



AGENDA for the Thursday 05 March 2020 meeting

The next meeting of the Equality & Diversity Committee will be held on Thursday 05 March 2020 from 10.30-12.30 in Old Broadcasting House, Room G07, City Campus.

10.30	Part A: Preliminary Items	Paper	Led by
A1	Apologies	Verbal	Chair
A2	Terms of reference and membership	EDC-2019-007a-c	Chair/Secretary
A3	Declarations of interest	Verbal	Chair
A4	Minutes of the last meeting (04 Oct 2019)	EDC-2019-008	Chair
A5	Matters arising	EDC-2019-009	Chair
10:45	Part B: Major Topics	Paper	Led by
B1	Annual Gender Pay Report	Verbal	C Downing
B2	Update on Access and Participation Plan	EDC-2019-010 Presentation	Chair
B3	Contextual Admissions	Verbal	D Dixon-Smith
B4	'You belong here, racism doesn't' campaign	Verbal	P Preston
B5	Inclusive practice	Verbal	S Smith
12:00	Part C: Reports from Officers	Paper	Led by
C1	Equality & Diversity Update	EDC-2019-011	C Downing
C2	Equality Forum Chairs' reports	EDC-2019-012	Forum Chairs
12:20	Part D: Other Business	Paper	Led by
D1	Schedule of business 2019/20	EDC-2019-013	Chair
D2	Other Urgent Business	Verbal	

Date of next meeting: 2 July 2020, 10:30 at G05, Old Broadcasting House, City Campus

■ *Shaded items indicate that the Board / Committee is being asked to make a decision.*

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*



Terms of Reference and Membership

Executive Summary

The report sets out the Equality & Diversity Committee's constitution.

Action Requested

This report is **for information.**

Appendices

Appendix A: Terms of Reference 2019/20

Appendix B: Membership Profile 2019/20

Author

Name: Pam McLaren

Job title: Personal Assistant

Date: January 2020



Terms of Reference

Approval Route

03 November 2010 *Corporate Management Team*

14 March 2017 *University Executive Team (approval of new membership profile)*

31 May 2017 *Equality & Diversity Committee (minor amendment to clarify Forum Representatives)*

Purpose

The purpose of the Committee is:

- a) To consider the equality and diversity aspects of our University's culture and environment for work and study;
- b) To act as a forum for the engagement of staff and students in issues relating to equality and diversity;
- c) To advise on the development of policies, procedures and practices directly relating to equality and diversity, and those that indirectly affect equality and diversity issues;
- d) To monitor statistics and data that evidence our compliance with its regulatory duties as a public sector organisation, and help identify and develop areas of good practice;
- e) To promote greater awareness of equality and diversity policies to ensure continuous improvement in our performance.

Membership & Advisers to the Committee

The Committee shall consist of members representing Schools and Services, their staff and students of the University:

- a) The Committee will be chaired by the Deputy Vice Chancellor.
- b) School/Service representatives
Each School/Service shall nominate a representative.
- c) Staff representatives
Each trade union shall nominate a representative.
- d) Forum Representatives
A minimum of three representatives from the Staff/Student Fora.

- e) Students' Union representatives
The Students' Union shall nominate two representatives.
- f) Co-opted members
The Committee shall have powers to co-opt at any time suitable persons for specialist or specific advice.
- g) Advisers to the Committee
Advice, support and guidance will be provided to the Committee by the University's Equality and Diversity support team.
- h) Substitutions
Any vacancy on this Committee arising from illness, holiday or resignation, etc., shall be filled by nomination by the Chair.

Equality & Diversity Committee: 2019/20

Membership [42]*

Quorum [21]

Position

Deputy Vice Chancellor (Resources) (Chair) [1]

Service Representatives [14]

Campus & Residential Services
Centre for Learning & Teaching
Distance Learning
Estates
Financial Services
Human Resources
IT Services
External Relations/University Recruitment
Libraries & Learning Innovation
Registry
Research and Enterprise
Student Services
Sport & Active Lifestyles

School Representatives [13]

