Minutes

Present:

Stephen Curry  SC  Chair, Assistant Provost (EDI) and Life Sciences
Mary Bown  MB  Head of Disability Services (Attending in place of H Bannister)
Kani Kamara  KK  Equality & Diversity Manager
Susan Littleson  SL  Deputy Director Organisational Development and Inclusion
Joanna McGarry  JM  Communications and Public Affairs
Becky Neil  BN  Imperial College Union Deputy President
Sally Parekh  SPa  REC Co-ordinator
Sunday Popo-Ola  SPO  Engineering, (WP, Outreach)
Sara Rankin  SR  Medicine (Neurodiversity)
Mark Richards  MR  STF – Physics (WP, Outreach)
Desmond Samuel  DS  Co-chair Imperial as One
Mr Vahid Shahrezaei  VS  Diversity Champion, Mathematics and Fac of Nat Sciences
Dan Todhunter  DT  Co-chair Imperial 600
Caz Ulley  CU  Co-chair Imperial 600
Jacalyn Murphy  JA  EA to Professor Stephen Curry

Apologies:

David Ashton  DA  Academic Registrar
Hannah Bannister  HB  Director of Student Services
Dave Cosgrave  DC  Chair & Equalities Coordinator UNISON (Imperial branch) ICT
Benita Cox  BC  Faculty Senior Tutor, Business School
Liz Elvidge  LE  Postdoc and Fellows Development Centre
Cedric John  CJ  Depth of Earth Sciences (Mental Health)
Adrian Mannall  AM  Co-chair Able@Imperial
Jarlath O’Hara  JO  Imperial College Union, Managing Director
Susan Parker  SP  Unite Branch (joint) and Equalities Officer – Physics/Tech
Roddy Slorach  RS  Chair of UCU Imperial Branch, Senior Disability Adv, Ed Office
Andrew Tebbutt  AT  Director of Student Recruitment and Outreach
Andrew Willson  AW  Chaplain, Chaplaincy Multi-faith Centre
1. Apologies

Apologies were read.

2. Introductions

The Chair welcomed all and members introduced themselves.

3. Minutes of last Meeting and matters arising

It was noted that Sunday Popo-Ola’s name was omitted from the attendance list in the Minutes of the last EDI Forum held on 22nd October 2018. With this amendment the Minutes of the last meeting were approved.

3.1 Sexual Harassment working group

SL is a participant of this group which is Chaired by SC. SL reported that from the recommendations made by the working group and which link in with the report prepared by Solace, 8 items are complete/agreed and 8 items are in progress. These items include:

- A question in the staff survey has been added around sexual harassment.
- There will be an annual review of sexual violence liaison officers (SVLOs)
- Mediation not recommended in sexual harassment cases.
- Introduction of comprehensive anonymous reporting for staff and students
- A commitment to record informal sexual misconduct incidents to HR to establish if a pattern is emerging.
- Training for investigators is in progress (including unconscious bias training). BN confirmed there is also training for students.
- Policies on personal relationships are being clarified in the light of Solace recommendations.
- Union to pass handling of major cases to the College.
- Instead of appointment of departmental sexual harassment advisors, there will be sexual harassment support contacts who are already in place and will receive appropriate training (KK is actioning).
- If people leave before an investigation is complete HR will continue the investigation in their absence until it is concluded.
If someone is found to have committed sexual misconduct, holding positions of power and promotion would depend on individual cases and sanctions imposed.

SR asked if there is an agreed code of conduct. SL reported HB presented her definition at the last sexual harassment meeting which was discussed and when the wording has been finalised it will be updated in the existing bullying and harassment policy.

DT asked whether there was a time frame for the recommendations to be implemented. SC commented a report will be made on progress to the EDI Strategy Group on 28th March and would aim that by the Summer to have many of the proposed changes decided. The minutes of the sexual harassment working group could also be shared with this group.

BN commented she has received many comments from students from Comms in relation to procedures for sexual harassment and bullying. SC commented there are complex issues that are still being finalised and is happy for BN to say that the working group are looking at a new reporting procedure, which should include a dual function online reporting tool to capture fully anonymous reports and reports of cases where individual action is to be taken.

