

Minutes of the Equality, Diversity and Inclusion Committee meeting

8 February 2019 10.00-12.00, Fogg Seminar room 1.02

1. Attendance and Apologies for absence

Attendance:

Anna Pachol - Co-Chair (AP)
Richard Pickersgill – Co-Chair (RWP)
Angelika Stollewerk (AS)
Christoph Engl (CE)
Kristin Hadfield (KH)
Chris Duffy (CD)
Catherine Murray - notes (CM)
Sandra Brown (SB)
Francis Healy (FH)
Jane Smith (JS)
Marina Resmini (MR)
Tom Stead (TS)
Peter Heathcote (PHe)
Christian Nielson (CN)
Temi Owoka (TO)

Apologies:

Janelle Jones (JJ)
Fiona Marsh (FM)
Joanna Szular (JS)

In attendance: Sam Court (for item 1)

2. Minutes of the previous meeting

The minutes of the previous meeting were approved.

3. QMUL and Women in Menopause

Sam Court attended to talk about how the menopause can affect women at work and discuss how the School /College could provide support by having a policy in place (this would also help line managers by providing guidance).

Leicester was the first University to adopt a formal policy and Birmingham and Manchester have policies in place. Leicester has also set up an initiative called the 'Menopause Café', a safe space where women can go and talk about their symptoms – the Committee agreed it would be good to organise something like this at QMUL.

The Committee agreed the School should develop its own guidelines in the first instance and then these could be taken to HR to encourage them to develop a College wide policy.

Action: Produce an initial draft of the menopause guidelines for SBCS (MR)

It was agreed that a small group would then review the guidelines and finalise.

4. Actions

Recruitment data

The College has a new recruitment manager – Clare Foster. Clare has been looking at prioritisation and as a result the project to look at recruitment data has been pushed back

until April. In light of this, the Committee agreed it would need to sort out its own data for the November submission.

ACTION: Provide the 2017/8 SBCS recruitment data by the end of February (TO)

Promotions

The Senior Executive will take a new approach to promotion discussions this year. The group has been asked to send their evaluation on the applications prior to the meeting. This is to mitigate the potential influence that individuals with strong personalities or higher status can have on a group.

There was some concern expressed about the progression of T&S staff from Senior Lecturer to Reader. It was suggested that this could be included as an action point in our Athena Swan application (that it has been identified as an issue and how we plan to address it).

5. Surveys

The following surveys are planned:

- Survey for new staff – the survey is ready to go out. KH is just waiting on the list of new starters from HR.
- Flexible working survey – CD, JS and JJ met to draft questions. It was agreed that the survey would go out in February.
- The culture survey and the Athena Swan survey (maybe as a combined survey to avoid survey fatigue), will go out in April.

Action: Organise a meeting at the end of April to look at survey data (CM)

The Committee also discussed PHD recruitment and the fact the School's policy to have a female on the recruitment panel doesn't apply to PhD recruitment

Action: Review the PhD recruitment policy and bring it back to the EDIC for review

6. Application timeline

The Committee agreed:

- It should aim for a draft to be finished by the end of September (if it plans to work towards a November submission).
- Academic staff data should be focused on as a priority as there were so many issues with this during the last application.
- The student dashboard should be ready by the end of Feb so it was agreed the student section could be written by April.
- The School needs to think about case studies. It is possible to use Beth as a case study again but the case study needs to be updated. It would also be good if we could find another professional services case study, because the last one was commended.

Action: Set up a google document / one drive document

7. Reports from working group leads

Culture (CE) – A team has been set up with representation from all areas of the School. To help build a sense of community in the School, the group suggested organising coffee and cake in the Fogg Foyer after the School Staff meeting. The group will organise something for the meeting in April.

The group also discussed setting up a new award scheme for the School to reward individuals and teams in all roles. It was agreed that these could be presented by the HoS at the summer BBQ (broaden the teaching excellence awards that were presented last year). Nominations will be based on the College values, which will help embed the culture. Nominations can be self or third party, but if self, the individual will be required to submit a reference. It was suggested the scheme could be communicated by email and by inviting people to meetings where the scheme is discussed.

Action: Organise cake and coffee for the April School meeting (Culture working group)

PG student recruitment & career development (FH) – FH recently attended a meeting for PGR admin and they mentioned there would be some tailored mental health training for PhD supervisors. She hasn't received any information on the session yet, but felt it would be a really good thing to tell our supervisors to go to.

It was suggested that it would be helpful for all members of the Senior Executive to do the half day mental health training course.

Action: RWP to include information on mental health training on his slides for the next School meeting (FH/CM to provide details)

FH raised the fact that there aren't any clear maternity / paternity parental leave guidelines for Queen Mary funded PhD students- the Committee agreed there should be some guidance for QM students.

ACTION: Temi to raise at College level

PDRA recruitment & career development (CN) -The EDIC needs a new PDRA rep for EDIC. It was suggested that we should try to get one from Fogg and one from JP

ACTION: EDIC members to suggest who they think will make good PDRA leads.

8. AOB

9. Next meeting – TBC

ACTION: Find a date for the next EDIC meeting (CM)