

Equality Diversity & Inclusion Forum

Imperial College London

Minutes of EDI Forum 4 October 2023, 10:00 – 12:00 (Teams)

Present:

Wayne Mitchell	WM	Chair, Associate Provost EDI
Lesley Cohen	LC	Associate Provost EDI
Chloe Agg	CA	Mechanical Engineering
Natasha Ahuja	NA	Co-lead of EDI Working Group
Emily Allen-Benton	EA-B	Faculty of Medicine
Francesco Aprile	FA	Co-Director EDI
David Ashton	DA	Student Union
Véronique Azuara	VA	People & Culture Committee Chair
Kellianne Bartley	KB	Co-chair of EDI Committee
Jackie Bell	JB	EDI Lead
Rob Bell	RB	Athena SWAN Co-ordinator
Aneesha Bhumber	AB	Faculty of Medicine
Joao Cabral	JC	EDDC Chair
Sankalp Chaturvedi	SC	Business School
Owen Cheshire	OC	Enterprise
Suzanne Christopher	SC	Head of Employee Engagement, HR
Claudia Clopath	CCI	EDI Committee Co-chair
Andrea Cojocea	AC	Deputy President (Welfare)
Alex Dawes	AD	REC Co-ordinator
Jordan Elliott	JE	ICU Working Class Officer
Liz Elvidge	LE	Head of Postdoc & Fellows Development
Sarah Essilfie-Quaye	SEQ	Faculty of Medicine
Candice Gow-Smith		
Sapna Halder	SH	Athena SWAN Lead
Josh Hodge	JH	EDI Committee Chair
Avi Kaura	AK	ICU LGBTQ Officer
Kani Kamara	KK	Head of EDIC Centre
Charlotte Kestner	CK	UCU EDI Representative
Sevinc Kisasic	SK	Public Engagement Prog Manager (Inclusion)
Ahlam Khamliche	AK	Able at Imperial Co-chair
Emmanuel Lawal	EL	ICU Disability Officer
Jesse Lecoy	JL	Institutional Affairs Co-ordinator
Aaron Lett	AL	Diversity Champion
Simon Levey	SLE	Imperial 600 Co-Chair
Susan Littleson	SL	Deputy Director, Organisational Dev & Inclusion
Travis Mager	TM	Committee Representative
Adrian Mannall	AM	Able at Imperial Co-Chair
Kristin Martin	KM	Able at Imperial Co-Chair
Dez Mendoza	DM	Able at Imperial Co-Chair
Subhanjoy Mohanty	SM	EDI Committee Chair
Susan Parker	SP	Equalities Officer
Jeremy Pitt	JP	EDCC Chair
Nathalie Podder	NP	ICU BME Officer

Karen Pontifex	KP	Dept Staffing & Business Support Manager
Sophia Quazi	SQ	EDI Co-ordinator
Aurick Sahota	AS	UNISON Representative
Sneha Saunders	SS	Administration Manager & Staffing Co-ordinator
Paul Seldon	PS	Senior Teaching Fellow
Vahid Shahrezaei	VS	Faculty EDI Champion
Sivakumar, Aruna	AS	EDDC Deputy
Quentin Smith	QS	EDI Chair
Rebecca Smith	RS	EDI & Dept Co-ordination Manager
Wendy Song	WS	ICU Gender Equality Officer
Christian Speck	CS	Opportunities Committee Chair
Adam Sykulski	AS	EDI Committee Co-Chair
Joanna Thompson	JT	Department Manager
Chetna Vaghela	CV	EDI Committee Co-Chair
Sophie Van der Ham	SVH	ICU Liberation & Campaigns Co-ordinator
Kassandra Vezyrgianni	KV	EDI Committee
Simone Walker	SW	EDI Committee Co-lead
Rowena Wang	RW	School EDI Project Co-ordinator
Emma Watson	EW	Department Manager
David Whittaker	DW	EDI Committee
Jen Wiseman	JW	Imperial 600
Jacalyn Murphy (Minutes)	JM	EA (Equality, Diversity & Inclusion)

