

2023-24 EDI priorities for Department of Brain Sciences

Submitted for October 2023 meeting of the College EDI Forum, by Johanna Jackson and Emma Watson

Priority	Planned actions	Rationale (including baseline data)	Responsible	Timeline (including milestones)	Measure of success (including key metrics)	End of year review and update (RAG rated)
1. Raised awareness and implementation of EDI across the department	<ol style="list-style-type: none"> 1. EDI training essential requirements for all staff as communicated during induction and in staff handbook 2. Promote appropriate training for line managers and supervisors 3. EDI training event for whole department 4. Include EDI training requirements in PRDP 	<p>Previous data suggests that 19% of staff have engaged with EDI training</p>	EDI Lead and co-chairs	To be complete by end 2023	An increase in EDI training to 75% of the department engaging with EDI training	<p>Paid for sessions to run on HM campus</p> <p>Major increase in completion rates (Emma has data)</p>
2. A recruitment and promotions process without bias	<ol style="list-style-type: none"> 1. Ensure gender balance promotion panels 2. 100% of those involved in promotions to undertake EDI (including unconscious bias) training 3. Audit job descriptions and adverts for all academic post for gender specific language 4. Employ the 'search committee' (i.e. agency, existing network) approach to target women candidates for recruitment 5. Advertise that IC supports flexible working where possible 	<p>Recruitment data showed fewer women applying for Research Fellow positions than men (30% W)</p> <p>Biases of the interview panel could be one reason why women are underrepresented in the applications process</p>	EDI Lead and co-chairs	<p>Actions 2, 5 - To be complete by end 2023</p> <p>Actions 1, 3, 4 - To be complete Q2 2024</p>	<p>Increase in number of women applying for Research Fellow positions to >40%</p> <p>Maintain comparable proportions of women being shortlisted and recruited</p>	<p>All employment stopped until Imperial Essentials (including EDI training) and recruitment and selection training complete</p>
3. Visibility of diverse role models, both internally and externally	<ol style="list-style-type: none"> 1. Increase the number of women seminar speakers by targeting women in existing networks and using websites which highlight women in neuroscience 2. Roll out DoBS newsletter with emphasis on ECR successes and women role models 3. Create an outreach subcommittee to develop engagement strategy and interface with central College and funder-specific initiatives (share resources, facilitate access to researchers, peer to peer involvement) 	<ol style="list-style-type: none"> 1. In the most recent seminar series, 31% of speakers were women 2. There is little visibility of BAME, LGBTQ staff or those with disabilities at senior levels 3. To increase the number of women and BAME staff going 	EDI Lead and co-chairs	<p>Actions 2, 5, 6, 7 - To be complete by end 2023</p> <p>Actions 1, 3, 4 - To be complete by Q2 2024</p>	<p>50% of seminar speakers are women</p> <p>>33% of staff involved in outreach activities</p>	<p>Ran a photography session to update department's photo catalogue, ensuring diverse representation</p> <p>Revamped In Profile series featured in newsletter to focus on diverse representation</p>

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	<p>4.Host an annual training workshop for researchers on public engagement activities</p> <p>5.Representation at annual Imperial Festival – talks and hands-on activities</p> <p>6.Develop a programme of Science Café Talks (i.e. Pint of Science brain-themed events, Virtual Pub Quiz, Invention Rooms)</p> <p>7.Include outreach/ engagement pages on the website with FAQs"</p>	through the academic pipeline, there needs to be a focus on targeting 'grass roots' science				
4. Widespread participation in the appraisal process	<p>1.Implement a mandatory annual deadline for PRDP completion</p> <p>2.Communication campaign around the importance of PRDP</p> <p>3.Carry out the PRDP form sampling exercise (10% of returned PRDPs).</p> <p>4.Produce DoBS PRDP guidelines based on the outcomes of the PRDP Quality control project</p>	Effective appraisals have not always been completed	EDI Lead and co-chairs	To be complete by end 2023	>50% staff reporting a positive PRDP in biennial culture survey	Focus on transition to ARC. Rolled out PRDP survey to learn lessons and inform rollout of new process.
5. An effective mentoring process across DoBS	<p>1.Directly contact people who would like a mentor and match them with mentors</p> <p>2.Directly approach people who are happy to be a mentor</p> <p>3.Targeting different job family who have mentioned that they need mentoring</p> <p>4.Regular communication about mentoring in the departmental newsletter</p> <p>5.Adding mentoring in the PRDP so that it would be discussed, and manager highlights its importance</p> <p>6.Add mentoring in the induction pack, and sign posting to mentorship programme</p> <p>7.Reminder 3 months after appointment cross checking whether the mentorship has begun</p>	<ul style="list-style-type: none"> •49% of respondees to mentoring survey would like a mentor •63% would be willing to be a mentor •We currently have 11 mentees in the department •ECR challenges may be easier to overcome with guidance from more experienced members of the department. 	<p>EDI Lead and co-chairs</p> <p>Mentoring champion</p>	<p>Actions 1, 2, 4, 5, 6 - To be complete by end 2023</p> <p>Actions 3, 7 - To be complete by Q2 2024</p>	<p>A yearly increase in those staff in a mentoring partnership to 10% in 2021, 20% in 2022 and 30% in 2023.</p>	<p>Appointed mentoring lead and mentoring admin to support delivery</p> <p>Mentoring activity being taken up by Faculty for cross-Department approach - update as it progresses</p> <p>Mentoring signposted in handbook</p>