Equality Diversity & Inclusion Forum

Imperial College London

Minutes of EDI Forum 26 June 2023, 10:00 – 12:00
Lecture Theatre G34, Sir Alexander Fleming building and Teams

In person present:

Stephen Curry	SC	Chair, Associate Provost EDI
Chloe Agg	CA	Mechanical Engineering
Véronique Azuara	VA	People & Culture Committee Chair
Rob Bell	RB	Athena SWAN Co-ordinator
Owen Cheshire	OC	Enterprise
Alex Dawes	AD	REC Co-ordinator
Iain Dunlop	ID	EDCC Co-chair
Sarah Essilfie-Quaye	SEQ	Faculty of Medicine
Charlotte Kestner	CK	UCU EDI Representative
Ahlam Khamliche	AK	Able at Imperial Co-chair
Claudia Lennicke	CL	MRC LMS
Susan Littleson	SL	Deputy Director, Organisational Dev & Inclusion
Wayne Mitchell	WM	Co-chair
Catherine O'Sullivan	CO	EDDC Chair
Susan Parker	SP	Equalities Officer
Jeremy Pitt	JP	EDCC Chair
Sophia Quazi	SQ	EDI Co-ordinator
Claudia de Rham	CdR	EDI Committee Chair
Paul Seldon	PS	Graduate School
Vahid Shahrezaei	VS	Faculty EDI Champion
Quentin Smith	QS	EDI Chair
Joanna Thompson	JTh	Department Manager
John Tregoning	JT	People & Culture Committee Chair
Chetna Vaghela	CV	EDI Committee Co-chair
Simone Walker	SW	EDI Committee Co-lead
Rowena Wang	RW	School EDI Project Co-ordinator
James Wilton-Ely	JW-E	Co-director in EDI

Teams present:

Natasha Ahuja	NH	Co-lead of EDI Working Group
Kellianne Bartley	KB	Co-chair of EDI Committee
Alex Bottle	AB	Opportunities Committee Co-chair
Jackie Bell	JB	EDI Lead
Joao Cabral	JC	EDDC Chair
Colin Cotter	CC	EDI Committee Co-chair
Claudia Clopath	CCl	EDI Committee Co-chair
Liz Elvidge	LE	Head of Postdoc & Fellows Development
Robert Hewson	RH	EDCCI Co-chair
Kate Highnam	KH	DICE Co-ordinator
Johanna Jackson	JJ	EDI Committee Co-chair
Nazila Kamaly	NK	Co-Director in EDI
Kani Kamara	KK	Head of EDIC Centre

Adrian Mannall	AM	Co-chair
Dez Mendoza	DM	Co-chair
Maxine Myers	MM	AHSC Communications Manager
Christopher Peters	CP	Culture and Engagement Committee Co-chair
Devni Peramunugamage	DP	ICU LGBTQ Officer
Sneha Saunders	SS	Administration Manager & Staffing Co-ordinator
Aurick Sahota	AS	UNISON Representative
Quentin Smith	QS	EDI Chair
Cristina Torrente	CT	Public Engagement Programme Co-ordinator
Emma Watson	EW	Department Manager
Beata Wojciak-Stothard	BW-S	EDI Committee Co-lead
Jacalyn Murphy (Minutes)	JM	EA (Equality, Diversity & Inclusion)

Apologies:

Sevinc Kisacik	Public Engagement Programmes Manager
Qianqian Li	EDCCI Co-Chair
Travis Mager	PAAN Representative
Nathalie Podder	Deputy President (Welfare)
Christian Speck	Institute of Clinical Sciences
David Whittaker	Representative for UNISON
Jen Wiseman	E Procurement Finance Manager

	Agenda Item	**Action**
1.	**Welcome and Apologies**	
	The Chair welcomed all to the first hybrid EDI Forum meeting and read apologies.	
2.	**Minutes of last EDI Forum meeting held on 1 March 2023 and matters arising (Paper 2):**	
	The following matters were arising from the Minutes of the last meeting held on 1 March 2023.	
2.1	**2.1 Membership and Terms of Reference of new EDI Forum Committee (Paper 3)**	
	The Terms of Reference, amended following discussion at the March meeting, were approved.	
2.2	There has been an increase in representation on the College Council of Professorial, PTO staff and student representatives.	

