

Minutes of Equality Challenge Self-Assessment Team Meeting

Monday 24 July 2017 - Marcelle Jay Room at 2.00pm

In attendance: Tim Levine, Maryse Bailly, Karen Eastlake, Rachel Wang, Joe Smith, Susie Sandford Smith, Karen Bonstein, Nick Burt, Andrew Dick, Viesturs Eglitis

Apologies for Absence: Mariya Moosajee, Maria Balda, Gill Tunstall, Sudershana Dave, Pearse Keane, Cynthia Wilson, Clare Futter

1. WELCOME

Joanne was welcomed to the team; she will provide administrative support including minute taking.

2. GEARING UP FOR RE-APPLICATION FOR SILVER AWARD APRIL 2018

Tim displayed an ECU "Infographic" from November 2016's application. This shows we were not alone in being refused our renewal. Also, described the 3 new areas that will be included for the first time in our re-application:

- professional, support and technical staff;
- trans issues;
- inter-sectionality (=consideration of individuals whose identity intersects more than one protected group).

The next 9 months will be a pressurised time, and not ideal for changing team personnel, though we do need to enlarge by at least one – a representative of technical staff (since Nick's job has changed). Also others may want to be co-opted onto the team for this period.

An advert for a New Technical Representative needs to be sent out.

Could the Committee be bigger with help for the time before re-application. We have received offers of help from Chris Dainty and Sarah Houston. An open call for helpers should go out. Not decided if people who come forward to help during the next 9 months will be asked to be unofficially involved or be co-opted interim team members.

ACTION: Need to advertise for a Technical Representative + extra help.

Tim/Maryse
+Susie

Junior Representatives to extend their terms by 3 months

All 4 agreed

3. SURVEY PROGRESS AND EARLY POINTERS

229 completed survey out of a possible 280 including PhD students. 164 replies last survey. This is a very high response rate – we should all be very proud (kudos to the survey team and those who helped with advertising).

Maryse discussed survey results- a bit of a mix. Some great positive (Bullying/Harassment), some work to do (appraisal and promotions). SOCO is the best event at IOO scoring 97%. More females than males completed the survey. Detail pointers attached (Maryse)

ACTION: Survey to be closed

Susie

4. RAISING THE PROFILE OF WOMEN IN OPHTHALMOLOGY

Maryse reported on the Women in Vision UK Network. So far 150 women have registered their interest out 360 emailed. We will be holding an inaugural symposium on 8 or 15 December. The event will be organised by Julie Daniels, Mariya and Maryse. 6 talks and a keynote speech by Carrie MacEwen, former president of the RCOphth. The network will use Facebook and also have information hosted on the IOO Website.

ACTION: ?No further action from Equality Challenge, will be set up by a separate committee

5 APPRAISALS AND APPRAISAL GUIDELINES

Appraisals should be a positive way for all staff to develop their own careers. Maryse reported on the survey results that indicate that this is far from the case, with lack of application of or understanding about the new guidelines, and lack of the direct link between appraisal and career progression and promotion (discussed at only 42% of appraisals). We need to find ways to reduce wide variation in the level of usefulness, and bring all appraisals up to the level of the best

ACTION: Constitute and institute-wide Appraisal Task-Force to define a clear pathway to spread best appraisal practice across the whole workforce. Andrew

6 FELLOWSHIP AWARD PACKAGE

Nick discussed the Fellowship Award package – content drafted. Should be presented with induction booklet (see below)

Recent history of fellowships: 16 applicants in 2016 for fellowships. 9 female and 7 male only 2 successes were 2 females. 9 applicants in 2017 so far: again 2 male successful applicants.

ACTION: Awardee package to be finished Nick, Maryse, Mariya

7 CAREER EVENTS

Karen is organising a Speed Networking Career Event (lunch) for PhD students and post-docs, either on 11 or 25 October 2017. Date to be finalised to avoid clashes with other events.

Meet the Directors Lunch is arranged for September 11th.

The Engage “Business” lunch is to be hosted on 24 November. John Marshall’s involvement still needs to be confirmed.

The Medical Careers organised by Mariya is on course for the 1st December. It has been advertised and 13 people have confirmed.

ACTION: Karen to confirm date once an Equality Challenge calendar has been organised. Karen + Joe/ Joanne

8 MENTORING AND BUDDYING

Susie reported that this year’s mentoring scheme is going well at this early stage. Joe reported that the buddying scheme has attracted a lot of interest from PhD students at all stages with post-doc prepared to be buddies for early stage students. Aim is to have something in place for October, after height of annual intake of new post-grad students.

