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| U:\Logos & signatures\Logos\New LJMU_Master_Logo_Blue CMYK.jpg**Faculty of Science** | School of Pharmacy and Biomolecular Science EDI Coordinator Annual Report 2021/22 Author: Dr A.P. McCloskeyDate: 16 June 2023 |

# Introduction

This is the first annual report prepared by the School of Pharmacy and Biomolecular Sciences (PBS) EDI Coordinator Dr Alice McCloskey, since their appointment in March 2023, for the Faculty of Science EDI Panel (SEDIP). The report continues as per previous reports of Dr Ralebitso Senior (previous PBS EDI Coordinator and now Associate Dean for Diversity and Inclusion) as an internal annual summary of EDI activities within PBS.

The School EDI panel has continued to “promote and embed the priority of EDI locally” and align with the 2020 UKK statement on tackling racial harassment in higher education (HE). The EDI panel are working on implementation of its AthenaSWAN Action Plan 2021 – 2025. This particularly focuses on the themes of D&E. Staff recruitment, retention, promotion and development, F. Research activity and engagement, and G. Workload and recognition.

# PBS EDI Panel (The Panel)

As reported in 2020/21, the panel remains as a gender-balanced PBS EDI Working Group with appropriate and proportionate representation by role, lead responsibilities, EDI themes and EDI protected groups, where feasible (Figure 1a & b, and table 1). The panel continues to comprise of many members of the successful AthenaSWAN Bronze application team 2020/21 and has expanded to include additional members in the form of the now named PBS EDI panel. We have currently 15-members with Dr Ralebitso Senior now in a faculty EDI role and Dr Laura Randle recently leaving the University (both are pictured in figure 1b as they were members of the panel 2022/23 until recently). Dr Randle’s departure has left us with a recent gap in External engagement representative. We have since last years’ report recruited a PBS colleague who identifies as LGBTQI+ with our previous volunteer advocate for this community also remaining on the panel.

The aim is still to embed EDI, sustainably, within all aspects of the School’s teaching delivery, research and administrative ethos hence the PBS EDI Panel also has representatives from the PGR, Professional services, technical and administrative communities. The team are as outlined above focusing on three key areas of the AthenaSWAN 5-year Action Plan 2021 – 2025 (Themes D&E, F and G).

## The PBS EDI Panel structure and membership

Figure 1a outlines the structure of the PBS EDI Panel as presented in last year’s 2022 annual report.

* The first meeting of the EDI Panel was held on 11/03/2022

***Table 1*** *PBS EDI Panel 2023 at the time of report writing*

|  |  |  |
| --- | --- | --- |
| Member  | Role  | Panel Role  |
| Dr Alice McCloskey | Senior Lecturer  | Chair  |
| Prof Satya Sarker | Director of School | Co-Chair |
| Dr Garry McDowell | Dr Garry McDowell  | Head of Subject Lead for Theme G |
| Dr Vicki Anderson | Senior Lecturer | Differently Abled Lead |
| Dr Sulaf Assi | Senior Lecturer | Data Lead |
| Dr Amos Fatokun | Reader | Data Team |
| Mr Geoff Henshaw | Technical Manager | Technical Services |
| Mrs Clare McCormack | Administration | Admin/Professional Services |
| Dr Peter Penson | Head of Subject | Attainment Gap |
| Dr Amanda Reid | Senior Lecturer | LGBTQI+ Advocate |
| Dr Gavin McStay  | Senior Lecturer | LGBTQI+ Advocate |
| Dr Kehinde Ross | Reader | Inclusive Curriculum & Equality Race CharterLead for theme D&E |
| Prof Linda Seton | Reader | Research & REFLead for Theme F  |
| Miss Phebie Watson | PhD Researcher | PGR Community |
| **Previous panel members**  |
| Dr Komang Ralebitso-Senior | Senior Lecturer | Previous Chair, currently Associate Dean Diversity & Inclusion Faculty of Science  |
| Dr Laura Randle | Senior Lecturer | Previous External Engagement representative |

* Named staff are Leads for specific strands and action plan themes as indicated in table 1 above
* As per the original AthenaSWAN Action Plan and reported last year, the EDI panel chair (AM) is now an established role on the senior management team. Other EDI panel members are also on this team through their other University roles (SS, GM, PP and LS). This is progressive in terms of ensuring female representation in decision-making at a senior level within PBS.

## Distribution of 50 hours

* + The Faculty of Science Management Team allocated 50 hour distribution remains as reported in last year’s EDI report.

## Future-proofing

* The Panel Terms of Reference as documented in the annual report for 2022 to formalise key modes of operation have been implemented. These include but are not limited to:
	+ Quorate for meetings
	+ Draft Agendas are circulated prior to EDI panel meetings: in keeping with EDI strands – depth of discussion of each strand depends on institutional EDI calendar and Action Plan Themes’ timelines
	+ Frequency of meetings, continue as monthly except for July and August of each academic/calendar year
	+ EDI Panel members to be replaced like-for-like in terms of EDI characteristics and professional/academic role.
	+ The PGR representative will serve until Year 3 of their research programme / June of their second calendar year with Panel. The current PGR representative is standing down as they will be in their final year of their PhD in the next academic year and the panel chair will issue a call for a replacement in September 2023.

