

Equality Diversity & Inclusion Forum

Imperial College London

Minutes of EDI Forum held via Teams, 1 March 2023 10:00 – 12:00

Present:

Stephen Curry	SC	Chair, Associate Provost EDI
Natasha Ahuja	NH	Co-lead of EDI Working Group
Emily Allen-Benton	EA-B	Co-lead of EDI Working Group
Francesco Aprile	FA	Co-Director in EDI
Veronique Azuara	VA	People & Culture Committee Chair
Cristina Banks-Leite	CBL	Athena SWAN Sat Chair
Kellianne Bartley	KB	Co-chair of EDI Committee
Rob Bell	RB	Athena SWAN Co-ordinator
Aneesha Bhumber	AB	Co-chair/Rep from Tech Com working group
Alex Bottle	AB	Opportunities Committee Co-chair
Trisha Brown	TB	School EDI Deputy Director
Joao Cabral	JC	EDDC Chair
Sankalp Chaturvedi	SCh	Associate Dean, EDI
Claudia Clopath	CC	EDI Committee Co-chair
Alex Dawes	AD	REC Co-ordinator
Jordan Elliott	JE	ICU Working Class Officer
Liz Elvidge	LE	Head of Postdoc & Fellows Development
Tim Gordon	TG	EDDC Administrator
Sapna Halder	SH	Athena SWAN Lead
Kate Highnam	KH	DICE Co-ordinator
Johanna Jackson	JJ	EDI Committee Co-chair
Ingrid Kedissa	IK	EA (Chemistry)
Darakshan Khan	DK	EDCC Co-chair
Sevinc Kisacik	SK	Public Engagement Programme Manager
Aaron Lett	SL	Diversity Champion
Simon Levey	SLe	Co-chair
Qianqian Li	QL	EDCCI Co-chair
Susan Littleson	SLi	Deputy Director, Organisational Dev & Inclusion
Travis Mager	TM	Committee Rep
Adrian Mannall	AM	Co-chair
Dez Mendoza	DM	Co-chair
Wayne Mitchell	WM	Co-chair
Maxine Myers	MM	AHSC Communications Manager
Thrishantha Nanayakkara	TN	Athena SWAN SAT Co-chair
Nathalie Podder	NP	Deputy President (Welfare)
Susan Parker	SP	Equalities Officer
Jeremy Pitt	JP	EDCC Chair
Karen Pontifex	KP	Departmental Staffing & Business Support Manager
Sophia Quazi	SQ	EDI Co-ordinator
Sneha Saunders	SS	Administration Manager and Staffing Co-ordinator
Vahid Shahrezaei	VS	Faculty EDI Champion
Christian Speck	CS	Athena SWAN SAT Co-chair
Jessica Strid	CS	EDI Committee Co-chair
Joanna Thompson	JT	Department Manager

John Tregoning	JT	People & Culture Committee Chair
Cat Turhan	CT	Director of Membership Services
Sophie Van der Ham	SVH	Liberation & Campaigns Co-ordinator
Crystal Vincent	CV	Faculty EDI Co-ordinator
Wang, Rowena	RW	School EDI Project Co-ordinator
Emma Watson	EW	Department Manager
James Wilton-Ely	JWE	Co-Director in EDI
Beata Wojciak-Stothard	BW-S	EDI Committee Co-lead
Jacalyn Murphy (Minutes)	JM	EA (Equality, Diversity & Inclusion)

Apologies:

Jackie Bell	JB	EDI Lead
Iain Dunlop	ID	EDCC Co-chair
Quentin Smith	QS	EDI Chair
Alessandra Russo	AR	EDI Lead
Heather Battey	HB	EDI Committee Co-Chair

	Agenda Item	Action
1.	Welcome and Apologies	
	Apologies are noted above. The Chair welcomed all to the inaugural meeting of the new formed Equality, Diversity & Inclusion Forum. The group includes the Chairs and Co-chairs throughout departments and members may ask someone else to stand in if neither can attend.	
2.	Minutes of last EDI Forum meeting held on 27 September 2022 and matters arising (paper 2):	
	3.1 ICU's response to the UUK's consultation on the cost of living crisis (paper 02)	
	Andrew Tebbutt, Director of Outreach, is in discussion with relevant representatives regarding pay rates for GTA assistants in Outreach activities.	
3.	Minutes of last Athena SWAN meeting held on 17 October 2022 and matters arising (paper 3):	
3.1	Update on gender and sex in Athena SWAN and Advance HE changes	

	Advance HE have requested data and analysis by sex rather than by gender for Athena SWAN applications. SC commented Comms have produced a guide on writing about ethnicity and will be looking at writing on sex and gender; there will be a pause on the writing guide until the College has further advice following political and press attention regarding the challenges from a freedom of expression point of view.	
3.2	Review of PRDPs	
	A new system ARC (Achieve, Reflect and Career process) is being presented at the next People and Culture Committee.	
3.3	College funding - Scholarships and Studentships Steering Committee	
	Maggie Dallman, Vice-President (International) has confirmed the College's sanctionships programme is open to people of all nationalities.	
3.4	Unpaid UROPs	
	Unpaid UROPs will be reviewed in the Summer; the preference expressed by Forum members is that all UROPs be funded.	
3.5	Nursing and prayer rooms at White City campus	
	There is now temporary provision for nursing provision at White City. Estates have verbally assured that plans are in hand for long-term facilities.	
4.	Membership and Terms of Reference of new EDI Forum Committee (paper 4)	
	<p>The new EDI Forum membership spreadsheet is on the College website with a link in the meeting papers. Some members have agreed to step down and their expertise can be requested if needed. Following a suggestion by SLe, SC will follow up with Comms to communicate the work that the EDI Forum is doing.</p> <p>EDI Forum membership and email list.xlsx (sharepoint.com)</p> <p>Equality, Diversity and Inclusion Forum Administration and support services Imperial College London</p>	SC

