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**Birmingham City University**

**EDI Committee Meeting**

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

**Tuesday 21st January 2020**

**15:00-17:00, C502 Curzon**

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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) |
| Dr Nick Moore | **NM** | | Director of IT and Digital |
| 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 |
| Mr Tony Barlow | **TB** | | UCU Member, Disabled Members’ Rep (HELS) |
| Eleni Papagiannaki | **EP** | | UCU Member, Women Members’ Rep (BLSS) |
| Ms Jagdev Bhogal | **JB** | | Senior Lecturer (CEBE) |
| Mr Richard Booth | **RB** | | Assistant Director Student Governance, Mental Health and Wellbeing |
| Ms Kara Griffiths | **KG** | | Head of Communications (Marketing and Communication) |
| Ms Shalini Yogamoorthy | **SY** | | EDI Administrator |

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| **Apologies for Absence:** | **Initials** | |  |
| **Name** |  | **Designation** | |
| Professor Mark O’Hara | **MO’H** | Associate Dean, HELS (Student Learning Experience) | |
| Professor Clare Mackie | **CM** | Deputy Vice-Chancellor Academic | |
| Mr Mark O’Dwyer | **MO’D** | Director of Human Resources | |
| Mr Michael Gale | **MG** | Head Of Engagement (BCUSU) | |
| Professor Kirsten Forkert | **KF** | UCU Members’ Rep (ADM) | |
| Mr Elliot Sellers | **ES** | Deputy Director of Estates & Facilities Development | |
| Ms Emma Scott | **ES** | Equality Diversity & Inclusion Manager | |

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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)** |
| 23/20 - 23.1 | University Secretary and Chair of the Committee to speak to Pro Vice-Chancellor, Professor Julie McLeod about who should attend this Committee. | Karen Stephenson |  |
| 26/20- 26.2 | UCU Member, Disabled Members’ Rep (HELS) to Share details about the Disability Adjustment Passport with HR and the EDI Unit and to provide an update at the next meeting. | Tony Barlow |  |
| 27/20 - 27.1 | For future meetings, add BCUSU as an item on the Agenda | Shalini Yogamoorthy |  |
| 27/20- 27.3 | All to send Sub Committee dates and Minutes to the EDI team | All Members |  |
| 29/20 - 29.1 | Provide key performance indicators (KPIs) at the next meeting. | Imogeen Denton |  |

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| **Section A: Introductory items** |

20/20 Welcome and Introductions

21/20 Minutes of Meeting held 14 November 2019

21.1 The minutes of the meeting held on 14 November 2019 were confirmed as an accurate record.

22/20 Actions from Minutes

22.1 No further comments were received outside of the meeting in relation to the Terms of Reference.

22.2 The forward plan has been shared with the DVC Academic Professor Clare Mackie and the Director of Human Resources Mark O’Dwyer, and is awaiting comment.

22.3 Richard Booth, Assistant Director Student Governance, Mental Health and Wellbeing has been added to the members list.

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

23/20 Terms of Reference

23.1 A recommendation was made to add the, Head of Disability Services to the list of committee members.

**Action**: **Karen Stephenson, University Secretary and Chair of the Committee to speak to Pro Vice-Chancellor, Professor Julie McLeod about who should attend this Committee**.

23.2 The Terms of Reference were approved.

24/20 Draft Equality Diversity and Inclusion Annual Report 2018/19

24.1 The committee was given an overview of the report. In summary, the following points were made:

* The report was produced to meet the requirements of the public sector equality duty. Guidance on what to include is provided by the Equality and human rights commissions and Advance HE.
* The report includes a link to the Access and Participation Plan as the targets in the interim equality objectives have been superseded by those in the APP.
* Future reports should include information about complaints and satisfaction levels, and additional information such as recruitment, development, leavers/retention all by protected characteristics and by grade where appropriate.
* The ‘Looking forward’ section includes the proposed response to the EHRC’s report on racial harassment in Universities.

