UNIVERSITY OF FORWARD THINKING WESTMINSTER⊞

APPROVED MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 21 JULY 2021 VIA MICROSOFT TEAMS

PRESENT:	Professor D Anand (Co-Chair)	Dr D Husbands
	Professor A Hughes (Co-Chair)	K Juddoo
	D Barratt	C Lloyd (Minute 20.52)
	C Benyon	A Norris
	Z Butt	R Schiano-Phan
	Professor P Catterall	J Smith
	E Evans	A Soni
	D Hirani	
IN ATTENDANCE:	H Doon (Observer)	E McMillan (Observer)
	J Lamarque (Minutes)	J Peck (Minute 20.55.4 to 20.55.7)
APOLOGIES:	B Berakhy (Secretary)	Professor M Kirkup
	C Hendricks	S Razzaq

20.49 ANNOUNCEMENTS

20.49.1 **Welcome:** The Co-Chairs welcomed all members and attendees to the meeting.

20.49.2 **Apologies:** Apologies are noted as above.

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

20.49.4 **Requests to discuss starred items and notification of AOB:** There were no starred items to discuss. A Co-Chair informed members that there would be three items to discuss under Any Other Business: equality, diversity and inclusion (EDI) implications of the Sabbatical Policy, follow-up action related to carers and parents, and EDI issues and student related incidents.

Co-Chair's report

20.49.5 The Co-Chairs updated members on recent activities and progress between meetings which included:

- Confirmation that the Court of Governors approved the EDI Strategy, which will be published on the website and produced as a brochure.
- There will be an EDI article in Westminster Weekly in September highlighting the key aspects of the Strategy and next steps.
- The institutional EDI action plan is being populated by those responsible for actions and will be circulated to the Committee over the summer.
- All planning work stream charters will have a section explaining how the work contributes to EDI at the University and an EDI checklist will ensure EDI is integrated into Professional Services, School and College operating plans.
- The Students' Union have EDI as a high priority and are reviewing their own planning and how it intersects with our EDI Strategy.
- The bid to the Quintin Hogg Trust for funding to enhance EDI was successful.

20.50 EDI COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP 2021/2

20.50.1 A Co-Chair presented proposed changes to the membership of the committee (Document EDI 210721A).

20.50.2   Members discussed the proposed additions to the membership and rejected the proposal from the School EDI Leads to rotate membership at each meeting.

20.50.2.1   **ACTION EDI Secretary** to ask the School EDI Leads to identify a single representative to join the membership of the Committee.

20.50.3   A member reported an error in the name of the Colleague Disability Network.

20.50.3.1   **ACTION Minute Secretary** to amend the name of the network prior to submission of the proposed terms of reference and membership to the University Executive Board (UEB).

20.50.4   In response to a member's query, a Co-Chair confirmed that the membership continues to include the Chair or both Co-Chairs from the colleague networks.

20.50.5   A member asked if the EDI Forum was now redundant because of the extended membership of the EDI Committee. A Co-Chair reported that annual events such as the Strategy consultation will take place instead of the Forum, EDI focussed sessions will continue with the Executive and Operational Leadership Forum, and Committee members will be involved in training events.

20.50.6   **AGREED** Revised terms of reference and membership to be recommended to UEB for approval.

20.51   EDI COMMITTEE EFFECTIVENESS REVIEW

20.51.1   Elaine McMillan, Clerk to the Court of Governors and Head of University Governance, outlined the plan and timeline for the EDI Committee effectiveness review.

20.51.2   Members noted that a report on the findings with recommendations for enhancements will be discussed at the next meeting.

20.52   BLM/EDI COMMITMENTS UPDATE

20.52.1   A Co-Chair informed members that good progress has been made against the commitments.

20.52.2   Members heard that the Co-Chairs are meeting with several colleagues in September and October to make sure progress continues and to address any queries.

20.53   RECRUITMENT, RETENTION AND PROGRESSION

20.53.1   Duncan Barratt, the Director of Human Resources and Organisational Development and Wellbeing (Director of HR), updated members on the steps taken following the group exercise to identify priorities. The update covered:

- Recruitment
- Career progression
- Rotation of senior academic roles
- PDR process
- Professor and Reader appointments
- Employer branding

20.53.2   The Director of HR reported that a huge amount of work had been done in a short period of time, and thanked colleagues for their input.

20.53.3   A member asked if the rotating Associate Head of College Roles were being extended. The Director of HR informed members that the roles were created on a three plus two-year model so senior managers in the Colleges will decide whether to advertise the roles or re-confirm the current post holder for a further term.

20.53.3.1   **ACTION Director of HR** to draft an email to Heads of Colleges from himself and the EDI Committee Co-Chairs reminding them of the opportunity to address matters of inclusion and progression when deciding on appointments to rotating roles.

20.53.4   A member suggested it would be helpful to have a list of situations or opportunities that impact an individual's chances of promotion and retention, such as support for carers and parents, roles with hours in the workload allocation model and sabbaticals. The Director of HR reported that each College has different practices.