ACTION:	Joe to finalise the possible "buddies"	Joe/junior reps ???
9	OUTREACH SUMMER SCHOOL	
	The Outreach Summer School has been organised for 16 August by Pearse/Joe.	
ACTION:	Emails to be sent so final attendance can be confirmed	Joe / Pearse
10	INDUCTION BOOKLET	
	Nick showed as the booklet used at the UCL - MRC Prion Unit. This is professionally presented and contains many UCL sourced documents/information sheets. We could replicate aspects of that.	
ACTION:	Nick to pass on the booklet to Gill. Gill to circulate latest draft of induction booklet	Nick, Gill
11	"COMMS" INCLUDING POSTERS	
	Clare and Susie have been designing and displaying posters to stimulate interest in the Survey around IOO. It was decided that the Staff Survey should now be closed. Suggestions for future posters are to celebrate the high turnout, then start informing people about specific highlights. Next poster to be about survey result, resume previous list after that	
ACTION	Post next poster after survey closes	Susie, Clare
12	DATA: STUDENTS AND STAFF	
	Maryse, Tim on the data subgroup (with Gill and Clare) reported that they have looked at the data Gill was sent from UCL databases for 2015-16. Almost all reports in this first trawl were found to contain errors. Gill is in the process of correcting the data for each category.	
ACTION	Collect and analyse 2016 data + all data (retrospective) for professional/support staff	Gill, Maryse, Tim
13	BULLYING AND HARASSMENT	
	Sudershana's report was described by Maryse. A series of ten monthly workshops will be organised by the Institute Bullying and Harassment subgroup (not all of whom are on the EqCha team) for all staff, including honorary staff. They will run from October 2017 til July 2018, delivered by Equality Diversity and Inclusion staff at UCL under the leadership of Fiona McClement. Andrew will send invites. Each session has a mix of staff at all levels.	
ACTION:	Allocate groups of 30 staff to each workshop with ability to allow swaps	Joanne, Sudershana ±Gill
14	OXFORD RESEARCH POLICY VISIT	
	Oxford Research Policy Unit will visit IOO on 11 September. Their checklist of 90 points to benchmark us will be completed through meetings of the 5 people who agreed to complete sections plus Andrew.	

- ACTION:** Send survey data & completed checklist to Caroline Fox Maryse
- 15 **PROMOTIONS AND NEWS, PLANS AND COMMITTEE**
- Professional, technical and post-doctoral staff promotions cycle now over, and formal announcements of success are awaited.
- ACTION:** Acquire retrospective data for newly covered groups (professional and technical) Gill
- 16 **TERMS OF REFERENCE**
- We need to establish the terms of reference for this team, including remit and membership. We have examples from 3 other UCL departments.
- ACTION:** Karen will draft Terms of Reference, with guidance from Andrew Karen, Andrew
- 17 **WORKSHOP ON SOCIAL MEDIA**
- Susie has discussed with Andrew Skilton - he can plan a workshop at any time (not urgent).
- 18 **EQUALITY CHALLENGE PERMANENT DISPLAYS**
- The Inspiring Women keynote speaker should be recognised on the Marcelle Jay room wall, so we need to choose whose poster must come down. Since the display of 24 A4 posters cost £2,500 to put up, new displays for the future will have to be done differently. For example, a single A0 poster with Wikipedia pages written by people at IoO might go in the New Meeting Room (cost £70).
- ACTION:** One poster to be chosen to come down. New poster to be created for Jugnoo Rahi. 23 Sudershana
remaining posters will be checked that major biographic details still apply.
- 20 **EQUALITY CHALLENGE CALENDAR**
- We need a calendar of events we are sponsoring to avoid clashes and to identify dates suitable for newly planned events. This could be merged with an IoO calendar if that is also produced.
- ACTION:** Compose a calendar with future events for circulation at next team meeting Joanne
- 21 **BEACON ACTIVITIES**
- Tim asked the team to think about possible beacon activities, not necessarily for 2017-2018, but for and year to come as part of our development into a “pathway to gold”.
(a) College-wide activities: for example on International Women’s Day (8th March); or other diversity, equality and inclusion issues. College-wide activities differ from IoO activities only by using a larger venue, likely booked on main campus, and inviting more widely, using UCL HR to advertise our event alongside others. i.e. there are no events that are centrally organised on these days, just departments that get busy!
(b) (Inter)national activities: for example with editors of journals to raise diversity, equality and inclusion on editorial boards.
- 21 **NEXT YEAR OF MEETINGS**
- A decision needs to be made as which day will be best for the Committee to meet next year. It was suggested that we hold these meetings on either Monday, Tuesday

or Wednesdays.

ACTION: Email the team to determine best one or two times and then fix meetings 1 term ahead Joanne

22. **ANY OTHER BUSINESS**

Susie suggested that we communicate to all staff why we need the Silver Athena SWAN award so that we promote the widest possible understanding of all its implications.

ACTION: Ask Amanda Vernon to add a small piece on the history of Athena SWAN at the Institute alongside a more general history she's doing for the IOO anniversary. Susie

Summary – pointers Institute Survey 2017

- Total OK 239 out of a possible 300 or so (250 staff + about 40 responsive students)
- more female than male responded (institute staff 44% male 55% female Nov 2016)
- Good representation of all categories, same proportion as 2015

- Almost all aware of Equality Challenge (92%) BUT don't bother with website (30% only), although those who did found it useful

- 67% aware of the new appraisal guidelines but only 38% have had an appraisal under the new guidelines?
72% found the appraisal useful, **still 28% that didn't** (just a little lower than 2015 30%)

- **only 42% discussed promotion**

- 74% discussed career progression but **out of those only 50% thought** they had enough help

- 80% have not applied for promotion in the last 3 years, and **only 40% of those that applied were actually encouraged by their manager**

- **fellows don't know about the fellowship guidelines** (although those who do found it useful)

- Training: 62% were encouraged, 69% found it useful
 - only 20% with a mentor, 26% of those with IOO scheme
 - 68% found it useful
 - **still 42% don't know if they would benefit**

- 86% students want buddy scheme
- 84% want teaching opportunity

- 39% feel they don't network enough, most want to network with postdocs and fellows
 - 30% don't know how the institute is run but 78% would like to
 - **only 35% think management will take notice**

 - 51% didn't apply for job flexibility because they were **unsure of line manager support**

- Very good response on bullying and harassment: 13 % have experienced, 22% witnessed, and 60% are aware of incident. However, most have seen the poster and info and feel confident they can report.