UNIVERSITY OF FORWARD THINKING WESTMINSTER⌗

APPROVED

MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 22 NOVEMBER 2023 AT 2PM IN ROOM C1.04, 115 NEW CAVENDISH STREET, W1W 6UW

PRESENT:	Professor D Anand (Co-Chair)	C Lloyd
	T Bangia	C Molloy
	Professor P Catterall	A Norris
	Professor V Gillies	Dr C Robertson
	Dr D Husbands	R Shah
	Dr K Juddoo	J Smith
	M Linfoot	N Weingarten

IN ATTENDENCE:	M Chan (Secretary)	Dr S Jarvis (for Minute 23.18)
	E McMillan (Observer)	A Ward

APOLOGIES:	C Benyon	M F Larsen
	D de Silva	S Razzaq
	H Doon	

ABSENT:	S Bunbury	T Mills

23.14. ANNOUNCEMENTS

23.14.1. **Welcome:** The Co-Chair welcomed members and attendees to the meeting.

23.14.2. The Co-Chair welcomed Professor Val Gillies, UCU representative and Rajat Shah, Equality, Diversity and Inclusion (EDI) Officer to their first meeting of the Committee. Members and attendees introduced themselves to the new members.

23.14.3. Members noted that Andita Ward, UWSU Interim Director of Membership Services / Advice and Wellbeing Manager attended on behalf of Heather Doon.

23.14.4. Members noted that Elaine McMillan, Clerk to the Court of Governors and Head of University Governance, joined the meeting for agenda item 2.2 and as an observer of the meeting for the University Executive Board (UEB) effectiveness review.

23.14.5. **Apologies:** Apologies and absences were noted as above.

23.14.6. Members noted the following membership changes, which will result in a vacancy in the Committee Co-Chair position:

- Stephen Bunbury is the new BME Network Co-Chair and a new member of the EDI Committee representing the BME Network.
- Professor Dibyesh Anand, who was previously representing the BME Network in the EDI Committee and as the Committee Co-Chair in that role, is now the UEB nominee/Co-Chair of EDI Committee.

23.14.6.1. **ACTION Secretary** to contact Network Co-Chairs for a nomination of the Committee Co-Chair.

23.14.7. Members noted that the newly created Professional Service (PS) EDI Lead roles:

- have received positive feedback from PS colleagues.
- will be confirmed by the end of November 2023; and

- have been added in the membership of the EDI Committee as a 'nominated/elected' member, which was approved by UEB on 7 November 2023.

23.14.8.   Members noted the following resignations from members:

- Carmel Hendricks resigned from the Committee due to a clash with other commitments.
- Dr Magdalena Frennhoff Larsen has stepped down from the School EDI Lead role so there will be a new School EDI Lead representative for the EDI Committee starting from the next meeting in January 2024.

23.14.8.1.   **ACTION Secretary to work with the EDI Officer** to contact the School EDI Leads for a nomination of their representative on the Committee.

23.14.9.   **Declaration of Interest:** The Co-Chair confirmed that there were no declarations of interest.

23.14.10.   **AOB and starred items:** Members did not request to add any items to the agenda or to discuss the starred items.

23.15.   CO-CHAIR'S REPORT

23.15.1.   Members heard the following updates on the recent activities and progress made since the last meeting from the Co-Chair:

- EDI Action Plan 2023/24 has been circulated with the senior and middle management team.
- Two EDI-related sessions for the Kaplan International College; one out of this was for their global inclusion week.
- Various festive celebration events held under the World of Westminster Café to drive inclusion and enhance sense of community, including amongst international students.
- University responses on the current conflict in Israel and Palestine with Universities UK, London Higher and other relevant groups, with a focus on wellbeing of all.

23.15.2.   Members noted that UEB approved a new three-year Project Officer position to support the self-assessment work of the EDI accreditation application.

23.15.3.   **AGREED** The Head of Culture and Inclusion will informally inform Advance HE on the University's intention to apply for the EDI charters.

