

APPROVED

MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 27 JULY 2022 VIA MICROSOFT TEAMS

PRESENT:	Professor D Anand (Co-Chair)	Dr K Juddoo
	Professor A Hughes (Co-Chair)	M F Larsen
	C Benyon	C Lloyd (from Minute 21.105)
	O Burchiellaro	A Norris
	Professor P Catterall	S Razzaq
	D de Silva	J Smith
	C Hendricks	
	D Hirani	

IN ATTENDANCE:	H Boahen	T Patki (Minute Taker)
	K Bojczuk (Minute 21.101)	H Setter (UWSU)
	E McMillan (Secretary)	

APOLOGIES:	D Barratt	Dr D Husbands
	Z Butt	Professor M Kirkup
	H Doon	Dr C Robertson
	J Fenton	

21.100 ANNOUNCEMENTS

21.100.1 **Welcome:** The Co-Chairs welcomed members and attendees to the meeting. The Co-Chairs introduced Heidi Boahen – the new Equality, Diversity and Inclusion (EDI) Officer - and Henry Setter, UWSU, who attended on behalf of Heather Doon.

21.100.2 **Apologies:** Apologies were noted as above.

21.100.3 **Declarations of interest:** There were no interests declared.

21.100.4 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or to raise matters not on the agenda.

21.101 Co-Chair's Report

21.101.1 A Co-Chair, informed members that Malcolm Kirkup, Pro Vice-Chancellor (PVC) for People and Culture, Dimple Hirani, Head of Learning and Development and Professor Dibyesh Anand will lead a discussion at the next Executive and Operational Leadership Forum about culture change within Schools and Professional Services departments, with a focus on diversity and representation (scheduled for Thursday 15 September).

21.101.2 The Co-Chair briefed members on plans to enhance EDI communications and thanked the Communications team on behalf of the Committee for their work to promote EDI activities.

21.101.3 The Co-Chair reminded members to submit their contributions on Quintin Hogg Trust (QHT) funded projects.

21.101.4 The Co-Chair informed members that the Head of Culture and Inclusion will request comments on updated EDI resources guide and a survey on provision for gender neutral toilets over the summer.

- 21.101.5 A Co-Chair (who is also a governor) informed members that EDI is a regular and important discussion item at every Court of Governors meeting.
- 21.101.6 The Co-Chair thanked members who were involved in the EDI Open Forum and briefed members on plans for the next Forum in summer 2023 and invited greater participation.
- The Co-Chair informed members the EDI activities funded by the QHT will cover antisemitism strand as a part of University's anti-racism work and invited members to contact Professor Anand if they had ideas to progress this strand of work.
- 21.101.7 The Co-Chair explained that a key focus for this strand will be working with the students' Jewish Society and a member noted that colleagues also experience antisemitism.
- 21.101.8 A Co-Chair highlighted a pan-London antisemitism training session to be delivered by London Higher and encouraged greater participation.

21.102 Sustainable Development Goals Impact Ranking Results

- 21.102.1 Katherine Bojczuk, Head of Sustainability, presented a briefing on the recent impact ranking results. The presentation covered:
- The University's submission for 11 of the United Nations Sustainable Development Goals (SDGs)
 - Performance in 2022, which is an improvement on 2021
 - SDG 5 Gender Equality and SDG 10 Reduced Inequalities
 - Action needed to further improve performance
 - Improved internal communications about SDG-related work to support collection of evidence
 - Greater links between research and the SDGs
 More information about our SDG commitments and resources to be available publicly
- 21.102.1.1 **ACTION** Head of Culture and Inclusion, Head of Sustainability and Head of Learning and Development to ensure SDG-related policies are available on the University website.
- 21.102.2 Members discussed the matters raised in the update, including:
- Ways to reduce inequality (SDG 10) by checking on contractors for modern day slavery and considering provision of childcare facilities
 - The need for a public facing web presence for all networks, including the Women of Westminster (WoW) network and publication of all EDI reports, information, activities and programmes on the University website.
 - The WoW network's plans to help achieve gender equality goals
 - QHT-funded projects could provide additional evidence for the SDGs submissions
 - The importance of recognizing the synergies between SDGs and EDI, and at the same time, the importance of not conflating the two.
- 21.102.3 A Co-Chair explained to members that whilst the SDG ranking outcomes reflect the success of the work being led by the Committee, the priority for this Committee remains delivery of the EDI Strategy and Policy, and not everything in the EDI action plan is captured as evidence for the ranking submissions. For this reason, progress on the Committee's priorities will continue to be monitored and reported separately.

21.103 EDI AND SENIOR PROMOTIONS

- 21.103.1 A Co-Chair informed members they can email the Director of Human Resources and Safety, Health and Wellbeing any queries they have on the report (Document EDI 220727A) as he was not able to attend the meeting.

