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**Birmingham City University**

**EDI Committee Meeting**

**Minutes of the Equality Diversity and Inclusion Committee meeting**

**Wednesday 15th April 2020**

**14:00-16:00, Microsoft Teams**

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| **Present:**  | **Initials**  |  |
| **Name** |  | **Designation**  |
| Ms Karen Stephenson (Chair)  | **KS** | Chair (University Secretary) |
| Mr Parmjit Singh | **PS** | Member of Board of Governors |
| Ms Imogeen Denton | **ID** | Head of Equality Diversity & Inclusion |
| Professor Alison Honour | **AH** | Pro Vice-Chancellor & Executive Dean (ADM) |
| Mr Mark O’Dwyer | **MO’D** | Director of Human Resources |
| Mr Richard Evans | **RE** | Chief Executive (Students’ Union) |
| Professor Maxine Lintern | **ML** | Chairof Athena Swan Steering Group BLSS Faculty Representative (Associate Dean, Research & Business Development) |
| Ms Lucy Hodson | **LH** | Director of Planning and Intelligence |
| Ms Beverley Cole | **BC** | Chair of LGBT+ Staff network |
| Professor Bugewa Apampa | **BA** | Professor of Access and Participation |
| Ms Kathy Zoe Baira | **KB** | Vice President Equity and Inclusion |
| Mr Ross Strong  | **RS** | Stonewall Project Manager |
| Professor Kirsten Forkert | **KF** | UCU Members’ Rep (ADM) |
| Ms Emma Scott  | **ES** | Equality Diversity & Inclusion Manager |
| Mr Richard Booth  | **RB** | Assistant Director Student Governance, Mental Health and Wellbeing |
| Ms Kate Waugh | **KW**  | Deputy Director of Student Affairs, Disability Support Manager |
| Ms Shalini Yogamoorthy | **SY** | EDI Administrator |

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| **Apologies for Absence:**  | **Initials** |  |
| **Name** |  | **Designation**  |
| Mr Nick Moore | **NM** | Director of IT and Digital |
| Professor Clare Mackie  | **CM** | Deputy Vice-Chancellor Academic |
| Eleni Papagiannaki | **EP** | UCU Member, Women Members’ Rep (BLSS) |
| Mr Michael Gale | **MG** | Head Of Engagement (BCUSU) |
| Ms Jagdev Bhogal | **JB** | Senior Lecturer (CEBE) |
| Professor Julie McLeod | **JM** | Pro Vice-Chancellor on learning and teaching |
| Ms Kara Griffiths | **KG** | Head of Communications (Marketing and Communication) |
| Mr Tony Barlow | **TB** | UCU Member, Disabled Members’ Rep (HELS) |

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| **Summary of Actions from the meeting** |

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| **Minute Number** | **Action Required** | **Ownership** | **Update prior to meeting****(Complete Y/N)** |
| 34/20 – 34.2 | To provide an update on the EDI policy at the next committee meeting  | Mark O’Dwyer |  |
| 34/20 – 34.2 | All members to send feedback and comments on the EDI policy by end of April | All |  |
| 35/20 - 35.3 | HR colleagues to work with the EDI Unit to develop the Gender Pay Gap Action Plan  | Mark O’Dwyer |  |
| 36/20 – 36.2  | Members were asked to send comments or feedback on the draft strategy themes to the EDI Unit | All  |  |
| 37/20- 37.2 | The Committee was asked to consider the Key Performance Indicators outlined in section 3 of the report and to make recommendations to UEG when the EDI strategy and objectives have been finalised.Members were requested to send comments on any changes or feedback to Imogeen Denton (Head of Equality, Diversity and Inclusion)  | All  |  |
| 38/20- 38.2 | Set up conference steering group followed by paper to UEG when proposals are firmed up | Equality Unit |  |

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| **Section A: Introductory items** |

32/20 Welcome and Introductions

33/20 Minutes from the previous meeting held on 29/01/2020 and matters arising

33.1 The minutes of the meeting held on 29/01/2020 were confirmed as an accurate record.

33.2 The Chair confirmed that all required actions had been completed and that there were no further matters arising from the minutes of the 29th January 2020 meeting.

