



## Equality, Diversity and Inclusion Committee

### Minutes of the Second Meeting of the Equality, Diversity and Inclusion Committee in the 2015-16 Academic Session, held on 11 February 2016, at 2.00 pm, in Room S311, Mary Seacole Building, Avery Hill Campus

#### Present:

Frances Hewison	Director of Human Resources (Chair)
Barry Palmer	Head of Catering and Conferences (BP)
Christopher Hallas	Director of Student Affairs
Claire W Clark	Equality, Diversity and Inclusion Manager (CWC)
Clifton Kandler	Head of Digital Services (CK)
Harry Hodges	President Students' Union
Lucie Pollard	Faculty Operating Officer (Education and Health) (LP)
Patrick McGurk	Faculty of Business Representative (PM)
Tariq Effendi	Faculty of Architecture, Computing & Humanities Representative (TE)
Tim Barry	Faculty of Engineering and Science Representative (TB)
Will Calver	Access and Partnerships Manager

#### In attendance:

Frederico Maia	Senior HR Manager (FM)
Karen Taylor	Researcher Development Manager (KT)
Liz Laurence	Secretary

#### Apologies:

Christine Couper	Director of Strategic Planning
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#### EDIC/15.10 Welcome and Introduction

The Chair welcomed everyone to the meeting and introduced BP who was attending the meeting for the first time as the representative from Estates and Facilities Directorate.

## **EDIC/15.11 Minutes of the Previous Meeting**

The minutes of the previous meeting held on 15 October 2015 were **agreed** as an accurate record with changes to CK's job title and date of the next meeting.

## **EDIC/15.12 Matters Arising from the Minutes**

There were no matters arising from the Chair.

### **EDC 15.5 – EDI Strategy – Update**

CH asked what was being done to encourage staff to complete their data audit. FM said that HR were chasing by email those members of staff who had not returned their information.

## **EDIC/15.13 EDI Strategy – Progress**

### **15.13.1 EDI Strategy Launch**

The Chair reported on the EDI Strategy Launch Event held on 27 January 2016. She said that there had been almost 90 attendees throughout the event, she considered it to have been very successful with excellent internal and external speakers. She reported that she had received good feedback on the event and asked for the views of the committee.

Committee members thought it was a very good event and in particular commented as follows:

the presentations were very good and lively with a good pace;  
they learnt a lot;  
the Stonewall information was very helpful and a good way to move forward;  
it was an excellent collaboration with the students;  
the direct experience of the student speakers had a big impact on the event.

CH asked what the university was doing in relation to the Race Equality Charter.

CWC explained that the university membership to the Equality Challenge Unit, Race Equality Charter, permits one visit to support and advice per year. It was decided to wait to see when would be best to invite them.

Nona Mc Duff from Kingston University presented at the EDI Strategy Launch to share their experiences in gaining the Bronze Charter Mark. The presentation provided an overview on lessons learnt from applying for this Charter and also to benchmark what is required. Kingston University was chosen as they were similar in staff numbers and student population.

CK reported on the Race Equality Charter Launch that both himself and CWC attended at which the message was not to rush the submission. It had been suggested to try for either February 2017 or July 2017.

The Chair asked how the committee thought it best to use the visit from ECU and summarised the following agreed position based on that feedback. The way forward would be:

to work with the accreditation leads in the different areas on priorities for work and CWC would ask ECU to come in and offer support and co-ordinate with the EDI Champions.

WC asked when will an assessment and reporting of the KPIs that are stated in the EDI Strategy be brought to the EDI committee, what the report timeframe was for the EDI annual report.

CWC said that it had to be done on an annual basis, she said the staff data was completed and was waiting to receive the correct student data and that assessment of the KPIs is included in the annual report.

The Chair suggested that the report was brought to the next meeting and in future years the summer meeting of the Committee would be used to discuss the report. She also suggested sharing the annual report that had been sent to the Staffing Committee.

