Imperial College London

Equality, Diversity and Inclusion Forum

Tuesday 27th March 2018
1000 – 1130
Boardroom, Level 4, Faculty Building
South Kensington Campus

Minutes

Present:

Stephen Curry	SC	Chair, Assistant Provost (EDI) and Life Sciences
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
Kani Kamara	KK	Joint Head EDIC
Andrew Tebbutt	AT	Director of Student Recruitment and Outreach
Fintan O'Connor	FO	Imperial College Union Deputy President (Welfare)
Alessio Incitti	AI	Imperial College Union LGBT and Officer
Jarlath O'Hara	JO	Imperial College Union, Managing Director
Ms Lisa Phillips	LP	Co-chair Able@Imperial
Justine Lesforis	JL	Co-chair Imperial as One
Danni Joseph	DJ	Co-chair Imperial as One
Joanna McGarry	JM	Communications and Public Affairs
Caz Ulley	CU	Co-chair Imperial 600
Dan Todhunter	DT	Co-chair Imperial 600
Cedric John	CJ	Depth of Earth Sciences (Mental Health)
Bianca Bailey Wilson	BB	Research Assn, Diversity & Inclusion in Learning & Teaching
Sunday Popo-Ola	SP	Engineering (WP, Outreach)
Sara Rankin	SR	Medicine (Neurodiversity)
Andrew Willson	AW	Chaplain, Chaplaincy Multi-faith Centre
Jacalyn Murphy	JA	EA to Professor Stephen Curry

Apologies:

David Ashton	DA	Academic Registrar
Emma Chapman	EC	Research Fellow, Physics (1752 Group)
Lindsay Comalie	LC	Joint Head EDIC, Learning & Development Consultant
Alex Chippy Compton	AC	Imperial College Union President
Kim Everitt	KE	Deputy Director HR
Maud Lemoine	ML	Clinical Senior Lecturer, Medicine (EU)
Susan Parker	SP	Unite Branch (joint) and Equalities Officer – Physics/Tech
Camille Reltien	CR	Co-chair Able@Imperial
Mark Richards	MR	STF – Physics (WP, Outreach)
Roddy Slorach	RS	Chair of UCU Imperial Branch, Senior Disability Adv, Ed Office

	Agenda Item	Action
1.	**Apologies**	
	Apologies were read.	
2.	**Introductions and new members**	
	SC welcomed Andrew Willson, Chaplain (Multi faith Centre), Benita Cox, a Faculty Senior Tutor who is also representing the Business School, and Joanna McGarry from Communications. He thanked them for their future advice and joining the Forum.	
3.	**Minutes of last Meeting and matters arising**	
	The Minutes of the last EDI Forum held on 11th January 2018 were approved.	
3.1	**EDI SG meeting minutes (3.iv)**	
	SC, HB and KE are representatives at the EDI Strategy Group meeting. The EDI SG meeting minutes will be approved at the May meeting and the Provost has confirmed that he is happy to share the Minutes. When approved they will be added to the EDIC website. **Update (20-4-18):** the Provost has agreed that unapproved minutes can be shared with Forum members to speed up the flow of information.	**SC**
3.2	**Visibility of Initiatives** The Minutes of the last EDI Forum are now on the [EDI forum website](#) along with a list of meeting dates. SC has also started a [blog](#) linked from that site to increase the visibility of ongoing work on EDI matters. SC is happy to receive content from anyone in the Forum. KK commented that she has just attended a conference on Ableism. Women@Imperial week was well attended.	
3.3	**Terms of Reference (3 vii)** SC has circulated the Terms of Reference with revisions raised at the last meeting. The Forum approved the Terms of Reference which will be posted on the website. **Update (20-4-18):** these have now been posted.	**SC**
3.4	**Race Equality Charter (3.xi)** The College has officially signed up for the REC scheme that operates along similar lines to Athena but only at institutional level. The REC Co-ordinator post has been advertised, 40 plus applications have been received; invitations to those shortlisted are being sent out today and interviews are scheduled for 5 April. The next step is to set up a self-assessment team (SAT) from a diverse range of people. SC hopes that within 18 months the application will	

		be ready to submit. A survey of staff and students will be run, the timing of this is likely to be around May/June for staff and Oct/Nov for students. Focus Groups will then be set up. SC will circulate the REC guidance on membership. SC asked that if anyone on the Forum has suggestions of others to be included in the SAT to contact him.	**SC; all members**
3.5	**Working group on sexual harassment**		
		. SC has set up a working group for a review of all procedures relating to harassment, involving staff or students, and the first meeting is on 28 March. HB is a core part of this and has linked with Solace Women's Aid who also run a rape crisis centre. Solace will provide a recommended action plan; they will review documentation, interview key people within the College and refine recommendations. SC commented that we know there is a deficit of awareness that is available to staff and students. In reply to a question from FO who asked if this includes the Union, SC confirmed it does and that Alex Compton (Chippy) the Student Union President Chippy is also a member of the working group.	**SC**
		SR commented that she attended a meeting at Brunel University on sexual harassment and will send details of that meeting. SR had attended a "Lime" workshop and it was evident that best practice needs to be improved. Disclosure should be carried out by a trained person. SR asked if there is an interim process in place. HB commented that Lime culture provided the training and advised that the SVLO's should be approached in the interim.	**SR**
		BC advised that there are dates in the diary for sexual harassment training of Faculty Senior Tutors.	
		CJ stressed the importance of including Mental Health First Aiders.	
		Update (6.8.18) : A web link for the working group has now been created: http://www.imperial.ac.uk/equality/equality-at-imperial/committees/sexual-harassment-working-group/	
4.	**Chair's update**		
4.1	**Stonewall Index**		
		SC reported that Imperial College applies every year to the Stonewall Index and submitted at the end of September. SC, DT and CU attended a meeting last week regarding the score of our application. We were ranked 270th out of 434 organisations that are involved in the Stonewall Index, this compares to 251 in 2017 and 204 in 2016. The 434 includes all sorts of employers. Cardiff University was 14th and UCL 98th. The ranking is only published for the top 100. Our score was 53 out of 200. SC will circulate to the Forum details of the feedback report. To summarise, improvements are needed in: - College documentation.	**SC**

