

LEEDS BECKETT UNIVERSITY

EQUALITY & DIVERSITY COMMITTEE

Wednesday 07 February 2018

at 10:30

in the Lewis Jones Suite, Carnegie Stand, Headingley Carnegie Stadium

Cath Smith, Governance and Legal Services

Leeds Beckett University, 101 Old Broadcasting House, City Campus, Leeds, LS2 9EN
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AGENDA for the Wednesday 07 February 2018 meeting

The twenty-sixth meeting of the Equality & Diversity Committee will be held on Wednesday 07 February 2018 from 10:30-12:30 in the Lewis Jones Suite, Carnegie Stand, Headingley Carnegie Stadium.

10:30	Part A: Preliminary Items	Paper	Led by
	A1 Apologies		Chair
	A2 Declarations of Interest		Chair
	*A3 Constitution		Chair
	(a) Terms of reference and membership	EDC-2017-011(a)	
	(b) Reviewing our approach to equality, diversity and inclusion	EDC-2017-011(b)	
	A4 Minutes of the last meeting held on 11 October 2017	EDC-2017-012	Chair
	*A5 Matters Arising	EDC-2017-013	Chair
	Part B: Major Topics	Paper	Led by
10:35	B1 Accessibility & inclusivity of our provision	Presentations	
	(a) Strategic context and drivers		J Daley / P Preston
	(b) Disabled Go presentation		D Livermore
	(c) Implementation		Chair
11:40	B2 Equality, Diversity and Inclusion Strategy	EDC-2017-014	P Flynn
12:00	Part C: Reports from Officers	Paper	Led by
	*C1 Equality & Diversity Update	EDC-2017-015	K Tilbrook
	C2 Equality Forum Chairs' Report	EDC-2017-016	Forum Chairs

12:15	Part D: Other Business	Paper	Led by
D1	Schedule of Business 2017/18	EDC-2017-017	Chair
D2	Other Urgent Business		
D3	Date of next meeting: Wednesday 13 June 2018, 10.30 - 12.30, in G02, Broadcasting Place (A), City Campus.		

■ *Shaded items indicate that the 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 2017/18

Appendix B: Membership Profile 2017/18

Author

Name: Catherine Smith

Job title: Governance Co-ordinator

Date: 31 January 2018

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: 2017/18

Membership [41]*

Quorum [20]

Position

Deputy Vice Chancellor (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
Quality
Research and Enterprise
Secretary & Registrar's Office
Student Services
Sport & Active Lifestyles

School Representatives [13]

School of Art, Architecture and Design
School of Built Environment and Engineering
School of Computing, Creative Technology and Engineering
School of Cultural Studies and Humanities
School of Film, Music and Performing Arts
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
Race Forum Co-Chair
Gender Equality Forum Chair
Disability Action Group Co-Chair
Disability Action Group Co-Chair
Rainbow Rose Group Co-Chair
Rainbow Rose Group Co-Chair
Faith & Belief Forum Chair

Staff Representatives [2]

UCU
UNISON

Students' Union Representatives [2]

1 Vice President Equality and Diversity
2 Student Voice Manager

Co-opted members [2]

Director of Human Resources
Director of Student Services

In attendance

Secretary [1]

Advisers to the Committee [2]

Equality and Diversity Manager

Members

Professor Phil Cardew

Christine Simpson*
Professor Sue Smith
Edmund Hewson
Vacancy
Sarah Coll
Pam Flynn
Tatiana Hepplewhite
Joe Rossiter
Claire Williams
Lee Jones
Dr Tina Conkar
Victoria Sanderson
Jan Daley
Sally Nickson

Justin Burns
Dr Paul Hirst
Alison Munn
Professor Ruth Robbins
Vacancy
Professor Damien Page
Dr Dorina Buda
Leanne Norman
Joanna Smith
Dr Jessica Guth
Duncan Webb
Lorraine Agu
Dr Natalia Gerodetti

Dr Tom Fletcher
Dr Aarti Ratna
Alex Dickenson
Christine Simpson*
Kate Cunningham
Ian Lamond
Ian Pette
Melvyn Kelly

Mumtaz Khan** / Jennifer Dods**
Mobina Begum

Ro Sewell
Mike Austin

Julie Maughan
Priscilla Preston

Cath Smith

Katrina Tilbrook

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

** To alternate at each meeting

REVIEWING OUR APPROACH TO EQUALITY, DIVERSITY AND INCLUSION

Executive Summary

This report sets out the proposed changes to our approach to equality, diversity and inclusion. The changes include establishing an Equality & Diversity Steering Group and an Equality & Diversity Forum and will be discussed in more detail at a subsequent meeting.

The report was reviewed by the University Executive Team on 30 January 2018.

