

Action number	Description of action	Action to be taken/milestones	Timescale	Success measure	Responsibility	Progress to-date
1. Create and promote an inclusive environment in the LCN						
1.1	Develop 'key values' for the LCN that outline what is expected of people within the LCN, but also what people can expect from others. As well as internal colleagues, the values will be shared with visitors and collaborators so they understand what is expected of them, and what to expect from us.	Hold focus groups with a representative group of the LCN to determine 'key values'	March 2019	10 key values determined and agreed on by representative group	Director	Focus group ran on March 4 th 2019. Eight people attended plus 2 facilitators. Discussed at length at two committee meetings in 2019-2020 and a consensus of the focus/aim could not be agreed. In 2020, the decision was to wait until UCL published their expectations/key values – yet to see a new version As of April 2023, there is no consensus yet on this area; will be revisited in May 2023 committee meeting.
		Introduce key actions and the importance of adhering to these actions within the LCN community by circulating through email, announcing at biannual meetings, including in Welcome Pack and physically displaying them in the building	July 2019	Survey results in LCN 2020 survey to show all LCN members are aware of key values		
		All visitors to the LCN to be provided with a copy of the LCN key values at Health and Safety inductions, as well as key values being included in any job advertisements	December 2019	100% of job adverts and health and safety inductions to include the key values		
1.2	Mandatory 'unconscious bias training'	Establish baseline figure for current staff and student completion rates All staff and students to complete unconscious bias training	Started promoting in 2019 and aim to achieve outcome by 2023	100% of staff and students to have completed training by 2023	Departmental Manager	In 2019, emailed HR for report on completion rates. Completion rates very low. As of 2020-2022, this training was centrally provided by UCL and mandatory for new starters, but not mandatory for existing staff. As of April 2023, the unconscious bias training has been captured by mandatory, centralised training provided by UCL (Introduction to Equality, Diversity and Inclusion). Completion of this training is checked in probation and yearly appraisals.

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1.3	Mandatory Equality and Diversity Training, with refresher course every 3-4 years	Review uptake and monitor completion rates	Review uptake by June 2019 and continue monitoring completion rates	All LCN Staff to have completed the training, or undertaken a refresher by the end of 2023	Departmental Manager	In 2019, emailed HR for report on completion rates. Completion rates low. Emailed reminder to staff in 2020 but no noticeable impact of people retaking the course.
		Include training requirement in supplementary appraisal checklist	To be included in checklist that will be completed by August 2019			As of August 2022, this is a mandatory online training for new starters, but is not compulsory for existing staff. As of April 2023, this is a compulsory training provided centrally by UCL for all staff and compliance is monitored in probation and yearly appraisals.
1.4	Make it compulsory for all LCN staff and students to undertake 'Where Do You Draw the Line?' training	Ensure all staff have completed training	Training started October 2018	100% of staff and students to have undertaken training by 2020	Departmental Manager	Five sessions of Where Do You Draw the Line run (October 2018, November 2018, March 2019, March 2020 and February 2021). Academic and professional staff completion rates are high. Need to target students, as turn out from students has been lower.
		Ensure at least two workshops are run per year for new starters	Starting January 2019	Two workshops run yearly with 100% of new starters attending by end of 2019		A Taking the Lead workshop aimed at PIs was run in March 2020, with 8 PIs attending. Additional Taking the Lead workshops were offered to staff by the BEAMS faculty on 29 November 2021 and 10 December 2021. See point 1.8 for follow-up trainings. For 2023, have discussed sharing this training with other departments, as our departmental budgets have been limited. Need to encourage students and staff to participate in these trainings.

