

College Athena Committee

Tuesday 20 January 2020

14:00 – 15:30

Board Room, Level 4, Faculty Building
South Kensington Campus

Minutes

Present:

Professor Stephen Curry	(SC)	Chair, Assistant Provost (EDI)
Mr Rob Bell	(RB)	Equality, Diversity and Inclusion Centre
Dr Jaclyn Bell	(JB)	Computing
Dr Rebecca Bell	(ReB)	Earth Sciences & Engineering
Dr Liz Elidge	(LE)	Postdoc and Fellows Development Centre
Dr Johanna Jackson	(JJ)	Brain Sciences
Professor Aimee Morgans	(AM)	Mechanical Engineering
Dr Kenji Okuse	(KO)	Life Sciences
Dr Maria Ribera-Vicent	(MRV)	Aeronautics
Mr Vahid Shahrezaei	(VH)	Mathematics and Faculty of Natural Sciences
Dr Fei Teng	(FT)	Electrical & Electronic Engineering
Dr John Tregoning	(JT)	Infectious Diseases
Professor Sara Rankin	(SR)	NHLI
Dr Maria Ribera-Vincent	(MRV)	Aeronautics
Ms Sharon Citrone	(ShC)	MRC LMS / ICS
Mr Christopher Peters	(CP)	Surgery & Cancer
Ms Lindsey Anne Cumming	(LAC)	Civil and Environmental Engineering
Mr John Seddon	(JS)	Chemistry
Sheena Cardoso	(SCard)	Equality, Diversity and Inclusion Centre

Apologies

Dr Edgar Meyer	Business School
Professor Catherine O'Sullivan	Civil and Environmental Engineering
Ms Sapna Halder	School of Public Health
Dr Hector Keun	Surgery & Cancer
Ms Maria Tortelli	Chemistry
Professor Christian Speck	MRC LMS/ICS
Ms Jenna Stevens Smith	MRC LMS / ICS
Mr Nick Kapoutsiz	Learning & Development Centre
Professor Rodriguez y Baena Ferdinando	Mechanical Engineering
Professor Joao Cabral	Chemical Engineering
Professor Nick Linton	Bioengineering
Dr Jessica Strid	Immunology & Inflammation

	Agenda Item	Action
1.	Introductions and Apologies	
	SC welcomed all to the meeting and apologies were read. SC noted that NK will be leaving soon and his replacement will be announced as soon as it is confirmed.	
2.	Minute of last meeting (Paper 02)	
	JS requested an amendment to the Minutes of the last meeting held on 8 October 2019 item 6.2, the wording "... to Chemistry on receiving their gold award" should read "... to Chemistry on renewing their gold award".	SCard
2.1	Matters arising from last meeting	
2.1	Maternity policy	
	The maternity policy is under review. SC will follow up with Audrey Fraser, Head of Reward, Engagement and Policy. SC said he would invite Audrey to next Athena committee meeting.	SC
2.2	Nursing facilities	
	It was noted that work had begun to evaluate the nursing facilities on the South Kensington campus. They are looking to reorganise the booking system for these rooms to allow fair usage and access. SC has been speaking with Suzanne Christopher, Senior Employee Engagement Manager, who mentioned that there will be a six month review on the room usage; pre-booked or recurring bookings will be cancelled after February 2020. Bookings will only be done one calendar month ahead. LAC noted that there needs to be a balance as rooms are completely booked. MRV commented that bookings need to be refreshed to avoid unfairness. ShC noted that other meeting rooms cannot be used as nursing rooms as they might not offer the level of privacy as a proper nursing room would. SC to relay comments from the committee to Suzanne Christopher.	SC
2.3	Divisional leadership	
	SC noted that this issue has been resolved.	
3.	Chair's report	