Action Requested

This report is **for information**. Colleagues are invited to take it away and think about it. We will provide suitable time (either within the next meeting of the Committee or on a separate occasion) to discuss the ideas presented more fully and, when we are content with a way forward, our proposals will require further agreement within the University (we will establish the route for final approval, which may be simply to the University Executive Team).

Appendices

None.

Author

Name: Phil Cardew

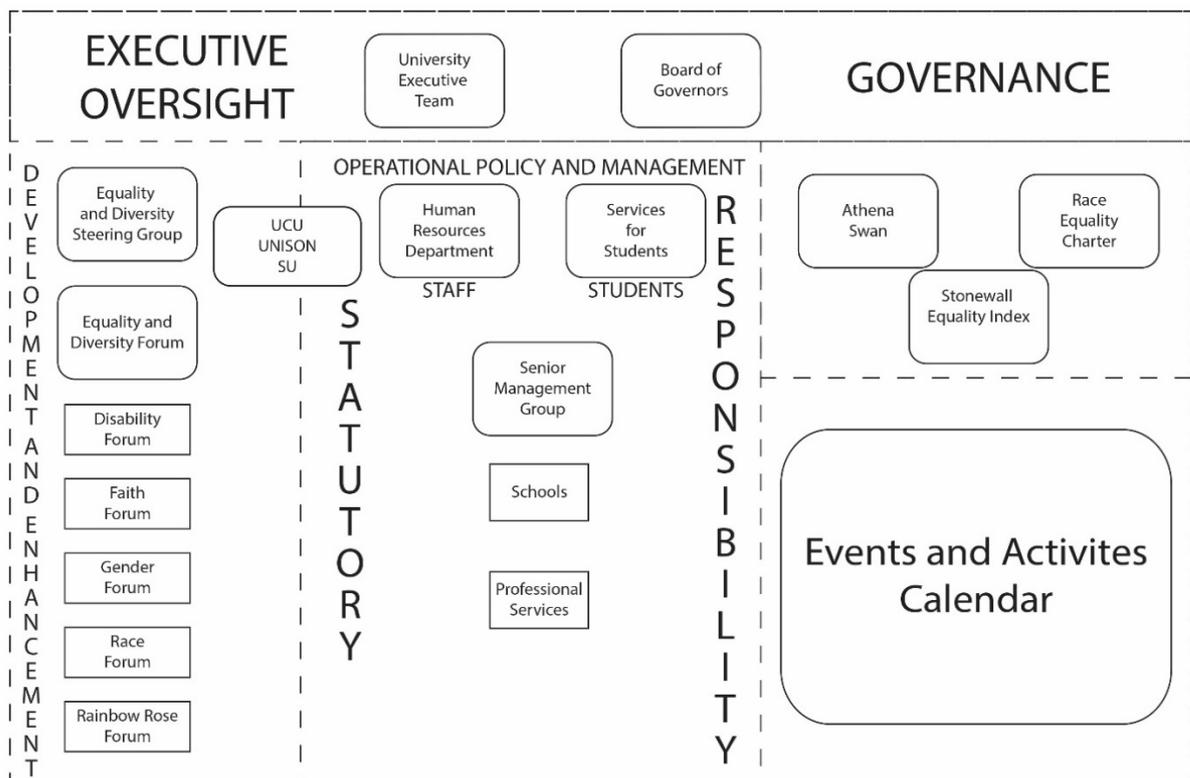
Job title: Deputy Vice Chancellor (Academic), Chair of the Equality, Diversity Committee

Date: 10 January 2018

REVIEWING OUR APPROACH TO EQUALITY, DIVERSITY AND INCLUSION

Context

1. With our move to a school-based structure, and a desire to be as inclusive and open as possible, the Equality and Diversity Committee has grown to a size which does not, perhaps, enable it to function as well as it might as a committee. At the same time, different views have emerged about the role of the Committee. Some wish to see the Committee as a locus of authority, others as an agent and advocate for the development and enhancement of University policy and procedures which support the development of equality, diversity and inclusion (EDI).
2. The focus of this proposal is to clearly differentiate between the body which is directly accountable for the University's core legal responsibilities for Equality, Diversity and Inclusion and the body best placed to advise on ways we can further enhance and develop our work in support of all members of the University community.
3. Responsibility and accountability to comply with the law lies with University senior management. In the discharge of its responsibilities it is guided by professional services, and consults with our recognised trades unions and the Students' Union.
4. The role of the Equality and Diversity Steering Group, and the fora it supports is to provide advice about the way the university can further improve its policies and practices, and to foster within the university a wider understanding of critical issues. Alongside all this activity, the particular commitments we have in terms of individual strands of work focused on particular protected characteristics will continue, with their own steering groups and work plans.



