

**MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON
WEDNESDAY 1 JUNE 2022 VIA MICROSOFT TEAMS**

PRESENT:	Professor D Anand (Co-Chair) Professor A Hughes (Co-Chair) D Barratt (Minutes 20.94 and 20.95) O Burchiellaro Z Butt (from Minute 20.94) Professor P Catterall H Doon Dr D Husbands	D Hirani Dr K Juddoo Professor M Kirkup M F Larsen C Lloyd (from Minute 20.93.5) A Norris S Razzaq J Smith
IN ATTENDANCE:	J Fenton E McMillan (Secretary)	T Patki (Observer)
APOLOGIES:	C Benyon C Hendricks	Dr C Robertson D de Silva

20.93 ANNOUNCEMENTS

- 20.93.1 **Welcome:** The Co-chairs welcomed members to the meeting
- 20.93.2 **Apologies:** Apologies were noted as above.
- 20.93.3 **Declarations of interest:** There were no interests declared.
- 20.93.4 **Requests to discuss starred items and notification of AOB:** There were no requests to discuss starred items or to raise matters not on the agenda.

CO-CHAIR'S REPORT

- 20.93.5 At the invitation of the Co-Chairs, the Head of Learning and Development updated members on the appointment of the Equality, Diversity, and Inclusion (EDI) Officer, who is expected to join the University in mid-July (subject to pre-employment checks and references).
- 20.93.6 The Co-Chairs thanked the Head of Learning and Development and the Communications Officer (Colleagues) for picking up additional work during the period the role has been vacant, and the Clerk to the Court of Governors and Head of University Governance for supporting this meeting.
- 20.93.7 Professor Hughes updated members on EDI activities including:
- Black History Year
 - Community and communities (Quintin Hogg Trust funded project)
 - EDI communications
 - Support for colleagues who want to engage in EDI work
 - Submission to the Times Higher Education awards in the Equality category (around the work on the 15 Black Lives Matter/EDI commitments)
 - Anti-racism conference 12 May 2022 in partnership with the Democratic Education Network
 - Q+ Pride breakfast event 2 July 2022
- 20.93.8 Professor Hughes updated members on progress in developing the EDI action plan 2022/23, which will be submitted to the EDI Committee for scrutiny and comment.

- 20.93.9 Professor Hughes informed members that a meeting that took place on 31 May 2022 with members of the Monitoring Group for the BLM commitments and other colleagues exploring how anti-racism work connects with other EDI work, such as the QHT funded project.
- 20.93.10 The BME Network Co-Chair and UWSU Head of Student Voice and Engagement summarised discussions and outcomes of that meeting, covering priorities, enablers, and enabler actions.
- 20.93.11 Professor Hughes informed members that the Co-Chairs, the Pro Vice-Chancellor (PVC) for People and Culture and the Head of Learning and Development are meeting again with the Executive and Operational Leadership Forum (EOLF) to discuss EDI matters.

20.94 PEOPLE AND CULTURE DEVELOPMENT UPDATE

- 20.94.1 The PVC (People and Culture), the Director of HR and Organisation Development and Wellbeing, the Head of Learning and Development, and the Head of Culture and Inclusion presented an update on people and culture activities relevant to the Committee (Document EDI 220601E¹).
- 20.94.2 The presentation covered:
- EDI representation in various colleague groups/structures;
 - recruitment, training, and development;
 - refresh of the Being Westminster Strategy and the enabling People Strategy; and
 - culture and inclusion activities.
- 20.94.3 Members discussed the matters raised in the update, including:
- how the University defines/indexes the category 'White' in EDI ethnicity monitoring;
 - School EDI Leads involvement in colleague appointment panels;
 - how to engage colleagues who need to know about the University's EDI activities;
 - exploring targets for change and opportunities for positive action in relation to recruitment and appointments, particularly at senior levels;
 - lack of monitoring of in-house selection practices and concerns around affinity bias in such practices²;
 - whether Colleges and Departments list different/specific characteristics when stating in job adverts that we welcome applications from candidates from underrepresented groups;
 - differences between policy and practice in recruitment and selection and management/leadership/HR efforts to address this;
 - inconsistent people management practices, predominantly at middle management levels;
 - the role of a 'future leaders' programme in ensuring individuals have training and mentoring in good people practices before they take on senior roles not after they are promoted; and
 - exploration of a range of options to accelerate improvements to diversity at senior levels.
- 20.94.3.1 **ACTION** Head of Learning and Development to check whether colleges and departments list different/specific characteristics in job adverts.
- 20.94.3.2 **ACTION** Co-Chairs, PVC (People and Culture) and Head of Learning and Development to reflect on the discussion in preparation for the upcoming meeting with the EOLF.