3.1	Women@Imperial Week 2020	
	<p>Women@Imperial week is an annual event that takes place around International Women's Day (8 March). This year the week will be taking place from Monday 2 March to Friday 6 March 2020. International Women's day falls on Sunday 8 March.</p> <p>The roster of events has almost been finalised and SC hopes that it will be published soon. Events will be taking place on White City, Hammersmith and St Mary's campus. There will be a Women@Imperial planning meeting taking place this week to finalise plans.</p>	SC
3.2	Equality, Diversity and Inclusion Strategy Group (EDISG) meeting	
	There are no updates from the EDISG as they have not met since the last Athena Committee meeting in October. Their next meeting will be taking place in March.	
3.3	Sexual Harassment working group	
	<p>The College is investing in the 'Report and Support' reporting tool which will be open to both staff and students. The aim is to launch the new harassment policies and reporting tool by the end of January. SC has given additional feedback on policies.</p> <p>ReB noted that departments have been running a 'Have your say' campaign which includes online reporting and questioned what will happen to this in future. SC noted that 'Have your say' has been implemented differently by the Faculties and expects that the 'Report and Support' system to take over as a central system.</p>	
3.3	Elsie Widdowson Fellowship	
	<p>SC reported that the recommendations for the Elsie Widdowson Fellowship have been agreed by the EDISG. SC clarified that the Fellowship will be limited to one per birth.</p> <p>AM asked that if it restricted per birth, is it the same case with twins or triplets. SC clarified that twins or triplets would be considered one birth in this case.</p> <p>SR asked for clarification for those sharing leave with their partners who work in other organisations. Details on eligibility are given in the updated web-page for the EW fellowship scheme: https://www.imperial.ac.uk/human-resources/procedures/family/elsie-widdowson-fellowship-award/</p> <p>LE noted that there is some confusion around proleptic appointments and how these staff are treated, e.g. Future Leader Fellowships.</p> <p>SC to relay feedback regarding the Elsie Widdowson Fellowship back to Susan Littleton, Deputy Director HR (Organisation Development and Inclusion).</p>	SC
3.4	EDI Seed Fund	

	<p>SC received 21 applications for the EDI Seed Fund, with only a budget of £10,000 available. Awards have now been made.</p> <p>SC reported that there were a lot of BAME staff/student related applications. There was an application made for gender equality, e.g. ImperialSAID which was part funded by SC through other means. There was an application for male allies on gender equality and an application for a College carers' network.</p>	
3.5	Free sanitary products initiative	
	<p>One application for the EDI Seed Fund, which was not funded, was to provide free sanitary products at St Mary's campus. SC noted that there was a pilot to provide free sanitary products in Department of Earth Sciences and Engineering (ESE).</p> <p>ReB commented ESE is using department funding for the pilot. However, it is only for emergencies. The Department initially had people call the main reception if they needed emergency sanitary pads, however this was seen as too awkward so they changed tactics. There is now a canvas bag behind the main doors of toilets which contains free sanitary pads. ESE asked for volunteers to ensure that the bags are replenished and had 40 people signed up for the task. They estimated that they would spend about £2,000 a year to replenish stock. Usage will be monitored and tracked.</p> <p>MRV commented that female students could get free sanitary products from the Student Union and asked if this can be taken at department level. She noted that Aeronautics' DOM will be looking into it. MRV asked if there are any other departments taking up this initiative and if they can share any knowledge.</p>	
3.5	Workplace allocation model	
	<p>As suggested by this committee, a Workplace Allocations Model workshop was held on 8 July 2019. Presentations of the workshop are available on SC's Inclusive Matters blog. https://www.imperial.ac.uk/blog/assistant-provost-edi/2019/07/08/workload-allocation-models-pros-cons/</p> <p>The Provost's Board has established a group to look at Workplace Allocation Models, led by Professor Jonathan Weber, Dean of FoM. The group was initiated in December, and will meet in February, March and May. This committee will be kept informed of developments.</p> <p>AM asked whether roles outside of the College will be taken into consideration as well, especially for those who take on EDI initiatives. AM says that this may deprive female colleagues of research time in comparison to their male peers. AM will feed this back when the working group asks for comments from College. VH asked if this was just a general model, i.e. if it covered teaching and research generally. SC clarified that it was a model for work that is not research based.</p>	
3.1	New Athena SWAN renewal process and forms (Paper 03)	