5. This is a proposal for deliberation and discussion, and colleagues are invited to take it away and think about it. We will provide suitable time (either within the next meeting of the Committee or on a separate occasion) to discuss the ideas presented more fully and, when we are content with a way forward, our proposals will require further agreement within the University (we will establish the route for final approval, which may be simply to the University Executive Team).

Aims:

The aims of the proposal are:

1. To ensure that we understand the formal requirements for compliance with apposite legislation and that these are owned by the relevant University professional services, in partnership with our recognised trades unions (and including the Students' Union).
2. To provide a wide platform for the discussion and debate of matters relating to equality, diversity and inclusion which encourages and supports enhancement and dissemination across all areas of the University.
3. To ensure that our activities supporting all areas and special interests are co-ordinated and delivered effectively.
4. To support core areas of working which, from time-to-time become a focus of activity in any one particular area of equality, diversity and inclusion. Current examples of this activity would include:
 - a. Athena Swan
 - b. The Race Equality Charter
 - c. The Stonewall Workplace Equality Index

Principles:

In developing a new structure, it is important that:

1. We have an approach which focuses attention on statutory responsibilities under the Equalities Act, and also support enhancement and particular themes of University activity. This is achieved through a balance between governance, executive and management responsibilities balanced against an inclusive culture of discussion, debate and dissemination.
2. Authority lies with our Board of Governors who hold the Vice Chancellor, Executive and University Managers to account for ensuring we fulfil our duties.
3. Operational responsibility for our legal and statutory duties lies with:
 - a. Human Resources: for staff-focused matters.
 - b. Student Services: for student-focused matters.

4. In both cases, we work in partnership with our recognised trades unions and with the Students' Union.

Practice:

1. The core change in practice, proposed here, is to recognise that the formal duties of the University with regard to equality, diversity and inclusion are exercised through our line management and governance structures, with the University being ultimately held to account in this respect by our Board of Governors. Thus, we would rely on professional advice from Human Resources and Student Services (chiefly focused on staff and student matters, respectively but not exclusively) and ensure that the University Executive Team and Senior Management Group were responsible for delivery. We already have liaison with our trades unions through the Joint Consultative Committee (JCC) and the Student Union Senior Management Liaison Group (SUSMLG) and these (plus direct approach, if required) would continue to fulfil these roles. Our key policies would thus ensure that we fulfil our duties through the school and service structure.
2. In terms of the area of development and enhancement, and due deliberation and dissemination of areas of interest, it is proposed that:
 - a. We maintain a small steering group for enhancement activity. This is consciously proposed as a Steering Group, not a committee, to allow for some flexibility of operation but also to recognise that it sits alongside other governance, executive and deliberative entities within the University and may, thus, interact with all and any of them directly. It is proposed that the membership consists of:
 - i. VC's nominee as chair (currently DVC Academic).
 - ii. Co-ordinators/chairs of special-interest fora.
 - iii. HR and Student Services representatives
 - iv. Representatives from UCU, UNISON and the SU (as a feature of partnership working, rather than the more formal areas of consultation which sit within existing entities, JCC and SUSMLG).
 - b. The steering group will be responsible for:
 - i. Maintaining a calendar of events each year.
 - ii. Introducing topics for discussion and debate at either Senior Management Group or within the Equality and Diversity Forum.
 - iii. Supporting the focused strands of University activity (managed by their own steering groups) around Race (currently Race Equality Charter), Gender (currently Athena Swan) and Sexuality (currently Stonewall Workplace Equality Index). These areas of activity will continue to have their own leadership, steering groups and work plans.
 - iv. Providing advice to UET and SMG on the development and enhancement of University policies, practices and strategy related to equality, diversity and inclusion.

- c. The Dignity and Respect Network will be formally brought within the 'envelope' of equality, diversity and inclusion activity, and championed by the Steering Group.
- d. Equality and Diversity Committee will become Equality and Diversity Forum, with open membership, meeting 2-3 times a year with a mix of themed discussion, presentation and debate around particular areas of interest in the field. It will be important to ensure that these meetings are as open and inclusive as possible - taking place in different venues, campuses, days and times of the day so as to allow as much participation as we can. We will also look at streaming sessions and capturing them for asynchronous dissemination (especially where there are presentations relating to our work). The plan of activity for the Forum can be driven from any area: the individual sub-fora, particular projects, HR and Student Services, SU or individual suggestion to the Steering Group.
- e. All this activity will, undoubtedly, lead to further work (co-ordinated by HR, Student Services or individual project groups) which develops existing policy, adds new elements or raises issues which require further discussion and decision. Matters for decision will be brought, as appropriate, through SMG, Academic Board or JCC to the University Executive (reported, as necessary, to the Board of Governors). The Steering Group will have the freedom to suggest the most appropriate way of developing this activity and determining the best locus of approval.

