

## MINUTES of the Monday 30 January 2017 meeting

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### Present:

Professor Phil Cardew [Chair]

Michael Anderson

Mobina Begum

Pam Flynn

Julie Maughan

Victoria Sanderson

Katrina Tilbrook

Maddy Andrews

Jan Daley

Professor Kevin Hylton

Fiona Middleton

Christine Simpson

Lynne Wilson

Michael Austin

Alex Dickenson

Melvyn Kelly

Professor Ruth Robbins

Joanna Smith

Soniya Zeb

### In attendance:

Holly Binns [Secretary]

Lorraine Agu

Sam Goodall\*

Nick Cole

Julia Grainger

### Apologies:

Shane Buckman

Sue Sherwin

Mumtaz Khan

Priscilla Preston

\* *Attended part of the meeting*

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## Part A: Preliminary Items

### Declaration of Interest

024.2016.EDC No declarations of interest were made.

### Terms of Reference and Membership

025.2016.EDC The Committee received a report from the Chair presenting the current terms of reference and membership profile (paper reference EDC-2016-010). The Committee welcomed the new members; Mobina Begum (representing Unison) and Pam Flynn (representing Human Resources).

026.2016.EDC (a) It was noted that in order to ensure the membership had a good spread of representation across the University, each School and Service would be asked to nominate a member to represent and speak for that area.

(b) In detailed discussion, members considered the level of seniority required on the membership profile. It was resolved that sufficient nominations would

include members who were able to contribute to discussions and ensure information was fed back to respective areas. Members recognised the important of encouraging senior level buy-in with a balance of staff and student focus as well as a balancing managerial accountability and openness.

- (c) In relation to the Committee's terms of reference, members recognised that its purpose was 'to consider', 'to act as a forum', 'to advise', 'to monitor', and 'to promote'. It was noted that the Committee would ensure actions arising from meetings were progressed and follow up on completion status, however it was established that the Committee did not have formal powers or authority.

*Secretary's note: Soniya Zeb entered the meeting.*

- 027.2016.EDC (a) Following further discussion, the Committee **AGREED** that the Chair would contact members of the Senior Management Group (SMG) to ask each School and Service to nominate an appropriate member to join the Equality & Diversity Committee. Members of SMG would be asked to nominate an appropriate member of staff who would have capacity to commit to and engage with the Committee whilst also having authority to represent and speak for their respective area.
- (b) It was **RESOLVED** that the Committee's terms of reference enabled the Students' Union to nominate two representatives of their choosing. It was noted that the Students' Union would nominate its second position to be filled by liberation representatives who would alternate at each meeting.

## Minutes

- 028.2016.EDC The minutes of the meeting of the Committee held on 05 October 2016 were confirmed as an accurate record (paper reference EDC-2016-011), subject to minor amendment at minute 017.2016.EDC (a).

## Matters Arising

- 029.2016.EDC The Committee received a report on the matters arising from the minutes of the previous meeting of the Committee held on 05 October 2016 (paper reference EDC-2016-012), which were not elsewhere covered on the agenda.

- 030.2016.EDC It was noted that:

- (a) *Arising from minute 003.2016.EDC (c) 'Terms of Reference and Membership':* In relation to the action; building the Deans knowledge to inform them of related business, encourage regular equality and diversity discussions, and outline accountability in line with the developing Equality Strategy; this action would be progressed with HR after their re-structure was concluded and then discussed at SMG. It was noted that the Finance, Staffing and Resources Committee regularly held discussions about the equality and diversity work that supported the strategic framework and KPI's.

