



**INSTITUTE OF OPHTHALMOLOGY**  
**Equality Challenge Team Meeting**

Friday 14<sup>th</sup> February

Seminar Room

**Attendees:**

Tim Levine (TL), Tessa Dekker (TD), Hugo Wing-Chow-Bom (HC), Sudershana Dave (SD), Joanne English (JE), Avili Feese (AF), Dolores Conroy (DC), Tina Storm (TS), Louise Wong (LW), Christin Henein (CH), Raphael Castellan (RC), Diana Sefic Svava (DSS), Richard Cable (RJC), Wing-Chau Tung (WCT)

**And:** Ciara Wright (CW), Faculty SWAN Coordinator; Yasmin Affum (YA), Executive Assistant

**Apologies:**

Sandra Halim (SH), Andrew Dick (AD).

**Minutes and actions (in red)**

**1) Welcome**

Welcome and introductions. TD introduces YA, who is interested in joining the ECT and attended this meeting to see where she could fit in.

AF shows impact up to 2019.

**ACTION: AF to make impact boxes available to sub teams.**

**2) Updates from Sub Teams**

General overview including:

- What has happened so far with highlights of any achievements
- How sub-team is assigning actions/communicating
- The next steps and any hurdles/barriers
- How the wider ECT can offer any direct support

### **Students – key updates (HC & CH)**

- Applied for career development funding (Researcher –led Initiative Award 2019) and are expecting to hear the outcome of this at the end of February. If awarded, would like to hold an event about entrepreneurship, with people from industry to show careers outside of academia. LW says ECR Committee are also trying to organise a small, one hour session with industry.
- HC has spent time strategizing for the team. The next student induction is 10 March, and the dialogue between the student sub team, the Student Consultative Committee (SCC) and the Education Office is improving. With the upcoming annual student experience review, the Education Office will be held accountable for points raised. Students have been asked whether they have any suggestions, as it could be resources are put behind it. CH attended SCC meeting, and is hoping to put this infrastructure in place now, as the team is anxious that once they leave this fall though.
- Surveyed students to see what wanted in terms of skills training, and to see what could help their employability in other sectors - mainly wanted bioinformatics, imaging. CH has passed on to the SCC.

**ACTION: TD to help inform student training needs.**

### **IoO FullStop - key updates (RC)**

- The Code of Conduct – now named the ‘Culture Charter’ – is complete. The FullStop team will send out themselves, rather than AD, so the response is voluntary. Aiming for this to come out soon. FullStop mailbox has been set up, so all sign-ups will go to that email.
- Team were thinking of making a flowchart about what to do if you feel bullied or harassed. As members of Fullstop, they receive a lot of questions and want ot hlpe point people in the right direction. TL raises this sounds like a Dignity Advisor, but RC confirms the team is aiming to fill a gap in the Institute, not necessarily filled by the Dignity Advisor role. CW is working on this at Faculty level, so she can send this to the team and they can amend.
- Appraisals are currently lacking a dialogue process. The main focus is what has been done and achieved, but the team would like a mechanism for reports to be able to feedback to line managers – like a 360 appraisal, but less vigorous. WCT currently asks for informal feedback from peers, as good for the person being appraised to have feedback from others, but may have to involve Faculty to change the current process. RC suggests this could be a chance to change behaviours perceived as bullying or harassment.
- Improved login on myHR, but still not user friendly. WCT says there are shortcuts, and is working with Admin team to provide a training session to show people how to use, however the system is still being debugged.

