

PRESENT:	Professor D Anand (Co-Chair)	Professor M Kirkup
	Professor A Hughes (Co-Chair)	C Lloyd (from 20.17)
	D Barratt	A Norris
	C Benyon	S Razzaq
	Professor P Catterall	Dr R Schiano-Phan
	E Evans	J Smith
	C Hendricks	A Soni
	Dr D Husbands	

IN ATTENDANCE: B Berakhy (Secretary) E McMillan

APOLOGIES: P Mehta

20.8. ANNOUNCEMENTS

- 20.8.1. The Co-Chairs opened the meeting by welcoming everyone including new members.
- 20.8.2. The Co-Chair introduced the agenda and informed members of how the Co-Chairs had allocated chairing responsibilities for this meeting.
- 20.8.3. Members accepted apologies as noted above.
- 20.8.4. Members did not declare any interests.
- 20.8.5. The Co-Chair confirmed that there were no requests to discuss the two starred items on the agenda.
- 20.8.6. Co-Chairs agreed to a request to discuss one matter under Any Other Business (see Minute 20.21).

Co-Chairs report

- 20.8.7. Members heard a brief outline of the tasks that the Co-Chairs have undertaken since the last meeting. These included:
- meetings with independent governors to discuss equality, diversity and inclusion (EDI) practices in their organisations;
 - establishing a monitoring group for the University's Black Lives Matter (BLM)/EDI commitments;
 - initiating the development of an inclusive style guide for policies and other formal written documents;
 - working with Human Resources, Organisation Development and Wellbeing (HR and ODW) to embed EDI in recruitment practices;
 - working with Finance to embed EDI in procurement practices;
 - redrafting the Single Equality Policy (see Minute 20.10);
 - securing administrative and financial support for Black History Year;
 - finalising the Committee's working model and schedule of business; and
 - planning the process to draft the University's EDI strategy

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- 20.8.7.1. **ACTION Members** to send feedback on the 'Recruitment and EDI Summary Action Plan' to the Recruitment Manager and the Director of HR and ODW.
- 20.8.8. BME Network representative Deborah Husbands explained to members that work to support Schools to decolonise and diversify the curriculum aims to create a repository of resources, encourage cross-School learning and share good practice across the University.
- 20.8.9. **AGREED** Following an explanation from the Co-Chair of the rationale, members supported the proposal to delay production of the EDI Strategy to the end of this academic year.
- 20.8.10. Members discussed how reports from Colleague Networks and Unions could be incorporated into the process to develop the EDI Strategy and templates that could offer structure and focus to their contributions.
- 20.8.10.1. **ACTION Network Co-Chairs and Union representatives** to collate their feedback (reports) and send to the Co-Chairs to feed into the development of the EDI Strategy.
- 20.9. EDI REPORT AND EQUAL PAY REPORT**
- 20.9.1. The Head of Culture and Inclusion introduced the Annual Equality, Diversity and Inclusion and Equality Pay Audit report for 2019/20 (Document EDI 201811A), thanked colleagues who had made an input into the revisions of the executive summary and briefed members on amendments requested by the University Executive Board (UEB).
- 20.9.2. Members suggested further enhancements to the report format. These included reflecting the precarity¹ of certain roles, and offering enough detail to report disparities between groups across and within different grades (e.g. gender of professors at levels a, b and c), protected characteristics (e.g. race), and differences or similarities in responsibilities within and across grades for different characteristics (e.g. gender or race).
- 20.9.2.1. **ACTION LGBTQI+ Network representatives** to provide comment on the draft report.
- 20.9.2.2. **ACTION Head of Culture and Inclusion** to circulate to members the final report submitted to the Court of Governors.
- 20.9.2.3. **ACTION Head of Culture and Inclusion** to reflect on members' feedback and, if possible, incorporate the detail requested in future annual reports.
- 20.9.3. A member asked if the University was still a member of Stonewall. The Director of HR confirmed that membership had been discontinued due to the reduction of the HR function through the transformation programme.
- 20.9.3.1. **ACTION Head of Culture and Inclusion** to review Stonewall membership and update the Committee on the outcome.
- 20.9.4. Members discussed the need for improved transparency in all Schools around colleagues' workload allocations and responsibilities. The Pro-Vice Chancellor for People and Culture reported that there have been discussions with the Director of Strategy, Planning and Performance about how Colleges and Schools could better report on activities through the WAM system.
- 20.9.4.1. **ACTION Pro-Vice Chancellor for People and Culture** to progress conversations with Director of HR and Director of SP&P regarding potential ways of capturing WAM data centrally so that we

¹ A state of existence in which material provision and psychological wellness are adversely affected by a lack of regular or secure income

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have consistency to transparently compare workloads across Schools and groups

20.10. EQUALITY, DIVERSITY AND INCLUSION POLICY

20.10.1. The Co-Chair introduced the draft Equality, Diversity and Inclusion Policy² (Document EDI 201118B) and thanked everyone who helped with the revision.

20.10.2. **AGREED** Members recommend the revised policy to UEB and the Court of Governors.

20.10.3. Some members reported difficulty in finding the right page of the papers for the meeting.

20.10.3.1. **ACTION Secretary** to add page numbers to the agenda to enable members to navigate Committee papers.