School of Arts
School of Built Environment, Engineering and Computing
School of Cultural Studies and Humanities
Carnegie School of Education
School of Events, Tourism and Hospitality Management
Carnegie School of Sport
Leeds Business School
Leeds Law School
School of Clinical and Applied Sciences
School of Health and Community Studies
School of Social Sciences

Equality Forum Chairs [7]

Race Forum Co-Chair
Disability Action Group Co-Chair
Disability Action Group Co-Chair
Rainbow Rose Group Chair
Faith & Belief Forum Chair
Gender Forum Chair

Staff Representatives [2]

UCU
UNISON

Students' Union Representatives [2]

1 Vice President Equality and Diversity
2 Student Voice Manager

Co-opted members [3]

Director of Human Resources
Director of Student Services
Deputy Vice Chancellor Academic

In attendance

Secretary [1]

Advisers to the Committee [1]

Equality and Diversity Manager
Equality and Diversity Adviser

Director of External Relations

Members

Tracey Lancaster

Christine Simpson* - **stepping down in May**
Professor Sue Smith
Kerry Chung
Andy Allison
Sarah Coll
Emma Curson
Tatiana Hepplewhite
Joe Rossiter
Claire Williams
Barbara Colledge
Dr Tina Conkar
Jan Daley
Sally Griffiths

Justin Burns/Annabelle Pangborn

Alison Munn
Robert Burroughs
Professor Damien Page
Bernadette Albert
Leanne Norman
Gareth Robertshaw
Dr Jessica Guth
Duncan Webb
Lorraine Agu
Dr Natalia Gerodetti

Mobina Begum/**replacement to be nominated**
Christine Simpson* - **stepping down in May**
replacement to be nominated
Ian Lamond
Melvyn Kelly/Rehana Bakhat
Bronwen Edwards/Tara Hill

Anthony Drummond/Jennifer Dods**
Karen Carney

Ahmed Ali
Mike Austin

TBC
Priscilla Preston
Professor Phil Cardew

Francesca Cable

Craig Downing
TBC

Dee Reid

* Christine Simpson occupies two positions on the committee, as one member

** To alternate at each meeting

MINUTES of the 04 October 2019 meeting

Present:

Tracey Lancaster (Chair)

Lorraine Agu

Mike Austin

Professor Phil Cardew

Jan Daley

Sarah Gray

Professor Damien Page

Gareth Robertshaw

Ahmed Ali

Bernadette Albert

Sarah Coll

Jennifer Dods

Tatiana Hepplewhite

Priscilla Preston

Christine Simpson

Andy Allison

Rehana Bakhat

Dr Tina Conkar

Bronwen Edwards

Melvyn Kelly

Professor Ruth Robbins

Claire Williams

In attendance:

Denise Dixon-Smith

Stephen Murphy

Frazer Shelton

Dan Stanley

Craig Downing

Janice Priestley

Hugo Smith

Sarah Swales

Pam McLaren (Secretary)

Dee Reid

Ian Smyth

Apologies:

Mobina Begum

Kerry Chung

Kate Dashper

Natalia Gerodetti

Alison Munn

Annabelle Pangborn

Joanna Smith

Justin Burns

Barbara Colledge

Anthony Drummond

Jessica Guth

Sally Nickson

Joe Rossiter

Professor Sue Smith

Karen Carney

Kate Cunningham

Tom Fletcher

Ian Lamond

Leanne Norman

Natalie Saunders

Duncan Webb

Part A: Preliminary Items

Terms of reference and membership

001.2019.EDC The Committee received a report from the Secretary that set out the current terms of reference and membership (paper reference EDC-2019-001).

Declaration of interest

002.2019.EDC No declarations of interest were made.

Minutes

003.2019.EDC The Committee **AGREED** that the minutes of its meeting held on 04 July 2019 were an accurate record (paper reference EDC-2019-002).

Matters arising

004.2019.EDC The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 04 July 2019 (paper reference EDC-2019-003). It was **reported** that:

- (a) Gender Pay Gap Reporting (minute:024(c). 2018.EDC) An update of the methodology for the disability and ethnicity pay gap reporting would be brought to a future meeting. This item would be transferred to the Schedule of Business 2019/20 and therefore the action had been noted as **COMPLETE**.
- (b) The schedule of business 2019/20 would be populated following the arrival of the new Equality and Inclusion Manager in post. This item had therefore been noted as **COMPLETE**.