Conclusion

1. It is proposed that the development of a structure as outlined above, would both strengthen the University's legal compliance in areas of equality, diversity and inclusion, and promote discussion and development of our work in this area. A key, initial, goal would be a better-co-ordinated calendar of events and activities, supported by colleagues across all areas of activity.
2. The creation of a slightly looser structure in direct replacement of the E&D Committee will, it is proposed, both offer opportunities for wider engagement of colleagues and better discussion of issues and topics of interest, while overcoming issues of representation and the unwieldy nature of a large deliberative entity.

MINUTES of the 11 October 2017 meeting

Present:

Professor Phil Cardew (Chair)

Lorraine Agu	Mike Austin	Mobina Begum
Justin Burns	Sarah Coll	Dr Tina Conkar
Kate Cunningham	Jan Daley	Jennifer Dods
Dr Tom Fletcher	Pam Flynn	Dr Jessica Guth
Lisa Haynes Truscott	Tatiana Hepplewhite	Edmund Hewson
Melvyn Kelly	Ian Lamond	Julie Maughan
Sally Nickson	Ian Pette	Priscilla Preston
Dr Aarti Ratna	Professor Ruth Robbins	Joe Rossiter
Ro Sewell	Christine Simpson	Joanna Smith
Duncan Webb	Claire Williams	

In attendance:

Tracy Commons	Janice Priestley	Cath Smith
Katrina Tilbrook		

Apologies:

Alex Dickenson	Dr Natalia Gerodetti	Lee Jones
Alison Munn	Professor Damian Page	Sue Smith
Lynne Wilson		

Part A: Preliminary Items

Terms of reference and membership

- 001.2017.EDC a) The Committee received a report from the Secretary that set out the current terms of reference and membership (paper reference EDC-2017-001). It was **reported** that the Committee currently had vacancies for school representatives from the School of Built Environment & Engineering, the School of Film, Music and Performing Arts and the School of Sport.

- b) The Chair encouraged members that could not attend a Committee meeting to send a substitute to help ensure that the two-way dialogue was maintained between each school and service and the Committee.
 - c) The Chair reported that given the Committee's large size, the meetings often felt more like a forum than a Committee. Consideration was being given to the possibility of creating a smaller formal committee that concentrated on the compliance elements and a larger group that focused on broader discussion of relevant topics and fed into the relevant debates, developments and enhancements that supported the broader equality & diversity agenda. A paper exploring the options would be brought to the Committee's next meeting in February.
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Declaration of interest

002.2017.EDC No declarations of interest were made.

Minutes

003.2017.EDC The Committee **AGREED** that the minutes of its meeting held on 31 May 2017 were an accurate record (paper reference EDC-2017-002).

Matters arising

004.2017.EDC The Secretary presented a report on the matters arising from the minutes of the previous meeting of the Committee held on 31 May 2017 (paper reference EDC-2017-003). It was **reported** that:

- a) The link to the Public Sector Equality Duty 2016/17 report was circulated to the Committee on 11 August 2017 (*minute 034.2016.EDC(a) refers*).
- b) The Head of HR Strategy & Policy had confirmed that the Grievance Policy would be reviewed and that the support for staff going through or considering to use the Policy would be considered as part of the review (*minute 037.2016.EDC(b) refers*).
- c) The RainbowRose Forum had recommended that the University's participation in the Stonewall Workplace Equality Index was temporarily suspended. The University Executive Team had considered the recommendation and it had been agreed that the next submission to the Stonewall Workplace Equality Index would be deferred until the 2019 index at the earliest, which practically meant the University's next submission to Stonewall could be in September 2018. The University Executive Team had agreed that the University would continue to subscribe to Stonewall in 2017/18 as a Diversity Champion; and that the University's position would be reviewed again in April 2018, at which point a new set of criteria would be in place, with the view to re-entering the Index in 2019 (*minute 071.2016.EDC(a) refers*).

- d) The Equality & Diversity Manager had circulated the actions arising from the Stonewall feedback to the Committee. (*minute 071.2016.EDC(b) refers*).
- e) The Equality & Diversity Strategy would be the main focus at the Committee's next meeting in February as reflected in the schedule of business (*minute 077.2016.EDC refers*).
- f) The Director of Disabled Go had confirmed that he would be keen to present at the Committee's next meeting in February 2018 (*minute 089.2016.EDC refers*).
- g) The Committee's terms of reference were updated to clarify that there was a minimum of three forum representatives on the Committee (*minute 066.2016.EDC refers*).
- h) The Head of Disability & Wellbeing supplied wording to expand on the statement at minute 053.2016.EDC relating to the disabled students deep dive project update (*minute 068.2016.EDC refers*).
- i) The Equality & Diversity Manager had provided directions to alternative gender-neutral toilets. The Project Manager in Estates had since confirmed that the works were complete and that all four gender neutral toilets at the Portland Entrance were back in use (*minute 082(a).2016.EDC refers*).

