

**MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON
WEDNESDAY 02 FEBRUARY 2022 VIA MICROSOFT TEAMS**

PRESENT:	Professor D Anand (Co-Chair)	Dr D Husbands
	Professor A Hughes (Co-Chair)	Dr K Juddoo
	D Barratt	C Lloyd
	C Benyon	Professor M Kirkup
	Z Butt	A Norris
	Professor P Catterall	S Razzaq
	D de Silva	Dr C Robertson
	H Doon	J Smith
	D Hirani	M F Larsen

IN ATTENDANCE: **20.76** C Ata
20.80 N Joban and K M. Graham

APOLOGIES: C Lloyd and C Hendricks

20.75 ANNOUNCEMENTS

20.75.1 **Welcome:** The Co-chairs welcomed members to the meeting

20.75.2 **Apologies:** Apologies were noted as above.

20.75.3 **Declarations of interest:** There were no interests declared.

20.75.4 **Requests to discuss starred items and notification of AOB:** There were no starred items to discuss.

CO-CHAIR'S REPORT

20.75.5 The Co-chairs updated members on recent activities and progress made since the last meeting. They included:

- EOLF meeting in December: EDI presentation on diversifying leadership, was a positive discussion, a lot of buy-in from senior management, closer alignment & commitment to what we're working towards; needs to move beyond training to positive action and culture change, not just focussed and led by the committee but ownership with senior management.
- Co-Chairs meeting with London Higher and engagement with their new mentorship programme aimed at BME colleagues; four UoW colleagues will be mentors, opportunities will be opened out to colleagues and will provide an update on the outcome.
- Co-Chairs attended a recent summit on discussions on antisemitism around shaping of policies; a small working group will be formed to look at how we welcome different faiths, provide support for colleagues and students, and address issues around antisemitism.
- QHT programme: Coordinators now in post, 1st years programme is going well, programmes are in planning phase; have put in a further extension bid for QHT to fund programme for a 3rd year; we will be adding to the capacity building strand of the bid with a new career development programme for black students – strand led by Dimple Hirani and Heather Doon, programme steered by the BHY steering group.

- Westminster Conversations led By Dibyesh Anand and Zahra Butt are seeking volunteers for ideas and event, if Committee members would like to organise an event on anti-racism, they should email Dibyesh Anand and Zahra Butt.
- Annual Conference on 'Building an Anti-Racist University' to be held on 12 May 2022 led by Dibyesh and on 13 May 2022 there will be a student conference in partnership with UWSU. Volunteers are needed to support with the conference and source speakers and get input from colleagues, if Committee members would be interested they should email Dibyesh Anand and Dimple Hirani.

20.76 ANNUAL REPORT ON EDI AND SENIOR PROMOTIONS

20.76.1 Senior HR Advisor presented key findings:

- Limited changes in senior colleague profiles in the last 12 months
- Gender is evenly balanced however no significant changes in ethnicity, small decrease in disability, no change in age
- 12 internal promotions in last 12 months – [REDACTED]
- 17 Assistant Head of School role were reviewed – only 3 roles were created for internal talent, the remaining were renewed – missed opportunity to take positive action#
- [REDACTED]
- 26% BME representation, 12% senior group, no BME ethnic representation level 4 and above.
- London BME population is 40% - largely disproportionate, 22 posts out of 77 would need to change to align
- Applications: [REDACTED] external appointments went via executive search agencies, dominated by white applicants, diversity data not available; internal applications were diverse
- Interview panels were mixed gendered, this is now well established at the university; some were ethnically diverse, some were not

20.76.2 **AGREED** to provide an annual report on diverse representation of EDI within senior colleague groups

20.76.3 Comments:

- Recent BME colleagues recruited have not been reflected in the data.
- We need to be careful how we reference BME on panels, with no ethnic diversity there is a risk of affinity bias.
- It is recommended an external EDI consultant is brought in to provide cultural insight and experience in senior appointments, both internal and external, and advise on panel compositions.
- Evidence of bias and panels recruiting former colleagues.
- Lack of feedback given from Chairs on internal appointments and promotions.
- Recommendations for using external recruitment agencies for all senior appointments.
- Need to focus on all aspects of diversity not just BME
- Suggested EDI leads are represented on school panels
- Need to review job descriptions and adverts and how they are written to ensure they attract a diverse pool of candidates
- Positive action is critical to the new strategy in addressing these issues.

20.76.4 Actions:

- **ACTION** – Senior HR Advisor to provide a further update by email to committee members to reflect recent appointments.
- **ACTION** – a further update to be provided at the July committee meeting. D Hirani to update cycle of business.
- **ACTION** – HR to provide more granular data on BME profiling.
- **ACTION** – Head of Learning and Development to review recruitment processes and guidance for panel members on inclusive practices and minimising risk of bias.
- **ACTION** – Head of Learning and Development to ensure there is regular roll-out of training for panel members.

- **ACTION** – Head of Learning and Development to liaise with the Recruitment team on adding additional guidance for panel members on the requirement for providing feedback for internal candidates.

20.77

EDI CHARTER UPDATE

Presented by Head of Culture and Inclusion and Head of Learning and Development

- UEB charters paper and recommendations were approved by UEB
- GDEIB toolkit to be mapped against policies, action plan and SDG's
- University is now signed up to the Mayor of London Night Charter
- Stonewall and Disability to be planned with colleague networks over the next few months and agree timelines
- Race Equality Charter and Athena Swan will come into the second phase further down the timeline to be reviewed and agreed if we go ahead.
- Aurora Women in Leadership programme with Advance HE launched in January, will be holding two information briefings this month and hoping to sponsor up to 15 places.
- Still exploring potential providers for the BME leadership development programme. Advance HE was not a viable option as places are restricted to 4 per institution. Currently exploring Minerva's Aspire Career Development programme.