Apologies:

Cristina Banks Leite	CBL	Athena SWAN SAT Chair
Heather Battey	HB	EDI Committee Co-Chair
Johanna Jackson	JJ	EDI Committee Co-Chair
Lara Mistry	LM	Public Engagement Manager
Chris Peters	CP	Culture & Engagement Committee Co-chair
Lesley Regan	LR	People & Culture Committee Chair
John Tregonning	JT	People & Culture Committee Chair
James Wilton-Ely	JW-E	Co-director in EDI

	Agenda Item	Action
1.	Welcome and Apologies	
	The Chair Wayne Mitchell welcomed all, who has taken over with Lesley Cohen as the new Associate Provosts (EDI) from Stephen Curry.	
2.	2. Minutes of last meeting held on 26 June 2023 and matters arising (paper 2)	

	The Chair summarised the Minutes of the last meeting that were agreed as correct.	
3.	Suzanne Christopher, Head of Employee Engagement presentation (15 minutes) - Staff Survey	
	<p>SC gave a presentation on the staff survey and a detailed discussion followed with questions raised by members.</p> <p>CC asked when the results of the survey would be available. SC commented there is a presentation to university management board and envisaged the results would be available by mid to the end of May.</p> <p>JT commented some of the questions are generic covering a broad area and when analysing at department level it was unclear whether these are relating to college, faculty or department. SC will put in a link where possible but this can be difficult with departments. A pulse survey could also be run and SC will follow up with JT.</p> <p>LC commented the pulse tool would be a good sharing medium for all departments and asked what sort of resource support would be available. SC commented it would be between 6 – 10 questions and the resource is herself and RB - SC would look at increasing hours to use the pulse tool if there is a need.</p> <p>JC commented on survey fatigue that produces the lower results, eg if it is once a year could we subsume some of the questions within the culture survey. SC agrees this is a very valid point, time is valuable, there is some overlap and will look at again with RB.</p> <p>DW commented on real working hours rather than allocated hours; areas of particular attention since the new work location is to see how the spread is across the College in terms of faculties; how the data is used in relation to action, e.g., increased training; return to work support, psychological safety in the workplace.</p> <p>RB asked given previous results are there any particular areas that should be a particular target. SC would like to encourage more postdocs to complete the survey and would like to hear if there are any areas where typically the response rate is lower. SC will contact RB regarding who is given access to dashboards.</p> <p>AK commented the School of Public Health Opportunities Committee would be appropriate for dashboard access. The Mental Health Wellbeing policy could be referred to as a link and to be mindful in terms of people's disabilities; to look at overlaps and how can we embed questions to make questions better as an EDI community.</p> <p>SC commented historically casual staff or workers with hours of 0.2 or below are not included in the survey because Imperial are not always their main employer.</p>	<p>SC</p> <p>SC</p>

	SC welcomes anyone from the group who would like to join the Steering Committee and is happy to come to talk to any departments if anyone has any further questions.	
4.	Chair's Report (Paper 3)	
	The Chair summarised the report from himself and Lesley and wanted to thank SC so far for the work he has done on such a big task. The Chair commented we want to listen, understand and learn to have a better insight into how we can work together to ensure that EDI is at the forefront and not as an add-on the main activities of the College.	
5.	Staff networks report (verbal)	
	<p>LC invited staff networks to give a verbal update this time where written reports were not available so that departments and networks are aware of any overlaps.</p> <p>JW reported there is a social planned for the end of October, they are working on a trans plus symposium in April next year and trans day of remembrance. JW welcomes participation from any EDI Forum members to join as an ally. To improve collaboration there is a new sub network with department representatives invited with a responsibility for LGBTQ with one meeting held.</p> <p>Imperial 600 Administration and support services Imperial College London</p> <p>AK, Able at Imperial, is looking to have dragon software available at the ICT shop as discussed at the last Chair's away day. AK spoke to Simon, Aneesha and Jen, who made a suggestion once a month to have a coffee morning with all the other chairs to establish an integrated crossover.</p> <p>Able@Imperial Administration and support services Imperial College London</p> <p>TM, PAAN (PA & Administrator's network) commented there is discussion on education and training opportunities, working with POD (People & Organisational Development), also in discussion on receiving sponsorship at senior level.</p> <p>The PA & Administrator Network Administration and support services Imperial College London</p> <p>WM commented Imperial as One are working on activities for Black History month, they have launched the IAO Media Academy and have started "Meet the Author" initiatives. There is a "Say your name", initiative funded by the EDI Seed Fund and everyone will be able to speak their name to show on their email signature the pronunciation.</p>	

