Welcome and Apologies

1.0 The Chair welcomed the Committee to the meeting and welcomed new members Mr Joe Cooper, Ms Sarah Shemilt, Ms Zarine Khurshid and Mr Dean Pateman

1.2 Apologies were received from Professor Denis Wright, Mr Dave Cosgrove, Ms Louise Lindsay, Professor Washington Ochieng, Mr Michael McGarvey, Mr David Goldsmith

2.0 Minutes of the Last Meeting and Matters Arising not covered by agenda items

2.1 The minutes were deemed to be an accurate record of events; Nigel Gooderham’s title will be altered from Senior Dean to Senior Consul to reflect the change.

2.2 Professor Wright was not in attendance to provide an update 1.3 and 2.5 (July 2013):

Action: Professor Wright

2.3 Communications – Item 3.10 (October 2013) will be covered in Item 4.

2.4 Communications guidance – Item 3.14 (October 2013). KE stated that Caroline Davis is progressing with the suggestion and that KE will seek to get an update for the Summer EDC meeting.

Action: Kim Everitt

2.5 Senior Representation – Item 4.10 (October 2013). DH stated that there was engagement with equality issues at senior level and that senior staff were willing Champions of specific equality strands. DH stated that diversity was an issue for a wide range of Committees and KE informed members that representation figures would be considered, as usual, in the forthcoming Equality & Diversity Annual Report.

2.6 Training and Development Map – Item 4.16 (October 2013). KE stated that the Learning & Development Centre webpages list all available courses and development opportunities, indicating what staff grade they are aimed at and invited feedback. She added that the Equality & Diversity webpages provide links to the Learning & Development Centre
webpages and vice versa. LO stated that the idea for a monthly Diversity newsletter is being progressed and that equality is embedded fully within LDC provision.

2.7 RM stated that approximately 50 people within the Faculty of Engineering, including Heads of Department and senior managers, had attended Unconscious Bias Training. RM stated that everyone was enthused by the training and there are plans to roll it out further. RM added that mixed groups of academics/support staff had worked well. DH stated that the Provost had agreed that everyone on the Provost’s Board and EDC Committee should also do the training. KE added that, at the Academic Gender Strategy Committee meeting, it was also felt that Consuls and all Heads of Department should do the training. KE stated that the Committee may wish to put in measures on unconscious bias in the action plan to assess long term impact of training and she also informed the Committee that staff within the Faculty of Natural Sciences, and the Faculty of Medicine had also attended the programme over the recent months.

**Action:** Book Unconscious Bias Training – Kim Everitt / Hannah Dolby

*Post Meeting Update: a training session for the EDC and Consuls has been booked for 15 May 2014, 10.30 – 12.00, Royal School of Mines 301E, South Kensington Campus. 18 attendees are confirmed so far. A further training session will be held for those who are unable to attend, with the potential for mixed faculty groups. The logistics and pricing for these sessions are being negotiated by KE and HD at present.*

3.0 **Agree Revised Terms of reference** *(Appendix 1: Equality & Diversity Committee Terms of Reference)*

3.1 KE said that revisions had been made to the June 2011 document and asked if the new document was fit for purpose. DH asked for comments/agreement. The Terms of Reference were agreed.

3.2 DH suggested that the invitation to join the Committee should be extended to Liberation Officers. The Committee agreed.

**Action:** Kim Everitt to invite Liberation Officers to join the Committee

4.0 **Equality Objectives – to consider the priority areas and actions** *(Appendix 2: Equality Objectives)*

4.1 KE said that the Equality Objectives needed to be updated and that agreement/endorsement/challenge is required to facilitate this. KE stated that she would appreciate any feedback or ideas from the Committee.

4.2 The revised draft Equality Objectives were reviewed:

4.3 **Objective 1**

JN questioned whether Objective 1a) captured the reality of the Council appointments process. Different viewpoints were expressed on whether suggestions should be sought but it was agreed that council should exemplify the College’s commitment to equality and diversity.

**Action:** John Neilson to suggest alternative wording to Kim Everitt
4.4 **Objective 2**

DH stated that each of the equality networks have been asked to agree specific actions and should consider what College support might be required.