Part B: Major Topics

Trans guidance for staff

- 005.2017.EDC
- a) The Committee received:
 - i. a presentation 'Improving the experiences of Trans staff and students' from the Equality & Diversity Manager and the Associate Director (Student Wellbeing and Equality);
 - ii. a report from the Equality & Diversity Manager that proposed a Trans Equality and Gender Identity Code of Practice for inclusion within the Equality & Diversity Policy and also set out accompanying guidance for trans staff (paper reference EDC-2017-004).
 - b) It was **reported** that the University had a number of legal obligations relating to trans staff, students and visitors which were set out in the Equality Act 2010 and the Gender Recognition Act 2004 which were summarised in the proposed Trans Equality and Gender Identity Code of Practice. A guidance document had also been developed which outlined how the University should support trans staff.

- c) The presentation referenced the Equality and Human Rights Commission (EHRC) suggestion that approximately 1 per cent of the UK population experiences some degree of gender variance. The current UK Law recognises two sexes but in some other countries non-binary identities were recognised in law. The Equality Challenge Unit was lobbying the government and HESA to expand the number of gender identities.
- d) The Data Protection Act 1998 defined trans status and gender reassignment as 'sensitive data' which should not be recorded or passed to others without explicit consent from the individual. The General Data Protection Regulations, which would come into effect from 25 May 2018, would further strengthen these requirements.
- e) The Equality Challenge Unit reported that trans student experiences included: a lack of policies to update their name and gender in the student register; prevalence of transphobia; increased bullying and harassment; concerns that their place of learning was not supportive during coming out / transitioning; and a lack of gender neutral toilets and facilities.
- f) The reported experiences for staff included: problems changing personnel details on institutional records; being asked not to use toilets or changing facilities that corresponded to their gender identity; and employers lack of knowledge of relevant legislation.

006.2017.EDC

- a) It was **noted** that there were systems issues for staff and students which may need to be resolved, for instance that computer profiles were linked to surname, which was not updated when a person's name changed. It was agreed that further system related concerns could be emailed to the Equality & Diversity Manager outside of the meeting.
- b) Gender segregation was legally allowed when engaged in prayer.
- c) Paragraph 20 in the guidance relating to surgery was discussed with concern flagged that historical records could out an individual. The observation was also made that maternity leave was already treated separately. It was suggested that examples of Trans related absence could be included in the sickness absence training.
- d) A concern was expressed that an i-trent record could be delegated without the member of staff being aware which could mean that sensitive data was passed on without an individual's consent. Human Resources would explore this matter further with the UNISON representative outside of the meeting.
- e) It was agreed that once endorsed the Code of Practice and the Guidance would be made available on the website and circulated to the Deans of Schools and the Directors of Service with a focus on the legal requirements set out in the Code of Practice. Consideration would also be given to the possibility of developing an e-learning module. A copy of the presentation

from the Equality Challenge Unit would also be cascaded to the Committee.

- f) There was also the possibility of linking to the curriculum development for some schools and the Centre for Learning & Teaching would be approached to discuss the possibility further.
- g) It was noted that the documents were living documents and would be revisited and evolve as they were used.

007.2017.EDC

The Committee endorsed:

- a) the Trans Equality and Gender Identity Code of Practice for inclusion within the Equality & Diversity Policy;
- b) the trans guidance for staff.

Part C: Reports from Officers

Equality & diversity update

008.2017.EDC The Committee received a report from Equality & Diversity Manger that provided an update on equality and diversity activities, initiatives and developments that had taken place since the Committee's previous meeting in May 2017 (paper reference EDC-2017-005).

Equality Forum Chairs' report

009.2017.EDC The Committee received a collated report from the Equality Forum Chairs that provided updates from the equality forums (paper reference EDC-2017-006).

Race Equality and Diversity Forum

- a) It was **reported** that the Race Equality and Diversity Forum had discussed the University's grievance policy and process and the report summarised a number of concerns and recommendations that the Forum had made in relation to the existing policy and process. The Forum had requested consultation as part of the forthcoming review of the University's grievance policy and procedures.
- b) It was **noted** that Human Resources were keen to support staff bringing forward concerns and would ensure that the Race Equality and Diversity Forum was included in the forthcoming review of the University's grievance policy and procedures.
- c) Members were invited to the Annual Race Lecture, Sustaining Change in Workplace Race Equality: What Works and What Doesn't from Roger Kilne, was taking place on Wednesday 18 October.