20.78

EDI FORUM UPDATE

Presented by Committee Co-Chairs

- EDI Open Forum scheduled for 07 June 2022
- Volunteers needed to set up a working group to help with organising and supporting the running of the forum

20.78.1

ACTION: Committee members who would like to be involved, please contact Co-Chairs or Head of Learning and Development as soon as possible

20.79

KEY EDI ISSUES

20.79.1

Dignity at Work and Study Policy

Presented by the Director of HR, Director of SAS and Head of Learning and Development

- Colleagues in HR, ARD and SAS are undertaking a review of our policies and procedures to make sure they are up to date, lawful and include sexual harassment and misconduct
- A paper went to UEB recently regarding overlaps on responsibilities between SAS and HR which has given further clarity
- Eversheds Sutherland would like to meet with HR and Professor Alex Hughes to provide an update and discuss next steps
- Workshop delivered by Eversheds Sutherland was rolled out December 2021 – January 2022, 160 places were available but only 92 out of 200+ colleagues attended, 180 colleagues still need to attend. Further sessions are being organised.

20.79.2

ACTION: Director of ODW to confirm timelines for circulation of policy and arrange meeting with Eversheds.

ACTION: Head of Learning and Development to send targeted communications to reinforce the need to attend the training.

20.80

SCHOOL EDI LEADS IDENTIFIED THEMES

Presented by the EDI Leads by School – Naseem Joban, Magdalena Frennhoff Larsen, Kate M. Graham

- 20.80.1 Magdalena Frennhoff Larsen, EDI School Lead for School of Social Sciences, provided the following update:
- Presentation on EDI colleague development delivered by Head of Learning and Development was well received within schools and has now been taken up by other schools.
 - Workshop delivered by CETI last week on Student EDI Champion Partnerships was received well, it was helpful to hear from the student champions.
 - EDI Consultant will continue to work with EDI school leads and student champions in the next few months in the absence of the EDI Officer.
- 20.80.2 Naseem Joban, EDI School Lead for School of Marketing and Management, provided the following update:
- Interventions have been made on a Level 6 module on leadership
 - 130 students enrolled so far, currently being evaluated by CETI
 - Impact has been visible straight away – feedback from students has been positive
- 20.80.3 Kate Graham, EDI School Lead for School of Humanities, provided the following update:
- 4 ongoing projects – awarding gaps; inclusive assessments – what this means and looks like; decolonising; and inclusive research cultures.
 - Student EDI champion is currently running focus groups to develop understanding around these themes.
 - In June we will be delivering further workshops with CETI and OD.
 - We'll be delivering 'standing in solidarity' workshops in partnership with Advance HE also which focus on identity, dealing with microaggressions, and being an active bystander.
 - Have co-developed a Humanities language charter with students which aims to foster non-hierarchical conversations.
 - Number of anxieties still exist:
 - Growing skills gap for staff which damages the student experience. Number of colleagues still 'hostile' towards EDI work.
 - Limited capacity for those who want to learn but can't find the space or time.
 - Communication – EDI Officer role is key to this. EDI teaching and learning communications needs to be strengthened.
 - Student workshops need to be less jargon – need to create a space where everyone can take part, contribute, participate openly.
 - More communication needed to better understand what is happening at committee level to better support colleagues and students from marginalised backgrounds.

Comments:

- Recommended staff are given dedicated WAM hours to attend training.
- Bespoke executive coaching and mentoring is needed for leadership & key decision-makers.
- Need to explore how we can share the work EDI school leads are doing more widely across the colleges.
- Microaggressions need to be incorporated into the Freedom of Expression work/group.
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- 20.80.4 **ACTION:** Director of HR to ensure microaggressions is clearly referenced in the Dignity at Work and Study policy.
- ACTION:** Head of Learning and Development to reflect on training around micro-aggressions and capacity for colleagues to attend this training; measure impact and transfer of learning – how are colleagues putting the learning into practice?
- ACTION:** Prof. Pippa Catterall to raise at next Freedom of Expression meeting.

20.81

UNIVERSITY OF WESTMINSTER REFRESHED STRATEGY

Presented by the Committee Co-Chairs – current 2018-23 Strategy circulated as pre-reading

- Committee Co-Chairs provided an update on the status of the current refreshed Being Westminster strategy.
- Pro Vice-Chancellor of People and Culture is working on the People and Culture elements of the refreshed Strategy
- People and Culture statement was shared with the Committee and open for comment
- Committee members were invited to comment and offer suggestions to the EDI elements of the strategy.

Comments:

- An element around precarity should be included
- EDI should be expanded to mention the notion of inclusion and EDI may not be widely understood

20.81.1

ACTION: Any suggestions for change of wording to be sent to Pro Vice-Chancellor of People and Culture by close of play Friday 04 February 2022.

20.82

MINUTES AND MATTERS ARISING

ACTION: Head of Learning and Development to update minutes as per below:

- 20.69.5: Third bullet point: Add IP increases a sense of unbelonging
- 20.69.6: Sal Jarvis provided the update

20.83

DATES OF FUTURE MEETINGS

30 March 2022

June 2022

17 July 2022

All meetings take place between 14.00 and 17.00 via Microsoft Teams

20.84

ANY OTHER BUSINESS

Professor Pippa Catterall raise the following:

- Toilets are not accessible
- More provision for men than women
- Only one gender neutral toilet available
- There is an urgent need to think about the toilets in our estate from an EDI point of view

ACTION: Professor Alex Hughes to arrange meeting with Estates and Committee members to raise and address the issue.