Equality and Diversity update

005.2019.EDC The Committee received a report from the Equality and Inclusion Manager that provided a short summary of some initial observations following their first month in post (paper reference EDC-2019-004). It was **reported** that:

- (a) Great efforts and investment had been made to the Athena Swan Charter and that an extension to the re-accreditation date would be sought from April to November 2020 from Advance HE. As three Schools had been unsuccessful in their applications for local accreditation, the University would use this time for full review and lessons learnt.
- (b) Submission for the Race Equality Charter Framework had been extended to February 2020. There had been ongoing work to agree priorities, refresh membership of the Self-Assessment Team and mobilise support in Schools and Services since the University took part in the pilot in 2014.
- (c) Further discussions were planned with the Fora Chairs to agree shared priorities.
- (d) A review of workshops delivered by the People and Organisational Development Team would be helpful to integrate Equality, Diversity & Inclusion more broadly.
- (e) Inclusion Week took place on 23-30 September 2019 and generated a significant increase in traffic to the E&I webpages. An agreed calendar of events was being produced and would be promoted via 'communication campaigns'
- (f) A 'Unity Canvas', had been created and displayed in the James Graham building, Headingley Campus. The artwork emphasised inclusion and had been organised by Melvyn Kelly and the Faith and Belief Forum. The intention was to use it as a visual identify for Equality and Inclusion activity across the University.
- (g) Increased networking and collaboration in the region could increase our profile as an inclusive employer and place to study. Further work would

- be undertaken to identify appropriate networks and opportunities for us to work with other organisations in the city.
- (h) Tickets would be available for all who wished to attend the Annual Race Lecture with a talk given by Amatey Doku due to take place on 16 October 2019.

Part B: Major Topics

Where Next for E&I – Table Discussions:

- 006.2019.EDC The Committee took part in discussions around five tables and notes had been transferred to a document with clear actions (paper reference EDC-2019-006). Progress against these actions would be reported at the next meeting.

Part C: Reports from Officers

C2 Access and Participation Plan – 19/20

- 007.2019.EDC The Committee received a verbal update of the Access and Participation Plan from the Deputy Vice Chancellor, Resources.
It was **reported** that:
The finalised APP document had been approved by the Office for Students (OfS) on 20 September 2019 and would be published on the website, once formal approval had been made by Academic Board. The web link for this would be as follows: <https://www.leedsbeckett.ac.uk/public-information/access-and-participation-plans/>

Part D: Other Business

Schedule of business for 2019/20

- 008.2019.EDC The Committee received its schedule of business for 2019/20 (paper reference EDC-2019-005). It was **noted** that a draft schedule of business would be produced for the next meeting.

Date of next meeting

- 009.2019.EDC The next meeting of the Equality & Diversity Committee would be held at 10:30 on 05 March 2020 in G07 Old Broadcasting House, City Campus.

Other business

- 010.2019.EDC absence It was **noted** that the Disability Action Group would continue to look at staff and disability to support managers with training inc, Access to Work and RAP's for consistency.

011.2019.EDC It was **noted** that it was Black History month. Work with alumni had been ongoing with team quotes that would appear on screens around campus. The BAME ambassadors' applications are now live.

012.2019.EDC No other business was raised.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: _____ Date: _____



Matters Arising

Executive Summary

The report presents the matters arising from the previous meeting of the Equality & Diversity Committee that are not covered elsewhere on the agenda.

Action Requested

This report is for information.

Appendices

n/a

Author

Name: Pam McLaren/Angela Schumann

Job title: Personal Assistants

Date: March 2020



MATTERS ARISING

1. That the schedule of Business would be populated when the new Equality and Inclusion Officer was in post (September 2019).
2. Committee Membership – new representatives were required for:
 - a. Campus and Residential Services (from May 2020)
 - b. Race Forum Co-Chair (if needed)
 - c. Disability Action Group Chair and Co-chair
 - d. Is the role of E&D Adviser still current?
3. Title of the Committee needs formal decision – Equality & Diversity Committee or Equality and Inclusion Committee?