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1.5	Proactive approach to a zero tolerance for bullying and harassment	Produce posters campaign to display in the building for repeated confirmation – top down approach	Developed and displayed by February 2019	Posters to be displayed prominently around the LCN building	EDI committee member	Bullying and harassment are regularly discussed by the Head of Department on the LCN-wide and PI meetings. Above trainings cover this.
		Remind LCN community at biannual LCN General and PI meetings of LCN stance on bullying and harassment (supplemented by reminder of 'key values') and include standing item on equality, diversity and inclusion on agenda	Launch at LCN February 2019 biannual	LCN survey results to report 100% awareness from members of LCN stance on bullying and harassment		Posters for Report and Support are widely distributed around the building. As of 2023, need to revisit 2020 survey results and will ask in the survey if members are aware of our stance.
		Report annually on numbers of bullying and harassment cases reported and outcomes (anonymised)	Started July 2018, reported annually at October PI Meeting	Increase percentage from 47% to 64% (UCL overall percentage) of people feeling comfortable in reporting bullying and harassment	Director	Reporting lines promoted – promote again at the all LCN meetings
		Promote LCN and UCL central reporting lines to assist with collecting accurate data and coordinate with the UCL Report and Support online reporting tool	Started November 2018 (LCN biannual)		Head of Department, Departmental Manager and Inclusion Lead available for approach. Action for 2023 survey: ask if LCN members feel comfortable reporting, and if they know about the platform for reporting.	
1.6	Ensure everyone is aware of and adheres to the LCN core working hours for meetings and events	Continue to promote LCN core hours through poster campaigns and include in 'key values'	Poster campaign started June 2018	100% awareness of core hours reported in the 2020 LCN survey	EDI committee	As of 2023, this is well promoted, with regular reminders at all-LCN meetings, and encouraging conversations within groups/meetings regarding suitable timings for meetings
		Ensure any LCN events held out of hours give staff at least one-month notice	Beginning January 2019 and reviewed regularly	100% of core all-LCN events that are organised out of core hours to give required notice		Action for 2023 survey: ask if people are aware of the core hours and the UCL hour.

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1.7	Improve gender balance on LCN committees/Advisory Board, and visibility of external roles undertaken by LCN women	Review current gender balance on committees and identify suitable females to join (personally invite new committee members)	Review started in November 2018, ongoing	30% female representation on all six LCN committees by 2020. 50% on external advisory board by 2022	Director	LCN external Advisory board membership revised to include 2 female members (under previous director, Andrew Fisher).
		Work with King's/Imperial to improve gender balance on LCN Advisory Board				
		Encourage capture of external roles via UCL IRIS system at appraisal for use in case studies as appropriate	Annually, at appraisals	Greater awareness and celebration of external roles undertaken by LCN women		
1.8	Develop refresher courses and bystander support on 'Where Do you Draw the Line?' training	Meet with Equality, Diversity and Inclusion team to develop a follow-on course using feedback from 'Where Do You Draw the Line' training	Initial meeting to take place in late 2019, course programme to be completed by mid-2020 for implementation in 2021	Successful course outline in place by mid-2020 with support from collaborating departments	EDI Committee	An Active Bystander training was held for LCN staff on 25 May 2022 with approximately 35 attendees. For 2023, have discussed sharing this training with other departments, as our departmental budgets have been limited. Need to encourage students and staff to participate in these trainings. Committee is actively discussing offering trainings on making the LCN community an ally of LGBTQ+ people, coming in late 2023. Pronouns, microaggressions, mini sessions that could be run by our inclusion lead (Abbie Bray) and Johanna Novales.
		Run refresher training	First refresher training to take place in 2021, one module to run per year	50% of all staff to undertake refresher training in 2021		