24.2 Members suggested a number of amendments.

24.3 Committee Members were asked to send suggested amendments as tracked changes to the Committee Administrator by Friday 24th January**.**

**Action: All**

25/20 Equality Charter (Verbal) Updates

25.1 **Athena Swan** – The school of Education and Social Work in the Faculty of Health Education and Life Sciences became the first department in BCU to submit their application for an Athena Swan Bronze departmental award. Other departments will make their submissions later this year. Social Sciences, Nursing and Midwifery in April; and Engineering in November. There will be a launch of the second Xchange festival and a launch of the Women Professors group in March 2020.

25.2 **Stonewall** – The new Stonewall Project Manager started in December 2019. An audit has been started to map how BCU is currently performing against the current Stonewall workplace equality index criteria. The assessment framework for 2021 submissions has not yet been published. Activity for LGBT History month (in February) is being planned to raise visibility and awareness. This includes stalls, events, talks and the launch of a mentoring scheme. Plans are underway for Pride 2020. A joint float with five Midland based Universities is being organised.

25.3 **Disability Confident** – Previously known as the ‘Two Ticks’ scheme. The University is currently registered as ‘Disability Committed’. An informal self-assessment has been conducted. The assessment criteria focuses mainly on recruitment, however advertising, influencing suppliers and training are also part of the assessment. A Disability Equality Forum will be established to use the framework provided by the charter to improve current systems and processes.

25.4 **Race Equality** – In response to the EHRC’s inquiry into racial harassment and recommendations, the Committee supported the following proposals:

1. Establishing a Race Equality Forum to work through the recommendations made by the EHRC and Advance HE’s Race Equality Charter (REC) Framework. Working in collaboration with Universities that have previously been successful in achieving the REC.
2. Running a pilot with BLSS to capture anonymous and named reports of harassment, discrimination, victimisation etc. and to improve related processes.
3. Provide training for Students and Staff as part of on boarding and induction.

25.5 The following points were made:

* Concerns were raised about mixing other issues with matters of race.
* It might be possible to approach Faculties e.g. CEBE or school of Economics to have student involvement in data analysis.

26/20 Disability Adjustment Passport

26.1 The Committee received a verbal introduction to the Disability Adjustment Passport initiative

**Action: Tony Barlow, UCU Member, Disabled Members’ Rep (HELS) to Share details about the** **Disability Adjustment Passport with HR and the EDI Unit and to provide an update at the next meeting.**

27/20 Faculty and Professional Services Sub-committee update

27.1 Representatives from Faculties and Professional Services provided a brief update on the progress made on establishing EDI sub-committees:

**ADM** - Inaugural EDI sub-committee meeting scheduled to take place on 24th March.

**BLSS** – EDI sub-committee meeting held November 2019.

**CEBE** – Previous faculty EDI committee was not successful. Senior management team will meet in January to progress this. An update will be provided at the April meeting of the University EDI committee.

**HELS** – Inaugural EDI sub-committee meeting scheduled to take place on 24th March

**Professional Services** - First meeting held on 29th January 2020 focused on setting terms of reference, workforce data and the responsibilities of the professional services division.

The minutes from each sub-committee meeting will be reported to this Committee.

**Action: For future meetings, add BCUSU as an item on the Agenda –**

**Shalini Yogamoorthy**

27.2 The following updates were given by BCUSU:

* Getting good student involvement in protected societies
* Work ongoing with the HR Sub Committee in the area of staff demographics
* They are still experiencing some challenges in exchanging student data between student record system and student union

27.3 All to send Sub Committee dates and Minutes to the EDI team

**Action: All Members**

28/20 Colleague Support Network – update

28.1 All Sub-Committees to send dates for the meetings to the EDI Administrator

28.2 The LGBT+ Staff network gave an oral update on activities including network meetings, LGBT History Month and mentoring.

29/20 Forward Plan

29.1 Provide key performance indicators (KPIs) at the next meeting.

**Action: Imogeen Denton**

30/20 AOB

30.1 Information about the Launch of the Women’s Professor Group was shared with the committee which will include “Pop up Prof” sessions.

31/20 Dates of future Meetings

* 15th April 2020 - 14:00-16:00, Curzon C510
* 4th June 2020 – 14:00-16:00, Curzon C510