



INSTITUTE OF OPHTHALMOLOGY

Equality Challenge Team Meeting

Tuesday 14 July 2020, 11:00

Zoom

Attendees: Helen Baker (HB), Richard Cable (RC), Hugo Chow-Wing-Bom (HC), Tim Levine (TL), Dolores Conroy (DC), Andrew Dick (AD), Tessa Dekker (TD), Joanne English (JE), Jill Cowing (JC), Sudershana Dave (SD), Joe Smith (JS), Avili Feese (AF).

From IoO-FullStop: Ian Murdoch (IM).

Apologies:

Wing-Chau Tung (WCT), Julie Daniels (JD), Tina Storm (TS), Ryan MacDonald (RM).

Minutes and actions (in red)

1) Welcome

Welcome and introductions.

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 (HB)

- No updates.

IoO FullStop - key updates (IM)

- Team had 4 items on their agenda – out of hours intrusions; raising profile of IoO FullStop; ensuring people take their annual leave; and redesigning the 'Code of Conduct' into the 'Culture Charter.'
- So far, 26 people have signed up to the Charter.
- Team had hoped a mechanism to remind staff to take leave would be in place, but the new system isn't straightforward. This should be HR's responsibility, rather than the line manager, but need to find a way to enable this on the system. JE raises the concern that PIs may continue to keep their own records, as myHR requires them to sign up. AD confirms it will be mandated that everyone signs up; the system should be able to let everyone know their allocation every 2 months. Once employees know their holiday entitlement, they will be able to book it – the PI will receive a

notification through the system, so it's non-negotiable. Line managers can keep personal records, but employees will be encouraged to use myHR. IM requests a time-frame for implementing the system across the IoO.

- Team are also planning a questionnaire to capture impact of their actions. IM suggests doing this Aug/Sept, but TL would like to push this earlier to allow time for responses and to incorporate feedback into application before second internal review in mid-Sept.

ACTION: AD/WCT to provide a time-frame for implementation of recording leave via myHR.

ACTION: TD, AF and IM to discuss questionnaire and align timelines.

Professional Services and Technicians - key updates (DC)

- PS&T staff meeting was held yesterday (13 July), with about 28 attendees. Good breakout sessions, which allowed team to gather lots of feedback. There's an interest in setting up a PS&T network, like the ECR network.
- Lunch & Learn sessions are continuing; session on Worktribe scheduled for 23 July.
- The PS&T meeting raised the issue of workload – staff aren't always able to attend meetings. DC suggests taking this to line managers, and telling them to value of events like Lunch & Learn sessions, as they're only half an hour. To take to line managers and tell them the value of these L&L as they're only half an hour. TL said that WCT is keen to work on having time blocked out every month for training. DC suggests introducing this as part of PS&T appraisals so that line managers become better informed.

ACTION: TL/DC to discuss workload issues with WCT.

Academic and Research Staff - key updates (TL)

- My PI Story sessions have been going well – TD spoke at the last one.

ACTION: TL/TD to meet with both A&R and Student sub-teams to revitalise their meetings around action planning for 2021–5 (see below)

Carer and Mental Health Support (RC)

- Team are working on the mental health online resource hub, planning to go live on 1st August; hoping to put out comms around this in the newsletter. TL suggests pushing this forward into end of July, to avoid activity in August in line with the quiet August initiative for IoO.
- Facilitator has agreed to schedule a Resilience and Resourcefulness workshop in the next term – likely early November. The last session wasn't well attended by men or academics, and facilitator is open to changing the format to encourage attendance. TL confirms WCT would like to push this as the 8th line manager training session, and encourages newly appointed lecturers to attend (TD, RM).

ACTION: Team to roll out mental health resource hub comms before the end of July.

AOB:

Opportunity to provide feedback on Athena SWAN submission (TD).

TD thanks all for their work at this time, and would like to hear more about the Wellbeing work as it's important to showcase what we have been doing.

Over the last few months TL and AF have been putting all the work the ECT has done over the last 5 years into a SWAN application. So far, the data, analysis and text is there - now is the time to ensure the narrative is clear. The application is a big document, so to make giving feedback as easy as possible, TD, RC and WCT have been working on summarising the highlights of each section, and outlining the structure. Over the next period, relevant sub teams will receive select sections to give feedback.

AF will set up a temporary Team for review purposes, and allocate access as each section becomes available. The purpose is to ensure the narrative is cohesive, and the relationship between the actions and analysis is clear. AF will also send an SOP for providing feedback, and general guidance for how to approach each section. For example, this will include guidance on making conclusions and planning actions always with gender in mind.

This is an opportunity for everyone on the team to have their say.

ACTION: AF to make the application (version submitted for internal review on 26 June) available in the Team.