**Minutes**

**Present:**

Stephen Curry  
Chair, Assistant Provost (EDI) and Life Sciences  
Kani Kamara  
Joint Head EDIC  
Lindsay Comalie  
Joint Head EDIC, Learning & Development Consultant  
Andrew Tebbutt  
Director of Student Recruitment and Outreach  
Hannah Bannister  
Director of Student Services  
Susan Parker  
Unite Branch (joint) and Equalities Officer – Physics/Tech  
Fintan O’Connor  
Imperial College Union Deputy President (Welfare)  
Alessio Incitti  
Imperial College Union LGBT and Officer  
Jarlath O’Hara  
Imperial College Union, Managing Director  
Camille Reltien  
Co-chair Able@Imperial  
Ms Lisa Phillips  
Co-chair Able@Imperial  
Justine Lesforis  
Co-chair Imperial as One  
Caz Ulley  
Co-chair Imperial 600  
Dan Todhunter  
Co-chair Imperial 600  
Emma Chapman  
Research Fellow, Physics (1752 Group)  
Cedric John  
Dept of Earth Sciences (Mental Health)  
Mark Richards  
STF – Physics (WP, Outreach)  
Bianca Bailey Wilson  
Research Asst, Diversity & Inclusion in Learning & Teaching  
Maud Lemoine  
Clinical Senior Lecturer, Medicine (EU)  
Jacakyn Murphy  
EA to Professor Stephen Curry  

**Apologies:**

David Ashton  
Academic Registrar  
Liz Elvidge  
Postdoc and Fellows Development Centre  
Dave Cosgrave  
Chair & Equalities Coordinator UNISON (Imperial branch) ICT  
Alex Chippy Compton  
Imperial College Union President  
Sunday Popo-Ola  
Engineering (WP, Outreach)  

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<tr>
<th>Agenda Item</th>
<th>Action</th>
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<td>1. Apologies</td>
<td>Apologies were read.</td>
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### 2. Introductions

SC welcomed everyone to the first meeting of the EDI Forum and members introduced themselves.

### 3. Chair’s introduction and report

#### 3a) Forum membership (Paper 1)

**3a i)** SC opened the meeting as the new Chair for the Forum, which he holds as part of his new 0.5 FTE role as Assistant Provost for Equality, Diversity & Inclusion.

**3a ii)** SC reported that the old Equalities and Diversity Committee is being replaced by the Equalities Diversity and Inclusion Strategy Group, Chaired by the Provost and attended by himself, the Deans of the Faculties, the Vice-Provost for Research and Education, the Vice-Provost for Partnership, Assistant Provost Promotions, Director Student Services, the Deputy Director of Human Resources and the Union President.

SC explained this Forum will report to the Strategy Group. The aim is that the Forum will be a representative group, a listening post where problems and ideas from all across the College can be surfaced and discussed, and proposals for action drafted. Free and frank debates are therefore encouraged. There will inevitably be some overlap with the work of other committees and groupings e.g. College Athena Swan Committee, Disability Action Committee, Postdoc and Fellows Development Centre, plus initiatives at Departmental and Faculty level, and other ongoing work (such as the College culture report) but the core aim is to ensure that that every staff and student member feels that Imperial has a healthy inclusive culture.

**3a iii)** SC is working on a draft strategy paper for the next EDI Strategy Group meeting on 31st January, which will identify gender, race, LGBT and disability issues. He will share the document with the Forum. The Forum will meet three times a year about a month before the EDI Strategy Group meetings. DT asked for clarification on the relationship between this group and the Strategy Group, e.g. what authority does this group have for decision making? It was stated that this group is going to meet just before the Strategy Group so that proposals could be made before that meeting. DT also commented that it would be very useful to receive minutes from the Strategy Group and SC will enquire about this.

**Update (29 Jan 2018):** the Provost has confirmed that the EDI SG meeting minutes will be made available and that, on an ad hoc basis, members of the Forum will be welcome to present at the Strategy Group.

**3a iv)** SC circulated a list of proposed membership for this Forum, which he wants to be as representative as possible and asked for comments. LC suggested Senior Tutors/new Faculty Tutors should be included in the distribution. DT suggested Religious diversity.
It was suggested using another term on the membership list instead of “College” as Imperial is trying to promote the College as a team. The current Union President post is held by Chippy and this post holder is elected annually, so there will be an opportunity for a BAME representative. Inclusion from other Campuses was also raised. ML was present from St Mary’s and JL is from Hammersmith.