Equality and Inclusion Update - February 2020

Executive Summary

This is a progress update on the Diversity and Inclusion activities since the initial observations of the Equality and Diversity Manager were reported to the E&D Committee in October 2019. The activities include progressing actions identified in October, revising longer-term proposals for the University's E&I provisions and an indication as to the current status/proposed renewal of Advance HE & Stonewall Charters.

Action Requested

This update is for information. The Committee is also asked to share the information with their teams/stakeholders.

Appendices

None

Author

Craig Downing,
Equality and Inclusion Manager
March 2020

Approval Route

February 2020

Emma Curson, Head of Employee Relations

Equality & Inclusion Update March 2020

Introduction

1. At the October 2019 E&D Committee deliverables/proposals regarding the following areas were discussed and agreed, with reference to the EDI Framework that was shared:

- Charters
- Developing or Community
- Reviewing Learning & Development
- People Management Practices
- Communication and Visibility
- Networks and Insights

A progress update on each of these topics is provided in paragraphs 3 – 8 below.

2. Following an initial introductory phase, I have continued to engage with professional Services departments, Schools and fora. Although the various Schools/Services are at different points on the EDI Framework, this engagement has resulted in a greater focus on local commitment and some action planning against the EDI framework. It has been encouraging to see ownership and accountability. I have engaged with 10 Schools and I have meetings scheduled with the remaining Schools and Services over the coming months.

Activity on suggested deliverables and proposals

3. Charters –

Athena Swan

- Advance HE has granted an extension for submission to **November 2020**.
- Met with the representatives of the Schools that recently undertook submissions for the award and were unsuccessful – gained a better understanding as to why they were unsuccessful and provided feedback to them.
- Agreed with those Schools that all current provisional submissions are paused until the institutional submission has achieved the Bronze Standard.
- Observed and participated in an Athena Swan assessment panel to gain a better understanding of process and criteria expectations.
- A new Athena Swan Lead appointed - Cathy Barnes (Director of Research & Enterprise).
- A new Athena Swan Self-Assessment Team (SAT) is in the process of being compiled - we currently have 14 confirmed members from around the University.
- The first SAT meeting is planned for March 2020.

Race Equality -

- Original Plan was to submit in February 2020. Advance HE has granted an extension for submission to **July 2021**.
- SAT membership appointments to be completed, in light of changes across the University and the need for contributions and input at a senior level within Schools.
- Actions required to achieve a successful submission will be supported through enhanced relationships with Advance HE, the Race Equality Forum and overall E&I activities.

Stonewall Diversity Champion Programme

- Resubmission to the Stonewall Diversity Champion Programme made in December 2019

- 2nd March - initial Stonewall engagement meeting to agree next steps and action plan.

We are currently scoping out and seeking approval to recruit temporary resource to support the delivery and management of the Charter submissions.

Developing our Community

4. E&I Fora update

Overall purpose, membership and logistics

Some change of Fora Chairs, with vacancies in Race Equality & Rainbow Rose

Co/Chair	Co/Chair	Forum
TBC	TBC	Disability Action Group
Melvyn Kelly	Rehana Bakhat	Faith & Belief
Mobina Begum	TBC	Race
Ian Lamond	TBC	Rainbow Rose
Bronwen Edwards	Tara Hill	Gender Equality

Fora Chairs met for the first time in November 2019. Items discussed included:

- Purpose / Visual Identity
- Responsibilities
- Fora Recruitment
- Inclusive Intersectionality / One Community
- Communications Plan
- Budgets

The Fora Chairs agreed to review the fora's collective purpose and to develop a more overarching and inclusive purpose statement, which can be reflected in the University's EDI Framework and align to the "One Community" approach. However, for the immediate future it will remain as advertised:

- *To provide a safe and supportive environment in which to discuss issues relating to each of the equality strands;*
- *To provide support and networking to share best practice across all equality strands;*
- *To assist in the monitoring and reporting on compliance with equality and diversity legislation and good practice;*
- *To contribute to the development of policies directly relating to equality and diversity, and those which indirectly affect equality and diversity issues through the equality impact assessment process.*

Recruitment to the Fora will be an ongoing process and alternative options for attendees are currently being explored, to encourage greater student and colleague engagement (e.g. conference calls, webinars, informal meetings outside working hours).