	<p>The independent review of Advance HE's Athena SWAN charter is still ongoing. RB stated that it is unlikely the review's report will be published until February 2020.</p> <p>SC contacted Advance HE for more clarity on the review and their intentions to implement recommendations, as the College application will be put in November 2020. Advance HE's response was that applicants are expected to use the new renewal forms they have just released.</p> <p>RB reported that in December 2019, Advance HE released a new renewal process for post-May 2015 type Athena SWAN awards. Guidance was published along with two application forms; one for departments and one for institutions.</p> <p>RB noted that you can use the standard forms if you are applying to upgrade an award, e.g. Bronze to Silver. The new renewal forms can only be used by applicants renewing their award at the same level.</p> <p>The new renewal form is much shorter at 6,000 words and asks much more open questions, rather than specific data sets or information. The form focuses on the previous action plan and asks for no more than five key priorities for the future.</p> <p>RB recommends departments to keep monitoring all their data, to avoid anything slipping through the gaps. RB will be providing the same data sets as before.</p> <p>RB noted that the Business School and College will be using the new forms this year, and other departments in 2021. As this process is still new examples are not available.</p>	
6.	College activities and Departmental report highlights (Paper 03)	
	SC thanked everyone for sending in their reports which has been circulated before the meeting.	
	Brain Sciences are focusing on mentoring; they hope to look at mentoring in the Department and have appointed two coordinators to take this initiative forward. They found that there were two types of mentoring taking place, formal and informal, but data has not been captured until now.	
	NHLLI will be holding an event on 11 February 2020 to celebrate International day of Women and Girls in Science. SR asked for suggestion for a female BAME researcher working in engineering/robotics etc. This request has been circulated to all committee members.	
	Surgery and Cancer now have a newly rebranded Culture and Engagement committee. CP reported that concerns had been raised in the Faculty about their Mumsnet accreditation, due to Mumsnet poor reputation on LGBTQ+ issues. He noted that some organisations have abandoned their relationship with Mumsnet.	
	Mechanical Engineering are using Microsoft Planner to track their Athena SWAN action plan. Using this platform means that owners are allocated their actions and automatically sent reminders. AM noted that Ferdinando Rodriguez y Baena is leading on this. SC to ask Ferdinando for a demonstration of Microsoft Planner for the next meeting.	SC

	Clinical Sciences have developed a bingo card (informal) approach to raising awareness of Athena SWAN initiatives in the institute. With the constant turnover of students and postdocs, there has been a decline of interest or understanding in Athena SWAN activities. As soon as it is ready, ShC to share with the committee.	ShC
	Infectious Diseases held Active Bystander training for the department. This had a good turn out with over two-thirds of their staff and senior members attending.	
	Electrical and Electronic Engineering held their department away day on 17 and 18 December; the days were split between academic and technical staff. Postdocs were not included. The day involved professional facilitators and workshops and team building exercises, which had positive feedback. They will be looking to hold another one in a year. The away day saw discussions around departmental culture. FT to gather feedback.	FT
	Earth Sciences and Engineering hosted two workshops on menopause; one was a general workshop and the other for managers. Emma Watson will be giving an oral presentation, a talk titled "Talking Taboos: Menopause in the Workplace", at Advance HE's Equality, Diversity and Inclusion Conference in March 2020.	
	Computing are revamping their Women in Computing network. The network received funding from their Department to run networking and wellbeing events, and will be holding a half day conference in March. Funding will be renewed each financial year.	
	<p>Chemistry hosted a Bullying and Harassment workshop for those with line manager responsibilities, which was facilitated by Lesley Aitcheson. JS to share details of workshop content and facilitator electronically with Jackie Murphy.</p> <p>Chemistry also have a therapy dog, Roxy, for the department, though limited for students only.</p> <p>It was noted that Chemistry has particular issues being split site. Certain facilities that have been promised have not been delivered. There are issues with the shuttle bus which are being looked into; the services are not frequent enough and often full which causes issues for those travelling. Staff seem generally happy with the new building - though there is a small group of academic staff in South Kensington campus using hot desks. SC asks if Chemistry undergraduate teaching will be moved to White City campus. JS says they have already moved fourth year teaching and there is a 250 seat lecture theatre that is big enough for first and second year cohort, however there is a worry that they will be completely detached from the rest of the College.</p>	JS
	<p>JT asked about the difference between and desires to use childcare facilities near your home and near College? SC met with Jane Neary, Director of Campus Services, she says they do not have a replacement nursery at Hammersmith but there will be one at White City campus in 4-5 years, and College is exploring the possibility of collaborating with a local nursery.</p> <p>CP mentioned that this has been a big issue in the FoM, with examples of losing staff because there is not a childcare facility available on site. This has been raised multiple times with College but there seems to be no clear plans to address the issue. LE mentioned that a PhD student was approached for a case study but refused due to lack of nursery facilities. It was noted that the issue has been</p>	SC

	<p>included on the agenda for the upcoming Hammersmith campus town hall meeting.</p> <p>SC will relay feedback to College and noted that this has also been brought up by the Athena SAT.</p>	
	<p>Life Sciences have made a new workplace allocations model, mainly covering teaching and admin responsibilities, which was consulted on by staff. The department will be hosting their annual International Women's day lecture on Thursday 5 March; it will be given by Professor Jane Saffell, St George's University.</p>	
9.	Any other business	
	<p>MRV noted the training suggested on the Aeronautics action plan is not helpful for staff who work part time. She is speaking with EDU if they are open to work with them to develop a programme for part-time staff.</p>	
	<p>As a follow on report from last week titled 'What researchers think about the culture they work in', the Wellcome Trust have produced kits to facilitate discussions around research culture.</p>	