

**MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON
WEDNESDAY 11 OCTOBER 2023 AT 2PM IN ROOM C1.04, 115 NEW CAVENDISH STREET, W1W 6UW**

PRESENT:	Professor D Anand (Co-Chair)	Dr K Juddoo
	T Bangia (until Minute 23.8)	M Linfoot
	C Benyon	C Lloyd
	H Boahen	A Norris
	D de Silva (until Minute 23.6)	S Razzaq
	D Hirani	J Smith
	Dr D Husbands	N Weingarten
IN ATTENDANCE:	M Chan (Secretary)	Z Surooprajally
	M Dwek	R Tully
	C Emery	
APOLOGIES:	Professor P Catterall	M F Larsen
	Professor V Gillies	C Molloy
	Professor A Hughes (Co-Chair)	Dr C Robertson
ABSENT:	C Hendricks	T Mills

23.1. ANNOUNCEMENTS

- 23.1.1. **Welcome:** The Co-Chair welcomed members and attendees to the meeting. Members and attendees introduced themselves to the new members and attendees. Members noted that Rosa Tully, UWSU Representation and Voice Manager attended on behalf of Heather Doon.
- 23.1.2. **Apologies:** Apologies were noted as above.
- 23.1.3. Members noted that UCU representative at the Committee has changed from James Fenton to Professor Val Gillies. The Secretary also reminded members that according to the EDI Standing Orders membership will be ceased with absence from three consecutive meetings, although the requirement may be waived by a simple majority vote with justifiable reasons for the absence.
- 23.1.4. **Declaration of Interest:** The Co-Chair confirmed that there were no declarations of interest.
- 23.1.5. **AOB and starred items:** Members did not request to add any items to the agenda or to discuss the starred items.

23.2. CO-CHAIR'S REPORT

- 23.2.1. Members heard the following updates on the recent activities and progress made since the last meeting from the Co-Chair:
- The Co-Chair had 1-2-1 meetings with members during summertime to hear members' views on EDI and the Committee.
 - The EDI Programme Board met on 10 October 2023 and approved projects for Quintin Hogg Trust (QHT) funding. The Co-Chair encouraged colleagues to submit proposals for funding.
 - The Co-Chair wrote to all members of the Executive and Operational Leadership Forum (EOLF) to ensure adequate support to be provided to the EDI Leads.
 - With the new portfolio of the Co-Chair as Interim DVC, he will ensure that EDI would be embedded in all areas of work, in particular global engagement and employability.

- The Co-Chair had a good discussion with the College Executive Group (CEG) for the College of Design, Creative and Digital Industries on the EDI Action Plan, the EDI check list for the College and Schools, and workshops to help colleagues to embed EDI in the disciplines. The Co-Chair also reassured the CEG that School EDI Leads would be mainly focused on School level EDI work.
- There is a new template and format for the EDI Action Plan 2023/24, which makes the Plan more concise and reader friendly.
- As a member of the EDI Expert Advisory Group of Research England, the Co-Chair put forward the importance of recognising institutions which support diversity through higher education funding to the Group for the purpose of enhancing diversity within the sector.

23.3. EDI STRATEGY UPDATE AND EDI ACTION PLANS

- 23.3.1. The Head of Culture and Inclusion briefed members on the EDI Action Plans 2022/23 and 2023/24.
- 23.3.2. The Head of Culture and Inclusion pointed out that the EDI Action Plan 2023/24 is a high-level plan for different areas of work related to EDI and that new actions and owners are included in the Plan, including issues identified in the colleague wellbeing survey. Members heard that owners of actions will have a mid-year review of the action progress and the next phase is to link the Action Plan with the strategic operational plans to operationalise the actions.
- 23.3.3. In response to the Co-Chair's query, the Head of Culture and Inclusion confirmed that the Plan is restricted for internal circulation only and will not be published on the University's external website.
- 23.3.4. Members had some discussions on the responsibility and accountability for the Action Plans and agreed to share the EDI Action Plans 2022/23 and 2023/24 with the EOLF for information to enhance accountability.
- 23.3.4.1. **ACTION Co-Chair** to share the Action Plans 2022/23 and 2023/24 with EOLF, after the Action Plan 2023/24 is finalised.
- 23.3.5. Members also broadly discussed the mapping of strategic aims, the UN Sustainable Development Goals (SDGs), workstream charters, operational plans and the professional development review process. The Head of Culture and Inclusion confirmed that the strategic aims are mapped with the relevant SDGs to allow checking of progress.
- 23.3.5.1. **ACTION Members** to review the Action Plan 2023/24 and send in feedback to the EDI Officer by Monday 16 October 2023 for the release of the Plan by 20 October 2023.
- 23.3.6. A member suggested some consistency for the EDI statement for validation document and another member raised concerns on how to embed EDI into the whole curriculum, including extra-curricular activities.
- 23.3.6.1. **AGREED** School EDI Leads to produce plans to be implemented at School level to address the EDI and curriculum issue, noting action item 5.3 in the Action Plan 2023/24 - '*Make EDI integral to the education we offer*'.