**ACTION:** KRS and LR have recently stepped down from the EDI panel, PW as the PGR representative is also due to step down thus like for like replacements are needed where possible to join the panel from September 2023. The Chair will circulate a call for expressions of interest to join the panel at the end of August 2023.

# 2022/23 Activities spearheaded and/or supported by the EDI Panel

There has been notable activity around Themes D&E: Staff recruitment, retention, promotion and development, and F: Research activity and engagement, with the panel organising

* pop-up tea rooms were held on: 1st July 2022, 12th September 2022, 22nd November 2022, and 2nd March 2023, providing opportunity for networking among colleagues
* promotion workshops were held on 6th December 2022 for PBS staff, and 14th June 2023 where the wider Faculty of Science were also invited to attend.
* The invited speakers for the December event were Prof Linda Seton (prof via engaged scholar route), Dr Amos Fatokun (reader via research route), John Trantom (organisational development). For the June event invited speakers were Jason Boulter and Andy Keegan (organisational development and HR tp speak about new promotion routes) Dr David McIlroy (reader via teaching and learning route).
* The panel propose to host workshops twice a year- Spring and Autumn aiding staff preparation for pursuing academic promotions in the Spring call.
* Positive feedback from the workshops included:

“Good range of speakers – informative”, “Interesting content”, “Inspirational talk from David”, “A very good blend of the different aspects that people are seeking clarification on”, “Really useful and interesting. Allows me to start looking at how to shape and structure future actions and goals.”

* New pathways to promotion were introduced and attendees wish for “Another session once the granular details of the promotion pathways have been finalised - to let people know the final process, who will make up the School/Faculty/University panels etc”
* Concerns were also raised around “how to get information and career development if/when it is not supported by line management...What if you cannot discuss promotion with your line management?.... What if your line manager is not in a place (personally or professionally) to support your progression? **ACTION POINT FOR FUTURE SESSIONS**

## EDI calendar events

* International Women’s Day (IWD) 2023: #EmbraceEquity
	+ The Day was commemorated by a pop-up tearoom for PBS staff (academic and admin) who were asked to pose and made declarations about equity and breaking existing biases against women
	+ Pictures and video clips were then posted on the School’s Twitter accounts @LJMUPharmacy and @LJMUPharmBioSci
	+ **ACTION NEEDED:** There is a continued need to maintain motivation for future IWDs and other events around the LJMU EDI calendar

## PBS, LJMU, national and international engagements/initiatives

* Internal LJMU updates
* Faculty of Science EDI panel with the aid of PBS panel member Phebie Watson has prepared a poster on micro and macro-aggression this has been adopted by PBS, displayed within the school, and presented to students during induction week.
* Induction slides were successfully employed for the first time in September 2022 and panel members were invited to comment/ suggest changes where necessary on the slides available on the EDI MSTeams site
* **ACTION NEEDED:** Induction week talks should be up to date and circulated by the PBS panel to programme leaders at the beginning of September 2023 to facilitate their use during this induction period. Panel members will liaise with programme leaders for their own programmes to ensure that the induction slides are presented as intended.
* External Engagement by panel members
	+ The PBS and individual panel member Twitter accounts @LJMUPharmacy and @LJMUPharmBioSci continue to facilitate higher visibility and promotion of the School research and EDI activities
	+ Biology week 2022 involved engaging with staff and students in Byrom St foyer and marked by Twitter posts
	+ **ACTION NEEDED:** External Communications Person needs to be appointed to replace LR. On-going development of a PBS Communications Plan as part of the SCS Faculty Communications Plan
* Research (& EDI) by Lead (Dr Linda Seton)
	+ Collation of EDI data from the second PBS Summer Bursary Scheme 2023 applicants N=13 students. There is increased diversity in comparison to 2022 with male students and those from minority backgrounds working on summer research projects this year.
* Policy development/support: *British Council: Women in Science ProjectSHAPE 2021 – 2022*
	+ Project and LJMU Lead was KRS PBS EDI Panel Chair/Coordinator 21-22
	+ Two Project Partners- Brazil universities and consortium has >20 members, largely women
	+ Project is now complete and informing LJMU AthenaSWAN Silver application as a “beacon activity”
* Inclusive Curriculum / Decolonising the Curriculum (IC/DTC)
	+ Dr Kehinde Ross was appointed as the IC/DTC Coordinator for PBS (Spring 2022), in keeping with his role at institutional level. He and KRS used materials above to set up a PBS IC/DTC Teams platform where all Programme Leaders and Module Leaders have full editing access
	+ **ACTION NEEDED:** Ongoing work with programme/module leaders toward a complete School-wide IC/DTC Action Plan
	+ **ACTION NEEDED:** Signpost current and novel good practices such as how EDI is being embedded in the Personal Tutor scheme

# AthenaSWAN

This continues to be overseen and implemented by the PBS EDI Panel, which includes the remaining and original members of the 2020 – 2021 Self-Assessment Team as outlined in Table 1 above.