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| **Section B: Items for Discussion** |

34/20 EDI Policy review

34.1 The committee was given an overview of the policy. Members were requested to send comments on any inaccuracies or feedback to the Director of HR to ensure that all the points are covered.

34.2 The following comments were made by members:

* Information on the protected characteristics should be more detailed to raise higher level of awareness.
* Language about access should also refer to buildings and facilities.
* ‘Ensuring University buildings are wheelchair accessible’ – this section should be more detailed and cover other disabilities.

**Action: To provide an update on the EDI policy at the next committee meeting –**

 **Mark O’Dwyer**

**Action: All members to send feedback and comments on the policy by end of April – All**

35/20 Gender Pay Gap Report

35.1 Gender pay gap report overview was given to the committee.

35.2 Key Paragraph from section 3 of the report on ‘Mean gender pay gap & Median gender pay gap’ was elaborated on.

35.3 Data on the pay gap from other universities was shared with the committee from the report.

Comments from the committee included:

* Consideration should be given to the work being done by Bristol University
* The Professorial pay process is being looked at in addition to salary starting points and flexible working.
* External market forces and a number of other factors also have an impact on pay

**Action: HR colleagues to work with the EDI Unit to develop GPG Action Plan –**

 **Mark O’Dwyer**

36/20 Key Themes Draft EDI Strategy (Presentation)

36.1 Members were presented with an overview of the results from focus groups and an online survey conducted in March. The results highlighted significant gaps in the University’s EDI training offer and demonstrated a demand for training across the different protected characteristics and different intersections of disadvantage. Five emerging EDI strategy themes were shared with the committee, some of which are being addressed through other strategies referred to in the presentation e.g. BCU Strategy 2020/25 and the Access and Participation Plan. In summary the themes were listed as: Inclusion; Accessible; Safe; Fair and Guidance and an explanation of each theme was provided Next steps would involve further consultation on the emerging themes before looking at what we will do, how we will do it and the impact of the strategy.

**Action: Members were asked to send comments or feedback on the draft strategy themes to the EDI Unit - All**

37/20 Key Performance Indicators (KPIs)

37.1 Further to action (29/20 - 29.1), a report on KPIs was presented to the committee. The committee was asked to consider appropriate Key Performance Indicators to recommend to the University Executive Group which KPIs should be reported and monitored by this Committee on its behalf.

37.2 The Committee was asked to consider the Key Performance Indicators outlined in section 3 of the report and to make recommendations to UEG when the EDI strategy and objectives have been finalised.

**Action: Members were requested to send comments on any changes or feedback to Imogeen Denton (Head of Equality, Diversity and Inclusion) - All**

38/20 EDI Conference(s) 2020

38.1 A report was shared with the committee proposing BCU host a series of three half day conferences in the next academic year (2020/21). The conference will be coproduced with Birmingham based company ‘The Equal Group’ and a conference steering group will be established to co-ordinate arrangements.

38.2 The proposed focus of the conferences will be to explore the ‘protected characteristics’ in relation to Equality legislation, through the lenses of intersectionality and injustice, however members suggested also exploring the impact of COVID19 on BAME communities, and suggested that BCU Academics, researchers and colleagues be invited to make contributions A number of members expressed their support and volunteered to join the conference steering group..

**Action: Set up conference steering group followed by paper to UEG when proposals are firmed up- Equality Unit.**

39/20 **Equality Charter (verbal updates):**

39.1 **Athena Swan –** Members were thanked for their contributions to the March 2020 exchange festival. Faculty of Health Education and Life Sciences submitted their Athena Swan application for the department of Education and Social Work in November 2019 and are now waiting for the results. The School of Social Sciences and School of midwifery and nursing are in the final stages of submitting their applications and other schools will be submitting in November. Institutional renewal for Athena swan is also in process and will be submitted in November.