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1.9	Increase visibility of female role models, and those from other underrepresented groups	Update website profiles	Started in June 2018, ongoing	Website updated with a 'women in science' page to better profile the women at the LCN	Departmental Manager, EDI Committee	Case studies have been performed, and included in both the PhD welcome booklet (launched Oct 2020) and in the LCN Staff Welcome Pack. Case studies also displayed on website.
		Install pictures of female staff/students around the LCN building	Started planning, completion by February 2019	Pictures of female role models be present in the LCN and case studies to be visible on the website		Picture frames installed in the building. There is a frame on level 2, another in level 4, and in the Mike Horton suite. There are more frames in the DM office. Need to print posters in 2023. We are also working with Estates to obtain a display monitor in a communal area.
		Include examples of successful flexible working models (case studies) from female and male staff members	First case studies to be ready by April 2019			
		Increase number of female speakers at LCN seminars	See Action 2.4	See Action 2.4	Seminar Series Manager	Action for 2023 survey: did you receive a Welcome Pack / was it useful? (to be completed by recent starters, last 4 years) Action for 2023: refresh case studies. LCN seminars are shared as of 2020 with King's and Imperial, with good representation. Women in Nano seminars planned for 2023, with talks from role models.
1.10	Improve awareness of career break, parental/adoption leave and flexible working	Include information and case studies on flexible working and UCL benefits in LCN Welcome Pack and on LCN webpage	Started updating webpage in September 2018, Welcome Pack to be released by February 2019	Establish a baseline figure for current awareness of policies and procedures to inform future actions	EDI committee	Welcome pack now in use for staff & students highlights information on flexible working, support for working parents.
		Circulate 'best practice' summary to LCN managers	Circulated by August 2019			Action for 2023 survey: find out about awareness on these practices.
		Include specific examples of flexible working opportunities in adverts and job descriptions	See Action 3.4			Action needed for 2023: a case study for the website, we need to find if anyone has recently taken parental leave, flexible working or a career break

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1.11	Improve the LCN working environment, particularly for women, pregnant women or those with disabilities	Install noticeboards in communal areas	November 2019	25% increase (currently 32% satisfied) by LCN 2020 survey in positive responses to the working environment	EDI committee	<ul style="list-style-type: none"> - Noticeboards and picture frames are installed, working on a display monitor. - Plants installed in communal areas in 2021 after return from Covid. - See 1.12 for community activities. - A request to BEAMS has been done in 2022 for small works to improve EDI. Survey of space has happened. We've requested making toilets more accessible, doors wider, etc. (Matt Lougher has details on the survey and the status of the work requests)
		Continue to promote LCN Community Activities (i.e. Bun Day)	Ongoing		EDI committee/Dept Manager	
		Review risks for women, pregnant women or individuals with disabilities, specifically in relation to equipment/lab use and create specific health and safety document	Start compiling early 2019, for completion by June 2019	EDI committee		
1.12	Increase number LCN social events and attendance	Identify a budget for LCN events	Annually, in January	A minimum of 50% of LCN staff/student attending the LCN biannual meetings and social events by the end of 2020	Director	<ul style="list-style-type: none"> - LCN-wide bun day ongoing before the pandemic, stopped in 2020, and reinstated in summer 2022. In the summer of 2022, a garden party was held for PhD students and postdocs. An LCN-wide summer party was held on this year as well. - Annual Christmas party was cancelled in 2020 and 2021, but reinstated in 2022. - LCN bake-off organised in February 2023. - PS coffee mornings increased to every other week in 2020, continued over lockdown. - LCN lunches started in 2023 to mix members of the LCN community who might not interact with one another. Some lunches aimed at the Women in Nano community. - Women in Nano events took place in 2018. Some other events for Women in Nano are planned for 2023, including panel events, talks with role models, Imposter Syndrome trainings. - Student/postdoc members of the EDI committee are working on small interlab events.
		Ask LCN community the types of events they would like organised and encourage them to be involved in planning	Started November 2018, ongoing		EDI Committee	
		Monthly Professional Services coffee mornings	Professional Services Coffee morning trialled (since June 2018)	Average of at least 50% attendance of invited (over the year) participants	EDI Committee	
		Monthly 'Women in Nanoscience' lunches	First Women in Nanoscience coffee meet December 2018	Average of at least 50% attendance of invited (over the year) participants	EDI Committee	