- (b) *Arising from minute 020.2016.EDC 'Trans Equality and Gender Identity Policy'*:  
The University Executive Team (UET) had questioned whether a separate policy was needed and instead proposed that this would be communicated via guidance and training, as well as being included in the wider Equality and Diversity Policy.
- (c) A level of disquiet indicated that members strongly felt that the Trans Equality and Gender Identity Policy should be implemented. Testimonials indicated that staff felt a policy would provide greater support and protection for individuals as well as lending weight to managerial responsibilities and enforcing required standards across the University. In addition to this, testimonials suggested that some members of staff had preferred to stay with supportive managers rather than going for promotions where they could potentially have less supportive/protective managers.
- (d) Members also raised concerns that, in not having a Trans Equality and Gender Identity Policy, this could potentially impact on the University's Stonewall accreditation and subsequently on staff and student recruitment. It was also indicated that most other Universities either had a policy in place or were in the process of developing a policy. Whilst it was outlined that members did not feel that all protected characteristics required an individual policy, it was strongly felt that Trans Equality and Gender Identity did require its own policy. Members also highlighted concerns that Trans Equality and Gender Identity information may get lost in wider policies.
- (e) All other actions were noted as closed, resolved or were discussed elsewhere on the agenda.

031.2016.EDC

In detailed discussion and in recognising the importance of listening to testimonials, the Committee **AGREED** that the Trans Equality and Gender Identity Policy should be re-presented to the University Executive Team, allowing for the concerns of the Committee to be properly presented and for the matter to receive further consideration. This would be, in the first instance, through a note of the minute of this discussion and Committee Members would be contacted by email in order to ensure that they felt the discussion had been sufficiently reflected (and the level of concern adequately expressed). In addition, members of the Committee would then be invited to attend a meeting to support this recommendation and allow for expert feedback on aspects of the policy.

## Part B: Major Topics

### Public Sector Equality Duty

- 032.2016.EDC (a) The Committee received a presentation from the Equality & Diversity Manager informing members of the Public Sector Equality Duty, which as a Higher Education Institution we are required to live up to.

- (b) It was reported that this year was expanded and essentially consisted of three equality objectives which were similar to the last few years' objectives but with changed actions. The presentation outlined a flavour of the equality data by protected characteristic, which would be made publically available on the web. The data focused on age, disability, ethnicity, gender, religion or belief, and sexual orientation; outlining links between academic staff, professional/support staff and at institutional level.
- (c) Members noted that the gender split which was institutionally 46% male and 54% female. There were more females in professional/support staff roles and more males in academic staff roles.
- (d) Ethnicity statistics showed a greater proportion of white counterparts (86% academic, 87% professional/support) to the BME group (11% academic, 10% professional/support).
- (e) It was indicated that institutional level turnover was 10% male and 13% female; at a rate of 12% in total. This was lower in academics with 5% difference in favour of 12% females to 7% males; at a rate of 9% in total. There was no significant difference for professional/support staff; which was at a rate of 13% in total.
- (f) Broadly speaking at institutional level male/female recruitment was fairly balanced with a slight difference with more women likely to be shortlisted and offered a job. However, academic recruitment saw a much greater divide in favour of males; with a 31% difference in applications, 13% difference in shortlisting and 6% difference in being offered a job. There was no trend in the professional/support staff which were more evenly spread.
- (g) There was a significantly higher proportion of 25% BME staff on grade 1 compared with between 6-11% for all other grades.

033.2016.EDC

- (a) In reference to the gender by grade information, it was noted that there was a downward representation of women at senior roles and this was slightly more pronounced in academics.
- (b) It was noted that web content would not include data where there was less than five members of staff; however, for the purpose of the Committee this was included to demonstrate where small group numbers had skewed percentages.
- (c) The Equality & Diversity Manager would be happy to attend talks following data publication on the web.
- (d) Due to time constraints and the vast amount of data included, links with ethnicity, gender and other cross correlations had not yet been drawn. It was hoped that data mapping would be undertaken alongside the review of staff and student information.