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<tr>
<th>3.2</th>
<th>Stonewall workplace Equality Index</th>
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<td>KK reported IC were placed 266th in the Stonewall workplace index which is an increase and progress is being made. An action plan was established last year and there are items in progress, eg updating all of the policies and around 70% of items are complete. In the second quarter of this year a consultant is being employed who will update policies on the web pages. There is action to improve recruitment and a new recruitment team is in place who are revamping all of their training with an aimed completion date of June. LGBT employee network is one area that is ongoing and there are many completions mainly around communicating network roles and objectives of the work. SL commented that 2 people from the senior group have agreed to be reverse mentors: Tom Welton, Dean of Faculty of Natural Sciences and Nick Jennings, Vice-Provost (Research and Enterprise). SL will define their job description. KK commented there is commitment in in terms of more of a presence in raising the profile of senior leaders. Monitoring was completed after the declaration campaign last year using posters and flyers and from internal training to update personal details. Procurement are working on revamping their website, Andy Hitchman, Deputy Head of Purchasing, aims to have revamped all information to reflect a more inclusive approach by the first quarter and will update more details at the next working group meeting. MR commented there is a conference every year where there are many suppliers and large corporations, HP etc and this is an opportunity for diverse suppliers. Action: MR will send the details.</td>
<td>SL/SC/SH Group</td>
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<td>KK</td>
<td>KK has a meeting scheduled with the Account Manager of Stonewall when more details on points to concentrate efforts will be provided. This year Muir Sanderson, Chief Financial Officer, Jane Neery, Director of Campus Services and John Whitlow as Head of Procurement have been invited. DT asked if we have the written response from Stonewall and in electronic form. SC commented the Stonewall action plan will be on the revamped College Equality webpages, which will go live in around 2 weeks’ time.</td>
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<td>Rob Bell</td>
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### 3.3 Gender Neutral toilets

The issue of gender neutral WCs was raised at the last meeting. SC has met with Nick Roalfe, Estates & Facilities who are looking for guidance on the policy from the College on the level of provision when there are planned refurbishments and new builds. There is also an issue that when unisex are introduced staff and students use separate WCs for male and female.

A discussion followed on single-use lockable facilities with all facilities within that room with own sink, mirror, handrail and dryer in that cubicle. It was also agreed with SL’s suggestion that a group is established from members of this Forum in order that a guidance policy can be drafted and is submitted to the Strategy Group meeting. MB commented she would also be happy to be in this group.

SC commented there is a list of unisex toilets around the College and he would like this to be advertised. JM commented a recommendation has been made in Comms for the establishment of an Inclusive Advisory group that would include items such as signage.

| SL | |

### 4. Chair’s report

SC reported Women at Imperial week is week commencing 4 March and there are many events planned: Tom Welton spoke at the School of Public Health about Athena SWAN, Alice Chilvers from UCL is speaking on Thursday 7/3, on Friday 8/3 Nadia Soliman a PhD student from the Faculty of Medicine is giving a talk. Nadia used to be a bomb disposal expert in the army and worked with the Special Forces and has a different approach for training of leadership roles. Full details are on the following link:

http://www.imperial.ac.uk/equality/support-for-staff/imperial-women/women-at-imperial-week/

Congratulations to Imperial 600 who now have 375 subscribers. There was a very good talk from Dr Ben Britton. CU highlighted that
allies were the biggest group joining and lanyards are an excellent marketing tool and therefore only given to members.

SC thanked Imperial as One for an excellent Dlversithon (Wikipedia training session) on 28 February when around 40 people attended, 11 from staff and students, UCL and Cancer Research.

SC reported at the Athena SWAN Committee meeting an item was raised regarding Imperial’s maternity benefits which are in some areas falling behind benefits offered from other universities.

SL has spoken to LL who has asked for more research eg how many people are affected and will then move forward on a proposal.

SC has been asked to Chair the Research Excellence Framework panel. Each member of staff can submit between 1 and 5 papers. The College has set up a Code of Practice to look at cases and if there is an issue, eg extended period of leave for maternity or other leave, cases will go to that panel.

5. Any Other Business

The EDI Strategy Group Minutes have been circulated to members of the this Forum. DT asked what the EDI Strategy Group’s priorities are. SL commented it was her responsibility to put forward an agenda of items to prioritise proposals and ensure delivery of action. SL would also be very happy to receive any input from members of this Forum.

SR suggested an “Executive summary” of the discussions in this EDI Forum and the EDI Strategy group would be useful in the form of a Powerpoint presentation. SL commented Minutes of the Strategy group will be kept as verbatim. JM can provide a summary in Powerpoint of this Forum.

6. Date of next meeting

Wednesday 8th May at 12.30 in the Faculty Board room, Faculty Building.