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1.13	Develop internal LCN Awards and seek opportunities to nominate staff for external awards	Recognise and reward contributions by LCN staff that are above and beyond their usual role	Trialled in late 2018, repeat annually	Increase from 45% to a minimum of 51% (in line with UCL overall percentage) in LCN staff feeling satisfied with the level of recognised for doing a good job by 2020 survey	EDI Committee	LCN Awards held annually since academic year 2018-2019 (Robin Perry has details on this). For 2021-2022, awarded two categories, High achievement and kindness in the work place. Currently planning 2022-2023 awards.
		Reflect on 2018 trial of LCN Awards to refine and develop for future years. Use informal methods (coffee mornings, lunches, LCN events) to gather feedback from the community	Discuss at SAT meeting in early 2019		EDI Committee	
1.14	Monitor take up of flexible working options, career breaks, parental/adoption leave	Record all requests for flexible working and career breaks	Started, ongoing	Accurate data available in 2021 for 2019 - 21	Departmental Manager, EDI Committee	As of summer 2022 (Emma Grant report), none requested save for one person that requested split parental leave, but this person has since left UCL. 2023: need to continue monitoring
		Include questions in LCN survey on take-up	Included in 2018 survey	Survey questions included from 2018		
1.15	Continue biennial LCN staff survey, increase response rates to this survey and to the centrally run UCL surveys, and showcase survey results and related actions	Create one pager of results and publicise positive actions taken in response to survey outcomes (especially those benefiting - male as well as female staff)	June 2019	Positive feedback in 2020 LCN survey on understanding how LCN's actions to equality, diversity and inclusion	EDI Committee	Staff survey was conducted in 2018, but 2020 survey was not conducted due to the pandemic. Survey planned imminently for 2023, as well as a follow-up survey in early 2024.
		Review timing of LCN survey release, increase communication through poster/email campaigns, and consider possible incentives (i.e. prizes, raffle, group reward for hitting targets)	Start reviewing survey and communication plan in April 2020	50% staff uptake in LCN survey by 2020, current rate c. 30%	EDI Committee	

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2. Support promotions and career pathways						
2.1	Increase transparency around the promotions process for academic and research staff	Personalised email invites to be sent to all eligible staff asking them to apply for a senior promotion	Trialled in October 2018, annually in October	Increase from currently 37% to 50% of staff feeling the promotion process is fair in 2019 UCL staff survey	Director Departmental Manager	Transparency has been increased - need to capture thoughts on this via the survey 2023 survey to include this. Appraisals are happening more methodically, in yearly cycle closing in April. Appraisals in 2023 for academic, teaching and research staff refer to the UCL Academic Career Framework, which clearly includes promotion criteria.
		Written feedback to unsuccessful applicants and opportunities to respond to comments and meet face-to-face to discuss development opportunities	Trialled in October 2018, annually in October			
		Include promotion criteria in appraisal checklist	Included in August 2019 checklist (see 2.2)			
2.2	Develop an LCN supplementary checklist for appraisals	Create an appraisal checklist to supplement the UCL appraisal documentation to include career development, flexible working option and EDI items (including explicit recognition of contributions such as EDI membership)	Development of checklist started in August 2018, will be trialled in early 2019 for full launch by August 2019	All LCN staff to have had an appraisal with the checklist by 2020 LCN survey	Departmental Manager (Emma Grant)	As of 2020, checklist draft created and being rolled out – have been some changes to UCL appraisal processes. Need to review to check it's accurate. Since 2022, UCL centralised forms for appraisals are replacing this checklist. Institutional citizenship, including EDI contributions, are recognized.
2.3	Increase career support available to all LCN staff	Identify budgets to support returners from career breaks, and external training where no in-house courses are available. This will be available for staff upon request and advertised termly	Early 2019, for action in the 2019-20 financial year	25% increase in LCN survey results surrounding support for careers	Departmental Manager and EDI Committee	Budget identified in 19/20 budget round, ready for use and promotion in 19/20. Launched at Summer PI meeting but no direct applications received. August 22: a staff support fund was created, to help with career training, conferences, etc, but it was paused during Covid. For 2022-2023, there is both a staff and student support fund. Several requests for help for students received in April 2023, with most bids funded or partially funded.
		Invite all professional services staff to develop training plan	See Action 2.2			
		Promote UCL training currently available	Annually, at start of the Academic year (when new course dates are released)			