Disability Action Group

- d) The Chairs of the Disability Action Group **reported** the work undertaken by Disabled Go to develop online access guides of the University's buildings for staff, students and visitors would be launched as part of Disability History Month. The group had also identified priorities for 2017/18 which included projects relating to: creating a working group with Human Resources to look at policies and procedures; working with the Students' Union to develop their provision for disabled students; and undertaking development work with Estates.
- e) Events relating to Disability & Art would be taking place as part of Disability History Month which colleagues were very welcome to attend, participate in the events, or provide related research. When available, the Equality & Diversity Manager and Secretary would help cascade further details to committee members.

Faith & Belief Forum

- f) It was **reported** that the updated religion and belief guidance was anticipated from the Equality Challenge Unit in the Autumn of 2017.

Rainbow Rose

- g) The Rainbow Rose Forum Chairs **reported** that three key themes had been set for 2017/18 which included: expanding awareness and participation at both forum meetings and smaller, less formal meetings; developing how the forum contributes to the University; and increasing connections with the wider LGBT community in Leeds.

Part D: Matters for Information and Discussion

Athena SWAN Feedback – Equality Challenge Unit

- 010.2017.EDC
- a) The Committee received a report from the Head of HR Strategy and Policy that set out the official feedback the University received from the Equality Challenge Unit in July in relation to the University's achievement of the institutional level Bronze Athena SWAN award (paper reference EDC-2017-007). It was **reported** that currently five schools were in the process of developing departmental submissions.
 - b) The report particularly commended the University for: its commitment to actions and further development in regards to the mock promotion rounds; the implementation of a transparent workload allocation model; establishing an annual promotions process; consideration of gender in research; the increasing uptake of flexible working by male staff; and the active participation in Aurora.

- c) The report also highlighted a number of areas for future consideration which included: providing additional analysis and detail in some areas, including reflection on particular factors behind the data; strengthening the actions to address promotion and articulating more clearly the rationales for actions on the matter; and increased use of the outputs from the staff survey and focus groups.
- 011.2017.EDC a) It was **noted** that as part of the University's Athena SWAN Action Plan a commitment had been made that all schools would submit departmental applications by 2021. School submissions would be reviewed by the Athena SWAN Steering Group which would help to identify any crossover and shared learning that can be applied across schools.
- b) There was intersectionality across the action plans for Athena SWAN, the Race Equality Charter Mark and Stonewall and consideration could be given to creating an overarching action plan with some common and different strands of activity.
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Race Equality Charter Update

- 012.2017.EDC The Committee received a report from the Equality & Diversity Manager that provided an update on the Race Charter Self-Assessment Team's preparations for the submission of the Charter Mark application which was planned for July 2019 (paper reference EDC-2017-008). It was **reported** the first iteration of student data had been analysed which had focused on the student lifecycle between 2013 and 2016, in particular: admissions and intake; the undergraduate and postgraduate student body; progression and continuation; reasons for withdrawal; achievement of good honours; and activity and graduate level employment for First Degree Leavers. As a result of the initial findings a number of proposals for further work and analysis had been made which would form part of the action plan. The Self-Assessment Team had subsequently considered staff data which had included recruitment and progression data and these areas had been identified as a key areas of focus within the action plan.
- 013.2017.EDC It was **noted** that the forthcoming priority for the Self-Assessment Team would be the design and timing of the race equality staff & student surveys. A good response rate was important and some promotional activity that demonstrated the actions taken in relation to the previous survey feedback could help increase engagement.
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Dignity and Respect Network and Mediation Service Update

- 014.2017.EDC The Committee received a report from the Equality & Diversity Adviser that provided an update on the University's Dignity and Respect Network and Mediation Service (paper reference EDC-2017-009).

Part E: Other Business

Schedule of business for 2017/18

015.2017.EDC The Committee received its schedule of business for 2017/18 (paper reference EDC-2017-010).

Date of next meeting

016.2017.EDC The next meeting of the Equality & Diversity Committee would be held at 10:30 on 07 February 2018. The venue would be confirmed in due course.

Other business

017.2017.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 previous meetings of the Equality & Diversity Committee that are not covered elsewhere on the agenda.

Action Requested

This report is for information.

Appendices

None.