39.2 **Stonewall** – The Project Manager worked closely with the LGBT+ Staff Network to coordinate multiple events for LGBT History Month in February, including information stalls, staff training and speaker events. The events were very successful, engaging over 600 staff and students in person throughout the month. There will be a submission to the 2021 Stonewall Workplace Equality Index by September 2020. The project is working with an external consultant on the development of an LGBT+ student mentoring scheme. Following the pilot training sessions during LGBT History Month, the Project Manager is developing a training offer for all staff as well as bespoke sessions for teams such as Student Support Advisors.

39.3 **Disability Confident** – A Disability steering group has been established and will be supporting the work on Disability equality charters. Accessibility issues for disabled students and staff have been reviewed with Estates and Facilities and this work is on- going. A series of activities took place to promote Disability awareness during Disability History Month.

39.4 **Race Equality Charter**- A BAME steering group is being established which has the primary aim of undertaking work towards securing the Charter. Terms of reference and membership are being finalised.

40/20 Faculty and Professional Services and BCUSU Sub-Committee (verbal updates):

40.1 **BCUSU**- A series of events were organised by the student societies and the outcomes were shared with the committee. The Students Union has been working to raise issues regarding building accessibility with the Estates and Facilities team, collating feedback from students and working with the EDI Manager. There has been communication with students in BCU accommodation complexes to ensure that support and services are extended to them during the lockdown.

40.2 **Art, Design & Media** – Information about the launch of the new Sir Lenny Henry Centre for Media and Diversity was shared with the committee which includes establishing a steering group for the new Sir Lenny Henry centre. Discussions are taking place with Cardiff University about a new journal which the centre will co- publish. There will be a launch of a new centre for Equality, Diversity and Inclusion in the Arts. A range of job roles are being created including students as paid consultants to inform the development of curriculums. An E Survey was sent to staff and students at BCU and cultural partners in the city and region to get feedback on the centres 3 key pillars (Academic Learning and Teaching, Research & Knowledge Exchange and Partnership and Cultural Life in Birmingham and beyond). There will be workshops taking place looking into the Faculty Access and Participation plan. Information about the launch of the staff newsletter ‘ADM connected’ which focuses on staff wellbeing and being connected throughout the COVID-19 lockdown was shared with the committee.

40.3 **Business, Law and Social Science** -EDI sub-committee focused on key activities at faculty level and shared the outcome of activities.

40.4 **Computing, Engineering and the Built Environment** - There were no representatives from CEBE in attendance

40.5 **Health, Education and Life science** – Minutes of the sub-committee meeting were shared with members for information. The main focus for HELS faculty is on student attainment and outcomes.

41/20 Colleague Support Networks – (verbal update)

41.1 **LGBT+** - Has been working in partnership with other universities. There will be a set up for new mentoring scheme.

41.2 **Mental Health | Disability Forum | Race Equality** - All steering groups and networks have now formed and staff are encouraged to advise teams that they manage to join.

42/20 Forward Plan

42.1 The committee was advised that the Draft Annual Report 2019/20 would not be presented at the June meeting of the committee due to the significant change in circumstances relating to COVID19. .

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| **Section C: Items for information (taken as read)** |

43/20 Minutes from Professional services EDI subcommittee held on 29th January 2020.

43.1 Members noted the business conducted and decisions taken by the professional services EDI Subcommittee taken place on 29th January 2020

44/20 Minutes from Faculty of Health, Education & Life Sciences EDI subcommittee held on 24th March 2020.

44.1 Members noted the business conducted and decisions taken by the HELS EDI subcommittee taken place on 24th March 2020

45/20 Dates of future Meetings

* 4th June 2020 – 14:00-16:00, Ms Teams