

**MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 30 NOVEMBER 2022 VIA MICROSOFT TEAMS**

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|-----------------------|--|--|
| <b>PRESENT:</b>       | Professor D Anand (Co-Chair)<br>C Benyon<br>H Boahen<br>Z Butt<br>D de Silva<br>H Doon<br>C Hendricks<br>D Hirani<br>Dr D Husbands | Dr K Juddoo<br>Professor M Kirkup<br>M F Larsen<br>C Lloyd<br>E Mureddu<br>A Norris<br>S Razzaq<br>Dr C Robertson<br>J Smith |
| <b>IN ATTENDANCE:</b> | Dr S Jarvis (Minute 22.17)<br>E McMillan (Observer)<br>T Patki (Secretary)   | Dr A Pitchford (Minute 22.17)<br>Dr L Wright (Minute 22.17)  |
| <b>APOLOGIES:</b>     | Professor A Hughes (Co-Chair)<br>D Barratt<br>O Burchiellaro   | Professor P Catterall<br>J Fenton<br>M Linfoot   |

**22.11. ANNOUNCEMENTS**

- 22.11.1. **Welcome:** The Co-Chair welcomed members and attendees to the meeting.
- 22.11.2. **Apologies:** Apologies were noted as above.
- 22.11.3. **Declaration of Interest:** The Co-Chair confirmed that there were no interests to declare.
- 22.11.4. **Requests to discuss starred items and notification of AOB:** The Co-Chair confirmed that there were no requests to discuss starred items or items of business not on the agenda.

**22.12. CO-CHAIR'S REPORT**

- 22.12.1. The Co-Chair updated members on recent activities and progress made since the last meeting. The following information was shared:
- the Equality, Diversity and Inclusion (EDI) annual report will be discussed at the March meeting of the Court of Governors. Governors will also receive a briefing on EDI matters prior to their meeting in May.
  - the Deputy Vice-Chancellor (DVC) for People and Culture, the Head of Learning and Development and the DVC (Employability and Global Engagement) were involved in the EDI internal audit, which will be submitted to the University Executive Board (UEB). Members will receive an update once UEB has reviewed the internal audit report. The Co-Chair thanked everyone involved with the internal audit.
- 22.12.2. The Co-Chair briefed members about the Quintin Hogg Trust funded programme and reported that funding was available to academics, Professional Services colleagues, the Students' Union and partnerships to support EDI events or activities.

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22.12.3. The Co-Chair updated members about the Westminster Conversations events, thanked all the colleague networks for their contributions and asked members, School EDI leads and Network Co-Chairs to spread the message about Westminster Conversations events.

22.12.4. Members noted that the Annual Antiracism conference is on 11 May 2023, the International Students' conference is on 12 May 2023 and Queering Academia conference is on 29 and 30 June 2023.

22.12.5. The Co-Chair informed members he will meet with Professional Services Directors on 6 February about representation of EDI in senior Professional Services roles and about the possibility of departmental EDI leads. Members noted that the Vice-Chancellor will be present for part of the meeting.

22.12.5.1. **ACTION Director of Student and Academic Services and Director of Global, Recruitment and Marketing and Communications** to comment on the draft Departmental EDI Lead role description prior to the meeting with Professional Services Directors.

22.12.6. The Co-Chair informed members that he and the Equality, Diversity and Inclusion Officer have met with School EDI leads and discussed their priorities, which were broadly more awareness among colleagues, more training, and the need to work together.

22.12.7. The Co-Chair stated that EDI has a very visible presence on the University website reminded members to tag the page when publishing any EDI announcement, news or event information.

## 22.13. EDI ANNUAL REPORT 2021/2022

22.13.1. The Head of Culture and Inclusion presented the draft EDI Annual Report (Document EDI 221130A).

22.13.2. The Head of Culture and Inclusion informed members that the report will be considered by UEB on 13 December 2022 and the Court of Governors on 15 March 2023 before it is published on the website. The Clerk to the Court of Governors confirmed that the report will also be considered by the Governance and Nominations Committee on 1 March 2023.

22.13.3. In response to a member's question, the Head of Culture and Inclusion clarified that the Report and Support platform is for use by students and colleagues and is not just for reporting bullying and harassment.

22.13.3.1. **ACTION Head of Culture and Inclusion** to clarify through a Westminster Weekly news item that the Report and Support platform is for colleagues as well as students and to explain what can be reported.

22.13.4. Members suggested that whilst it is good to celebrate achievements and progress, the report should also include recommendations relating to issues of racial discrimination and other matters raised by the colleague networks, mention the change that we aim to bring about, cover EDI challenges and include an action plan.

22.13.4.1. **ACTION Head of Culture and Inclusion** to add a final page of specific actions that link to the data.

22.13.4.2. **ACTION Co-Chair** to email senior colleagues to request that they disclose pay, ethnicity and other information to strengthen the data in the report

22.13.4.3. **ACTION** Members to send any further additions or feedback on the report to the Head of Culture and Inclusion.

22.13.5. **AGREED** EDI Committee to consider and agree an updated report at the February 2023 meeting prior to submission to UEB and the Governance and Nomination Committee.

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### 22.14. EDI OPEN FORUM PLANNING

- 22.14.1. The Co-Chair informed members that the EDI Open Forum will be held on 1 June 2023, will include EDI Student Champions and that there will be an open call to students and colleagues to present their ideas and their work.
- 22.14.2. The Co-Chair invited members to volunteer to participate in the Forum.
- 22.14.3. A member suggested that the Forum could include an update on colleague development and could share stories from relevant development programmes.