- (e) The Committee explored what actions the University was undertaking to engage with grade 1 staff (of which a high proportion was BME) in terms of identifying blockages which reduce engagement, understanding barriers which stop colleagues from applying for jobs and putting actions in place to support development and progression. Members also recognised the importance of senior level buy-in within those areas with limited progression. Potential considerations noted to support this included reviewing current support available, promoting training and education opportunities, providing shadowing opportunities, and developing career plans et al. Furthermore, members identified other potential sources of information which could be used to help review wider opportunities across the University; these included looking at the learning and development reports and re-grade applications.
- (f) Members noted that students' curriculum and research data was not included within the information.
- (g) The Committee noted that the University would need clearer direction in line with the HEFCE objectives.
- (h) In terms of the development of an Equality Strategy, now that the Head of HR Strategy and Policy was in post, work would be undertaken cross-functionally in order to develop the Strategy for September 2017; though it was noted that this target may be subject to delay. It was indicated that the review of the Public Sector Equality Duty objectives would be a good starting point to assist this area of work.

034.2016.EDC

- (a) The Committee **RESOLVED** that the Equality & Diversity Manager would circulate the external and internal web links.
- (b) The Committee **RESOLVED** that the Staff Experience Working Group (as part of the Race Charter self-assessment team), coordinated by the Equality & Diversity Manager, would consider potential barriers and ways to support grade 1 staff and report back to the Committee. In order to identify our institutional position, the Equality & Diversity Manager and the working group would additionally review and provide a proposal in response to understanding HEFCE requirements whilst also taking into account any other external requirements.

## Part C: Reports from Officers

### Equality & Diversity Report

- 035.2016.EDC (a) The Committee received a report from the Equality and Diversity Officer providing an update on related activities and initiatives which took place since the last Committee meeting (paper reference EDC-2016-013). This report also included the calendar which signposted future events.
- (b) It was reported that the Mediation and Dignity and Respect network was well used in the last semester with fourteen cases logged in total; three for

mediation and eleven for dignity and respect. Potential reasons for this uptake could be as a result of talks at team meetings, our increasing Athena Swan profile, focus groups, and training events et al.

- (c) There were a number of external training opportunities including Aurora (Leadership Foundation), Diversifying Leadership (Leadership Foundation), Stellar Training Programme for BAME leaders, and Stonewall Training.
- (d) The University had retained its place in the Stonewall top 100 employers; ranking 95<sup>th</sup> this year. This was a drop in position, however this year saw greater competition with a significantly higher number of employer submissions which also included more educational institutions. At present, the University was awaiting more detailed feedback.

- 036.2016.EDC
- (a) In detailed discussion, members considered the spike in usage of the Mediation and Dignity and Respect network; particularly noting the unfriendly terminology in the Grievance Policy. The Race Forum Chair had reflected on real-life experiences and suggested the policy should be more transparent and noted the need for greater support for the 'complainant' and the 'relevant person'. Recommendations arising from discussions at a Race Forum meeting had hoped that HR would engage with a review of the policy. Other Committee members noted that the policy was unhelpful in terms of process and felt that the policy had been in place for some time and, as a result of this, should be reviewed.
  - (b) It was noted that the Equality & Diversity Report could be shared with Schools and Service areas. Members were also invited to submit events for the Equality and Diversity calendar.

- 037.2016.EDC
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| <ul style="list-style-type: none"> <li>(a) The Committee <b>RESOLVED</b> to share, on receipt, the Stonewall feedback.</li> <li>(b) The Committee <b>AGREED</b> to support consideration of a review of the Grievance Policy through HR.</li> </ul> |
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### Equality Forum Chairs' Report

- 038.2016.EDC
- (a) The Committee received a collated report from the Equality Forum Chairs summarising discussions at their meeting of 16 December 2016 as well as providing an update from each Forum (paper reference EDC-2016-014).
  - (b) It was reported that members found the meeting constructive and would continue to meet prior to each meeting of the Equality & Diversity Committee.
  - (c) The Group discussed the formats of future Forum Chair meetings, roles of Equality Forum Chairs, and their membership on the Equality & Diversity Committee as well as the Equality and Diversity Policy. In addition, the Group discussed the Grievance process which was seen by many to be lacking in transparency, as disempowering as it did not strongly reflect dignity at work,

as inconsistent in terms of who manages the process, and lacked external oversight.

