UNIVERSITY OF FORWARD THINKING WESTMINSTER⌗

APPROVED

MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 30 SEPTEMBER 2020 VIA MICROSOFT TEAMS.

PRESENT:	Professor D Anand (Co-Chair)	C Lloyd (to Minute 20.2.10)
	Professor A Hughes (Co-Chair)	P Mehta (to Minute 20.2.10)
	D Barratt (to Minute 20.5)	A Norris
	Professor P Catterall	S Razzaq
	E Evans	Dr R Schiano-Phan
	Dr D Husbands	J Smith
	Professor M Kirkup	

IN ATTENDANCE: B Berakhy (Secretary)   E McMillan

APOLOGIES:

20.1 ANNOUNCEMENTS

20.1.1 Co-Chair Professor Alex Hughes welcomed everyone to the meeting and confirmed that all members were present.

20.1.2 At the invitation of the Co-Chair, all members introduced themselves.

20.1.3 The Co-Chair confirmed that there were no starred items on the agenda.

20.1.4 The Co-Chairs confirmed that there were no interests declared.

20.1.5 Some members reported that they had not received the papers for the meeting. The Secretary circulated a meeting pack immediately via email.

20.1.5.1 **ACTION Secretary** to resolve the issue of circulation of papers in advance of the next meeting.

20.1.6 The Co-Chair agreed to requests to discuss three matters under Any other business (see Minute 20.8).

20.1.7 The Co-Chair introduced the agenda for the meeting and instructed members on protocols for managing the online meeting.

20.1.8 Elaine McMillan - Clerk to the Court of Governors and Head of University Governance – answered a member's question about confidentiality of Committee papers.

20.2 EDI COMMITTEE TERMS OF REFERENCE, MEMBERSHIP AND STANDING ORDERS (DOCUMENT EDI 200930A)

20.2.1 Members discussed publication of Equality, Diversity and Inclusion (EDI) Committee papers and minutes.

20.2.2 **AGREED** Approved EDI Committee minutes will be published on the University website.

20.2.3   **AGREED** Non-confidential EDI Committee papers will be published on the University intranet via the Committees Communication SharePoint site in advance of Committee meetings.

Terms of reference

20.2.4   Members discussed how the Committee could challenge issues related to EDI, for example failure to support colleagues who are subject to harassment. Members noted that the planned EDI Forum could be a mechanism to identify, discuss and respond to such issues.

20.2.5   **AGREED Co-Chairs and Secretary** to include a discussion of the function and structure of an EDI Forum on the agenda for the next meeting.

20.2.6   Members confirmed that the Committee is concerned also with EDI in relation to the student life cycle and the entire University community.

20.2.7   Members discussed the reporting relationship between the EDI Committee and UEB and how EDI is being included within the remit of other University committees. Members considered that the Committee should have a role in scrutinising and challenging committees' actions to further equality, diversity and inclusion.

20.2.7.1   **ACTION Clerk to the Court and Head of University Governance** to circulate a paper prior to the next meeting summarising how EDI is incorporated into committee terms of reference across the University.

20.2.8   Members suggested amendments to the terms of reference approved by the University Executive Board (UEB).

20.2.9   **AGREED** The following amendments to the terms of reference will be submitted to UEB for approval:

- New responsibility to challenge and scrutinise the University's EDI practices
- Explicit reference to be made to students and the whole University community

20.2.9.1   **ACTION Co-Chairs and Secretary** to draft amendments to the terms of reference reflecting the discussion and circulate to members for comment prior to submission to UEB.

20.2.10   Members expressed the need for the Committee both to demonstrate good governance and to represent the experience, expectations and hopes of the University community.

Membership

20.2.11   Members discussed the Committee's membership.

20.2.12   **AGREED** A proposal to add a nominated member of the Communications team to the membership will be submitted to UEB for approval.

20.2.12.1   **ACTION Co-Chairs** to contact the Head of Communications and the Head of Public Affairs to discuss a suitable nominee.

20.2.13   Members discussed the quorum for the meeting and diversity in the membership.

20.2.14   **AGREED** Where possible, the Committee membership will represent the diversity of the University community.

20.2.14.1   **ACTION Co-Chairs and Secretary** to draft amendments to the membership reflecting the discussion and circulate to members for comment prior to submission to UEB.

20.2.15   **AGREED** The Committee will invite a disability representative to attend meetings until a disability colleague network is established.

20.2.15.1 **ACTION Co-Chairs, Secretary and Head of Corporate Social Responsibility** to discuss how to identify an interim solution to the lack of a Colleagues' Disability Network.

