if they wished to attend any of the training courses related to equality and diversity. She said that this would be a good way for committee members to act as role models for the rest of the College.

1.10 Good Practice Webpage *(minute 2.4)*
Professor Wright would be asked to update the committee on the progress of this action. **Action: Professor Wright**

1.11 Guidance and Contacting UCAS *(minute 2.6)*
Ms Peter reported that UCAS had no plans to change how they captured ethnicity data and it is not mandatory to supply this information. She said that there was a conference coming up and she would ask colleagues from other institutions. She said that Registry was now receiving data relating to the 2012 intake, however this data was incomplete. Mr Millwood said that if the data was consistently incomplete year-on-year, then it could still be of some use if such gaps were accounted for in the analysis.

1.12 Professor Humphris said that the most logical and sensible way to collect such data would be at the recruitment stage. If this data was collected from students on arrival this would require another step being added to the process and would still be reliant on the student disclosing the information. She said that the Education Office was currently planning for the 2013 Welcome Week and was mapping various stages of data collection that occurred at the start of the academic year. She said that this exercise would also consider when, and how, equality and diversity data is collected and how we might encourage students to feel comfortable about declaring.

1.13 Ms Lane said that there was a perception that disabled students were given an unfair advantage in their studies by provision of extra time and support, and this was unhelpful.

1.14 Diamond Project *(minute 2.11)*
It was reported that a meeting had taken place between Mr Neilson, Professor Wright and Ms Lorna Richardson (Registry) to consider how to most effectively analyse for outreach, statistical equality and diversity analysis and for surveys. It was thought that the Survey Unit within Registry could be the most appropriate resource for such analysis and a bid for support would be included in the Planning Round. It was hoped that a dedicated resource would allow scope for further analysis in future.
1.15 Mr Neilson said that that Outreach had reached an agreement with the Sutton Trust to double the number of summer school places at College available for year twelve pupils. Mr Neilson said that this programme was significantly ethnically diverse, and that Outreach was committed to improving the quality of data collected from such programmes. He said that it was intended that this model would be followed for several years and that there was not an intention to split the programme into sub-groups relating to individual protected characteristics. Professor Humphris added that the College wanted to grow long-term relationships with schools.

1.16 The Chair asked that Outreach report to the autumn meeting of the Equality and Diversity Committee.

   **Action: Ms Smith**

1.17 Dr Richards said that while he agreed that it was strategically advantageous to have long-term relationships with particular schools, he noted that there was an impression held by some teachers that schools needed to have a connection with Imperial in order for their students to achieve a place. Mr Neilson said that the College would seek to be more proactive and strategic in engaging with more schools.

1.18 Dr Richards said that the next schools' event in the Department of Physics was offering 140 places to school students, with a limit of 10 children per school so as to allow at least 14 different schools to participate. He also said that the day had been scheduled to start at 11.00am allowing travel time to students visiting from outside of London.

1.19 Professor Humphris noted that there was a need to link up the outreach activity taking place in College departments with that undertaken centrally. Professor Humphris said that the Education Office was holding a consultation on the Education Strategy open to all students and staff. She said that she would encourage all members of the committee to feed into the consultation.

1.20 Faculty Report to Management Board *(minute 2.19)*
Ms Everitt said that she had visited departments within the Faculty of Engineering. It was agreed that she would work with Mr Martin to prepare the Faculty of Engineering’s report to Management Board for the next possible meeting. Ms Lindsay noted that besides the report to Management Board, the meetings themselves had been very useful in engaging the HoDs with equality and diversity issues in their departments.

1.21 Committee Structure *(minute 3.3)*
Dr Richards asked that the committee structure chart be updated with dotted lines and arrows to represent advisory relationships rather than reporting lines.

   **Action: Ms Smith**

3. Equality and Diversity Away ‘Afternoon’ - Action and Notes from 11 October 2-12

3.1 The outreach programme had, Dr Richards added, been fully discussed earlier in the meeting under the Diamond Project item. Dr Richards added that he had received some
very encouraging data on the impact of the Physics work experience programme. He said that the programme had had a fifty-fifty gender split of participants from a range of schools. He said that of the 20 students who had attended, 14 had applied to the College and 11 of these to Physics. He said that a further 26 applications had been made to Physics from the schools that had taken part in the programme. He said that the programme had been very cost efficient. The programme is to run again this year and had received over 250 applications. The Chair said that this was very positive.

Promoting the College’s Commitment to Equality and Diversity

3.2 Ms Everitt reported that the Academic Diversity Task Force, chaired by the Principal of the Faculty of Engineering, had recently held its first meeting. The Task Force would be reviewing the talent pipeline issues affecting the College and would make recommendations of actions, including reviewing departmental processes.

The Valley of Death

3.3 Imperial Expectations

Ms Everitt said that Imperial Expectations were integral to the management consciousness of the College. She also said that an audit of the use of Imperial Expectations in recruitment material had shown that 85% of audited adverts and job descriptions had used Imperial Expectations correctly.

3.4 Ms Everitt said that the new starter project would follow 260 new members of staff for a period of 18 months. The project included a survey that would provide both qualitative and quantitative data on the experience of new staff and their awareness of Imperial Expectations. Ms Everitt also said that work was being undertaken to 'give Imperial Expectations teeth' establishing and addressing any gaps in processes and areas of the College where Imperial Expectations could be further embedded.

3.5 The Chair said that he felt encouraged by the progress in all these areas.

4.0 Progress Report on 2012/13 Annual Report Priorities

4.1 Progress Report to Management Board (2)
Ms Everitt said that she would be visiting departments in the Faculty of Natural Sciences in the coming weeks and the report would be drawn up for next term.

4.2 Unconscious Bias Training
It was reported that this action was on-going.

4.3 Mr Millwood noted, on point 14, that Imperial 600 and other equalities network would welcome increased support.

5.0 Annual Report for Management Board and Council

5.1 The next meeting of the Equality and Diversity Committee would consider the Annual Report. Ms Everitt will circulate the draft report ahead of the meeting for comments because the timetable for submission was very tight. She said that the thoughts and suggestions of the committee were always helpful and appreciated.
6.0 AOB

RCUK Equality Expectations

6.1 The RCUK Equality Expectations had been circulated to the committee to consider. The committee discussed the way in which the College would be required to present evidence of meeting these Expectations. Mr Millwood said that Stonewall’s view was that evidence of meeting the Expectations would be looked for at the audit stage rather than at application.

6.2 The committee discussed how these Expectations would be embedded at a Departmental level. The Chair noted that it was important that College did not assume it was the responsibility of HR or the Equalities Unit to embed these expectations; instead it was a much broader, College-wide responsibility and could also usefully be addressed in the Principal’s report to the Management Board.

6.3 Ms Everitt said these Expectations were a welcome reinforcement of the work that the College is already doing.

6.4 The Chair asked HR to make sure that the most appropriate channel in the College took responsibility for these Expectations.

Action: Chair, HR

Date of Next Meeting

21 May 2013
13.00 – 15.00
Boardroom, Faculty Building