### 22.15. EDI COMMITTEE EFFECTIVENESS REVIEW - OUTCOMES REPORT

- 22.15.1. The Clerk to Court of Governors and the Head of University Governance presented the effectiveness review outcomes report (Document EDI 221130B).
- 22.15.2. The Clerk to the Court confirmed that results from the survey showed that members consider the Committee to be effective.
- 22.15.3. The Co-Chair thanked the members for participating in the review and thanked the Clerk to the Court for conducting the review.
- 22.15.4. Members discussed the recommendations from the report.
- 22.15.4.1. **ACTION** Network Co-Chairs and School EDI leads to share the non-confidential elements of EDI Committee meetings with their networks and colleagues to spread awareness and emphasise the importance of EDI matters.
- 22.15.5. **AGREED** The Committee meeting in June 2023 will incorporate a group learning and development opportunity.
- 22.15.6. **AGREED** The Committee Secretary will conduct an audit of the EDI Committee SharePoint site at the end of each academic year to ensure that the document archive is complete and available for future reference.
- 22.15.7. The Co-Chair suggested that the Committee has a discussion at a future meeting about what can be done from next year to address areas of the survey where positive responses have declined.

### 22.16. KEY ISSUES IN EDI – TRAINING AND DEVELOPMENT PLAN

- 22.16.1. The Head of Learning and Development updated members about the key highlights of the EDI related work by the Organisational Development (OD) team.
- 22.16.2. Members noted that the OD team:
- has been doing presentations for Schools, sharing ideas and opportunities around EDI and working in collaboration with the Centre for Education and Teaching Innovation, the WoW colleague network and the Colleague Disability Network;
  - are identifying challenges, having discussions on prioritising EDI and refining processes so EDI is the core discussion in processes;
  - are organising more workshops where previous cohorts have received a good participation response;
  - are communicating information about the various opportunities available for colleagues with the help of the Communications Officer; and
  - have introduced a focused EDI session in the new colleagues induction programme.
- 22.16.3. The Head of Learning and Development informed members that an OD page has been developed to help colleagues to find development opportunities, share information, connect,

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and network. She also noted that a revised Professional Development Review (PDR) form will be presented to UEB on 13 December 2022.

- 22.16.4. The Head of Learning and Development urged members to make use of the opportunities and participate in the programmes available and noted that tight work schedules may be a reason for low participation in some programmes, with participants giving positive feedback about programmes but commenting that they have very little time to apply their learning in their work.
- 22.16.5. Members discussed the possible reasons for low participation from colleagues and suggested the following ways in which colleagues could be encouraged to participate in programmes and make use of opportunities available:
- management support
  - setting aside half a day per week or fortnight for development activities
  - overcoming the perception among academic colleagues that research is more important to develop and get promotions
  - communicate to all levels of the University that this is a priority for the Vice-Chancellor and part of the University's core strategy
  - make some training and programmes compulsory

22.16.5.1. **ACTION Co-Chair** to report members' suggestions to the meeting with Professional Services Directors and convey the need for ethnic diversity at the higher management level and ensure that the inclusive culture filters down to department leads and line managers.

22.16.6. The Pro Vice-Chancellor (People and Culture) confirmed that the Committee's suggestions have been incorporated in the revised PDR form, which includes EDI objectives and information for line managers to support the EDI objectives.

22.16.7. In response to a member's question, the Head of Learning and Development confirmed that the team has not yet started measuring the impacts of programmes or mentoring; however, the Equality, Diversity and Inclusion Officer would be able to support impact measurement of programmes.

## 22.17. KEY ISSUES IN EDI – ELIMINATING OUTCOME GAPS

22.17.1. The DVC (Education), Sal Jarvis, informed members that the University is developing a new Access and Participation (AP) Plan for 2024 to 2048 and that the AP Plan addresses one of the University's commitments to EDI and education - eliminating gaps between students.

22.17.2. The Impact and Evaluation Officer, Lucy Wright, briefed members about the focus of the new AP Plan, which will be submitted in July 2023 and aligns with EDI objectives and gave a presentation on the Office for Students' expectations for the Plan (Document EDI 221130C).

22.17.3. In response to members' questions, the DVC (Education) and the Impact and Evaluation Officer clarified that:

- The Plan focuses on students and colleagues
- The Plan includes improved intervention designs
- Mental health mentoring is recorded under Disability and Learning Support as our provisions changed during COVID-19
- The team are currently working on alignment with the new Student Centre
- The University can split ethnicity data into as many ways as we choose within the guidance
- There is a possibility of events and training feeding into the work for the AP Plan
- Information about areas that need to be tackled in the student communities come from asking questions to students
- The Plan is a deficit model as well a piecemeal model

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22.17.4. The Co-Chair invited the members to forward any further comment or information to the Impact and Evaluation officer to assist in production of the AP Plan.

### 22.18. MINUTES AND MATTERS ARISING

22.18.1. **AGREED** Members confirmed the minutes on 28 September 2022 (Document EDI 221130D) as an accurate record of the meeting.

22.18.2. Members noted a summary of progress in actions (Document EDI 221130E) from previous meetings and confirmed which actions were complete.

### 22.19. SCHEDULE OF BUSINESS 2022/23

22.19.1. Members discussed extending the June meeting to allow dedicated time for a training opportunity.

22.19.1.1. **ACTION Co-Chairs and the Head of Learning and Development** to explore extending the June meeting session to include a training and development opportunity.

### 22.20. DATES OF FUTURE MEETINGS

15 February 2023 via Microsoft Teams  
26 April 2023 via Microsoft Teams  
14 June 2023 via Microsoft Teams  
26 July 2023 VC's Boardroom (RS109) and via Microsoft Teams

All meetings start at 2.00pm.

### 22.21. ANY OTHER BUSINESS

22.21.1. There was no other business discussed at the meeting.