23.4. EDI COMMITTEE EFFECTIVENESS REVIEW – **Withdrawn**

- 23.4.1. The Co-Chair postponed the discussion to the next meeting to be held on 22 November 2023 as the presenter was unable to attend the meeting due to illness.

23.5. RESOURCES TO SUPPORT EDI IN 2023/24

- 23.5.1. The Head of Culture and Inclusion informed members that:
- The EDI Lead for Professional Services (PS) will be advertised through the PS Directors and

Westminster Weekly.

- There will have some movement of responsibilities within the People, Culture and Wellbeing (PCW) department.
- There is a possibility of recruitment of an additional EDI position.

23.5.2. A member explored whether it would be possible to have more information on the PS EDI Lead for sharing with their constituency members.

23.5.2.1. **ACTION Head of Culture and Inclusion** to share the PS EDI Lead recruitment information with members for comment.

23.5.3. The Director, Student and Academic Services reported the work of the Student Advice team, which is a small team taking care of all student cases. A member praised the work of Disability Tutor in his School as a great resource for students and suggested the University should allocate more resources to frontline support for students.

23.5.4. The Director, Student and Academic Services, informed members:

- The Sexual Misconduct Team has been shortlisted by Lime Culture for a nomination for an Outstanding Sexual Misconduct Award in the sector and will attend the Lime Culture's National Sexual Violence Conference on 9 November 2023.
- Colleagues are raising awareness of Report and Support through a campaign called 'Your Voice will be Heard' and have relevant posters distributed across the University.

23.6. EDI AND EXTERNAL COMMUNICATIONS

23.6.1. Craig Emery, Head of Marketing, Brand and Campaigns gave a presentation on the EDI external communication strategy, highlighting the marketing approach, commitment and ways of working.

23.6.2. Members discussed the progress of Higher Education Access Tracker (HEAT) and noted that currently the University does not have a dedicated team for widening participation and that a recent bid to the QHT had also been turned down. The Director of Global Recruitment, Admissions, Marketing and Communications (GRAMC) reported that this will be included in the GRAMC's operational plan to support investment in this area.

23.6.2.1. **ACTION Co-Chair** to seek clarification on the resources available to support widening participation.

23.6.3. Members raised concerns on the recruitment of the right people for the right event relating to the student ambassador scheme. The Director, Student and Academic Services explained the recruitment process for the scheme.

23.6.4. The Head of Marketing, Brand and Campaigns agreed to provide a response to a member's question on the POLAR data for postgraduate taught students after the meeting.

23.6.5. In relation to an incident related to a disabled student, members noted that students are requested to declare their disability to the University so that Disability Liaison Officer can engage with them. A member commented that the Timetabling team should recognise the needs of disabled students.

23.7. KEY ISSUES IN EDI: RESEARCH

23.7.1. Miriam Dwek, Director of Research and Knowledge Exchange (RKE) for the College of Liberal Arts and Sciences, gave a presentation on research and EDI.

23.7.2. The College Director RKE updated members on a number of recent initiatives to embed EDI into research, such as a proposal to set up a new sub-committee under the RKE Steering Committee with EDI as standing item; recruitment of three Research Fellows from under-represented

groups; recruitment of a new colleague in the RKE Office to lead and monitor research initiatives; and implementation of the KE Concordat with commitment in EDI.