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<th>3b)</th>
<th>Terms of reference (Paper 1)</th>
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<td>3b i)</td>
<td>A draft paper had been circulated prior to the meeting setting out the proposed aims and objectives of the Forum. It was agreed to edit the footer section regarding Equality, Diversity and Inclusion with the College’s strategy. <em>Equality is about creating a fairer society with greater participation, and the opportunities to fulfil potential; diversity is about recognising and valuing individual and group differences; inclusion is about welcoming and respecting people as individuals.</em></td>
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JOH commented that item 7, “To promote cooperation within, and between, a diverse range of staff and students” should be reworded in a more purposeful way. LC advised she read this as co-operation between staff and students.

| 3b iii) | Point 5, “To help the College benchmark and become influential equality exemplars in and throughout the sector”, includes participating in government issues. As a recent example, SC pointed out that he, the VP for Education and the President of ICU had co-authored a letter to the Minister for Universities objecting to the appointment of Toby Young to the Office for Students. The letter had received support from the President and the Provost. Imperial College was the only University that had taken public action in this way. |

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<th>3c)</th>
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<td>3c i)</td>
<td>SC informed the Forum that the College has become a member of the REC, the Provost has written to the ECU confirming that Imperial is committed to submitting an application within three years. There is funding for a 0.5 FTE Data Co-ordinator post; the job description is in progress and the post will be advertised soon. This is an institutional award and as part of the application, Focus and Working groups are being set up and there will be an action plan. SC has talked to UCL who have achieved their application as well as Kings College.</td>
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| 3c ii) | It was asked how it could be ensured that the participants are from a diverse background and that some of the black leadership are involved. SC advised that BAME staff and students would be involved in the Working Groups and Focus Groups that are to be set up. KK advised that we would be able to source people internally and from other institutions if need be. |

| 3c iii) | MR asked if the REC has the mechanisms that will create real change rather than just another award from a PR point. SC agreed that this is an important point. He pointed out there are currently only |
around 9 institutions that have the award in the UK; they all have bronze and nobody has yet achieved silver. There is also value in having an external benchmark as this can be an effective way to hold institutions to account. Those institutions that have been successful have gone public. The REC thereby empowers staff to challenge deviations from action plans or goals and allows them the opportunity to raise issues. If Imperial fails to meet the criteria the award may not be granted; but even in that case, important lessons would be learned for a subsequent re-application.

3c iv) DT asked if the Stonewall Index will be prioritised in the same way as the REC. In Stonewall Imperial provides the data and they give a score. SC advised that efforts to use the Stonewall Index as a way to create an action plan to bring about change will be part of the new College EDI Strategy (currently being drafted). DT commented that he supports putting the resource into the REC but this needs to be done in a balanced way.

3c v) KK commented that with the Athena Swan award led by EDIC, at the beginning there was little academic input; however as the years progressed it was evident that there had been a number of changes, and now that we have a Forum the same is likely to happen with the REC application.

3c vi) AI commented that part of the problem is the culture and this Forum will be the best place to hear from the different voices. MR commented that inclusion is not just about having different faces but including everyone in the input of the strategy.

3c vii) EC commented that although the application is just institutional, would it be possible to collate the data into departmental level, *e.g.* the College may have an Athena Swan Silver but there are some departments that are not at a good standard. AT advised this is because the award is mainly based on data.

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<th>Co-ordination of processes for dealing with sexual harassment</th>
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| 3d i) | Stephen advised that there have been a number of issues recently in dealing with cases of sexual harassment and there is a need to review how well joined up is the College’s approach. The matter has become all the more pressing because of increased public attention around this issue raised by cases in Hollywood, Westminster and academia. Several members of staff and ICU have already expressed support for a review. SC therefore proposes to establish a working group to review current policies and procedures for dealing with sexual harassment that will also come up with recommendations for action.  
**Update (29 Jan 2018):** this proposal will be tabled at the EDI Strategy Group on 31 Jan 2018  
**Update (13 Feb 2018):** the proposal has been approved and a working group will be established, chaired by SC. |
| 3d ii) | EC, invited to the working group because of her involvement with the independent 1752 Group ([https://1752group.com](https://1752group.com)), explained that this group is working on the development of best practice guidelines for |
the higher education sector. EC commented that there has been a survey conducted by the National Unions to get a sense of the nature and scale of the problem. They want to set up a new Code of Conduct. They are also looking at creating a bank of independent, trained investigators who can be shared between universities. EC advised that a major problem is that there is not enough funding to pay for lawyers.

