

APPROVED

MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 26 APRIL 2023 VIA MICROSOFT TEAMS

PRESENT:	Professor D Anand (Co-Chair)	Dr D Husbands
	Professor A Hughes (Co-Chair)	Dr K Juddoo
	H Boahen	M F Larsen
	Z Butt	C Lloyd
	Professor P Catterall	E Mureddu
	D de Silva	A Norris
	H Doon	S Razzaq
	J Fenton	Dr C Robertson
	D Hirani	J Smith
IN ATTENDANCE:	T Bangia (Observer)	H Stamp (Observer)
	C Emery (Minute 22.35)	Z Williams (Minute 22.35)
	H McCafferty (Minute 22.35)	
	T Patki (Minute Taker)	
APOLOGIES:	C Benyon	Professor M Kirkup
	O Burchiellaro	M Linfoot
	C Hendricks	E McMillan

22.31. ANNOUNCEMENTS

- 22.31.1. **Welcome:** The Co-Chairs welcomed members and attendees to the meeting and especially welcomed Howard Stamp, Assistant Principal, Business Support Services at Westminster Adult Education Service and Taruna Bangia, Vice President Welfare, both attending the meeting as observers.
- 22.31.2. **Apologies:** Apologies were noted as above.
- 22.31.3. **Declaration of Interest:** The Chair confirmed that there were no declarations of interest.

22.32. CO-CHAIRS' REPORT

- 22.32.1. The members received an update on recent activities and progress made since the last meeting.
- A successful antisemitism event with Lord John Mann, independent adviser to the UK government on antisemitism, was held on 29 March 2023. A Co-Chair met with the Union of Jewish Students (UJS) to discuss participation in antisemitism activities and celebration of Jewish festivals in the University throughout the year.
 - Members were informed about the anti-racism conference taking place on 11 May 2023 and were urged to participate in this and other important events organised around racism.
 - Co-Chairs have emailed to request all Heads of Schools and Colleges to help incorporate diverse and inclusive recruitment practices and have taken action to communicate the importance of inclusive recruitment practices to the Human Resource (HR) department.
- 22.32.1.1. **ACTION** EDI Committee Secretary and the Equality Diversity and Inclusion Officer to circulate the recordings of the antisemitism event to all members.

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22.32.2. The Head of Culture and Inclusion has discussed the development of Professional Services (PS) EDI Lead roles with the Acting University Chief Operating Officer (UCCO), in line with current school representation. The members noted :

- An agreement to include three representatives from across the PS in the EDI Committee is expected to be signed off after discussion with PS Directors
- If agreed by the PS Directors, the duration of participation will be one year with the possibility of role sharing option. The role will be similar to School EDI Leads with representatives expected to commit to two hours per week
- Members will receive an update about the agreement in the EDI meeting of June 2023 and communications will go around after
- This could also be a professional development opportunity for the PS colleagues

22.32.3. The Co-Chairs thanked the Head of Culture and Inclusion for the update and thanked the members for initiating the idea of PS representative EDI Leads.

22.32.4. The Equality Diversity and Inclusion Officer was congratulated for creating a programme for School EDI Leads which could be replicated for PS representative EDI Leads

22.33. EDI ACTION PLAN AND MID-YEAR REVIEW

22.33.1. Members received the EDI Action Plan mid-year review (Document EDI 230426A) from the Head of Culture and Inclusion. The members noted:

- The Co-Chairs and Head of Culture and Inclusion will prepare action plans for 2023-24 in July by removing the completed actions and adding new actions and ongoing actions
- The outstanding actions for this year will be addressed in the next two meetings of the EDI Committee and new actions are being generated for the year 2023-24

22.33.2. In response to their questions, the members were reassured that work is on-going on to ensure recruitment panels are addressing EDI in their agenda, including the recruitment processes for Senior managers and colleagues. New directives and processes are in place to ensure inclusive recruitment.

22.33.3. A member suggested that the recruitment panels must be trained to know how to support applicants with disabilities.

22.33.3.1. **ACTION** As part of the wider on-going review of the Disability disclosure and support processes the Head of Culture and Inclusion to discuss and review with HR recruitment team current guidance and support in place for candidates with a disability to ensure inclusive recruitment and best practice.

22.34. EDI OPEN FORUM

22.34.1. A Co-Chair and the Equality Diversity and Inclusion Officer provided an update on the EDI Forum to be held on 1 June 2023 and thanked the facilitators and all the panels involved.

22.34.2. The members heard that the focus of the forum is to bring people together to focus on current and future EDI activity, plans and developments.

22.34.2.1. **ACTION** members and stake holders involved in the EDI Forum to send their presentations to the Equality Diversity and Inclusion Officer by 19 May.

22.35. EDI COMMUNICATIONS UPDATE

22.35.1. The Co-Chairs welcomed the Head of Marketing and Campaigns, the Communications Officer (Colleagues) and the Communications Manager and thanked them for their ongoing and planned EDI related work.