Faith Spaces

- Essential clean up and removal of unnecessary items in the city Faith Spaces completed, following comments from users on the lack of space during prayer and contemplation use.
- Recommendations shared with Estates - include suggestions into the possible relocation of the Headingley campus Faith Space to the James Graham building and the redecoration of the spaces

at both campuses, to provide a more inclusive community space alongside the current faith space provision. Further discussion with Estates is required.

Carers Network

- LBU previously had a Carers Network that was dissolved in 2019.
- In the UK there are 6.5 million unpaid carers – circa one in ten people. Three in five people will be carers at some point in their lives in the UK. Estimates based on the most recent census figures show that there are currently at least 376,000 young adult carers in the UK (aged 16–25). This demonstrates a need to re-establish the Carers Network, for which there is an appetite around the University.
- A Carers Network not only allows provision for colleagues and students, but also is reflective of charter providers' expectations, e.g. Athena Swan and Stonewall.
- I have therefore reignited our relationship with Carers Leeds and will be working in close partnership with them to ensure we develop robust policies, process and practices to support Carers who are working and studying within the University. We also want to provide a safe, confidential and supportive environment for Carers to discuss related issues.
- Ideally, the re-launch of this Network will happen in late Spring 2020, subject to resources.

Dignity & Respect Network

- LBU also had a Dignity & Respect (D&R) Network, to support colleagues' complaints and mediation requests. There was a pool of 26 trained mediators within this network, but this pool is now reduced to a minimal and ineffective number.
- Given recent progress LBU has made on areas such as Zero Tolerance (Sexual Harassment) and the more recent "You belong here. Racism doesn't" (Racial Harassment) project, I have begun to refresh the D&R Network. This will offer a more inclusive approach and include:
 - mediation support (a new cohort of trained mediators will be established),
 - Well Being (Mental Health first aid),
 - Support the Supporter management training option, and
 - Zero Tolerance (sexual and racial harassment).
- Relaunch of this Network is suggested for late Spring 2020, subject to resources.

Reviewing Learning & Development

5. I have completed an initial review of People and Organisational Development (POD) offerings for inclusive content and practice. Completed actions are:
 - Revision of Unconscious Bias provisions in both material content and online modules for HE relevance.
 - Discussion on refreshed and relevant eLearning module content and tender provider requirements for Introduction to Equality & Diversity, Introduction to Unconscious Bias and Unconscious Bias – Intermediary.
 - Rewritten and refreshed version of Unconscious Bias training module into 'Inclusive Decision Making' facilitated session. This is currently trialling within some Schools and Services and gaining positive response.
 - Recommendations for all prospective interview panellists to complete the current Unconscious Bias Introduction module and the Recruitment and Selection training session, and/or attend a facilitated Inclusive Decision Making session.

People Management Practices

6. We are continuing to embed inclusive people practices and policies.
 - A process mapping exercise to review LBU recruitment process has been conducted and actions are being taken as a result.
 - In March a recruitment specialist will join the HR Services team to provide expertise and lead on all recruitment activity, such as blind shortlisting. I will engage with the recruitment specialist to ensure inclusion awareness and action planning.
 - The E&I provisions are now referred to at each “Welcome to Leeds Beckett” induction session, but ideally there should be a permanent slot within the session – to provide a greater overall view of the E&I agenda and provisions within the University.

Communication & Visibility

7. Visibility and communication of E&I activity plays a vital part in the profile awareness of the University’s efforts.
 - A calendar of events is now live on the E&I pages of the LBU website (non-exhaustive list). Each month signals EDI observances and celebrations selected to ensure a diverse range of activities are recognised.
 - Tweet Decks are set, providing a more efficient promotion of activities, events and successes.
 - Fora Postcards in circulation (in reception areas of both campuses, some schools and services) - utilising the Tree of Unity image, providing Fora group details and E&I access links.
 - Pro noun pin badges (she/her/hers, he/him/his & they/their/them) are also in production (Additional requirements and details for Pin Badges and Postcards are available from the E&I Manager).
 - Review and development for the updating of the E&I web pages - to simplify content and offer clear direction for details and links to E&I provision, including policy and processes.
 - Attended a variety of meetings with schools and services to encourage commitment to the E&I agenda.