	Council Recruitment	Administration and support services	Imperial College London	
3	**Chair's report**	
3.1	The People and Culture Committee (PCC) Chaired by the President will make decisions on any requests for action from the EDI Forum. University Management Board	Administration and support services	Imperial College London	
3.2	SC's term of office ends on 1 September 2023, the College will make a formal announcement soon. **Update**: an announcement has been made: Associate Provost for Equality, Diversity and Inclusion - Senior appointments (imperial.ac.uk)	
3.3	The College is a member of Stonewall's Diversity Champions scheme and participates in their Workplace Equality index that provides an external benchmark. Partnership with external organisations such as Stonewall is an ongoing matter kept under review by College leadership. Stonewall	Administration and support services	Imperial College London	
3.4	The College EDI strategy, written by the Chair 5 years ago, is due for renewal and will be delivered by the new Associate Provosts. The key areas of the action plan were discussed. CO commented on the need to structure EDI events to engage more people, e.g. inspirational keynote speakers. SQ commented on the importance for staff to see how EDI fits in their job description.	
3.5	The EDI Seed Fund closed on 2 June 2023 and there is a meeting on 10 July to discuss the applications. **Update:** the successful applications have been announced on the EDI Seed Fund webpage	
4.	**Draft guidance for Departmental leads (Paper 5)**	
	RB circulated paper 5 that is aimed at people who are leading on EDI work and aims to provide awareness of the key areas for anyone new.	

	There was a lengthy discussion on workload and the challenges of managed EDI work with existing commitments. SC commented that 'voluntary' work is relied upon, but it should be seen as part of peoples' roles within departmental workload models. JT commented there should be a larger scope for allocated time including relevant meetings and responsibilities so that people who take on voluntary roles know how many hours are expected and suggested members could send details of how much time everyone is spending. RB commented that Kani Kamara, Head of EDIC would be a good person for members to send details of time spent on initiatives.	**All**
	A draft template form will capture departments' top 3 to 5 EDI priorities for the next 12 months that will be collated into a master document. This will be used to keep track of department's EDI work (a requirement of the REC and Athena SWAN action plans). A discussion followed and it was agreed that short and concise priorities should be sent, if possible, by the end of September/October. SC commented that if depts need more time to discuss priorities internally, this will be granted.	**All**
	SL suggested a Heads of Department lunch would be very effective forum for Heads to show the EDI work that departments are doing.	
5.	**Departmental updates and target report form (Paper 6 and 7)**	
	Civil & Environmental Engineering: CO had a positive response to their survey on bullying and harassment; the dept has appointed one male and one female senior members of staff who are available for staff to discuss B&H concerns.

Earth, Science and Engineering: SQ commented that ESE have carried out a report on bullying and harassment and are currently digesting the conclusions.

Materials: ID has an action owners meeting and currently has a report on each action; most of the report gives intentions and in the Autumn it will narrow down to plans to make them more concrete.

Institute of Clinical Sciences: QS outlined results of data collection (see meeting papers) and included main findings on diversity, protected characteristics, bullying and harassment and mental health. QS would appreciate comments if anyone has feedback.

SC commented the staff survey has similar questions, but access is restricted; RB has that information and could share slides that analysed staff survey results for people with different protected characteristics.

RB commented on the need to improve how we increase the response rate for surveys and how we are using the data afterwards feeding into EDI priorities - if staff are informed of the headline news from the surveys and know how it guides action planning, they will see the value as a more useful engagement. | |

	National Heart and Lung Institute: BWS commented that NHLI promoted a Champions Initiative to set up an advisory panel that is an additional source of information about the academic promotions process and approached all people who have been promoted in the last 2 years to be on the panel, everyone agreed.	
6.	**Presentation by Robert Scott (College Data Protection Officer) on handling data and College DART system**	
	RS gave a presentation on personal, special category and processing data and the new Data Asset Registration Tool. He explained that the College is moving to an online platform that is available to everyone with a College profile. The new online platform DART is for day-to-day activities and training will be provided. RS asked members to complete DART if they are handling personal data and to let him know if the website is not clear. RS is very happy to talk to departments or visit. SP commented that some managers are not always dealing with information correctly since some transgender individuals have been misidentified in a recent request for information from Uniforum and, as a result, people have lost confidence in data handling/gathering processes. RS replied that the issue raised by SP has been identified and is being addressed. RS readily acknowledged the importance of building trust within the College community and he is happy to speak to anyone who has concerns.	**All**
7.	**Any Other Business**	
7.1	**Pre-announcement of EPSRC's equality, diversity, and inclusion (EDI) sharing hub funding call. It would be useful to find out whether other faculties/departments are interested in collaborating on an application when they open in September (Jackie Bell – Computing)**	
	Anyone who is interested in collaborating on the EPSRC funding please contact JB. Pre-announcement: EPSRC equality, diversity and inclusion (EDI) sharing hub – UKRI SC thanked everyone for their input and attending a very productive meeting.	