Author

Name: Catherine Smith
Job title: Governance Co-ordinator
Date: 14 December 2017

MATTERS ARISING

Trans guidance for staff

1. No further system concerns were fed back to the Equality & Diversity Manager following the meeting. (minute 006(a).2017.EDC)
2. Human Resources is currently developing online training resources in relation to sickness absence. The Equality and Diversity Manager provided feedback following the last EDC meeting and specific examples in relation to transition related absence are to be included within the module. (minute 006(c).2017.EDC)
3. Sickness Absence records can only be viewed outside of HR by the individual's line manager. The Head of Planning and Reward has confirmed that the only i-Trent access which can be delegated from the line manager is in relation to approving holiday. Any subsequent access to the records is only in relation to holiday which the delegate has been responsible for authorizing. The only way individuals other than the line manager could see i-Trent sickness absence would be if they had access to the line manager's log-in details and it is against University policy for these to be shared. The existing system set-up should be sufficient to ensure confidentiality of the individual sickness absence record to the line manager, the individual and authorized individuals within HR. (minute 006(d).2017.EDC)
4. The code of practice was circulated to all Deans of School and Directors of Service as an attachment for onward distribution within their respective areas and the link to the fuller guidance document was signposted through the web-links. Both documents are hosted on the Human Resources Guidance webpage and the Resources page of the Equality and Diversity website. Both sources are open to all staff, students and to members of the public. A copy of the presentation was cascaded to the Committee on 25 January 2018. (minute 006(e).2017.EDC)
5. The Equality & Diversity Manager will explore further the possibility of linking the Trans code of practice and guidance to the curriculum development for some schools. (minute 006(f).2017.EDC)

Equality Forum Chairs' Report (minute 009(e).2017.EDC)

6. The events programme for Disability History Month was cascaded to the Committee on 22 November 2017.

Athena SWAN Feedback – Equality Challenge Unit (minute 011.2017.EDC)

7. The new Equality, Diversity and Inclusion Strategy, currently a working draft, is out for comment and consultation. This sets out four overarching ambitions/top level objectives under which a number of sub-objectives and measures will sit. These will give clearer alignment of the actions which have already been developed through Athena SWAN and which are developing through the Race Equality Charter work as well as other strands of activity relating to access, sexual orientation etc. Once the Race Charter Action plan is finalized and agreed (anticipated to be February 2019) it will be possible to combine both action plans into a single document if desired.

Equality, Diversity and Inclusion Strategy

Executive Summary

This paper provides a draft Equality, Diversity and Inclusion Strategy for consideration.

As well as drivers relating to the business case and social justice for continuing to attract, develop and support a diverse community of staff and students, there are a number of legal requirements which must be met.

A strategy which clearly outlines the University's commitment to our equality objectives will help to promote the work of the University, to attract applicants, engage our community and to ensure that we continue to make progress in advancing equality, diversity and inclusion.

Action Requested

This report is **for discussion**. Committee members are invited to receive and discuss the draft Equality, Diversity and Inclusion Strategy prior to further consultation at SMG and submission to Finance, Staffing and Resources Committee and the Board of Governors.

Appendices

Appendix 1 - Draft Equality, Diversity and Inclusion Strategy

Author

Name: Pam Flynn and Katrina Tilbrook

Job title: Head of HR Strategy & Policy, Equality and Diversity Manager

Date: 25 January 2018

Approval Route

January 2018 Julie Maughan, Director of HR and Phil Cardew, Deputy Vice Chancellor

Introduction

1. The Equality, Diversity and Inclusion Strategy (EDI Strategy) builds on our existing good practice and achievements. We attained an Athena SWAN Bronze award in 2017, with a number of our Schools now working towards departmental awards. We are a Stonewall top 100 employer and Diversity Champion. Progress continues towards our submission to the Race Equality Charter in 2019 and we are members of Disabled Go. We also celebrate a number of key events each year including International Women's Day, our Annual Race Lecture and LGBT History Month. All of this work is influenced and supported by our staff, students, partners and visitors through our equality fora and networks.
2. The strategy sets out our vision, overarching principles and objectives for further advancing equality, diversity and inclusion at the University.
3. It is intended that measures of impact and KPIs will also be developed or mapped across from existing strategies or plans, for example, the Education Strategy, People Strategy and Athena SWAN action plan. Work to develop and agree priority measures and KPIs for the EDI strategy will continue during February and March and the complete strategy will then go to Finance, Staffing and Resources Committee and to the Governing Body in June and July.

Rationale

4. The University's Strategic Planning Framework 2016 – 2021 sets out four strategic aims;
 - An Excellent Education and Experience
 - Leading Research and Academic Enterprise
 - A Community of Great People
 - Sustainable Resources

As well as supporting our legal responsibilities, the EDI strategy and our equality objectives support the University's strategic aims.