## The Action Plan 2021 - 2025

* The Plan was launched 23/05/2022.
	+ 26 members of the PBS and Faculty academic staff, professional/technical/admin services and PGR communities attended
	+ PBS staff were divided into three plenary groups to discuss and feedback on 3 key Themes of: Workload; Research; Staff Promotion
	+ EDI Panel members who co-facilitated each Theme plenary were invited to provide notes of staff feedback for circulation to the wider School via SharePoint = transparency and engagement facilitating
	+ **ACTION NEEDED:** **Relevant EDI Panel members to follow up:** Professor Vickerman and Professor Bishop offered to provide requisite support to PBS towards implementing the Action Plan successfully. Some strategies would require communication between Professor Vickerman and Professor Keith George. This will also be supported by the faculty associate dean for diversity and inclusion.
	+ Members of the EDI panel agreed to in October 2022 and were assigned to lead on implementing the AthenaSWAN action plan on three key themes as outlined previously and below. These allow us to align with the transformed UK AthenaSWAN charter. These are as follows:

Theme D&E: Staff recruitment, retention, promotion, and development: led by Dr Kehinde Ross

Theme F: Research activity and engagement led by Prof Linda Seton

Theme G: Workload and recognition led by Dr Garry McDowell

* + Updates on the three themes were presented to the PBS team at the Research Away Day December 2022 and staff were asked to comment on these. Comments were collated and disseminated by the School Director at a subsequent School Forum.

**ACTION NEEDED:** Annual staff survey prepared and to be released in September 2023 to focus on the three key themes and capture staff views on these to date. This will inform future activities with regards to implementing the action plan.

**Theme D& E: Recruitment/ promotion**

* November 2022 School Profs agreed to 1:1 mentoring to support colleagues pursuing academic promotion
* There was a question from prof services re support for / promotion for this cohort – application to a scheme to engage with technical staff around research cultural – started in PBS EDI working groups to be rolled out to University (thanks to KR for leading on this)
* **ACTION NEEDED:** continue to monitor and follow up on the above

**Theme F: Research**

* The panel agreed that to manage workload and avoid duplication of efforts to liaise with Faculty re research data collection and information
* Efforts have been made to ensure that there is a diverse range of guest speakers invited to present at the Seminar series. The team continue to engage with the Seminar series team on this.
* 5 of the VC Scholarships for 2022 were awarded to BAME scholars
* **ACTION NEEDED:** Action plan aimed to achieve a fairer balance on supervisory teams and consider EDI for these- this message must continue to be spread
* Elements of the Action Plan continue to be implemented, e.g.
	+ Open and transparent communication is being achieved through the PBS Academic Staff Fora that are held every two weeks.
	+ Mini-writing retreats initiated by staff for, e.g. research writing are continuing
* KRS has been invited to the Institutional Athena Working Group
	+ This will ensure a voice for PBS while also garnering evidence for our School’s application for Silver Award
	+ It also provides insight as the University prepares their silver award application to submit August 2023
* KRS has also been appointed as detailed earlier as Associate Dean for EDI for the Faculty of Science
	+ This will ensure a voice for PBS while also garnering evidence for our School’s application for Silver Award

**Theme G: Workload**

* Fairer distribution of roles
	+ Data was collated by Dr Amanda Reid and SMT and subject heads made aware that volunteering for open days/ outreach etc should be distributed among team members with a rota system adopted by many programmes within PBS to facilitate this
* **ACTION NEEDED:** Further work is needed to implement action plan theme G - the proposed annual EDI panel staff survey is to be circulated June 2023 analysis of this will enable the panel to take stock of actions to date and their impact.

# Objectives for 2023/24

Example of key short-term objectives are reflected within the report as **ACTION NEEDED**.

On-going and/or general objectives are:

1. To continue to implement the AthenaSWAN Action Plan 2021 – 2025 with the focus being on the 3 themes of promotion- research - workload. Theme Leads and members of those thematic teams together with the EDI panel will drive this.
2. To keep the wider School updated on EDI activities and events, and invite them to engage and use their voices.
3. To continue with promotions workshops for academic staff and maintain momentum re promotions for technical team members.

# Summary

The School of Pharmacy and Biomolecular Sciences is very diverse in relation to its staff and student population. As of June 2023, PBS Academic and Research staff is comprised of 50% female, 17% BAME staff; and of the undergraduate students 2021-2022 66% were female and 34% male, and for postgraduate taught: 73.5% female and 26.5% male. As a direct result, we align inherently and fully with the Equality, Diversity, and Inclusivity agenda in its full breadth. This and future PBS reports will show our on-going and planned alignments to EDI, which will also reflect on aspects that are underpinned by the School’s Athena SWAN Action Plan 2021 – 2025.

Figure 1a



Figure 1b