20.53.5   **AGREED** HR to audit activities and responsibilities that give people an advantage in relation to promotions and identify how those are allocated in each College.

20.53.5.1   **ACTION Director of HR** to add the audit to the institutional EDI action plan.

20.53.5.2   **ACTION EDI Secretary** to add a report on the results of audit to the agenda for the next meeting.

20.53.6   In response to a member's queries, the Director of HR confirmed:
- Some EDI communications are going out, and this will be enhanced.
- Improving the ethnic diversity of colleagues in senior academic roles is a work in progress and will be included in the institutional action plan.
- The HR Team are looking into pay and reward.

20.53.6.1   **ACTION Director of HR and Head of Learning and Development** to arrange for an EDI/HR update in Westminster Weekly in November.

20.53.7   Members discussed the communications plan and its priorities and timeframe and confirmed it should not focus on just one area of diversity and inclusion (e.g. gender).

20.53.8   The Director of HR commented that the promotions process should be open and in the public domain, and members agreed that where we have the information it will be reported to EDI Committee twice a year.

20.53.8.1   **ACTION Director of HR** to add a biannual report to the Committee on EDI and promotions to the institutional action plan.

20.53.8.2   **ACTION EDI Secretary** to add the reports to the schedule of business for February and July 2022.

20.54   CHARTER MARKS: COST/BENEFIT ANALYSIS REPORT

20.54.1   Professor Pippa Catterall, Co-Chair of the Q+ Network, presented recommendations on the Charter Marks that may best support and benchmark the University's progress on EDI (Document EDI 210721B).

20.54.2   The Co-Chair of the Q+ Network thanked colleagues for their input to the report.

20.54.3   Members discussed the recommendations and explored which would be of most benefit.

20.54.4   The Co-Chair commented that the report should act as a guide for EDI work over the next two to three years and suggested that further research is carried out by the Head of Culture and Inclusion.

20.54.4.1   **ACTION Head of Culture and Inclusion** to report to the Committee on the outcome of his research at the next meeting.

20.54.5   **AGREED** Members recommend to UEB that the University signs up for the GDEIB toolkit and uses it as an overarching tool for pursuing its EDI goals.

20.54.5.1   **ACTION Head of Culture and Inclusion** to put together an implementation plan on engaging with the GDEIB toolkit.

20.54.6   **AGREED** Members recommend to UEB that the University signs up to the Mayor of London's Women's Night Safety Charter.

20.54.6.1 **ACTION Head of Culture and Inclusion** to find out costs and what is required to engage with Disability Confident and the Mayor of London's Women's Night Safety Charter.

20.54.7 Members discussed the mentoring opportunities available with some of the schemes explored in the report.

20.54.7.1 **ACTION Head of Culture and Inclusion and the Head of Learning and Development** to explore how to provide mentoring opportunities for colleagues, e.g. through the Aurora programme or an in-house scheme.

20.55 KEY EDI ISSUES

COVID-19 lessons learnt

20.55.1 A Co-Chair presented a summary of the shared insights and key lessons learnt from the imposed changes to our work and studying patterns during the COVID-19 pandemic, which were identified by the Colleague Networks.

20.55.2 The Head of Culture and Inclusion informed members that the next colleague survey will be circulated soon and will focus on mental health and the impact of COVID.

20.55.3 Members heard that there has been increased engagement with the Juice platform.

Preferred names and pronouns on student records

20.55.4 John Peck, the Deputy Registrar (Student Administration) presented a report on use of preferred names and pronouns in student records (Document EDI 210721C).

20.55.5 The Director of Student and Academic Services informed members that the proposed change is complex and deeply embedded within the information architecture.

20.55.6 **AGREED** Members support the submission of an Opportunity for Improvement request to Information Systems and Support so a Business Analyst can investigate the extent of the work required to change the Identity Management System.

20.55.7 **AGREED** EDI Committee Co-Chair, Prof. Alex Hughes, agreed to act as UEB sponsor for the required Opportunity for Improvement (OfI) request to Information Systems and Support.

20.56 MINUTES AND MATTERS ARISING

20.56.1 **AGREED** The minutes of the meeting held on 19 May 2021 (Document EDI 210721D) are an accurate record of the meeting.

20.56.2 Members reviewed a summary of the actions from previous meetings (Document EDI 210721E) and noted those that were now complete.

20.57 DATES OF FUTURE MEETINGS

20.57.1 22 September 2021
1 December 2021
2 February 2022
30 March 2022
1 June 2022
17 July 2022

All meetings take place between 14.00 and 17.00 via Microsoft Teams

20.58 ANY OTHER BUSINESS

20.58.1   The Co-Chair confirmed with the members who raised the issues that the EDI implications of the Sabbatical Policy, follow-up action related to carers and parents and EDI issues and student related incidents had been covered in discussions during the meeting.