21.104 GOVERNANCE MATTERS

Committee terms of reference and membership

- 21.104.1 Members considered the current terms of reference and membership (Document EDI 220727B).

- 21.104.2 **AGREED** Membership to be updated to include:

- Faith, Belief and Spirituality Network Co-Chairs as ex -officio members
- Director of Global Recruitment, Admissions, Marketing and Communications (in place of Director, Marketing and Communications)
- EDI Officer as a co-opted member
- Student Wellbeing and Inclusion Manager as a co-opted member to replace the Disability representative nominated by the Committee Co-Chairs.

- 21.104.2.1 **ACTION** Clerk to the Court of Governors and Head of University Governance to update the terms of reference and membership and submit to the University Executive Board (UEB) for approval.

Annual Committee effectiveness review

- 21.104.3 Members noted the timeline for the annual effectiveness review (Document EDI 220727C) and noted that the Clerk to the Court of Governors will present the key findings and recommendations to the Committee on 21 September 2022.

- 21.104.4 A member suggested that the review process could include an element of reflection from members on their own contribution to the work of the Committee, potentially through use of a skills matrix.

- 21.104.4.1 **ACTION** Co-Chairs and the Clerk to the Court of Governors to consider how to support members to evaluate their own contribution to the Committee.

Schedule of business

- 21.104.5 **AGREED** Members confirmed that the Schedule of Business for 2022/23 (Document EDI 220727D), which will be updated in year as matters arise, will deliver the responsibilities specified in the terms of reference.

21.105 UPDATE ON EDI ACTION PLAN 2021/22 AND DRAFT EDI ACTION PLAN 2022/23

- 21.105.1 The Head of Culture and Inclusion presented the EDI Action Plan 2021-22 (Document EDI 220727E).

- 21.105.2 He explained to members that the EDI Action Plan 2022/23 is in draft and will be sent to members for comment in August 2022 and published in October 2022¹. He noted that the EDI Officer will support management of the plan and that the Committee will review progress against the plan in January and July 2023.

¹ The draft plan was not submitted to members as suggested by the agenda; therefore, there is no Document EDI 220727F for this meeting.

Members noted that there will be support from the EDI Officer for the EDI Leads in Schools to develop an annual plan for School EDI activity and the School EDI Leads will present to the Committee on their activities and challenges.

- 21.105.3 A Co-Chair explained that they have sessions with the School EDI Leads and are working to ensure that the colleague networks and School EDI Leads work in sync.
- 21.105.4 In response to a member's question, the Co-Chair informed members that EDI representatives from Professional Services departments are under consideration.
- 21.105.4.1 ACTION Professor Anand** to report on this matter at the next meeting.
- 21.105.5 A member suggested there should be section in the Module Leader report on diversifying and decolonising the curriculum/EDI to prompt all colleagues to consider these areas in their teaching.
- 21.105.5.1 ACTION EDI School Leads representative** to contact the Deputy Registrar (Quality and Standards) and the Deputy Vice-Chancellor (Education) to request the change.
- 21.105.6 A Co-Chair thanked all colleagues involved in drafting the action plan for 2022/23.
- 21.106 DIGNITY AND DIVERSITY AT WORK AND STUDY POLICY**
- 21.106.1 Members noted the Diversity and Dignity at Work and Study Policy (Document EDI 220727G), which had been approved by UEB.
- 21.106.2 The Head of Learning and Development informed members that the policy will be implemented from August 2022, is currently being stress tested with legal advisers and that a training programme for investigators and panel members will be delivered in Autumn 2022.
- 21.107 MINUTES AND MATTERS ARISING**
- 21.107.1 **AGREED** Members confirmed the minutes (Document EDI 220727H) as an accurate record of the previous meeting, subject to a correction to the meeting date in the heading.
- 21.107.2 Members noted a summary of progress in actions from previous meetings (Document EDI 220727I) and confirmed which actions were complete.
- 21.108 SCHEDULE OF BUSINESS 2021/22**
- 21.108.1 Members noted the completed schedule of business for the academic year 2021/22 (Document EDI 220727J).
- 21.109 FUTURE MEETING DATES**
- All meetings take place between 2.00pm and 5.00pm
- 28 September 2022 via Microsoft Teams
30 November 2022 via Microsoft Teams
15 February 2023 via Microsoft Teams
26 April 2023 via Microsoft Teams
14 June 2023 via Microsoft Teams
26 July 2023 VC's Boardroom (RS109) and via Microsoft Teams
- 21.110 Any other business**
- 21.110.1 On behalf of the Co-Chairs, Professor Anand thanked all members for their contribution to the Committee in this academic year.