

ESE Equality, Diversity, Inclusion and Culture Committee

Minutes

26 January 2022

12:30 – 2:00 pm

Location: MS Teams

1. Welcome, apologies and notes from last meeting (Jo)

Apologies were received from Sam Krevor, Anita Murphy, and Clair Dilliway.

The EDI priorities identified during the previous meeting will be used to plan agendas and activities at future meetings, and will be regularly revisited to monitor progress.

2. Celebrating holidays/Inclusive social events – Rebecca Smith

Rebecca Smith highlighted that the language used by the College surrounding holidays / celebration days could be made more inclusive.

The Committee agreed that language is a powerful tool for reinforcing the notion that holidays such as Christmas are 'the norm', which in turn facilitates the erasure of other cultural holidays and celebrations.

As ways for ESE to approach holidays in a more inclusive way: The Committee **Proposed the Following Actions:**

- Invite staff and students to identify festivities/holidays that are important to them and can be included in **EDI-led Diversity Calendar**
- Use the screen in the coffee room to acknowledge holidays/celebrations
- Provide holiday specific sweets / treats at coffee mornings
- Encourage staff and students to use the EDI-led Diversity Calendar, for both inclusivity and planning purposes

3. Terms of Reference (TOR) (Sophia)

The updated EDIC Committee Terms of Reference were agreed by the committee.

4. EDI progress from 2020 (Jo)

The EDIC Committee meeting on the 8th of December 2021 highlighted that there is a lot of progress still to be made regarding EDI in ESE.

The list of EDI activities taking place within the department will remain updated, both to maintain accountability and keep track of progress. This document is located centrally on the EDIC Teams channel.

Committee members discussed how best to share EDI progress to those outside of the committee. JM highlighted that EDI updates are provided at both Departmental and Steering & Strategy Group meetings.

Action (Sophia Quazi and Jo Morgan): SQ and JM to meet with Victoria Murphy and discuss how updates on EDI progress within ESE can be best disseminated to staff and students.

5. Report and Support (Jo)

Ireti Webb (Strategic HR Partner) – Staff side of reporting

Laura Regan (Senior Student Services Administrator) – Student side of reporting

The meeting was attended by Ireti Webb and Laura Regan, who gave a report on the new Imperial College process - 'Report and Support'.

[Report and Support](#) is a college-wide online tool for reporting inappropriate behaviour, and links in with the newly developed 'College Values' initiative. It is a quick and confidential way for students and staff to speak up about inappropriate behaviour and provides support to those who need it. Reports can also be made anonymously. A video guide for using the tool is available online [here](#).

Supporting Staff

Staff reports made using the tool will be referred to a designated Employee Relations team, who will then make contact to give advice, discuss the concerns raised and provide support. Making a report via R&S does not initiate a formal complaint or investigation, and any information given will remain entirely confidential unless there is a serious risk to welfare. The tool should not be used for emergencies.

Anyone who submits a report anonymously will not be identified or contacted by the team, but their report will be used to build a pattern of reported behaviours. Reporting statistics will be disseminated annually.

Supporting Students

Two dedicated teams of specially trained staff volunteers have been set up to offer support to students:

1. Sexual Violence Liaison Officers – will deal with instances of sexual violence and assault
2. Student Harassment Support Contacts – will deal with a range of issues that fall under the 'harassment' umbrella.

When a student makes a disclosure via Report & Support, the report will be triaged and sent to the relevant team for follow-up. Students will be contacted within 24 hours to acknowledge receipt of the report and will be assigned to a caseworker within 2-3 days to meet with at their convenience.

An Operational Manager for R&S is expected to be recruited by mid-March 2022.

Committee members queried whether R&S could be used to report on inappropriate behaviour from external parties, such as contractors.

Dylan Rood proposed that ESE appoint an anti-Bullying and Harassment Champion. Training would be needed, for example as is received by Harassment Support Contacts – who undertake this role on a college level.

Action (Sophia Quazi / Jo Morgan): Organise a Report & Support training session for a future Departmental Meeting

Action (all): ESE drive to eradicate B&H at grassroots level. Encourage ESE members to become Harassment Support Contacts for college, and recruit an anti-Bullying and Harassment champion within the department.

Action (Ireti Webb): IW to pass comments regarding reports on external parties to HR.

6. EDI survey update (Sophia)

SQ has been developing an EDI Survey for Staff and Students, which was highlighted as a requirement in the Athena Swan action plan.

The staff survey is almost ready for circulation and includes the seven key questions from the Athena Swan survey.

Once drafted, the student members of the EDIC Committee will pilot the student survey.

SQ provided a link to the EDI Handbook in advance of the meeting. This document contains an overview of EDI, including pocket links and helpful tools / information. This document will be updated regularly.

Action (Sophia Quazi / Jo Morgan): Produce crib sheets / flow charts that give clear instructions on how to deal with specific EDI-related situations and scenarios.

7. AOB (Sophia)

The Committee was reminded about the Equator research group - <https://equatorresearchgroup.wordpress.com/>

The '[Shifting the Lens](#)' series remains open for anyone who wishes to participate.

Rebecca Smith was featured in the Mixed Race Faces campaign - <https://mixedracefaces.com/mixedracefacesximperialcollegelondon>

The next round of parent workshops will take place in February 2022.