

**MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION
COMMITTEE HELD ON WEDNESDAY 22 SEPTEMBER 2021 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	Dr R Schiano-Phan
	E Evans	J Smith
	D Hirani	A Soni

IN ATTENDANCE: Professor A Linn (From minute 20.64 Dr N Haines (From minutes 20.64 to 20.65) to 20.65)

APOLOGIES: Dr M H Larsen

20.59 ANNOUNCEMENTS

20.59.1 **Welcome:** The Co-chairs welcomed returning and new members to the meeting.

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

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

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

Co-Chair's report

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

- Development and dissemination of a new EDI resources guide
- The preparations underway for the development, delivery and evaluation of all the strands (4 in total) of the QHT funded EDI bid
- Review and re-focusing of this year's cycle of business of the EDI Committee, reducing the usual meeting times to 2 hours instead of 3.
- The publication and dissemination of the EDI Strategy 2021-5 and the EDI checklist for Colleges and Schools and Professional Services
- The development of this year's EDI action plan during the summer
- Collaboration and joined-up working with the Student Union

- 20.59.6 The President of the Student Union, invited by the Co-chairs, briefed members on her EDI priorities and those of her team.
- 20.59.6.1 **ACTION The President of the Student Union** to liaise with the Secretary and invite Sabbatical Officers as and when the EDI Committee is discussing topics of relevance.

EDI STRATEGY 2021-5 AND EDI ACTION PLAN 2021-2

- 20.59.7 Co-chair introduced the item, thanking all colleagues who took part in developing the EDI Strategy and the Action Plan (Document EDI220921A) for this year. The Action Plan is now finalised. It went to all Network Co-chairs in August and no material addition or changes were received. Updates are expected to be received in and around December and at the end of this academic year.
- 20.59.8 Members were encouraged to work closely with School EDI leads and managers across Schools and Professional Services to ensure that the Action Plan and the EDI Checklist were appropriately implemented and utilised locally.
- 20.59.9 A member asked if they could have a copy of the EDI checklists.
- 20.59.9.1 **ACTION Secretary** to circulate the EDI checklist to all members.
- 20.59.10 A Member reminded Co-chairs that members had asked for input into the Action Plan. The member was reminded that the plan had been circulated, with an invitation to comment.
- 20.59.11 Co-chairs confirmed that there will not be further changes to the action plan for this year, as it is now with action owners and being implemented. When the Committee reviews updates on the plan, feedback can be taken into account for next year's action plan.

20.60 BEING WESTMINSTER STRATEGY REVIEW

- 20.60.1 Co-chairs briefed members about the work the University was doing to review the Being Westminster Strategy.

20.61 RESOURCES FOR EDI

- 20.61.1 Colleagues from HR including the Director of HR briefed members on the level of resourcing already dedicated to EDI and that which is in the pipeline. In total, it is estimated that between £250K - £300K have been allocated for EDI so far. These include:
- Funding of the EDI Officer role;
 - £12K annual budget for Black History Year events;
 - £8K for administrative support of colleague networks;
 - £80K to review the dignity at work and study policy;
 - £30K for EDI related training and
 - Funding for a report and support online platform development for colleagues.

- 20.61.2 The Head of Learning and Development added that in addition to £30K ear-marked for training, there were broader plans currently being developed in collaboration with Schools and the Head of CETI to offer a more comprehensive set of training and development opportunities for all colleagues. The Committee will be given a presentation on these plans at the December meeting.
- 20.61.3 The Director of Student and Academic Services also listed EDI investments already made and those planned. They include:
- 5 Colleagues trained as Sexual Liaison Officers;
 - Inclusive fairs with provisions for students with autism;
 - New QHT funding to train personal tutors on how to handle and report sexual misconduct and
 - Budgeted £35K to develop an intercultural sensitivity tool.
- 20.61.4 In addition to the above, the Director of Student and Academic Services indicated her wish to support her team of advisors with an additional capacity (an NG6) to mitigate against the expected increase in the level of reported cases of misconduct.
- 20.61.5 A Co-chair mentioned the recently approved QHT EDI bid and stated that part of the funding (£175K) was to be dedicated to major EDI events and EDI capacity building projects.
- 20.61.6 A member asked the Director of Student and Academic Services if there were support provisions for those who are often the first point of call in cases of misconduct: Personal Tutors and other students.
- 20.61.7 The Director of Student and Academic Services referred the question to the Student Wellbeing and Inclusion Manager who reassured the member that the support offered by the team is for everyone, including Personal Tutors.
- 20.61.8 A member asked if the new report and support platform for colleagues has made allowance to ensure that all women are able to freely report cases of misconduct.
- 20.61.9 The Head of Culture and Inclusion, who will be leading on the development of the report and support platform for colleagues, reassured the member that all stakeholders will be consulted, and their input duly noted throughout the development phase.
- 20.61.10 Co-chair underscored the importance of the input from all stakeholders and reminded members of the key role that they all need to play to shape and support what is a key priority for the University.
- 20.61.10.1 **ACTION WoW Co-chairs** to inform and keep up to date with the progress of the developing report and support platform for colleagues.