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2.4	Review LCN seminar series to include more female/BME speakers	Invite more female speakers to seminar sessions - trial a minimum female speaker per term policy in 2019	Launch January 2019	25% of all invited (external) speakers to be female by 2020 Four non-academic seminars by 2020	LCN Seminar Manager Director	Joint LCN Seminar Series started in October 28th 2020. Diversity information available from Meghan Grace-Hughes (KCL). Early career researchers in biosciences held own seminar in March 2023. Some non-academic seminars on EDI are centrally provided by the MAPS faculty; 2023 Women in Nano talks will offer some EDI style seminars.
		Open up speaking opportunities to postdocs, students and non-academics				
		Include non-academic seminars on Equality, Diversity and Inclusion, and career progression topics in the series				
2.5	Initiate LCN Mentoring Scheme	Identify staff who wish to be mentors, and those who would like a mentor and consult with other departments to find appropriate mentors where necessary	Expressions of Interest sought in November 2018	Staff who have requested a mentor, to have been allocated a suitable mentor and reported benefits of the scheme	EDI Committee	Mentors now automatically allocated for staff being promoted from grade 7 to 8 which has had some positive feedback Mentoring program run by Andrew Green for LCN staff. Plenty of mentors available and program advertised by e-mail to all staff in the LCN, but uptake from mentees have been slow. 2023 action is to advertise with poster campaign and via line managers to encourage uptake.
		Establish a framework of requirements and expectations, including consultations with other departments for examples of best practice	Initial meeting January 2019 with framework finalised by March 2019			
		Include questions in appraisal checklist to monitor effectiveness	See Action 2.2			

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2.6	Increase support for grant and fellowship writing	Biannual CV and Grant applicant clinics with senior staff	Launch early 2019, first clinic to take place by April 2019	Two CV and grant application clinics to have run by the end of 2019.	EDI Committee	Ran a fellowships workshop in July 2020 in organised by Emma Grant and Laura Fenner from the BEAMS Research Facilitators. This was a one-hour presentation from Laura followed by a one-hour panel with professors and holders of early career fellowships. Feedback from the workshop was that overall it was felt that the LCN was not supportive of fellows – Research Manager tasked with increasing promotion of upcoming fellowships.
		Target female staff to invite them to attend clinics				On November 2021, an online workshop was offered centrally by UCL on "Applying for an Early Career Research Fellowship". The event was organised by the BEAMS, SLMS and SLASH/IOE Research Coordination Offices, in collaboration with UCL Careers, aimed at PhD students and postdoctoral researchers considering an academic career.
						A centralised process for selecting candidates for Early Career Fellowships in the LCN has been launched, with formal adverts published in the LCN website and jobs.ac.uk. Calls have been done in June 2022 (Royal Academy of Engineering), July 2022 (Royal Society URF, Dorothy Hodgkin, EPSRC Open, UKRI FLF), September 2022 (Dorothy Hodgkin), and November 2022 (Wellcome Trust, Royal Commission, EPSRC Open).

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2.7	Initiate PhD buddy system for new students	Pair incoming PhD students with a second year PhD student from another group	Trial to be launched in January 2019, for official launch in October 2019	All incoming PhD students to be assigned a buddy	EDI Committee	Program initiated in 2019-2020. Program hiatus in 2020-2021 (not enough volunteers) Program run in 2021-2022 by Jessica Powell, in 2022-2023 by Emily Walsh/Asmae Benhemou.
2.8	Initiate 'exit interviews' for staff who resign and students who do not continue onto a Postdoc position at the LCN	All resigning staff to be offered an exit interview	First interviews to be conducted during 2019, conducted annually as required	Understanding of any negative factors currently within the LCN that might be pushing staff to resign	Director	Exit interviews initiated in 2020. Exit interviews now also offered to all departing staff, not just those who resign. Director doing this informally, LCN assistant to director (Denise) will set up a meeting if leaver was willing.
		Try to understand issues preventing female students from applying for LCN Postdoc positions		Awareness of issues that might prevent women from applying for postdoc positions	Graduate Tutor	August 22: survey question will be included to understand these issues.
2.Bonus	Create a PGR student training programme/expectations of training to support career development	Survey PGR students to understand specific training needs, or what they might like to see from the dept.			EDI Committee	Online workshops in 2021 "Tips on getting to the end of the PhD" 06/09/21 - panel discussion with Professors "Life after the LCN, Academia" 26/11/21 - panel discussion with LCN alumni "Life After the LCN Startups, Consulting and Financial Services" 23/11/21 - panel discussion with LCN alumni Need to retake this activity in 2023- partly with Women in Nano events
2.9	New staff members to be assigned a buddy	Identify appropriate buddies for all new staff who would like one Review engagement at probation meetings, and appraisals	Start January 2019	All new staff who have requested a buddy to have been assigned one within the first month of the role	EDI Committee	Staff buddying system in place and managed by Marta Dul. Feedback to be gathered was positive. Will formalise feedback on 2023 survey.