	- Surveys of staff (compared to other organisations). - Building confidence that discrimination to LGBT+ will not be tolerated. - More training. - Recruiting allies. - Raising declaration rates around ethnicity etc. - Procurement – visibility of LGBT DT commented that he was disappointed to see we had dropped again. Procurement scored 0. In reply to a question from FO, it was commented that Procurement contracts out services, e.g. cleaning and accommodation. If contractors are homophobic it is still part of the students' experience. There is more that we could be doing and not just specific to LGBT. SC commented that Kim Everitt, Deputy Director of HR also attended the feedback meeting and there will be an action plan. JM asked if there are examples of excellence from those who have done well. DT commented that Stonewall have published profiles on their websites. CU commented she has worked with Kings and they have good profiles. It was noted that in terms of raising the profiles of allies and role models this is an ideal time as the next submission is due again in September 2018. CJ asked why we are going down in the ranking. CU commented that we have not addressed issues that other organisations have, e.g. legal practices; moreover other organisations joining for the first time may have spent more time and money. DT commented that we are not getting worse, other organisations have improved.	
5.	**Draft EDI Strategy**	
	SC had circulated an initial draft of the EDI Strategy. The first draft had been discussed by the EDI Strategy Group and having worked with the initial comments SC would like to receive this group's comments within the next couple of weeks. DT asked if he could circulate to the network. SC confirmed he was happy for this and was considering adding the document to the EDI website. JL commented the terminology "people of colour" should be changed. DC asked for explanation of LGBTQIA. DT commented that on the network LGBTQ+ is used as there are many different views. SC commented that on page 4 of the draft there is a note indicating that statistics on staff and students across the protected characteristics will be included in the final document. CU suggested we will need some ambitious but realistic targets in terms of adding SMART objects. SC will discuss this at the next Strategy Group. FO commented that he would like the document to have more "teeth" and that students (who are about ¾ of the College community) would like to see more work on racism. There have been incidents of students who have experienced targeted racism. This is our opportunity to embed a no tolerance policy at Imperial.	**SC**

		SR and CU suggested including case studies. BC commented that inclusion of individual case studies (especially of positive experiences) could help the document be more specific to Imperial. FO also expressed it would be helpful for the strategy document to give clearer expression to our cultural/institutional values. SC has talked to Melanie Lee, Imperial College Organisational Development Consultant, whose report published in 2016 recognises the more unpleasant side of some aspects of the culture at Imperial and that needs to be addressed. Melanie will be leading work with staff and students to define Imperial's values – but this has been delayed because of the industrial action. BC asked if there is a case in the document for having a diagram to show where everything overlaps and interlinks. A draft diagram will be attempted. It was commented that the goal is to have EDI embedded in everything. AC commented that in the Chaplaincy they stopped using "non-religious" in order to avoid using negative connotations. Different phrasing will be incorporated. It was commented that on page 5 "need to convince people" should be reworded, eg "lead by example". Regarding point 7 "Establish an EDI excellence fund" AT asked what is the long-term commitment. It was commented that point 7 was not clear on the scale of intention. SR asked how this compares with other EDI units. KK commented that in terms of funding we are on a par with UCL and Kings. People are surprised at the amount of funding support that is put in. SR asked if investment equals a more positive place in the top 100. KK replied that it is a combination. FO commented that point 6, "IC has made a lot of effort in recent years to reflect on and improve the institutional culture" should be reworded reflecting that IC's entire institution needs to be trained in how to embed EDI. LE commented that it will be interesting to see the efforts made to change future appointments of a more diverse range of people. SC commented that data on staff and student composition is collated for the Athena Swan (and will be for the Race Equality Charter). In future the aim is to make this information more public – as a pull on the organisation. SP commented that we need to include staff retention as people are trained and then we lose all that investment, eg postdocs. DT commented that we are not going to obtain a good understanding until we address declaration rates. KK commented that a large part of that might be tied up with the HR transformation. CJ commented that the importance of mental health is barely mentioned. CJ agreed to send to SC a paragraph for inclusion in the Strategy and to see if there are case studies that might be included.	**SC** **SC** **CJ**

	AI commented that on LGBT "we aim to be" should be reworded. HB commented that IC are working on a transgender policy. AI agreed to send SC a specific comment in writing. CJ is attending a conference and asked if there is a policy on sharing the draft Strategy document. SC confirmed that he is happy to share with any colleague at Imperial though the document is not yet for public consumption.	**AI**
	6. Date of Next Meeting	
	The EDI Forum meetings are usually held a month before the Strategy Group meets. There is no future EDI Strategy Group meeting booked during the Summer until the new Provost is in post, however, to continue the discussions it was agreed that the next EDI Forum will be arrange for late June, early July. **Update (23.4.18):** The next meeting will be held on Wednesday 27th June at 10.00 am in the Faculty Board room, level 4, Faculty Building, South Kensington Campus.	**SC**