4. Independent review of Liberation within Imperial College Union (Jarlath O’Hara, Fintan O’Connor)

4 i) JOH reported that a new strategy was launched in January. Independent research was commissioned over the summer with staff and officers, past and present, when policies, statistics and training were looked into and reported upon.

4 ii) In summary, items flagged included:

- A need to improve student engagement: (Lack of diversity in elected positions. Creating candidate engagement and training programmes to build diversity across all elected positions. Lack of audience/platform for liberation groups to engage → Create safe and empowering spaces for students from liberation groups to engage in the students’ union and university affairs).
- Developing an annual programme of learning and development.
- The importance to develop what the Union does now, as this could make a huge difference in 30 or 40 years’ time.
- Improve staff training.
- Communication – what the Union is prepared to do and what it can do.
- Partnerships and collaborations, where we can learn and add further support.
- Recommendations around the trustee boards, eg targets.

4 iii) FO reported this means:

- Planning into different themes and how the Union supports students. (Developing a deep and meaningful understanding of the issues and barriers students face; develop training; developing student engagement/platform; developing a more inclusive students’ union).
- Training in liberation and improved budgets than in the past.
- The Careers Service has been very supportive of liberation this year, supporting the Gender Equality officer, LGBT+ officer and IQ, and this sort of support from across the College is welcomed and needed for success).
- More activity with the College’s staff development days.

The action plan and timeline were in conjunction with the Liberation officers themselves. The next step is to increase the impact and groups they represent. The report recommends, and the Union intends, to implement a communications plan to develop platforms for students from liberation zones to make change and encourage them to raise their voice, to provide spaces for students to engage, and to provide support networks for liberation officers. The Union also intends to develop more and better training and development opportunities to make liberation officers more effective in their roles). The challenges the Liberation officers face were also included and what the College is doing and what it has failed on. It is important that any changes are properly planned and embedded in union structures so that they can be carried forward by future elected officer.

4 iv) BW asked how the Union market themselves with competition from other universities. AT advised in developing student recruitment there is a clear messaging for students and the way we shape that marketing is very important.

4.2 SP asked about data on protected characteristics and how this is kept confidential. JOH commented that this is protected under data disclosure. SC advised he would like to increase declaration interests as the data is valued, however, there is a need to be more sensitive in requesting the data so that people know they are protected.

SC advised there are two issues, declaration for College procedures and declaration when something is going wrong. The person who is disclosing has to be assured that information will be strictly confidential.

5. Any Other Business

5.1 SP commented there is low visibility of initiatives in the College of work to advance the EDI agenda and would like to see permanent messages that we are diverse and inclusive. There are posters but these are only temporary. LC commented that she has been working with Communications so that they represent equalities and diversity. BW commented on the importance that the EDI work is embedded, and that permanent fixtures reflect the College’s environment so that people feel safe to be themselves. It was noted that there was not a representative from Communications on this group

5.2 SC advised of future events and will share the links:
Diverse@Imperial week, 29th January to 2nd February.
Exhibition in College Main Entrance

31st January, outreach event for children from local schools with a talk from Dr Mark Richards.

On 1st February there is a lunch time seminar given by Dr Nike Folayan. Dr Folayan is a Chartered Electronics Engineer and also Chair of the UK Association for Black and Minority Ethnic Engineers.

There is an Active Bystander stand in the Sherfield reception to promote Active Bystander training.

Events are being planned for Women@Imperial week, 5th to 9th March with lunch time lectures.

Wikithon Showing of the film, “Hidden Figures”

Networking events supporting men and women

6. Date of Next Meeting

The next meeting will be held on Tuesday 27th March at 10.00 am in the Faculty Board room, Level 4, Faculty Building, South Kensington Campus.