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3. Increase recruitment from underrepresented groups (especially to academic posts)						
3.Bonus	Identify what under-representation looks like in the LCN in 2021	<p>Review staff and student demographic data to understand the LCN community make-up, and areas that are underrepresented</p> <p>Use the data to formulate next steps, and feed into follow on actions re: advertising posts etc.</p>	Annually reviewed		Department Manager, EDI Committee	<p>Emma Grant prepared an LCN Diversity Summary in December 2021, showing representation in race/gender/disability.</p> <p>A new set of data for the academic year 2022-2023 needs to be prepared.</p>
3.1	Identify why application numbers from female/BME staff have been low	Conduct focus groups with current LCN members	First focus group to be held May 2019 and run annually	Awareness of potentially off-putting factors that might be prevent females applying for LCN positions and also understand what attracted applicants to the LCN. Aim to use the information to inform future recruitment	EDI Committee	<p>Access to accurate date is an issue – HR figures might not correctly reflect number of applications. Need to consider best ways to manage this</p> <p>We have launched the LCN Summer Opportunities Bursaries, summer research projects which ran in 2021 and 2022 and were targeted at undergraduate students coming from underrepresented backgrounds.</p>
		Review application data to see places and duration of adverts	Immediate review	Identify if advertisement of posts could be contributing to lower number of female applications in comparison to male applicants	Departmental Manager	<p>The LCN Research Opportunities scholarship was launched in 2022, to recruit underrepresented students to conduct a PhD in the LCN. A student was recruited to start in the academic year 2022-2023. A similar call has been launched in 2023.</p>
		Thoroughly review, and collate application data to review gender statistics	Annual review	Increased understanding of the number of applications received, shortlisted and offered positions		

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3.2	Form Search Committees for all academic posts to target underrepresented groups	Appointment of a Chair to form a Search Committee prior to any academic job being advertised	Implemented immediately	Establish a baseline for female and BME applicants to academic roles with the aim of informing future actions Applications from female and BME groups to be a minimum of 1/3	Director	4 x search committees formed for 4 x academic posts – feedback on the process being gathered
		Chair to report to Head of Department following recruitment round to feedback on process and lessons learnt	Implemented Immediately			
3.3	HR to check wording of job adverts and person specifications	Consult HR Business partner with final JD prior to advertisement	On-going	All LCN job adverts to be 100% compliant and inclusive	Departmental Manager	PS jobs JDs go via the Faculty & HR
3.Bonus	Increase visibility of PhD and job adverts	Place adverts on range of sites to attract audiences from under-represented groups Research appropriate sites to place PGR and/or job adverts on			Departmental Manager	Adverts are emailed around and publicised in suitable websites (findaPhd.com, jobs.ac.uk)
3.4	Ensure Welcome Pack is distributed to help applicants, new and existing LCN members better understand policies, procedures and entitlements, including flexible working, core hours	Welcome Pack to be included in job advertisements	First version implemented by February 2019	Gather feedback through appraisal and probation meetings on whether LCN members found the Welcome Pack useful.	Departmental Manager	Welcome Pack active and updated on an ongoing basis – PhD Student version launched October 2020
		Welcome pack to be tailored and distributed to all new starters and available to current members of staff and students			EDI Committee	Action for 2023 survey: gather feedback on welcome pack.