20.62 CHARTER MARKS UPDATE

- 20.62.1 The Head of Culture and Inclusion introduced a paper with a set of proposed actions and recommendations for the EDI Committee to consider and recommend to the University's Executive Group (Document EDI210922B). The Head of Learning and Development recommended two further, externally provided leadership and development programmes for the University to consider and appropriately evaluate prior to provision.

- 20.62.2 Members discussed the leadership and development programmes and agreed that feedback should be gathered from colleagues who have taken part in or are taking part in these programmes prior to deciding on their inclusion in the proposal to UEB.
- 20.62.3 **AGREED** The Head of Culture and Inclusion and the Head of Learning and Development to share the details of proposed leadership and development programmes with members and for members to feedback by Tuesday the following week.
- 20.62.3.1 **ACTION The Head of Learning and Development** to send details of the proposed leadership and development to all members.
- 20.62.3.2 **ACTION All members** to send their feedback on proposed leadership and development programme by the said deadline.
- 20.62.3.3 **ACTION The Head of Culture and Inclusion** to turn the set of recommendations on Charter-mark engagement (Document EDI210922B) into a proposal and submit it to UEB/UPC for support and funding.
- 20.63 KEY EDI ISSUES: EDI AND RESEARCH**
- 20.63.1 A Co-chair introduced the item and invited and welcomed Prof. Andrew Linn and Dr. Nicola Haines to the meeting.
- 20.63.2 Prof. Andrew Linn, the Pro VC for Research and Knowledge Exchange and Dr. Nicola Haines, the Head of Research and Knowledge Exchange Office, provided members an overview of the University's current strategic plans and achievements on Research and Knowledge Exchange and a high-level summary of the results from a recent equality impact assessment report on the Research Excellence Framework (REF) 2020/21 (Document EDI210922C).
- 20.63.3 A Co-chair asked the speakers about better communications around research and EDI.
- 20.63.3.1 **ACTION The Office for Research and Knowledge Exchange** to liaise with Zoe Williams from Communications and Marketing to publish an article on Westminster Weekly and share the latest developments on the University's Research and Knowledge Exchange Strategy and the work they are doing to implement it.
- 20.63.4 A member asked if the Research and Knowledge Exchange Office had a working relationship with the Student Union and in particular with the Vice President for Post Graduate Education.
- 20.63.4.1 **ACTION The Pro VC for Research and Knowledge Exchange** to organise a meeting between the Student Union Vice President for Post Graduate Education and the Director of the Graduate School.
- 20.63.5 A member asked they had any tips to share on how best to gather colleagues' personal data.
- 20.63.6 Members discussed the current gaps and challenges that the University has in gathering personal data.

- 20.63.6.1 **ACTION** The Director of HR to liaise with Zoe Williams from Communications and Marketing and publish an article in Westminster Weekly to explain the need for up to date personal data and encourage all colleagues to update their personal data on SAP and all other relevant systems.

20.64 MINUTES AND MATTERS ARISING

- 20.64.1 **AGREED** The minutes of the meeting held on 21 July 2021 are an accurate record of the meeting.

- 20.64.2 Members reviewed a summary of the actions from previous meetings and noted those that were now complete.

20.65 DATES OF FUTURE MEETINGS

1 December 2021
2 February 2022
30 March 2022
1 June 2022
17 July 2022

All meetings take place between 14.00 and 17.00 via Microsoft Teams

20.66 ANY OTHER BUSINESS

- 20.66.1 There were no requests made ahead of the meeting but a member referring to an exchange between herself and a colleague asked if there were any update on the work that the University was planning to do to update personal identifiers on student systems.
- 20.66.2 The Director of Student and Academic Services referred the member to the last meeting and the paper that the Deputy Registrar presented and confirmed that the task was in hand.