20.11. EMERGING EDI VISION 2020-25

20.11.1. The Co-Chair briefed members on early thoughts on the development of the EDI Strategy.

20.11.2. The Co-Chair suggested principles for the development process including:

- merging individual and collective needs;
- upholding and living up to our values;
- embracing a shared vision and goals;
- finding ways to resolve differences;
- being intersectional by default; and
- valuing EDI as an end in itself.

20.11.3. In response to a member's query, the Co-Chair confirmed that the approved Strategy will be published and shared widely.

20.12. EDI COMMITMENTS: PROPOSAL ON MONITORING IMPLEMENTATION PROGRESS

20.12.1. The Secretary briefed members on the establishment of an EDI/BLM Working Group to monitor implementation of the EDI Commitments and reported that members will receive progress updates at every other meeting starting in January 2021.

20.12.2. **AGREED** Members supported the establishment of the Working Group and confirmed reporting arrangements.

20.13. MINUTES OF PREVIOUS MEETING AND SUMMARY OF ACTIONS OF MATTERS ARISING

20.13.1. **AGREED** Members confirmed that the minutes of the meeting held on 30 September 2020 (Document EDI 201811C) are an accurate record of the meeting.

20.13.2. Members noted the summary of actions and matters arising (Document EDI 201811D).

20.14. GOVERNANCE DOCUMENTS

20.14.1. **AGREED** EDI Committee Code of Conduct and Standing Orders (Document EDI 20118E) to be implemented with immediate effect, including the later amendment to Standing Orders paragraph 1.6.

20.14.2. Members noted the updated Committee terms of reference and membership as approved by UEB (Document EDI 20118F).

² Previously titled the Single Equality Policy

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20.14.3. Members noted the updated Committee schedule of business (Document EDI 20118G).

20.15. KEY ISSUES IN EDI: LEADERSHIP

20.15.1. The Co-Chair explained that the aim of the discussion was to highlight the importance of leadership, identify the desired type of leadership and identify steps that could be taken to inspire improved leadership.

20.15.2. Colleague Network and Union representatives described their views on good leadership and how discussed how leadership and management differ.

20.15.2.1. **ACTION Colleague Network and Union representatives** to submit their network's contributions to the Secretary (copied to the EDI Co-Chairs and the Pro-Vice Chancellor for People and Culture and the Director of HR) by 27 November 2020.

20.15.2.2. **ACTION Secretary** to collate the contributions into a single document and circulate to members for reference.

20.15.3. Members further discussed the steps that the University could take to address the issues outlined and proposed a bespoke and tailored learning programme for existing and emerging managers/leaders to develop leadership capabilities.

20.15.4. The Pro-Vice Chancellor for People and Culture and the Director of HR explained they were working together to rectify the situation and have secured resources for three posts they intend to contribute positively to addressing some of the issues described by members.

20.15.4.1. **ACTION Pro-Vice Chancellor for People and Culture and Director of HR** to update the Committee on the development of a management and leadership learning programme.

20.16. GENDER NEUTRAL PRONOUNS UPDATE

20.16.1. The Director of HR briefed members on work between meetings to produce an inclusive guideline on the use of gender-neutral pronouns.

20.16.1.1. **ACTION Secretary** to add a proposal for adoption of the guideline to the agenda for the next meeting.

20.17. HARASSMENT, DISCRIMINATION AND MICROAGGRESSION

20.17.1. The Secretary introduced a short paper on harassment, discrimination and microaggression that describes the University's current and prospective provision against regulatory and best practice requirements (Document EDI 20118H).

20.17.2. Members heard examples of the difficulties that colleagues and students face due to lack of clarity on processes and of the level of support needed to address issues of misconduct.

20.17.2.1. **ACTION Members** to send responses to the questions posed under Section 5 Next steps to the Secretary and LGBTQI+ Network representative Pippa Catterall.

20.17.3. The Director of HR and the Director of Student and Academic Services updated members on the informal working group reviewing the Dignity at Work and Study Policy. Members heard that additional work needs to be done to develop a policy applicable to students and the policy/ies will be approved for implementation from 1 August 2021.

20.17.3.1. **ACTION Director of HR** to work with the Head of Culture and Inclusion and the Secretary to establish a formal working group that will continue this work and integrate the gaps so far identified, including those stated by members.

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- 20.17.4. **AGREED** LGBTQI+ Network representative Pippa Catterall and the EDI Committee Secretary to join the membership of the Working Group.

20.18. EDI FORUM

- 20.18.1. The Secretary outlined the rationale, value and function of an EDI Forum (Document EDI 201118I).
- 20.18.2. Members discussed the model presented and considered alternative models.
- 20.18.3. Members considered this is not the right time to establish an EDI Forum. The Committee will continue discussions on different models of engagement including the model presented at the meeting in March 2021.

20.19. KNOWLEDGE CHECK

- 20.19.1. New members and members absent from the last meeting introduced themselves and explained their connection with the EDI Committee and its objectives.

20.20. DATES OF FUTURE MEETINGS

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

20 January 2021
24 March 2021
19 May 2021
21 July 2021

20.21. Any Other Business

- 20.21.1. The Co-Chair of the LGBTQI+ Network invited members to participate in an online event from the Privilege Project, where speakers will discuss different ways that people could harness the powers of their privileges.