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3.5	Formalise DTP award allocation process, to enable monitoring of applications and enable fair/open recruitment	Convene a studentship allocation committee (minimum 25% female representation)	2020/21 recruitment round	All applications are centrally coordinated and reviewed.	Graduate Tutor	Online Portal for LCN application process Implemented in November 2020. See data in 3.6 below.
		Establish single online portal for LCN DTP applications on LCN website.	Design started, portal to be launched by August 2019 for use in 2020/21 recruitment	Oversight of number of applications received, monitor by gender, and other underrepresented characterises	EDI committee	DTP allocation process was centrally managed by the faculty in 2022-2023.
3.6	Continue to monitor applications data	Annually review percentage of female applicants and interviewees	Annually, at the end of the calendar year	Proportion of female candidates reaching interview stage reflecting proportion of females applying	Departmental Manager	<p>Received 60 applications for 21-22 awards, 37% from female candidates, and 43% from individuals identifying as a person of colour.</p> <p>20% of interviewed candidates were female, and 20% identified as a person of colour</p> <p>20% of those awarded were female however note this represents 1 person as only 5 awards were available, 60% (3 people) were male, and 20% (1 person) undisclosed.</p> <p>Action needed: find data for 22-23 awards.</p>
3.7	Continue to require 25% representation (of either gender) on all interview panels, with aim to increase BME where possible	Invite junior staff to participate in interviews	On-going	25% representation on interview panels, with the aim to increase this to 50% where possible	Director	PA to department monitors and enforces this
		Actively promote the policy to ensure recruiting managers are aware and continue to utilise UCL Fair Recruitment Specialists (a UCL bank of BME staff trained in fair recruitment) to increase BME representation				

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3.8	Monitor effectiveness of central DTP application process	Review and compare application numbers annually	Annually, in August	<p>Baseline figure for number of female applications received</p> <p>Proportion of applications received from female candidates to be maintained</p> <p>Number of applications from female applicants to be a minimum of 1/3 of all applications by 2022</p>	Graduate Tutor	<p>Portal has helped! Portal introduced for starters in 2020-2021</p> <p>Use of the portal has proved effective for data handling and ensuring consistent/fair review of candidates. It also enabled the department to gather data on number of applicants and protected characteristics</p> <p>Use of our portal was interrupted by centralised process from the faculty for the 2022-2023 application cycle.</p>
3.9	Monitor effectiveness of initiatives to improve gender balance of CDT and DTP recruitment	Collate and review annual admissions data for CDT and DTP awards	Annually, in August	Applications from females to be 1/3 of the total number received by 2022	Graduate Tutor	Use above points to populate this.
3.10	Continue to monitor proportion of female PhD students	Annually review numbers of current female PhD students	Annually, in August	Percentage of female PhD students to meet national norms for LCN subject areas (currently 34%) by 2022	Graduate Tutor	21/22 data shows c. 33% females, represents 11 female students and 22 male in 21-22. Overall, currently have c. 31% female students enrolled on LCN PhD studies

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2. Other actions						
4.1	Continue regular EDI meetings on a sustainable basis	Quarterly meetings to review implementation of action plans and survey results	On-going until next Athena SWAN application or renewal	<p>All action plan items either implemented as intended, or consciously modified as a result of feedback</p> <p>EDI committee contains approximately equal representation of both genders</p> <p>EDI committee contains representatives of main staff and student groups in LCN</p>	Chairs	<p>Changed SAT into an ED&I Committee to focus on issues more broadly</p> <p>Meetings have been held several times per year and membership renewed as members have left.</p>
4.2	Share best practice with Athena SWAN leads in partner UCL departments and at Imperial and King's	Include a standing Equality, Diversity and Inclusion agenda item on all joint meetings	Annual meetings starting in summer 2019	A consistent approach across the three LCN partners towards Equality, Diversity and Inclusion to be achieved, championed and consciously evolved	Chairs	A Joint ED&I Board has been established across the three institutions.