	Equality, Diversity and Inclusion Seed Fund Administration and support services Imperial College London	
	<p>LC commented on the importance of sharing the events that the networks organised, and it would be useful if we can use the Teams listing to flag when networks are holding different meetings.</p> <p>RB encouraged department leads to join the networks; the EDI Forum membership is public and if anyone wants to email specific people they can be emailed directly.</p> <p>Equality, Diversity and Inclusion Forum Administration and support services Imperial College London</p>	
6.	Departmental updates (Paper 4)	
	<p>JP, Electrical Engineering commented they have just submitted their Athena SWAN bronze renewal with help from RB and support from the EDI Coordinator. JP would like to have seen more applications and sharing of best practice.</p> <p>RB commented a challenge is that as the Transformed Charter is so new, we do not currently have application examples to share. RB is building up a list of applications from elsewhere - everyone at Imperial should be able to access this spreadsheet (if anyone has problems please email) Examples of Athena Swan Transformed Charter applications.xlsx</p> <p>JB Computing commented the Faculty of Engineering have joined up some of the EDI approaches that have been running. Computing were awarded silver and are happy to share the application. The relationship with SQ and Mechanical Engineering has worked very well with a visiting member on the EDDCs.</p> <p>SQ summarised her role and has been in post for 2 years that will be extended for another 3 years and summarised the details. Both SQ and JB have been given allocated time for their EDI roles.</p> <p>Sneha Saunders' role was a trial initiative in Engineering and in Mechanical Engineering there was need to embed EDI that is a challenge for SS and JC to do alongside their normal roles. SS would like to have dedicated EDI co-ordination at departmental level across the college.</p> <p>RW, School of Medicine, Faculty of Education Office, summarised the work of the EDI project team that includes additional training to assist students with neurodiversity and disability. Videos were produced for medical students when they do assignments and how the senior doctors work with students.</p>	

	<p>AK commented we have taken on additional responsibilities and it would be good to have the voluntary EDI work embedded in our job descriptions. In terms of Co-chairs we have 5% that is ring fenced but it is inadequate time and we need sufficient time to be fair to our members.</p> <p>DM commented on the challenges faced working voluntarily when addressing serious issues that are a barrier as a PTO level 2b.</p> <p>SK commented it is everyone's responsibility to practice EDI and time is needed time to champion EDI issues. Internally SK is supported but there is a challenge to reach staff and students who could have a platform at events.</p> <p>CK commented Imperial benchmarks salaries against other universities and posted on chat an arrangement Kings have agreed with their unions for 20% childcare costs. SW added Kings have an agreement with "Busy Bees" a national nursery chain and they pay a subsidy to enable staff to have a 20% discount on their childcare. AK asked SW to contact herself and Lotti for help with lobbying as they have monthly meetings with HR and the Head of Reward.</p>	
<p>7.</p>	<p>Any Other Business</p>	
	<p>JB commented on the ESPRC EDI sharing hub, there is a network meeting this afternoon about the next steps and is hoping to put in a shared bid with Imperial as a lead; if anyone else is working on this and interested please contact JB.</p> <p>WM commented in the next Forum we will approach departments to show best practice and ask informed question on barriers, etc.</p> <p>WM thanked all members for their valued input and attending.</p>	