	<p>SC thanked all the previous members of the EDI Forum and Athena SWAN for their excellent work in the last 5 years.</p> <p>SC asked the group to identify the principle EDI priorities that departments will work on for the next 12 months and these will be incorporated in the terms of reference.</p> <p>RB commented on behalf of the EDI centre and points raised in LE's report, "what do women need to progress in academia" departments should be more open about gender and equality priorities and more transparent in communication. LE will upload the report into the chat.</p> <p>Following a discussion, it was agreed that EDI priorities should be discussed with Heads of Departments. RB suggested a shared document with headings for members to add bullet points that will be uploaded to the College website. SLi commented being able to see where there is a local activity and how it maps onto a college wide strategic priority, will be a great help to show how we can support departments.</p>	<p>ALL</p> <p>SC/RB</p>
5.	Chair's Report (paper 5)	
5.1	The Chair's term of office ends in September 2023 after 6 years and the job description is being drafted for a new Associate Provost, Equality Diversity & Inclusion; it is hoped that a successor will be identified in the early summer. SC is moving to a role in Council representing FoNS and cross college entities.	
5.2	<p>SLe commented in previous reviews of College structures there is not enough diversity, e.g. with the cost of living crisis, senior management are not affected by decisions that they are making. SC will raise the point about representation at the next meeting of the newly formed People and Culture committee of which he is a member.</p> <p>University Management Board Administration and support services Imperial College London</p>	SC
5.3	<p>SC asked members for their thoughts on the impact of the EDI strategy since 2018 and the remaining challenges.</p> <p>SQ commented following the staff survey results, workload and disability are key issues for both staff and students.</p> <p>JC commented the Chemical Engineering culture survey highlighted areas including the need to collaborate and co-ordinate with the EDDC committees. There was a suggestion previously to group key EDI priorities and create a cluster on Teams where we could share information and good practice. Regarding Athena SWAN, it would be useful to have a structure to exchange names of people who could</p>	

	<p>facilitate Focus Groups. There are also good Athena SWAN applications from other departments and we could create a folder within the confidential area to share subsequent proposals.</p> <p>SC commented through the reports that come in from different departments we can identify areas of interest and organise a half-day workshop similar to the one we ran on recruitment.</p> <p>RB commented EDIC created a specific local Teams site where anyone involved could be a member to talk and ask questions, there is limited interaction and we could post copies of Athena SWAN applications if departments are willing to share.</p> <p>RB recently created an EDI calendar that is a work in progress with an overview of events.</p> <p>Equality, diversity and inclusion calendar Administration and support services Imperial College London</p>	RB
<p>5.4</p>	<p>Women at Imperial week is 6 – 10 March with many events including one on 8 March when 3 of the women who are part of the visiting professor programme from Italy, Tanzania and South Africa share their experiences. Angela Saini is also talking on her new book “The Patriarchs, how men came to rule” with a live stream.</p> <p>Women at Imperial Administration and support services Imperial College London</p>	
<p>5.5</p>	<p>The EDI Seed Fund is now open with a deadline of 2 June 2023.</p> <p>https://www.imperial.ac.uk/equality/activities/seed-fund</p>	
<p>6.</p>	<p>Review of highlights from departmental updates (including Athena SWAN matters) (paper 6)</p>	
	<p>JC commented Chemical Engineering had a good response of 65% to the Culture Survey; in some of the groups up to 18% reported a “maybe” relating to bullying and harassment issues and the survey highlighted the need to run Focus Groups. The questions were pre-set from Advance HE and it would be useful to exchange ideas between departments that have also run this survey.</p> <p>SQ commented in Mechanical Engineering the EDI in Engineering module, a student initiative, is going well and is now in the first year of operation.</p> <p>CS commented the Institute of Clinical Sciences are updating the PRDP forms for staff, and will start the PRDP/ARC process for PhD students, who have more need for these activities. CS will share a template with the graduate school when available.</p>	

	<p>VS, Dept of Metabolism is in the process of designing a leadership programme for newly recruited lecturers/fellows and is already in discussions with the PFDC.</p> <p>RW commented the Faculty of Medicine, in line with the British Medical Association's recommendation established an EDI Forum with 18 members by invitation for undergraduate students in both medical schools to raise EDI issues and it has been well received.</p> <p>NK commented the Dept of Chemistry piloted a 3 hour induction trans awareness training covering transphobia and mental health and given its success is being rolled out to staff with a session in May. MindOut, an external facilitator was used with sessions costings around £800 for 20 people.</p>	
7.	Any Other Business	
7.1	SC asked members to email any recommendations for future Athena SWAN annual lectures.	
7.2	RB commented a number of EDI training courses have been cancelled due to low bookings and he has looked at the data as well as issues around cancellations as the training is not being fully used. The committee are asked to encourage people to sign up and attend; training and development should be considered a priority. LE commented the PFDC is having a similar issue.	
7.3	<p>SK reported on the Great Exhibition Road Festival, an annual celebration of science and the arts, on 17/18 June 2023 and asked for people to come forward with activities to represent a diverse range of backgrounds.</p> <p>Home - The Great Exhibition Road Festival</p>	
7.4	<p>SCh requested a change in the name from "equality" to "equity". SC commented this would need to be considered in the mix of EDI discussions and would need a high-level discussion.</p> <p>SC thanked all for their excellent reports and input.</p>	