- 23.7.3. A member queried the representativeness of the new sub-committee. The College Director RKE explained that the proposed membership covers colleagues and students from different groups, including representatives from colleague networks and noted that there will be a need to balance the size of the sub-committee and the representativeness of members.
- 23.7.4. **AGREED** Members considered that the new sub-committee should have a diverse membership to ensure it is representative.
- 23.7.5. A member noted that the work of the Diversity and Inclusion (DI) research community was not as widely known as that of other research communities. The College Director RKE explained that this may in part be due to the departure of both Research Communities Facilitators.
- 23.7.5.1. **ACTION Co-Chair** to invite the Research Lead for the DI research community to share their action plan for 2023/24 to the EDI Committee.
- 23.7.6. A member suggested the need to recognise researchers with different characteristic backgrounds and it was suggested that the RKE Office could have a role in progressing this.
- 23.7.7. A member stressed the importance of retaining PS colleagues in the technical team to provide efficient support to research development in the University.
- 23.7.8. The Co-Chair thanked the College Director RKE for sharing how EDI is embedded into research with the Committee.
- 23.7.9. The Co-Chair also updated members that he would work with the Head of Culture and Inclusion to refine the resources proposal for the EDI accreditations for resubmission to the UEB for approval.

23.8. EDI PROGRAMME AND QHT

- 23.8.1. Zahrah Surooprajally, EDI Event Manager and Programme Co-ordinator (EMPC), updated members on the achievements of the four strands in the 2022/23 programme.
- 23.8.2. Members noted that the focus for 2023/24 would be fewer activities but more collaborations within the University, with more student engagement work with the UWSU and via the student ambassador scheme.
- 23.8.3. The EDI EMPC briefed members on the upcoming bid for 2024-27 that will include a new programme on inclusion and extra funding for the Black History Create Programme. Members noted that expectations on measuring of impact of the projects will be discussed with the Business Intelligence and Institutional Research Manager.
- 23.8.3.1. **ACTION Co-Chair** reported that he will write to Heads of Schools and EDI/Employability/Global Engagement Leads to call for small event proposals on EDI. He will also emphasise to them the importance of project ownership.

23.9. EDI COMMITTEE MEMBERS' COMMITMENT TO MAKING EDI WORKS STRONGER

- 23.9.1. Members reported their planned initiatives outside the EDI Committee for the coming academic year in making EDI works stronger:
- Get to know the University community's thinking and understanding of EDI better through small surveys then scale up the work.
 - Refugees work.
 - Through the role of Head of School ensure one EDI related initiative from colleagues in the School.

- Reach out to under-represented student groups and get the University's investment in widening participation.
- Break down the potential EDI barriers in the University.
- Kick start the RKE sub-committee work.
- EDI student welcoming.
- Hold EDI stakeholders' accountable.
- More EDI influence in the PCW area and be more strategic in approach with senior management on EDI.
- Send newsletter to members about the importance of registration with the Union.
- Minimise awarding gaps.
- More discussion around faith groups and enhance the presence of the Church of England in the University.
- Incorporate EDI into a Level 3 core computer science module.
- Maintain and continue higher level leadership in EDI.

23.10. MINUTES AND MATTERS ARISING

23.10.1. **AGREED** Members confirmed the minutes of the meeting of 26 July 2023 (Document EDI 231011G) as an accurate record.

23.10.2. Members noted a summary of progress in actions from previous meetings and confirmed the completed actions (Document EDI 231011H).

23.11. SCHEDULE OF BUSINESS

23.11.1. Members noted the updated schedule of business 2023/24 (Document EDI 230614I).

23.11.2. Members noted that the EDI meeting on 22 November 2023 will clash with a public engagement community event.

23.11.2.1. ACTION Committee Co-Chair and Secretary to remind colleagues to avoid scheduling events in conflict with the meetings.

23.12. DATES OF FUTURE MEETINGS

22 November 2023
31 January 2024
20 March 2024
29 May 2024
24 July 2024

All meetings take place between 2.00pm and 5.00pm and are held in person.

23.13. ANY OTHER BUSINESS

23.13.1. Members noted that it is the last meeting of the Head of Learning and Development as she will be leaving the University.

23.13.2. The Co-Chair thanked the Head of Learning and Development for her contributions to the Committee in the past years and invited her to attend the meeting on 31 January 2024, which will include a celebration and farewell for the other Co-Chair, Professor Alex Hughes.