

**APPROVED MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION
COMMITTEE HELD ON WEDNESDAY 20 JANUARY 2021 VIA MICROSOFT TEAMS.**

PRESENT:	Professor D Anand (Co-Chair) Professor A Hughes (Co-Chair) D Barratt C Benyon Professor P Catterall E Evans Dr D Husbands	Professor M Kirkup C Lloyd P Mehta A Norris Dr R Schiano-Phan J Smith A Soni
IN ATTENDANCE:	B Berakhy (Secretary) T. Bruke (from 21.8) Dr. P Elmer (from 21.8) Dr. S Jarvis (from 21.8)	Dr K Juddoo (standing in for S Razzaq) Dr. J Stonestreet (from 21.8)
APOLOGIES:	C Hendricks	S Razzaq

20.18. ANNOUNCEMENTS

- 20.18.1. The Co-Chairs opened the meeting by welcoming everyone including the Co-Chairs of Women of Westminster, Dr. Kumari Juddoo.
- 20.18.2. The Co-Chair introduced the agenda.
- 20.18.3. Members accepted apologies as noted above.
- 20.18.4. Members did not declare any interests.
- 20.18.5. The Co-Chair confirmed that there was no request to discuss the one starred item on the agenda.
- 20.18.6. The Co-Chairs agreed to a request to discuss one matter under Any Other Business (21.10) and to add the word 'retention' to agenda item 3 (see Minute 21.7)

Co-Chairs report

- 20.18.7. Members received a brief report on the Co-Chairs' activities since the last meeting. They included:
 - asking Heads of Schools to nominate equality, diversity, and inclusion (EDI) leads and notify the Secretary
 - establishing a working group to plan and execute a communications plan for EDI including the re-launch of the EDI webpages
 - engaged the Executive and Operational Leadership Forum (EOLF) to discuss middle management's role in advancing EDI issues, followed by support for specific schools
 - together with other senior colleagues, gave an update on EDI developments to the BME Colleague Network and received feedback
 - attended a workshop organised by the EDI Research Community and offered suggestions on how the two groups could work together to further advance EDI objectives in the University

- met with colleagues from the Research and Knowledge Exchange Office (RKEO) to listen and support suggestions on how they may further enhance the effective implementation of the Black Lives Matter (BLM)/EDI commitments
 - attended a meeting on the drafting of the University's Sabbatical policy
 - planning for a meeting to scope and outline the process for drafting and approving the University's EDI strategy
- 20.18.8. Responding to a request for an update from the EDI Co-Chairs, the Pro Vice-Chancellor for People and Culture reported a positive response from the Work Hour Allocation (WAM) Tariff Group, regarding the WAM hours proposal that he had put forward on behalf of Colleague Network Co-Chairs and their Committee members. The hours (total of 150) proposed for Committee Co-Chairs were agreed but not those proposed for Committee members. This was because, hours for Committee work were already sufficiently provided for within the existing WAM model under 'professional duties'. The WAM Tariff group also recommended that in the future Network Co-Chair roles are, where possible, held by colleagues from different schools to support improved representation and lessen the burden on individual schools.
- 20.18.9. **AGREED** Members reconfirmed their representative role in the Committee and committed to updating their respective consistencies on the work of the Committee in a timely manner.
- 20.18.9.1. **ACTION Director of Marketing and Communications** to confirm membership of the EDI Communications Steering Group and progress planned work on the EDI web pages and communications plans.
- 20.18.9.2. **ACTION Secretary** to make sure that the minutes are accessible to all members via the agreed range of mediums and deadlines.
- 20.18.9.3. **ACTION Secretary** to arrange a meeting with the Student Union sabbaticals and relay EDI Committee work progress so far.
- 20.18.9.4. **ACTION Secretary** to send the list of EDI leads in schools to all members.
- 20.18.9.5. **ACTION Co-Chairs** to send the WAM tariff group a short proposal on how EDI work should be included in the allocation for administration/professional activity and ensure communication of that to Heads of Schools.
- 20.19. BLM/EDI Progress Report**
- 20.19.1. The Secretary briefed members on the progress made against each commitment detailing reports by workstream owners.
- 20.19.1.1. **ACTION** Members to share document and content with all colleagues.
- 20.20. Resources for EDI**
- 20.20.1. The Director of Human Resources (HR) reported the resources currently allocated for EDI.
- 20.20.2. A member expressed concern about the likelihood of a resourcing gaps, particularly in relation to the support needed for colleagues when implementing the revised Dignity at work and study policy.
- 20.20.3. A member asked if there will be additional administrative support offered to Colleague Networks.
- 20.20.3.1. **ACTION Director of HR and the Director of Student and Academic Services** to outline resourcing for the Dignity at work and study policy and submit a proposal to the Strategic Investment Fund for any gaps in funding.

