

**Department of Immunology and Inflammation, Imperial College London  
Commonwealth Building, Hammersmith Hospital Campus, Du Cane Road, W12 0NN**

**Department of Immunology and Inflammation| EDI Committee**   
**12:00pm, Wednesday 4th July 2023**

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| **Present:** | **Apologies:** |
| Professor Marina Botto (MB) | Dr Josefin Ahnstroem (JA) |
| Dr Magdalena Gierula (MG) | Ms Christina Emmanuel (CE) |
| Ms Rena John-Lewis (RJ-L) |  |
| Dr Wayne Mitchell (WM) |  |
| Mr Furqan Shah (FS) |  |
| Professor Liz Simpson (LS) |  |
| Professor Jessica Strid (JS) **(Chair)** |  |
| Ms Rebecca Smith (RS) |  |
| Ms Cathy Tupman (CT) |  |
| Mr Edward Wallace (EW) **(Secretary)** |  |

|  | **ITEM** | **ACTION** |
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| **1** | **Welcome and apologies for absence (JS)** |  |
|  | The Chair noted that apologies had been received from CE and JA.  The minutes of the previous meeting were approved. |  |
| **2** | **Updates (JS)** |  |
|  | The Chair informed the Committee that David Thomas was leaving the College later in the month, he was thanked for his efforts. The Committee was also informed that WM had been appointed Associate Provost for EDI (0.5FTE); congratulations were given by the Committee.  There was a brief update concerning the Old Oak Early Years Centre and its childcare places; there was discussion as to whether an expansion in childcare places was warranted. It was noted that there had been a shortfall in takeup in the past – MB queried whether anyone within the Department was known to use it or had expressed interest in using it. The Chair said she would seek clarity on these matters.  It was noted that there had been an EDI Forum meeting on June 26. This had been mainly devoted to a presentation from the Data Protection Officer concerning the handling of EDI-related data – it was noted that this would be useful when the next Athena SWAN application was to be put together. |  |
| **3** | **Committee membership** |  |
|  | The Chair asked whether it was warranted to target male members of the Department for membership of the EDI Committee, given its increasing gender disparity with recent departures. There was agreement that an expansion of its membership, particularly one that decreased gender disparity, would be welcomed. A general call, noting that participation from male members and other under-represented groups within the Department was especially welcomed, was deemed to be the best approach.  RS confirmed, upon enquiry by the Secretary, that Brain Sciences was relatively similar in terms of its composition, but that its Committee had leads for certain aspects of EDI. The Chair in response stated that the Department previously had ‘champions’ which operated in a similar capacity to Brain Sciences’ ‘leads’ – the revival of a similar scheme was something deemed to be worth considering in future.  The Chair stated that it would be useful to work on the membership of the Committee and then work on increasing involvement of its members with outreach schemes; this came from discussion, instigated by LS and WM, on such schemes that were being operated outside the College for BAME students. |  |
| **4** | **Focus Day** |  |
|  | The Chair informed the Committee of the Focus Day initiative, which had been developed by RS and was designed to provide protected time for departmental colleagues to focus on non-meeting/e-mail-focused tasks; duties like teaching and tutorials would still have to delivered on these days. It was hoped that this scheme would be launched on International Self-Care Day, due to fall on July 24.  There was discussion as to feedback received from other departments on their own iterations of the scheme; RS noted that it had been rolled out in Life Sciences and had been broadly positively received, albeit with comments that support for such a scheme had to come from the top in order to be taken seriously by departmental colleagues. MB confirmed that she was supportive of rolling out such a scheme within the Department.  There was talk as to whether launching the scheme during the summer could lead to it being ‘lost’ initially; CT argued that postponing its launch to the start of the new academic year would lead to it gaining less traction and being less likely to gain widespread adoption. |  |
| **4** | **New starter/for staff Sharepoint** |  |
|  | CT spoke about the Sharepoint page that was being drawn up for staff and new starters within the College. This would include signposting and department-specific information on matters that would be useful to new starters, and to other members of the Department, on various aspects of policy, including org charts; payroll-related information; contact info for departmental administrators; and more besides.  The Chair queried whether information on types of leave within the College, including sick leave and maternity leave, would be useful to include on the page. There was agreement that such information should be included; the Sharepoint page shown at the meeting was relatively bare and was in the process of being populated.  RS commented that signposting to College pages, where possible, would perhaps be better in order to minimise unnecessary updates on pages maintained by the Department.  There was agreement among the Committee that this page, when populated and ‘live, would be of considerable use to colleagues within the Department. |  |
| **6** | **Culture Survey** |  |
|  | The Committee was informed that a new Culture Survey was likely to be sent to the Department later in the year, and would take a similar format to the survey that was sent out in 2021, to aid comparison. RS noted that some of the questions would be mandatory from the perspective of a future Athena SWAN application.  There was some comment that making sense of the data could be challenging if relatively small numbers of responses were received, and that a good response rate would be desirable. After discussion, there was agreement that a first draft of the survey would be sent out to the EDI Committee prior to wider circulation within the Department. |  |
| **7** | **AOB** |  |
|  | There were no items of AOB brought up at the meeting. |  |