



INSTITUTE OF OPHTHALMOLOGY
Equality Challenge Team Meeting

Friday 12 June 2020

Zoom

Attendees: Tim Levine (TL), Dolores Conroy (DC), Ryan MacDonald (RM), Sandra Halim (SH), Hugo Chow-Wing-Bom (HC), Joe Smith (JS), Tessa Dekker (TD), Joanne English (JE), Avili Feese (AF), Wing-Chau Tung (WCT), Helen Baker (HB).

From IoO-FullStop: Emily Eden (EE).

Apologies:

Andrew Dick (AD), Richard Cable (RC), Diana Sefic Svava (DSS), Jill Cowing (JC), Tina Storm (TS), Louise Wong (LW).

Minutes and actions (in red)

1) Welcome

Welcome and introductions. TD thanks everyone for filling out survey, and confirms report will follow.

2) Updates from Sub Teams

General overview including:

- What has happened so far with highlights of any achievements
- How the wider ECT can offer any direct support

Students – key updates (JS & HB)

- Faculty Rep, Philippa Harding, sent around a student survey - JS sent the results to TD, TL and AF. 65% of students didn't attend induction at all, 30% felt unprepared for their PhD – inductions not up to scratch across the faculty. JS attended the PhD Forum with other reps from the faculty to go through highlighted issues. Having these raised at a higher level should help to resolve them. The PhD induction booklet, created by the ECT student sub-team, has been adopted by faculty, and shared with every department, with a view to share with new students before they start. This has been raised at the Graduate Tutor Forum as the first step to making inductions uniform across the faculty. TD suggests seeing how to link this into our action plan.

ACTION: Team to use survey results to brainstorm future actions.

IoO FullStop - key updates (EE)

- Team is working on a follow up survey (hopefully available at the beginning of July), to see whether any of their actions have had an effect, including raising awareness of Full Stop, and improving email etiquette.
- Hoping to send emails encouraging people to take annual leave, along with a reminder of how much they have remaining. WCT confirms the policy for this year – everyone can carry over 7 days, but key workers are allowed carry over as many as they like. IoO-FullStop have also spoken to JS regarding annual leave for students, with a view to making this much clearer.
- Culture charter has been created – Julie Daniels presented it at the All Staff Meeting. Team will also send an email, but are concerned that providing a quote may put people off signing up, so going to accept clicks only. Email coming in the next week. Team haven't really looked at the flowchart, as they're concerned over a possible lack of action when incidents are reported via the anonymous- "Report" side of "Report+Support".

___TL attended a Q&A with Kelsey Paske, and confirms that going forward, complaints made anonymously will not all be kept anonymous. There have been changes to the Privacy Policy (accessible for all to read through the website) such that [the need for anonymity will be superceded in some cases, usually where there are safety concerns](#). Also if a party or issue is named repeatedly, EDI have the option to ask for an external investigation, which will take evidence locally from which a disciplinary process can arise. AF suggests sharing the flowchart with IoO would help to hold the system, and those responsible for it, to account, if everyone knows what the process should be. IoO-FullStop also agree it would be good to get anecdotal resolution reports from AD, as a way to combat lack of formal data, as complainants are often told no action will be taken without a formal grievance.

Formatted: Pattern: Clear (Background 1)

- ACTION:** WCT to follow up with both Claire Roberts and IoO-FullStop to remind managers for staff to take annual leave.
- ACTION:** WCT to draft annual leave policy with Claire Roberts and IoO-FullStop to confirm.
- ACTION:** IoO-FullStop to send reporting flowchart to IoO to ensure all are aware of the process, before sending the survey.

Professional Services and Technicians - key updates (DC)

- Held Lunch & Learn on 14 May with Mike Higgins talking about HR at UCL – about 30 people joined. Managing Long Docs in Word was held on 11 June, well attended and really useful. Nick Burt is hosting a WorkTribe session on 23 July.
- Career Talk: Pathway to Operations Management was held on 3 June – WCT, Geoff Dunk and Ben Webb spoke about their career journeys. AF and WCT reported >100 attendees, but DC counted 67. Need to find the correct numbers.
- PS&T staff meeting scheduled for 13 July, 14:00 – 16:00. Talks by AD, Geoff Dunk and WCT. Team would like to have breakout areas during the session, to try and get feedback on events run to date, and event people might like in future.

- Discussion about the Careers Events Committee, as there is some overlap with ECT events. DC confirms the team has enough motivation to continue working on actions. TL suggests involving Heather Kneale in PS&T sub-team activities.
- DC met with Christine Gaston and Ciara Wright regarding the IoO/Ear Institute PS&T Mentoring scheme. DC would like to send a brief survey to understand the demand. Ciara is keen to press forward, and conduct mentoring training online, so DC is working with her on this. Would like to find testimonials from people who were previously involved in mentoring, and benefitted from it. Perhaps these could form part of the PS&T meeting talk.
- DC agrees to look at parts of the Athena SWAN application, as lead of the sub-team.

ACTION: DC to survey mentoring demand at IoO, and contact PS&T staff previously involved in mentoring scheme for testimonials.

ACTION: DC to check with WCT whether furloughed staff can take part in survey.

Academic and Research Staff - key updates (RM)

- Exit survey has been finalised, and sent to HR.
- 2 members of staff applied for early career promotion.
- RM hosted the first 'My PI Story,' started as an initiative with ECRs and the Ear Institute, which received really positive feedback. RM views this as a first step toward supporting cohesion between postdocs and PIs. Suggests running a parallel session for non-academics – people who went into industry.
- TD suggests holding a mixed meeting between A&R and student teams for cohesion.

Carer and Mental Health Support (HB)

- Coffee mornings going well, and well-attended.
- Mental health resource hub is in progress.
- Team are organising a virtual resilience workshop for line managers, potentially at the end of July, but need to check dates with course organiser. Team will also list resources from first workshop on hub. A questionnaire was sent out after the first session, TL reminds team to send again after 3/6 months to determine how impactful the course was.
- Parent & Carer funding scheme has been postponed until Sept/Oct – although still very unclear whether anyone will be able to use the funds at that time. Discussions about how to make the scheme more inclusive, while also having an impact. HB suggests working out how many people go on maternity leave, and dividing the money between those people.

AOB:

'Mentoring for all' (TL)

TL suggests allocating everyone a mentor, leaving it up to individuals to contact them or not, as they prefer. Mentoring could be universal. EE suggests that insisting on mentors might not be helpful, and also raises the possibility of having external mentors. Could look into a scheme outside the IoO.

IoO Race Action Group (IoO RAG) (TL)

- This new task-force is part of the ECT, and while some ECT members are on the team, outside people have been invited to join. AD is making a statement in support of Black Lives Matter in the next newsletter, and people have been invited to consider joining the group. TD asks whether there is interest in linking this to other departments. AF confirms she is part of the Faculty Race Equality Team.
- The team has yet to meet and unpick what found in the survey – also getting lots of data from EDI for SWAN application, showing effects of ethnicity and the intersection with gender. Issues are probably the same across the faculty. TD suggests highlighting these issues, and sharing with faculty when ready, to encourage a follow up.

ACTION: TL to contact Mariya Moosajee regarding Moorfields race equality group.

Action Plan review event (TL/TD)

- An event for people to review the future Athena SWAN action plan, and share ideas will take place soon.

ACTION: TL/TD fix a date/time agenda & comms approach to hold an event with staff/students