20.95 SUSTAINABLE DEVELOPMENT GOALS IMPACT RANKING RESULTS 2022

- 20.95.1 The Co-Chairs postponed this item to the next meeting due to lack of time.

¹ Published for members after the meeting

² [Post meeting note](#): Colleagues in HR and organisation development agreed after the meeting to discuss the issues raised and whether additional guidance is needed

20.96 KEY EDI ISSUES – COLLEAGUE NETWORKS

- 20.96.1 The Colleague Network Co-Chairs³ presented a summary of their networks' key priorities and challenges for the 2022/23 academic year (Document EDI 220601A).
- 20.96.2 Professor Anand presented the common challenges identified by the networks:
- Time and recognition of EDI as 'work' - how can the University support those active in EDI work?
 - Who does the labour and how is it recognized and rewarded?
 - Memberships - how to sustain and expand?
 - Reliable funding
 - Accountability:
 - auditability of promises and actions
 - promise of positive action
 - Administrative support to enable networks to flourish
 - How to balance between intersectionality and specificity of EDI work?
 - How to ensure we have a positive impact on the lived experience of all?
- 20.96.3 Professor Anand invited members to reflect on the common challenges to identify how they can help the colleague networks next year, individually and as a committee.
- 20.96.4 Members discussed the priorities and challenges identified by the networks, including lack of confidence to challenge others' language and actions and potential creative solutions to provide administrative support for the networks (e.g., apprentices to support the EDI Officer).
- 20.96.4.1 **ACTION Clerk to the Court of Governors and Co-Chairs** to arrange a time for some of the Network Co-Chairs to present the summary of priorities and challenges to the University Executive Board (UEB).
- 20.96.4.2 **ACTION Professor Anand** to add 'How to generate a culture of confidence where we can challenge?' to the common challenges slide for the presentation to UEB.
- 20.96.4.3 **ACTION Co-Chairs and Head of Culture and Inclusion** to integrate the challenges into the EDI action plan 2022/23.
- 20.96.5 A member suggested that the challenges inform the initial priorities for the new EDI Officer.
- 20.96.6 Professor Hughes explained that the new EDI Officer will work with the networks and EDI Leads and support EDI-related communications and learning and development.
- 20.96.7 Professor Anand reminded members about the EDI Forum on 7 June 2022 and asked members to encourage colleagues to join.

20.97 MINUTES AND MATTERS ARISING

- 20.97.1 **AGREED** Members confirmed the minutes of the meeting held on 30 March 2022 (Document EDI 220601B) are an accurate record⁴.
- 20.97.2 Members received an update on actions from previous meetings (Document EDI 220601C).
- 20.97.3 The Director of Student and Academic Services informed members that their concerns about timetabling of exams during key religious dates have been resolved for the next two to three years and that she will raise the issue for consideration by a Working Group reviewing the academic calendar (Action 20.88.2.1).

³ Professor Anand presented the Disability Network priorities and challenges in the absence of both network Co-Chairs

⁴ The Clerk to the Court of Governors corrected the date of the meeting on page 1 of the minutes after the meeting

APPROVED

20.98 DATES OF FUTURE MEETINGS

20.98.1 27 July 2022 2.00pm to 5.00pm via Microsoft Teams

20.98.2 Members noted that meeting dates for 2022/23 are to be confirmed.

20.99 ANY OTHER BUSINESS

20.99.1 Members did not raise any other matters for discussion.