**Action: The draft annual EDI report and the Staffing Committee report to be on the agenda of the next EDI Committee in May 2016**

**CWC to coordinate with Athena Swan, EES leads and EDI Champions to implement what we would require from the ECU visit before the end of the academic year**

### **15.13.2 EDI Champions**

The Chair reported that there had been two EDI Champion meetings so far and that they were working to embed their equality objectives in their areas. She said that the EDI Champions were finding it difficult to embed EDI on to their faculty\directorate senior management agendas as the item was often deferred. The Chair reported that at the next EDI Committee meeting in May, we will review their expectations as agreed six months ago.

TB said that CWC had spoken at his faculty SMT and suggested that EDI was put onto alternate agendas. He also suggested that all the faculties\directorates cover the same topics.

CK said that he uses the themes from the Two EDI courses and asked whether they were mandatory.

The Chair said they were currently strongly encouraged and could be made appraisal objectives to encourage completion.

PM had discussed faculty objectives at his SMT and thought that there should be a schedule of things to look at and review periodically at meetings to check progress.

TB thought it might be a good idea to have a reminder of topics to report on and the Chair said it would be possible to put a crib sheet together of information.

FM asked KT if there were local Athena SWAN action groups, which KT confirmed and he then asked how she saw them linking in.

KT said that now Athena SWAN had expanded the expectation was that all academic departments would put in submissions and that would be a big workload for the Athena SWAN reps. CWC suggested that it we are to link together with EES, AS and with the EDI Champions as they would be of help.

The Chair thought it would be a good idea to invite all the different reps together to a discussion meeting before the end of the academic year.

**Actions: Put together a crib sheet of topics together for information to report at senior management for EDI**

**CWC to arrange a meeting of EDI Champions/Leads together with reps from EE, AS before end of academic year.**

Discussion was then held surrounding staff statistics. CK thought that staff generally knew nothing about the statistics. CWC explained the current situation on capturing data and the Chair remarked that what we presently have is not what we want in the future but this would improve as the work progresses.

FM said that a big problem was the non declaration by the students.

CWC mentioned the student survey currently running and wondered whether the data and statistics from that could be utilised. HH said he would be happy to share the data but said that it was more qualitative than hard data.

**Action: HH to share the data from the Student Survey when available.**

LP was concerned that data is collected but nothing is ever done with it and she suggested focussing on one area and doing something about it. She was particularly concerned about tracking BME staff.

The Chair said she knew of two faculties who were working on progression and employability and wondered if it was too early to ask for a report from them to share what they are doing.

CWC said that the communications needed to be improved across the university in relation to activities and progress as there are currently three BME projects.

WC mentioned that he had received funding for a short outreach project exploring pre-entry for BME students. He said that there were focus groups in February 2016 for them to discuss entering into Higher Education. He said that he would bring a report to committee when the project was finished.

FH asked that that he let the committee know when it was finished and said it would be scheduled on the agenda for the meeting in October.

**Action: WC to provide a report on the BME project for schedule on the agenda of the October 2016 meeting.**

The Chair suggested linking student employment and progression rates and have this as an agenda item as well.

**Action: Employability and progression rates in the context of equality would be a future item on the EDI Committee agenda and faculties working on it asked to report so as to share good practice.**

Discussion was then held, led by HH, surrounding funding cuts and the effect on the intake of BME and nursing students. HH said that Susan Lea was working on this issue and it would be possible to get information from her.

WC said he had asked PAS to do a report about unsuccessful BME students which he said he would turn into a paper and bring to the next meeting.

**Action: WC to bring PAS report on unsuccessful BME students to the next meeting.**

**HH to bring information to the next meeting on funding cuts and the effects on the intake of BME and nursing students by Susan Lea**

### **15.13.3 EDI Networks**

#### **15.13.3.1 Religion and Belief Network**

CWC reported that there had been three open meetings on Religion and Belief. CWC will be meeting with Catherine Martindale from the Chaplaincy Team to discuss the next steps.

#### **15.13.3.2 Gender Equality Network**

CWC reported that meetings relating to forming a Gender Equality Network would be happening soon.

#### **15.13.3.3 BME Network**

CWC said she was still deciding whether this network would be required as it would highly depend on the forming of the Race Equality Charter Self-Assessment Team and sub groups

#### **15.13.3.4 Disability Network**

CWC is looking at ways to reform this group with Student Union and staff members.