20.20.3.2. ACTION **Colleague Network Co-Chairs** to notify the Director of HR of their administrative support needs to inform decision making.

20.21. Dignity at work and study policy update

20.21.1. The Director of HR briefed members on the latest developments with the policy, citing a useful scoping meeting with senior managers, and the recruitment of an external specialist to review and draft policy and develop a governance framework for the University.

20.21.2. He reported that the University expects to meet the deadline for implementation of the new policy (1 August 2021).

20.21.3. The Director of HR reassured members of the external specialist's credentials and confirmed they will consult with and/or train all relevant stakeholders.

20.22. Gender-neutral pronouns guidance

20.22.1. The Director of HR and the Co-Chair of the Q+ Network introduced the guide and thanked everyone involved for their contributions.

20.22.2. Colleagues can decide whether to add their pronouns to their email signature; the practice is guidance not policy.

20.22.3. A member suggested that colleagues be provided with an allyship statement as an additional, optional means of expressing their support.

20.22.3.1. ACTION **Director of Marketing and Communications** to add the drafting of an allyship statement for gender-neutral pronouns to the work of the EDI Communications Steering Group.

20.23. Leadership and Management Learning Programme Development update

20.23.1. The Director of HR outlined the list of priorities of the new Organisational Development (OD) team.

20.23.2. A member cautioned against the use of a short-term approach when planning and implementing the mentoring programme and advised establishment of a scheme that is more resilient to funding fluctuations.

20.23.3. The Director of HR will continue to update the Committee on the work on Dignity at work and study policy and the Leadership and management learning programme.

20.23.3.1. ACTION **Members** to contact the Director of HR should they wish to support the recruitment of the new OD team.

20.24. Key EDI issues: recruitment and progression retention

20.24.1. The Network Co-Chairs each shared a summary of key issues and concerns, which included

- lack of transparency and clarity in progression policy and practice
- limited and inconsistent development opportunities
- lack of learning through research, speak-up culture and/or lived experiences
- unfair treatment of part-time visiting lecturers; and those on fractional contracts;
- lack of positive action and persistent gender pay-gap
- lack of ethnicity representation in recruitment panels and senior roles; and
- lack of transparency and recognition for certain roles.

20.24.2. Members discussed the issues and confirmed the need for clarity to ensure that there was no gap between policy and practice or a perception of a gap due to a misunderstanding.

- 20.24.3. Members recognised the value of evidence-based decision making, improved use of data, use of a development pipeline, consistency in support provisions, exit interviews, improved pay-gap reporting, and the introduction of pay-gap reports for race.
- 20.24.4. A member urged the Committee to consider equally the issue of representation in Professional Services as there are clear gaps in gender and race representation, especially in senior roles.
- 20.24.5. **AGREED** Issues and questions presented by Network Co-Chairs to be organised thematically and fed back to the appropriate workstreams through the EDI Co-Chairs.
- 20.24.5.1. **ACTION Director of HR** to instruct his team to clarify the promotions policy and practice in schools.
- 20.24.5.2. **ACTION Secretary** to collate and organise members' feedback on recruitment, progression and retention and send it to the EDI Co-Chairs to progress.
- 20.24.5.3. **ACTION Director of HR and the Secretary** to review the summary points and ensure they are part of existing (or new) workstreams.
- 20.24.5.4. **ACTION Director of HR** to update the Committee at the March meeting on how the issues and questions raised through this discussion were taken forward.
- 20.25. Student Inclusivity: awarding gaps**
- 20.25.1. The Deputy Vice-Chancellor (Education) and the Director for the Centre of Education (CETI) gave a presentation on student inclusivity: awarding gaps.
- 20.25.2. The Director of CETI briefed members on CETI's plans to recruit a monitoring and evaluation professional to close the gap between policy and practice by researching and identifying scalable good practice initiatives.
- 20.26. Minutes of previous meeting and matters arising**
- 20.26.1. Due to lack of time in the meeting, the Co-Chairs asked members to email their agreement or comments on the minutes and action log to the Secretary.
- 20.27. Dates of next meetings**
- All meetings take place between 14:00 and 17:00 via Microsoft Teams
- 24 March 2021
19 May 2021
21 July 2021
- 20.28. Any Other Business (AOB)**
- 20.28.1. The Co-Chair of the Women of Westminster network expressed concern for colleagues with caring responsibilities amid the covid-19 crisis and called for urgent and immediate support for colleagues struggling to keep up with additional workload.
- 20.28.2. The Network Co-Chair warned that colleagues with caring responsibilities may be at risk of a burn-out, stress and unfulfilled professional and personal goals.
- 20.28.2.1. **ACTION Secretary** to remind members when circulating the papers that all AOB matters must be received at least 48 hours before the meeting.
- 20.28.2.2. **ACTION Women of Westminster Co-Chair** to send a summary of the issue of caring responsibilities to the Director of HR to share with the Being Safe, Feeling Safe group.