

**Department of Immunology and Inflammation, Imperial College London  
Commonwealth Building, Hammersmith Hospital Campus, Du Cane Road, W12 0NN**

**Department of Immunology and Inflammation| EDI Committee**   
**12:00pm, Wednesday 19th April 2023**

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| **Present:** | **Apologies:** |
| Professor Marina Botto (MB) | Dr Josefin Ahnstroem (JA) |
| Ms Christina Emmanuel (CE) | Professor Holger Auner (HA) |
| Dr Magdalena Gierula (MG) | Dr Maggie Trela (MT) |
| Ms Rena John-Lewis (RJ-L) |  |
| Ms Stacey McIntyre (SM) |  |
| Dr Christina Malaktou (CM) |  |
| Dr Wayne Mitchell (WM) |  |
| Ms Meesha Patel (MP)\* Guest |  |
| Mr Furqan Shah (FS) |  |
| Professor Liz Simpson (LS) |  |
| Professor Jessica Strid (JS) **(Chair)** |  |
| Dr David Thomas (DT) |  |
| Ms Cathy Tupman (CT) |  |
| Mr Edward Wallace (EW) **(Secretary)** |  |

|  | **ITEM** | **ACTION** |
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| **1** | **Welcome and apologies for absence (JS)** |  |
|  | The Chair welcomed Christina Emmanuel and Meesha Patel to the Committee, who were attending its meetings for the first time.  The minutes of the previous meeting were approved. |  |
| **2** | **Updates (JS)** |  |
|  | The Chair noted that the FoM Athena Swan committee had met recently; it had changed its name to reflect its broader equality-based remit. It had discussed mentoring and changes to its College equivalent, where a merge with the EDI Forum had taken place to bring it in line with other departmental Athena Swan committees. As a result, the Chair noted that there was a need for a departmental rep for the merged committee – RJ-L volunteered to undertake this role.  It was noted that the College’s HR team had updated its guidance on inclusive recruitment. This guidance was available via the College’s website. |  |
| **3** | **PRDPs** |  |
|  | The Chair noted that a new standard PRDP form had been created and was in the process of being tested by HR. It was advised that staff should continue to use the existing forms for the time being. There was discussion among the Committee members as to the intended benefits of the form; it was noted that there was a risk of creating overlap with the equivalent forms used by the NHS for clinical academics, as well as the extent to which the process in general – and the new forms in particular – would be user-friendly and beneficial to College colleagues. CE commented that HR were aware that the current form was not the most user-friendly, and the re-design was intended to rectify this.  Further to this, WM asked how the impact of the PRDP process was evaluated, noting that the level of engagement with the process could depend on how useful people felt the process to be. In response, CT commented that the Staff Survey results could be used, to a limited degree, to establish the level of satisfaction, although this would depend on response rates.  DT queried as to the best way to incentivize the process for those who had to provide feedback for large numbers of direct reports, separate discussion would take place on how best to achieve this. The Chair noted that ultimately, there had not been any noticeable levels of dissatisfaction voiced about the process or the outcomes of the process. |  |
| **4** | **Mentoring** |  |
|  | The Chair noted that the Department required a new mentoring co-ordinator to replace Debbie Oram, who had moved to another Faculty within the College. FS volunteered to take over this role – CT would put him in touch with the relevant Faculty contact to facilitate this.  MB asked if MP could mention this in the Faculty newsletter. | **CT**  **MP** |
| **5** | **Comms/Website (Misc)** |  |
|  | The Chair confirmed that there was a need to revise the Department’s EDI webpage – along with other aspects of the Department’s website – now that MP had commenced in post. MP and CT agreed, saying that a meeting would be arranged for them and the Centre Directors/HoD, in order to discuss suitable revisions for Centre webpages etc.  It was noted that a ‘For Staff’ skeleton webpage had been created for the Department by Genevieve Timmins; MP and the Secretary would meet separately in order to discuss suitable sections and types of information for this page .  MB commented that the search function of the College’s website could be improved – there was general agreement on this, but the extent to which this could be achieved at a departmental level was unclear.  The Chair asked if the Secretary could write to the new members in order to acquire their portraits, for the purposes of updating the members’ montage on the Committee webpage. | **CT/MP**  **EW** |
| 6 | **Events (Misc)** |  |
|  | There was a brief discussion on potential EDI-focused events that could be scheduled within the Department, and the best way to organise such events. The Secretary noted that a potential solution was to organise periodic EDI-focused events within the new Departmental seminar series which was being established; JS noted that this would be a good way to facilitate the involvement of Julie Makani, the incoming Provost’s Visiting Professor for the Department.  Separately, WM noted that he would arrange for JM to be invited to upcoming College EDI events. |  |