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- 22.35.2. The members received an update on internal EDI communications and ways of working (Document EDI 230426B) by the Communications Manager. The members noted :
- The 'EDI communications and ways of working document' sets the process by which the Internal Communication team, Organisation Development (OD) team and the Vice Chancellor's office work together to achieve EDI objectives. It clearly sets out the EDI priorities in line with EDI action plan and ways to report back and measure success
 - The objective of internal communications is to ensure the language of institutional communications and wider communications practice reflect and support the University to champion and ensure equality, cherish, celebrate, enhance diversity and nurture and promote inclusion
 - The implementation plan is intended to help achieve the University's EDI objectives
- 22.35.3. In response to members' questions the Communications Manager explained:
- The future approach with Westminster Weekly newsletter is to increase frequency, reduce length with better design to make it visually appealing and check for improvement in engagement before making further changes
 - Peter's blog and Westminster weekly are most used for the internal circulation of information and they both go around in the same channel
 - Communications team is aiming to attract student audiences for Westminster Weekly
 - Data available on the time people spend reading the communications articles and that the engagement rate is consistent
 - The team are working with agencies to check opportunities to reskin the interface of Sharepoint to make it more engaging and more accessible
 - It is desirable to have screens to promote events but there need to be policies in place to protect the integrity of the channels
- 22.35.4. In response to members' comments, the Communications Officer confirmed that they have been publishing events and networks through colleague channels and invited members to send more information about colleagues' network activities and EDI related activities for them to publish.
- 22.35.5. The Co-Chairs acknowledged the work of the Equality Diversity and Inclusion Officer to improve the EDI Committee page and the efforts in co ordinating with the contents team to make the EDI related information more visible.
- 22.35.5.1. **ACTION** The Equality Diversity and Inclusion Officer to re provide directions to the members of networks, school EDI leads, and members of the EDI committee with regard to key EDI related information on the website.

22.36. COLLEAGUE EDI DEVELOPMENTS

- 22.36.1. The Head of Culture and Inclusion informed the members that the University Executive Board (UEB) and Court of Governors (COG) have discussed Key Performance Index (KPIs) for EDI being a part the KPIs for the People Strategy. The members noted:
- It is agreed to have a single overall diversity pay gap KPI which is a composite of the three statutory pay gaps – Gender, Ethnicity and Disability
 - A matrix will report the overall diversity pay gap as a part of the KPIs for the People Strategy
 - The current pay gaps (Equal Pay Report 2021-22) are: Gender 10.10% , Ethnicity 15.15% and Disability 3.95%
 - Due low rates of disclosure and therefore insufficient data there is currently no reporting on sexuality, religion, belief or age-related pay gaps
- 22.36.2. A Co-Chair informed the members that the EDI committee will look at EDI KPIs once or twice a year, generate action and report back

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- 22.36.2.1. **ACTION** The Equality Diversity and Inclusion Officer to include an item on ' Diversity Pay Gap and EDI KPI update and discussion' in the Schedule of Business for 2023-24, at a suitable point.
- 22.36.3. In response to members questions, the Head of Culture and Inclusion clarified that this is not part of statutory reporting. We will continue to publish the statutory pay gap report. The diversity pay gap KPI is an internal matrix of data collected to measure progress and develop and implement actions to bring about change.
- 22.36.3.1. **ACTION** Head of Culture and Inclusion to discuss with the HR Management Information and Systems Team the practicality of collecting and reporting on colleague socioeconomic profile data and report back to the Committee.
- 22.36.3.2. **ACTION** Head of Learning and Development to discuss with the HR Team the possibility of a mentoring programme for long serving colleagues in the facilities teams, so that they can gain new skills and progress in job levels.
- 22.36.4. The Head of Learning and Development provided a presentation on colleague development with an overview on OD. The members noted information about:
- The numerous development programmes organised for colleagues and data on how many colleagues attended the programmes
 - EDI workshops provided through Advance HE support
 - Issues around engagement and the work by the communications team and the Equality Diversity and Inclusion Officer to promote more engagement
 - Work to find a model for development programmes to suit academic colleagues in the coming year
 - The positive feedback on London Higher mentoring, Aurora and Diversifying Leadership programmes
 - New workshops piloted towards the end of the year
- 22.36.5. In response to members' suggestions that there might be different workshops for PS and academic colleagues, provision of workshops at different times and options for in person and online programmes, the Head of Learning and Development cited the issue of low attendance and engagement of colleagues for the programmes. The Co-Chairs and members discussed possible reasons for low participation and the role of the new Professional Development Review (PRD) system in promoting colleague wellbeing.
- 22.36.6. The Co-Chairs thanked the Head of Culture and Inclusion and the Head of Learning and Development for their updates.

22.37. MINUTES AND MATTERS ARISING

- 22.37.1. **AGREED** Members confirmed the minutes of the meeting of 15 February 2023 (Document EDI 230426C) with the two amendments suggested by a member, as an accurate record.
- 22.37.2. Members noted a summary of progress in actions from previous meetings and confirmed the completed actions (Document EDI 230426D)

22.38. SCHEDULE OF BUSINESS

- 22.38.1. Members noted the updated Schedule of Business 2022-23 (Document EDI 230215E)

22.39. DATES OF FUTURE MEETINGS

Wednesday 14 June 2023 from 12.00pm to 5.00pm. Meeting will be held in person
26 July 2023 (Microsoft Teams / Time 2.00pm to 4.00pm)

22.40. ANY OTHER BUSINESS

- 22.40.1. There was no other business discussed at the meeting