**Action: Leyla Okhai**

Disability Disclosure - the Committee discussed if it was appropriate to include a target. JN stated that there has been a long debate at DAC regarding the reduction in disclosure last year and that we should be monitoring, being proactive, taking steps to improve. DH stated that we needed people to declare in order to provide proper support and that the number was not arbitrary as it represented the sector average. It was agreed that a numerical target gives the Committee a context and baseline. KE said it was for Able@Imperial to advise and SS responded that it would be useful to say ‘year on year increase’.

**Action: KE to change wording, sector average, year on year average for staff and students.**

4.5 **Post Meeting Update: the staff survey has now closed with a response rate of 60%**

4.6 **Objective 3h:** JN stated that ‘fewer complaints’ is the right measure but that more complaints is not necessarily a sign of failure. It was agreed that a spike in complaints could be a good thing because it meant that people are more comfortable coming forward. SS stated that the object should be to focus on the outcome of complaints and how they are resolved. DP suggested two measures, 1) engagement, 2) outcomes.

**Action: KE to separate Objective 3h into two points – 1) Staff/Students feel comfortable to complain and 2) track outcomes/resolutions of situations. Objective should state we are looking for more complaints but with better outcomes**

4.7 **Objective 3i:** LO asked for suggestions regarding the content of an equality related newsletter.

**Action: All Committee members**

4.8 **Objective 4c:** LO stated that a student mental health policy is being developed and that LO and the Director of Occupational Health are looking at developing a one day course for those who work directly with students. ML said that a student-led campaign around mental health will include an exhibit in the Library and that it will be from the grassroots up as well as top-down. JC stated that there was a focused effort around ‘welcome time’ as a pressure/trigger point for mental health issues and that hall wardens, union volunteers and student volunteers are being trained to provide signposting. He said that there were areas of concern this year and, therefore, extending the numbers of staff and volunteers who can recognise symptoms and provide signposting will be beneficial.

ML stated that departmental buy-in was key. She suggested that the DAS/Counselling/union advice centre talk to departments about providing a holistic approach to mental health awareness. DP stated that a back door gap analysis is required to take action to engage those who are not coming forward.

DH stated that the Education student strategy must include mental wellbeing.

**Action: Debra Humphris**
4.9 Objective 4f: LO informed members that all campuses are being audited

4.10 Objective 7c: MR asked how do we know if all recruiters are trained? MR stated that this is what we aspire to and expect to happen, but cannot assess: if this is the case the objective needs to be rephrased. DH asked where should we put our monitoring and data analysis focus? DP said that we need to consider what we want to know, why and whom this information is for.

NG said that we need to guarantee that Consuls have had training as they have the power of veto for academic appointments.

**Action:** Consuls to be a priority for recruitment/selection and unconscious bias training (Kim Everitt)

**Action:** Debra Humphris to discuss data monitoring/analysis with the Equality and Diversity Unit

JC suggested that a parallel group for non-academic appointments could receive annual training and share trends and best practice. It was agreed that this action should be considered further.

**Action:** Kim Everitt

4.11 Previously Objective 2: This objective previously focussed upon student admissions and attainment and needed to be reviewed and updated to include, amongst other areas, curriculum design and access.

**Action:** Debra Humphris and Dean Pateman to take forward/redesign objective and re-circulate

5.0 Preparing for the Annual Report – Showcasing good practice and success stories, events and activities – to discuss members’ ideas and contributions

5.1 KE said that a major agenda item for the next meeting would be the draft Annual Report and she encouraged members to provide information. The draft report would include an assessment of progress against last year’s objectives to enable an honest reflection on what has, or what has not, been achieved. MR suggested that we may also wish to use our first Annual Report as a starting point.

6.0 Training and Awareness for the E&D Committee – to discuss and identify any specific activities *(Minute 7.1 - November 2013)*

DH said that the Committee had agreed to undertake Unconscious Bias training (minute 2.7 above)

SS suggested the idea of senior people having reverse mentoring and KE stated that SS, or other members of Advisory Groups, could reverse mentor members of the Provost’s Board.