**ACTION: FullStop to show TD final Culture Charter.**

**ACTION: CW to share Faculty bullying and harassment flowchart once complete.**

**ACTION: CW to feedback what is being done with appraisals at Faculty level, and whether can adopt a 360 style appraisal.**

**ACTION:** TL to raise topic at Postdoc Appraisal workshop on 18 February 2020, to feedback to PIs at secondary event.

**ACTION:** Team to send comments on myHR to WCT.

### **Professional Services and Technicians - key updates (DC, SD & WCT)**

- Lunch & Learn sessions are going well – 13 attended the first session, 20 the next. Upcoming sessions:
  - 24 February - pivot table follow up session with WCT
  - 26 March – Word tips and tricks, with an IOE IT trainer
  - 29 April – Worktribe with Nick Burt
  - June – long documents on Word, with IOE IT Trainer
- Meet the Directors event is on 24 Feb – questions are being sent via suggestion box.
- Sent survey at the beginning of the year asking PS&T staff what training they wanted. Only received 5 responses, but all training being providing is based on this and feedback from the PS&T Away Day.
- PS&T meeting on 5 March – speed networking session to help get to know each other. Another further meeting will be held on 7 July for feedback from PS&T staff.
- Career Talk: Pathway to Operations Management will take place on 18 March, welcome to all. On 3 April, WCT and Geoff Dunk will hold a Career Advice Survey, especially for PS&T.
- DC & SD to see how to take forward and improve the Faculty Mentoring Scheme. Haven't received a relaunch date yet, but expect to soon.
- JE raises possibility of apprenticeship – either Technical or Administrative.

**ACTION:** DC to check whether HR Business Partners can assist with running a Resilience workshop for PS&T staff.

**ACTION:** AF to send targeted email about the Career Talk to students.

**ACTION:** AF to resend training survey.

### **Academic and Research Staff - key updates (TS & LW)**

- The ECR Committee have set up a symposium sub team to organise the next event. They're trying to encourage people to also go to the UCL one by offering awards. LW is also currently clarifying whether posters can be paid.
  - Speed networking event well, but less well attended than last time.
  - Less people also attended IoO Lates, but perhaps just because it's January.
  - Currently in the process of creating an ECR logo.
- Team finalised exit interview questions have created the survey on SurveyMonkey. CW confirms exit questions are being rewritten centrally too, also as an online survey, rather than form. CW also suggests it might be useful to offer a face-to-face interview if we'd like to capture more bullying and harassment information.

- Currently 26 people have signed up for the Appraisal and Promotion Workshop. LW suggests seeing if students want to come, so they can see if there are barriers to becoming a postdoc. HC agrees.

**ACTION: TD to look at exit questions.**

**ACTION: CW to send draft of new central leaver's survey.**

**ACTION: AF to send targeted email to students for the Appraisal and Promotion Workshop.**

### **Carer and Mental Health Support (DSS & RJC)**

- Resilience Skills Workshop for non-managers on 11 March is fully booked. Team has been thinking about data collection, so will ask for feedback immediately after the course, then again 3-6 months later.
- Parent & Carer Funding Scheme application window has closed, and the panel meeting is due to take place next week. There is some confusion about the scheme so will be a good opportunity to review the scheme.
- Developing long-term leave guidance, including sickness, maternity, parental leave – draft has been sent to WCT and local HR for feedback. Feedback so far has been mostly positive. Original guidance is from PALS, which was developed with their SWAN committee and HRBP. The IoO leave guidance also brings in other resources such as National Parents Trust.
- Working on the Mental Health Resource Hub for the intranet – team would also like to create a brochure. TD asks if this links to support available at other departments. RJC confirms it's linked with IoO and UCL.
- Involved in creating impact boxes. TL suggests all teams should start thinking about the impact want to achieve, then find boxes relevant to area and build on or add to it.
- The wellness suite is open and bookable. Currently being used as a prayer room and a quiet space. Donations to the room are still welcome. Investing in an oil fuelled radiator as it's still quite cold.

**ACTION: Team to organise grand opening of the wellbeing suite.**

### **AOB:**

#### **Inductions Taskforce (WCT)**

- Currently focussing on creating the booklet, and gathering content to update it. Looking to compile by the end of this month, would be good to get feedback from the sub teams, to see if there's anything missing. Trudy Muggridge is helping to compile the booklet, which should be ready after Easter.
- Taskforce would also like to start monthly welcome sessions for new starters, to create a sense of cohort. DSS suggests a tour, a 'meet the team.' This isn't currently in the plans, but could consider who that can feed in. At the moment the monthly sessions are a place where people can get information – perhaps the Buddy could do a tour.