20.2.15.2 **ACTION Co-Chairs and Secretary** to include the proposal in the amended membership circulated to members.

Standing orders

20.2.16 Due to the issue with circulation of papers in advance, the Co-Chair postponed approval of the standing orders to the next meeting.

20.2.16.1 **ACTION Members** to send any comments on the draft standing orders to the Clerk to the Court and Head of University Governance.

20.3 DRAFT SCHEDULE OF BUSINESS 2020/21

20.3.1 Co-Chair Professor Dibyesh Anand introduced the draft schedule of business for 2020/21 (Document EDI 200930B), noting that items will be added, and amendments made to the schedule through the year.

20.3.2 Members discussed the perceived hierarchy in scheduling 'Key issues in EDI' sessions, the potential for repetition of issues between networks and a suggestion there may be benefit in exploring cross-cutting themes.

20.3.3 **AGREED** Key issues in EDI sessions to be thematic.

20.3.3.1 **ACTION Secretary** to work with the colleague network representatives to identify appropriate themes.

20.3.4 Members identified three topics for the discussion session at the November meeting:

- University and UWSU mechanisms to deal with harassment, discrimination and micro-aggressions
- Creation of an EDI Forum
- Guidance on use of pronouns

20.3.4.1 **ACTION Pippa Catterall** to circulate the Royal Historical Society guidance on pronouns prior to the meeting.

20.3.5 A member suggested that the schedule should include a standing item on progress against the University's commitments towards equity and inclusivity for all students and colleagues without racism or harassment.

20.3.6 **AGREED** Subject to the amendments above and noting that the schedule will be amended through the year, members confirmed the initial schedule of business for 2020/21.

20.3.6.1 **ACTION Secretary** to amend the schedule of business to reflect discussions.

20.4 CODE OF CONDUCT

20.4.1 Co-Chair Alex Hughes proposed that the Committee adopts a Code of Conduct and introduced an example from another University committee (Document EDI 200930C).

20.4.2 Members supported the proposal.

20.4.2.1 **ACTION Members** to inform the Secretary and the Clerk to the Court and Head of University Governance of any amendments they propose to the example Code.

20.4.2.2	**ACTION Secretary and the Clerk to the Court and Head of University Governance** to amend the example Code and resubmit to the next meeting for approval.

20.5   EDI KNOWLEDGE CHECK

20.5.1   Each Committee member, excluding those who had to leave due to overlapping engagements, explained their personal and professional experiences relating to EDI and their motivation to progress EDI and to be a member of the Committee.

20.5.2   Co-Chair Dibyesh Anand summarised the themes that had been discussed as: listening, hope, change and doing the right thing.

20.6   DATES OF FUTURE MEETINGS

All meetings take place between 14:00 and 17:00 via Microsoft Teams

18 November 2020
20 January 2021
24 March 2021
19 May 2021
21 July 2021

20.7   ANY OTHER BUSINESS

Black History Month

20.7.1   Deborah Husbands, Co-Chair of the BME Colleague Network, briefed members on the Network's plans to recognise and celebrate black histories within and external to the University through Black History Year, which commences in November 2020.

20.7.2   The Network Co-Chair requested support from the Committee and committed to providing updates on the initiative at future meetings.

Guidance on use of language and intersectional support between different networks

20.7.3   Members noted that this had been agreed as a topic for discussion at the next meeting.

Workload allocation for participation in the EDI Committee and colleague networks

20.7.4   Members discussed whether there is provision in the workload allocation model (WAM) to allocate time for academics to participate in the EDI Committee and leadership roles in colleague networks (e.g. Co-Chair).

20.7.5   Members reported that practice differs between line managers and requested a clear notification to all line managers clarifying what is included in 'committee' work.

20.7.6   Members identified this as a barrier to participation in the work of the networks.

20.7.7   **AGREED** The Committee will submit a proposal to the WAM Tariff Group that colleague network roles are designated as formal University roles within the WAM.

20.7.7.1   **ACTION Network Co-Chairs and the Pro Vice-Chancellor (People and Culture)** to produce the proposal and submit it to the WAM Tariff Group.

20.7.8   Members noted that there is no WAM equivalent for Professional Services colleagues.

20.7.8.1   **ACTION Secretary and Network Co-Chairs** to produce an equivalent workload allocation proposal for Professional Services colleagues and submit to the Director of Human Resources and Safety, Health and Wellbeing for consideration.