**Action:** Discuss with Provost’s Board (Debra Humphris)
7. **Advisory Groups**

7.1 *Imperial 600*

DP stated that I600 has had its first meeting since the re-launch on 13\textsuperscript{th} February. He informed members that it was well attended and that most roles had been filled. He said that informal social networking is very important to the group, that the group is looking to meet every second month and that DP will be meeting Stonewall with Kim Everitt later in March.

7.2 *Able @ Imperial*

SS stated that Able@Imperial was launched during Disability History Month and that a number of very beneficial, useful and interesting events took place.

SS said that Able@Imperial will meet monthly and alternate between open meetings and Committee meetings on a bi-monthly basis.

The group’s main aims for the next 12 months are: 1) increasing the declaration rate, 2) raising awareness of disability, 3) highlighting disability support and 4) improving building access and room planning.

SS stated that her role as Chair of Able@Imperial had been written into her Job Description to allow her time to work on the role as required.

JN commented that SS has energised Able@Imperial. He also commented that the new website is committed to the ‘Double A standard’ and that this is a positive step forward although it does not satisfy all parties.

LO stated that the March Mental Health First Aid training was fully booked and that further Visual Awareness Training will take part on 16 April 2014. She also mentioned the new Workplace Stress Awareness Tool that has been developed.

7.3 *Imperial As One*

ZK stated that there had been one meeting so far since she had become Chair. She said that they are setting objectives, revisiting the purpose of the group and looking at event possibilities. ZK stated that she had met with DP and SS to look at organising a coordinated event that showcases and celebrates the diversity of Imperial College staff and students.

7.4 *Imperial College Union*

ML stated that Liberation Champions were in place and that the LGBT officer is campaigning for gender-neutral toilets in the Union. LO stated that the NUS is also pushing for this.

She said that the Gender Equality Officer is looking to the sports clubs to promote openness and inclusiveness and that the Disability Officer is looking at the Open Minds campaign. The Diversity officer resigned and so they are looking to reappoint.

JC stated that the Union is having a big publicity launch around the Union venues being ‘safe spaces’ where discrimination is not tolerated. JC suggested that other Imperial College venues could use the same concept.

DH asked if the can College could help with this. JC stated that marketing materials and processes were being devised and he would bring the Committee up to date in due course.

DH acknowledged the work of ML on the Immigration Bill.
7.5 MR stated that integrating Advisory Group roles into Job Descriptions should be looked at for all groups as it sends a strong message, embeds the groups further into College and would make it easier to influence reluctant line managers.

SS stated that it is noted in her JD as ‘as and when’ rather than a percentage of time.

DH said that involvement should be acknowledged as a leadership role.

**ACTION:** Equalities Unit to have discussion with Chairs of Advisory Groups and their Line Managers

8 ICIS declaration update

8.1 LO stated that the data requirements for HESA had changed and so she had been working with the HR information systems team to update ICIS. LO and SS had met with LL to discuss the annual declaration statement which will go out with the email requesting users to update their status. LO stated that the ‘multiple disabilities’ category was problematic for many Able@Imperial members. She said that it could not be changed but that it was a key issue and will be looked into further. LO stated that the HESA ‘white other’ category has now been reintroduced.

SS stated that Able@Imperial members are attempting to engender confidence regarding confidentiality and that DH had agreed to write a message around confidentiality that will be included in the message from LL.

9 AOB

9.1 SP stated that the College needs to be proactive and visibly committed to equality in light of homophobic legislation and practices in other countries.

9.2 DH stated that Bianca Bailey, a PhD student, is evaluating the Amos Bursary Scheme that is designed to support Afro Caribbean young men. DH stated that, at some stage, it would be good for BB to present to the Committee.

9.3 MR has been invited by the US Ambassador to attend an US International Visitors’ Leadership Programme on the topic of harnessing BME talent in US Higher Education.

**Date of Next Meeting**

13th May 2014, 10am – 12pm, Boardroom, Faculty Building, South Kensington Campus