(d) Forum reports included:

Race Forum

- i. An additional special meeting was arranged in December 2016 to discuss the Grievance Policy.
- ii. An upcoming networking meeting with Coventry University Race Forum in February 2017 had been planned to share good practice on institutional work on Race Equality.
- iii. The Annual Race Lecture White Lies About Race and Education had been a resounding success.
- iv. The World Culture and Heritage Calendar.
- v. Discussions around structure, policy and the broader Equality Strategy.
- vi. Increasing budgets in order for the Forum to act as a catalyst rather than being reactive.
- vii. Professor Kevin Hylton had chaired the Race Forum for a number of years and was putting a succession plan in place in order to support a new Chair when he stepped down from his role as the current Chair. The Race Forum Chair noted the important for all Forums to have succession plans in place.

Gender Equality Forum

- viii. The International Women's Day event would take place on 08 March 2017; with more information to follow.

Disability Action Group

- ix. A programme of events for UKDHM was well attended.
- x. Learning Disabilities Work Experience Week talks had received excellent feedback from Mencap with regards to the project.
- xi. In relation to access, it was felt that improved clarify and communications were required.

LGBT

- xii. It was pleasing to note that Independent Governor, Kirsty Bashforth, was keen to support LGBT and act as an advocate.
- xiii. The Vice Chancellor would attend the next LGBT Forum meeting.

Faith & Belief Forum

- xiv. The Forum was looking to identify its objectives and subsequently focus activity around these; as well as considering how to attract more colleagues to attend meetings. It was hoped that the action to send an all staff email would help to address this.

039.2016.EDC (a) Members felt it was important for Forums to be open to members and it was noted that the Equality & Diversity Committee would not prescribe compositions or constitutions of the Forums. Where Forums felt it was

appropriate, they could appoint a Deputy Chair to support the Forum Chair in their duties. It was noted that where a Forum Chair could not attend an Equality & Diversity Committee meeting/Forum Chair pre-meeting, Deputy Chairs could be in attendance on their behalf in line with normal committee practice. It was also hoped that the Forum Chair pre-meetings would help support new Forum Chairs in getting to grips with their roles.

- (b) The Equality & Diversity Manager noted that the Equality and Diversity Policy stipulated a constitution which should be applied to all Equality Forums.
- (c) The Committee expressed a concern about the lack of communications around access; in particular noting that the University website did not highlight which buildings were accessible or where accessible toilets/accessible suites were located.
- (d) Members noted they would be keen to get a better understanding of why our Stonewall position had lowered in order to identify if this was linked to the University not yet having a Trans Policy in place.

040.2016.EDC

- (a) The Committee **RESOLVED** to propose that the University web/campus maps should be updated in order to highlight which buildings were accessible and where accessible toilets/accessible suites were located.
- (b) The Committee **AGREED** that the Equality & Diversity Manager would coordinate the circulation of an all staff email which would outline the Equality Forums, Chairs, Deputy Chairs, and vacancies. In addition, staff would be invited to register expressions of interest to fill vacancies with the Equality & Diversity Manager. The forums would then appoint roles.

## Part D: Matters for Information and Discussion

*Secretary's note: Sam Goodall entered the meeting.*

### Estates Strategy

- 041.2016.EDC (a) The Committee received a presentation from the Requirements Manager - Space Management, on the development of an Estate Masterplan.
- (b) It was reported that plans had changed since production having been developed in relation to stakeholder engagement, drivers, vision, staff and student numbers, and future moves. In order to understand interactions and movement of flow to build up a space rationale, the plans were derived with the needs of Deans and Heads of Services in mind, as well as taking into account results of the Me+My survey. The Requirements Manager - Space Management emphasised that 'student-centred' was a key focus of the masterplan.
- (c) Key themes that arose from interviews included the growth of the University, external environment, a split between academics and professional support

staff in slight favour of academics, timetabling challenges, and to increase space utilisation.