Networks & Insights

8. A longer-term action plan is evolving through networking and further insight.

Started to form alliances with counterparts in several other HE institutions. These have provided an objective viewpoint on many current topics such as Athena Swan, BAME attainment and EDI priority focuses.

To allow further network building and critical friendships I have also:

- Joined the Leeds Equality Network; this is a collection of Leeds Educational institutes, Businesses, Law Firms, Councils and NHS organisations looking at the sharing and understand of equality practices and activities for the region.
- Agreed to join the North East EDI group; Collection of Higher Education establishments that evolved through the Advance HE Connect environment.
- Become a founder member of Leeds LGBT+ Forum; a new forum in the earliest stages of its development looking to bring together a collaboration of Leeds institutions to support the LGBT+ community.
- Observed and sat on an Athena Swan assessment panel, gaining invaluable experience to support LBU’S future award submissions.
- Booked on the Advance HE annual conference.

Conclusion

9. Introduction stage completed. Over the coming months focus will be on addressing institutional fundamentals, such as charter submissions, creation of key networks and the progression of inclusive approaches to the learning and development offerings and management practice. I look forward to working with more colleagues across the wider University on our equality and diversity agenda, and to collectively progress the momentum on our inclusive goals.

References and further information

Equality and Diversity Policy

https://www.leedsbeckett.ac.uk/-/media/files/public-information/a-to-z-guides-and-support/nn_equality_diversity_policy.pdf

Equality, Diversity and Inclusion Framework

https://www.leedsbeckett.ac.uk/-/media/files/public-information/a-to-z-guides-and-support/nn_edi_framework.pdf?la=en

REF 2021 Equality Impact Assessment

<https://www.leedsbeckett.ac.uk/public-information/equality-and-diversity/equality-impact-assessment/>

Equality Forum Chairs' Report

Executive Summary

This report outlines key updates from each Equality Forum.

- Update from Faith & Belief Forum Chair - Melvyn Kelly
- Update from Disability Action Group - Christine Simpson and Kate Cunningham
- Update from Rainbow Rose Group – Ian Lamond

(Verbal updates will be provided for:

- Race Forum – Mobina Begum
- Gender Equality Forum – Bronwen Edwards)

Action Requested

This report is **for discussion**.

Appendices

n/a

Author

Name: Angela Schumann
Job title: Personal Assistant
Date: March 2020

1. Faith & Belief Forum Update

1.1 The Faith and Belief Forum met on Monday 3rd February 2020.

The meeting reviewed the following Forum events that had taken place so far this academic year:

- the unveiling of the Unity canvas in the James Graham Building
- Act of Remembrance at the James Graham Building Memorial steps
- Folding of Origami peace doves event during Interfaith week
- Carol singing beside the Unity canvas and Christmas tree in James Graham Building
- the Poppy flag was flown above James Graham in the run up to Remembrance Day and the Interfaith Flag during Interfaith Week.

1.2 The Forum discussed again the issue of the small number of attendees and the small size of the mailing list for the Forum and considered what might be the barriers that prevented people from engaging or attending.

Among the reasons considered were hesitation about taking time out from the working day and a sense that the Forum's purposes were perhaps not fully understood and frustration about outcomes of discussions. Was it a Forum to discuss matters of faith or not? Was it only a Forum to consider the Equality and Inclusion landscape from a faith perspective?

It was felt that the Forum's webpage might need to be updated to make the purposes clearer.

1.3 The Forum considered whether it might be possible for future meetings to consider and whether there were any issues (e.g. discrimination/hate crime highlighted in a recent staff bulletin) relating to faith that could helpfully be discussed. It was decided to canvas members on the mailing list about what they hoped the Forum might achieve and what their expectations of it were.

1.4 The Forum hoped that, as the Equality network at the University was developed further, there might be new opportunities for intersectional engagement with members of other Equality fora, the Students' Union and other University organisations, such as the Sustainability team.