23.15.3.1.   **ACTION Head of Culture and Inclusion** to contact Advance HE for the EDI accreditation application.

23.15.4.   Members noted that students were informed of the World of Westminster Café activities via email. However, other social media platforms may be more effective tools for student communication.

23.15.5.   In response to members' queries on the central coordination of event dates, members noted that all event and meeting dates should be entered on the All Staff Calendar, which can be accessed by all members of the University. The Chair suggested sending a reminder to all management and administrative colleagues on the EDI Committee meeting dates to avoid clashes.

23.16.   EDI ANNUAL REPORT 2022/23

23.16.1.   The Head of Culture and Inclusion updated members that his team is now working on the narrative part of the report while all data is available and the report will be submitted to the Committee at its next meeting on 31 January 2024, targeting to seek Court of Governors approval by March 2024.

23.16.2.   The Head of Culture and Inclusion reported high level data on colleague turnover, disability, BME profile, gender, age, sexual orientation, pay gap etc and answered queries from members. More details will be provided to members when the report is ready.

23.16.3.   In relation to the colleague turnover rate, members stressed the importance of an exit interview/survey to help improve colleague retention.

23.16.3.1.   **ACTION Head of Culture and Inclusion** to circulate the EDI annual report 2022/23 to members for comment prior to the next meeting.

23.17.   EDI COMMITTEE EFFECTIVENESS REVIEW

23.17.1.   The Clerk to the Court presented the outcomes of the EDI Committee effectiveness review survey (Document EDI 231122A).

23.17.2.   Members discussed the outcomes of Question 2.5 on the survey regarding the relationship between the Committee and the UEB on strategic oversight of EDI matters. Members noted that the Co-Chair can help to convey the outcomes of UEB's EDI discussions to the Committee to enhance communication between the two bodies.

23.17.3.   Members queried whether there is a single place for all policies to be accessed by the University community. The Clerk to the Court informed members that work is in progress and in the meantime the Strategy and Policy Matrix on the Committees Communication SharePoint site provides a full list of University policies.

23.17.4.   Members explored various effective means to communicate with students, especially on using the on-campus TV screen to share information about activities. Members also noted that currently the University social media channels are used for marketing purposes only.

23.17.4.1.   **ACTION Co-Chair** to discuss with the Director of Global Recruitment, Admissions, Marketing and Communication on better use of the on-campus TV screens to enhance communication with students about EDI activities and events.

23.17.5.   Members raised the need for a better understanding of governance to ensure the Committee is performing its strategic oversight role. Members noted that Advance HE provides resources and training opportunities on governance and the Committee also organises an induction session for new members.

23.17.6.   A member raised a concern about the access of campus facilities, especially student-focused or family-friendliness facilities. The Co-Chair suggested inviting the Director of Estates Planning and Services for a discussion of EDI-related facilities at a later meeting.

23.17.7.   The Clerk to the Court drew members' attention to the overall message from the survey, which confirmed that the Committee operated effectively.

23.18.   KEY ISSUES IN EDI: STUDENT INCLUSIVITY

23.18.1.   Dr Sal Jarvis, Deputy Vice-Chancellor (DVC) for Education gave a presentation on Student Inclusivity.

23.18.1.1.   **ACTION Secretary** to share the slides with members after the meeting.

23.18.2.   Members discussed the following issues:

- Capturing of student queries directly raised to colleagues to drive more student-focused improvements.
- Different levels of support provided by the Student Centre, the Peer Support project and Personal Tutors.
- How to reach out to the seldom heard students.

- Anonymous marking in the University.
- Student voice platform Unitu.

23.18.3. Members noted that there are some memberships overlapping between the Committee and the EDI (Education) Steering Group and that EDI Committee members can help to convey the concerns of the Committee to the EDI (Education) Steering Group for further discussion.