- (d) At City, the heart of the campus would be Portland Way which ideally would be pedestrianised. At present, it was felt the current layout was disjointed for which the University would be keen to bring together to consolidate. The Vice Chancellor's Office move had freed up space in the Rose Bowl and it was hoped that the new Conference Centre would be ready in June 2017; further freeing up space in the Rose Bowl.
- (e) At Headingley, it was very much about getting the functions right. The heart of the campus would ideally be at James Graham but there was also a need for specialised space for Carnegie teaching and research as well as a new sport and leisure facility. The Stand was leased until 2021 after which we would terminate the contract.
- (f) The Estates Services vision was to finish the five-year cycle with 80% of its buildings achieving a functional suitability rating of excellent (90% achieving excellent and very good) and an improvement in space utilisation to 49%.

042.2016.EDC

- (a) Members noted the importance of striving to provide equality and diversity facilities and not to exclude anyone. Where possible, the Committee would seek assurances that this would be delivered; particularly that gender specific, accessible and general neutral toilets would be provided and, where possible, this would be led by a social accessibility model rather than solely by a medical accessibility model. The Requirements Manager - Space Management emphasised that, where possible, Estates would strive to engage with colleagues in order to deliver such facilities; this level of detail would be introduced later within individual projects. It was noted that refurbishments would be more constrained in adopting such standards; however, Estates would aim to deliver the best facilities possible.
- (b) The Committee recognised that in delivering an Accessibility Policy this would ensure its underlying principles were adhered to across the University.
- (c) The Students' Union questioned space allocation; noting that the Students' Union had always been advised that they would lose the City bar space and subsequently this had consistently been raised on Stress Risk Assessments. It was noted that these discussions were somewhat a way off; however, this would be considered as part of wider discussions in the future.

043.2016.EDC

- (a) The Committee **RESOLVED** to support the inclusion of accessibility within the developing Equality Strategy.
- (b) The Committee **AGREED** that the Head of Disability and Wellbeing, the Students' Union VP Equality & Diversity, the Equality & Diversity Manager, and the Requirements Manager - Space Management would meet to discuss how accessibility could best be considered in the early stages of estates developments.

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*Secretary's note: Sam Goodall left the meeting.*

### **Race Equality Charter Mark Update**

- 044.2016.EDC (a) The Committee received a report from the Equality & Diversity Manager providing an update on activity undertaken in support of the Race Equality Charter (paper reference EDC-2016-015).
- (b) It was reported that five working groups had been established with responsibilities for developing and progressing actions, and for identifying key indicators of progress.
- 045.2016.EDC It was noted that the Students' Union would conduct its own research and bring back findings to the self-assessment team.
- 046.2016.EDC The Committee **RESOLVED** that a specific task based action plan would be taken to the next Equality & Diversity Committee meeting.

### **Athena SWAN Charter Submission**

- 047.2016.EDC (a) The Committee received a report from the Head of HR Strategy and Policy providing an overview of the University's Athena SWAN Charter work with the first submission made in November 2016 for an institution level award (paper reference EDC-2016-016).
- (b) It was reported that the University expected to hear the outcome by May 2017 and, provided the Charter Mark was awarded, this would enable individual Schools and areas to make their own independent submissions. In the meantime, the Athena SWAN Steering Group would continue to implement and monitor the institution level action plan.
- (c) The Head of HR Strategy and Policy drew attention to the tightly defined timescales, importance of the action plan in terms of moving forward, and noted the changes to the membership of the Athena SWAN Steering Group; for which the Deputy Vice Chancellor, Research & Enterprise, would continue to Chair.
- 048.2016.EDC (a) Members welcomed the action plan.
- (b) It was noted that any concerns, in terms of staff opposing the Athena SWAN principles, should be reported to the Equality & Diversity Manager in the first instance.
- (c) It was noted that ethnicity did not figure well; in particular, BME women did not tend to do as well as their white counterparts.