1.5 The Forum discussed and approved the setting up of an Interfaith discussion group open to staff and students as a further step in helping to create a cohesive and respectful community at the University. The group would perhaps meet every two months. Such a group could provide an opportunity for people of various faith traditions to come together and share in conversation about a variety of topics from the perspective of their respective faith traditions. The focus of such a group would be the building of good relationships between people of different faiths and helping to promote interfaith awareness and respectful understanding.

2. Disability Action Group Update

2.1 Meeting with the People Team

Christine, Kate and Craig Downing met Katie Dent to talk about issues that raise at various Disability Action Group meetings, over the past few years.

These issues were initially raised in a meeting with Benny Owens and Pam Flynn, Kate and Christine and the meeting with Katie was intended update her and continue the discussion.

The following was discussed:

- Sickness Absence, policy and procedure – particularly the effect this has on disabled staff and those with long term health conditions
- Reasonable adjustments – what is considered reasonable and implementation being consistent across all schools and services
- Training: specific training for line managers and awareness training for all staff, which we would hope to become mandatory

2.2 Disability History Months

As part of UKDHM we hosted two Interactive Technology Exhibitions Where Vintage typewriters, telephones and radios were on (25 November - Headingley; 10 December, City Campus). The workshops reflected on our relationships with new technologies and how they have created improvements or challenges for disabled people, particularly in relation to the teaching and learning environment.

There was also an art exhibition commissioned by the Students' Union, showcasing works that raised questions about the experiences of both visible and hidden disabilities in the city of Leeds and in Leeds Beckett University. The Artworks questioned whether art and culture can challenge of societal perceptions of disability and chronic illness, as well as helping us to think about how disabled people interact with and experience the world around them.

2.3 Signage for accessible WCs

At a meeting of the group it was requested that signage for accessible WC's included the suggestion that 'not all disabilities are visible' wording was added to the existing signs – this is now with Estates.

2.4 AccessAble

Andrew Allison, Jan Daley and Kate Cunningham are renegotiating the contract details for a further 3 years. It is hoped that during this time we will be able to develop an inhouse system for providing similar information.

2.5 Co-chairs of the Disability Action Group

Both Kate and Christine are stepping down as Co-chairs of the group. We would like to thank everyone who has contributed to the work of the group and all our colleagues for the support they have given us.

3. Rainbow Rose Group Update

- 3.1 LGBT+ history month has just concluded. Many events have been taking place around the city. At the University there have been talks and discussions as well as the flying of the Pride flag at Headingley Campus and the cloaking of University buildings in rainbow lights at City Campus. Whilst a more connected and pro-active engagement with this point of annual celebration would be valued, we do need to bear in mind the pragmatics of budget and human resource that such involvement would require. With Pride approaching the forum is beginning conversations with the E&I Manager to establish the University's place in that event.
- 3.2 Towards the end of last semester group members attended a fora chairs meeting led by the E&I Manager. This raised a number of important matters for consideration. We seem to be going through a period where an important re-thinking around the fora and their relationship to the wider University community is pressing. We look forward to continuing and progressing the conversations that were begun at that meeting.
- 3.3 The forum chair has recently been working with Thought Bubble Comic Con to explore fair pay and the experience of Female, Trans and Non-binary comic creators in what is a vibrant comic creator sector. This work is continuing and forms part of the forum's ongoing strategy of also incorporating LGBT+ advocacy and building links beyond the university with the wider LGBT+ community into its role.

DRAFT Schedule of Business 2019/20

4 October 2019 Deadline – 20 September 2019		5 March 2020 Deadline – 20 February 2020	2 July 2020 Deadline – 18 June 2020
		Gender Pay gap report* – C Downing	Annual Equality and Diversity Report
		Public Sector Equality Duty report 2019 Highlights	Table Exercise outputs – discussions and actions
		Contextual Admissions – D Dixon-Smith	
		Inclusive Practice – S Smith	
		Anti-racism campaign – P Preston	
		Access & Participation Plan update - Chair	
STANDING ITEMS	Apologies Declarations of Interest Terms of reference and membership Minutes of the last meeting Matters arising	Equality & Diversity Update (includes Charter Mark updates and the events calendar) Equality Forum Chairs' Reports Schedule of Business	

*Gender Pay Gap – Provide an update of the methodology for the disability and ethnicity pay gap reporting at the relevant point.