### **EDIC/15.14 EDI Accreditations/Marks**

#### **15.14.1 Race Equality Charter**

CK reported on the launch event he and CWC attended in January. He said the key message in the new handbook and at the event was not to rush the submission. He said that the successful universities had taken years to achieve the Charter. He said there was lots of work to do to identify the baseline position and do the initial work. He said he would be getting together with CWC to go through the handbook. CK said he was hoping to have a draft action plan ready for the next meeting in May.

The Chair said that there was value in doing the work before the submission even if it takes some time.

CWC said that although Reginald Daly was the Chair for the Charter there needed to be a senior representation at PVC level from the academic side.

The Chair said she would identify an academic lead.

KT said that the Charter was similar to Athena SWAN in that there was a need for self assessment, the beginning was information gathering and critical to its success was who was working on it.

**Actions: CK to bring REC draft action plan document to the next meeting.**

**The Chair to identify senior academic lead (PVC Level).**

#### **15.14.2 Stonewall Diversity Champion**

CWC said that the success in this year's Workplace Equality Index had given the university huge publicity. She said it was important for us continue to use this as an example of best practice for other groups.

CK said that when he had been doing interviews the two things that people knew about the university were Stonewall and Sustainability, two areas the university has been successful in.

LP said we should celebrate our BME percentage which was one of the highest in London.

CH mentioned that the Stonewall Equality Index participants increases all the time and urged that we do not look back.

### **15.14.3 Athena SWAN**

KT introduced paper EDIC/15.P09 and said that it was a progress report for the committee to look at. She explained the actions assigned to the committee were:

- Action 7 - Exit Interviews – a new system had been created and was applicable to all protected characteristics.
- Action 12 - Equality Data in Relation to Research Activities – PAS was to be contacted in relation to reporting through GALA.
- Action 20 - Establish reporting and analysis on gender participation in career development – the roll out of on-line appraisal was awaited and it was hoped to make use of KPI data on staff development
- Action 26 - Specific Governance Actions – in relation to the university EDI action plan including gender equality training and awareness – discussions were on going with Louise Nadal.

KT said that there were 36 actions in all –

5 marked red which needed more work;  
30 marked amber which would be achieved soon;  
1 green which had been achieved.

She said that the renewal was due in November 2017, that there was the rest of the year to get the actions done and the next renewal was four years after that.

CWC said that KT had started the ball rolling for data collections for other accreditations and had given a great insight into what the data was required for other accreditations.

**Action: CWC and KT to meet to discuss aligning reporting mechanisms.**

### **15.14.4 Disability Time to Change Pledge**

HH reported that the Student's Union VP Welfare was leading on this and it was due for signing on 3<sup>rd</sup> March.

CWC said that there would be stalls held across the University campus he asked committee members for their support.

## **EDC/15.15 Any Other Business**

### **15.15.1 Celebrate 2016**

CWC mentioned the Celebrate Difference and Diversity Week 2016 (now Diversity Week 2016) is scheduled for the week 14-18 March. She said it would take place on all three campuses this year in the Queen Mary Undercroft, Pilkington Building and the Dome. She said it would be a good event for networking and said if anyone wanted to take part to let her know.

### **15.15.2 International Women's Day**

KT mentioned that International Women's Day was on 8 March and that she had been working with Becky Smith on the Psychology Athena SWAN submission. She explained that there was an event in this faculty on 8 March relating to International Women's Day and gender role models. She said that the Aurora, Athena SWAN and LGBT+ networks had been contacted to provide nominations for role models and 12 had been received so far. KT said that she now had to decide how to share the information but was hoping to do so during Diversity Week 2016.

### **15.15.3 LGBT+ Staff Network**

CH reported that the LGBT+ Staff Network are having an event on 14 March relating to LGBT+ rights in the Commonwealth.

He also reported that he was trying to get the Greenwich Foundation to allow the university to display LGBT flags at appropriate times.

### **15.15.4 Students' Union**

HH reported that they had been working on ideas for Women's History Month. He also said that their events for LGBT History Month were proving successful and had included an evening with Peter Tatchell and Glitterbomb social events. He said they were also taking part in the Stonewall Rainbow Laces campaign.

## **EDC/15.16 Date of Next Meeting**

The date of the next meeting was confirmed as 19 May 2016.

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