- (d) In 2013, a University-wide approach to research mentoring was introduced; however, it was felt that the scheme was unstructured and did not capture everyone. The action plan aimed to address this and re-invigorate the scheme.

049.2016.EDC The Committee **RESOLVED** that the presentation and narrative would be circulated outside of the meeting. Comments and expressions of interest to be involved should be sent to the Equality & Diversity Manager and the Head of HR Strategy and Policy.

### Gender Neutral Restroom Facilities

050.2016.EDC (a) The Committee received a report from the Equality & Diversity Manager and the Students' Union VP Equality & Diversity on the progress of the introduction of a gender-neutral toilet provision (paper reference EDC-2016-017).

- (b) It was reported that eight gender neutral toilets had been identified and new signage had been put in place.

051.2016.EDC The Committee **AGREED** to support plans for further instalment of gender neutral toilets whilst also maintaining a mixed approach of gender specific toilets and accessible toilets.

*Secretary's note: Professor Kevin Hylton left the meeting.*

### Disabled Students Deep Dive Project Update

052.2016.EDC (a) The Committee received a report from the Head of Disability and Wellbeing providing an update on the Disabled Students' Deep Dive institutional project and outlining the key outstanding priorities (paper reference EDC-2016-018).

- (b) It was reported that the key priorities included:

- i. Lecture Capture – an essential initiative needed to move forward and address financial impact across all courses to provide support to replace the loss of funding for note takers.
- ii. Physical accessibility.
- iii. In anticipation of changes, engaging with the HEFCE review of models of support for disabled students beyond 2017/18.
- iv. Mindfulness prospects.
- v. Looking at how we can link in student advice in School structures and working in partnerships.

053.2016.EDC (a) The Students' Union were keen to be involved in the project.

- (b) It was noted that the University was fully committed to adopting the social model of disability which says that disability is caused by the way society is organised, rather than by a person's impairment or difference and looks at ways of removing barriers that restrict life choices

for disabled people. However, the current Government funding model, i.e. Disabled Students' Allowances, was driven by the medical model of disability, where individually funded packages of support were only available to students who declared a disability and provided medical evidence.

### Equality and Diversity Policy Review

054.2016.EDC (a) The Committee received a presentation from the Head of Disability and Wellbeing on the review of the Equality and Diversity Policy.

(b) It was reported that the Director of HR, the Equality & Diversity Manager, the Director of Services for Students and the Head of Disability and Wellbeing would review the policy. HR and Services for Students primarily made up a small group who would map where the policy was required and where separate statements or guidance could be put in place.

055.2016.EDC (a) It was noted that this work linked in with the development of an Equality Strategy and discussions of reporting internally to UET and to Governors. It was hoped that this work would assist with getting the right focus.

(b) The Committee recognised the importance of having broad level buy-in with senior colleagues in advance of commencing this work.

056.2016.EDC The Committee **RESOLVED** that an update would be provided at the next meeting of the Equality & Diversity Committee.

### Engagement with Staff and Students

057.2016.EDC The Committee received a report from the Revd Melvyn Kelly, on details of his first four months in post and activities undertaken with students and staff during this period (paper reference EDC-2016-019).

058.2016.EDC It was noted that each Equality Forum should have equal status.

059.2016.EDC In relation to discussions around links with encouraging engagement, the Committee **RESOLVED** that the Students' Union would take discussions about faith space issues to the next Faith & Belief Forum meeting.

## Part E: Other Business

### Schedule of Business

060.2016.EDC The Committee received its schedule of business for 2016/17 (paper reference EDC-2016-020). The Schedule would be updated in accordance with outcomes from the meeting.

**Date of Next Meeting**

061.2016.EDC The next meeting of the Committee would be held at Wednesday 31 May 2017, 10:30-12:30, in G07 Old Broadcasting House, City Campus.

**Other Business**

062.2016.EDC No other business was raised.