23.18.4. Members noted the EDI Student Champions project is in progress under the leadership of Dr Andrew Pitchford, Head of the Centre for Education and Teaching Innovation.

23.18.4.1. **ACTION Secretary** to enquire with Dr Andrew Pitchford for an update on the EDI Student Champions.

23.18.5. The Co-Chair thanked the DVC (Education) for joining the Committee to discuss the item.

23.19. KEY ISSUES IN EDI: DIVERSITY AND THE WORKFORCE, EDI COLLEAGUE DEVELOPMENT AND SENIOR PROMOTIONS

23.19.1. The Director of People, Culture and Wellbeing (PCW) updated members that this item will be discussed at the next meeting, as the required data is not yet available.

23.19.2. The Director (PCW) informed members that the University has recently approved additional resources to strengthen EDI support including adding two new colleagues - the Project Officer for the EDI accreditation charter (see Minute 23.15.2) and an EDI Manager - to the EDI team.

23.19.3. For the recent turnover in the Organisational Development team, the Director (PCW) explained that all colleagues who left the team got promotions in other organisations and there will be replacements for the vacant positions.

23.20. PEOPLE STRATEGY DIVERSITY PAY GAP KPI UPDATE AND ANALYSIS OF 2023 DATA

23.20.1. The Head of Culture and Inclusion reported that this item will be discussed at the next meeting together with the EDI annual report 2022/23.

23.21. UPDATES ON MEMBERS' EDI ACTIVITIES OUTSIDE THE COMMITTEE

23.21.1. Members shared the activities that they have recently conducted or are currently working on to strengthen EDI work in the wider University community. Examples included:

- Community organisers scheme
- Sexual awareness week
- Students' Union EDI Steering Group
- Sanitary product sustainability workshop
- Prayer rooms
- LGBT events
- Digital accessibility conference
- Disability disclosure
- Westminster Conversations: Exploring Identities: Faith and Intersectionality
- Outreach to underrepresented student groups
- Decolonising the curriculum
- Black History Year/Black History Create
- BME research consortium with Kings University
- Menopause Policy
- Student engagement exchange project
- Union activities

23.21.2. The EDI Officer updated members that student interns will be recruited to support the sharing of EDI activities via different social media channels to enhance impact and that the student interns will reach out to members for content development.

23.22.   MINUTES AND MATTERS ARISING

23.22.1.   **AGREED** Members confirmed the minutes of the meeting of 11 October 2023 (Document EDI 231122B) as an accurate record.

23.22.2.   A member queried the POLAR data for taught postgraduate students as mentioned in Minute 23.6.4.

23.22.2.1.   **ACTION Secretary** to follow up with Head of Marketing, Brand and Campaigns for the relevant POLAR data.

23.22.3.   Members noted a summary of progress in actions from previous meetings and confirmed the completed actions (Document EDI 231122C).

23.23.   SCHEDULE OF BUSINESS

23.23.1.   Members noted the updated schedule of business 2023/24 (Document EDI 231122D).

23.23.2.   Members noted that in the next meeting on 31 January 2024:

- The discussion of EDI and Employability will cover alumni events and EDI.
- The Experience and Key Issues of School EDI Lead item will be moved to a later meeting given that the Committee is going to have a new School EDI Lead representative.
- The meeting will also discuss the updated EDI Policy, the EDI annual report, EDI-related PCW matters and EDI Student Champions.

23.23.3.   **AGREED** Members confirmed that to allow more time for discussion, presentations to the Committee should be limited to five minutes for each item.

23.23.3.1.   **ACTION Secretary** to inform presenters of future meetings the presentation time requirement.

23.24.   DATES OF FUTURE MEETINGS

31 January 2024[1]
20 March 2024
29 May 2024
24 July 2024

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

23.25.   ANY OTHER BUSINESS

23.25.1.   Members did not raise any other matters for discussion.

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[1] This meeting will be followed by a farewell event for the former Committee Co-Chair and the former Head of Organisational Development