5. The Equality Act 2010 requires us to have "due regard" to the following three general duties:
 - Eliminate all forms of discrimination, harassment or victimisation;
 - Advance equality and diversity; and
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
6. The Public Sector Equality Duty also places specific duties upon us to publish accessible equality information every year and to develop and deliver Equality Objectives (at least every four years). The focus of this law is to demonstrate how we deliver the above three general duties and also to provide transparency in how we respond to it.

The Equality, Diversity and Inclusion Strategy, Vision and Objectives set out how we will fulfil our Public Sector Duties for 2018 – 2021.

7. In its document, 'HEFCE Equality and Diversity Statement and Objectives 2016-17, HEFCE makes clear reference to the business case and social justice argument for equality and

diversity stating; 'Embedding equality of opportunity and fostering diversity are essential for creating the conditions for an excellent higher education system.... For society at large, it is vital that academia draws on all available talents for the development of human capital, and there remain a number of obstacles to this. Moreover, a wealth of research shows that more diverse communities of staff and students are more productive.' and;

'Equality should lie at the foundations of academia, as required by the public sector equality duty; neither students nor staff should be discriminated against or inhibited on the basis of any protected characteristic.'

Consultation

8. In preparing this draft, external benchmarking has been undertaken and consideration given to a range of Equality, Diversity and Inclusion strategies in HE, local government and the private sector.
9. Initial proposals for development of the strategy were discussed at the June 2017 meeting of Equality and Diversity Committee. More recently, consultation has also taken place with Student Services, the Student Union, HR colleagues, Widening Participation and Marketing, the Centre for Learning and Teaching, Deans of School, the Equality Fora and UET. Further consultation is proposed with Deans and Directors/Heads of Service at SMG and also with trade union colleagues.

Recommendations

10. Once the strategy has been discussed at Equality and Diversity Committee, SMG and with trade unions, further work will take place to develop and agree measures and KPIs for future monitoring by the University Executive Team and Board of Governors.

Vision and Principles

Vision	Leeds Beckett is striving to be a university with a community that fully represents and serves the diverse populations of our city, our region and our place in the UK. We welcome every individual, celebrating difference and commonality. We want every student and member of staff to access the support, encouragement and challenge to enable them to achieve their full potential. We want every student to develop the attributes, values and skills to succeed in the wider world, equipped to challenge any inequality they may encounter in the future.
Principles	<ul style="list-style-type: none"> • To <u>commit</u> to equality and diversity as a fundamental value and element of our corporate strategy • To be <u>self-critical</u>, constantly measuring progress towards our vision and addressing areas that do not deliver equality and diversity • To behave in ways that <u>inspire trust</u> • To ensure that every individual feels <u>welcomed</u> to the University • To expect that each member of our community <u>respects others</u>

Objective 1

'We will promote, celebrate and value equality, diversity and inclusion'

We will be welcoming and inclusive; promote equality and value diversity. Our working, learning and social environment will be one in which our staff and students can feel safe, valued and supported for everything that they are.

We will:

- Use our equality, diversity and inclusion strategy, policy and objectives to influence our culture as a University community.
- Develop the knowledge and understanding of staff to support the diverse needs of our students.
- Identify and root out behaviour, systems, management structures and processes which allow discrimination.
- Deliver an excellent education and experience through fair and equal access, academic excellence and a welcoming, inclusive learning and working environment.

Objective 2

'We will attract, develop and support everyone to achieve their full potential'

We will attract, retain and develop a diverse staff and student community and support everyone to achieve and succeed to the best of their abilities.

We will:

- Ensure our recruitment, application and student admissions policy and processes are fair and inclusive.
- Challenge and address the reasons for differences in progression, attainment and graduate employment for BME students.

Equality, Diversity and Inclusion Strategy 2018 – 2021

- Challenge gender and racial inequality at senior level by increasing the representation of women and BME staff in senior leadership, academic and professional services roles.
- Work with local schools, using multiple interventions to build relationships and increase applications from under-represented groups.
- Ensure that our procurement tendering and selection processes positively address and include equality considerations.

Objective 3

'We will develop our learning environment and context to be inclusive'

We will support the development and achievement of all, building self-confidence and independence, challenging bigotry and promoting critical thinking.

We will:

- Require the implementation of course design and development principles which foster inclusive curricula which respect the need for our students to see themselves, their lives and their backgrounds in their learning experiences;
- Use data systems optimally, to monitor and support student engagement;
- Ensure students have identified points of contact with their academic advisor;
- Promote collaborative learning to enable diverse experiences and narratives to be shared between current students and made visible to potential students;
- Develop independence by formally embedding subject-specific academic skill development in the early stages of all courses;
- Strengthen subject specialism, building in opportunities for staff and students to co-create their course resources, content and learning materials by sharing their knowledge and experiences.

Objective 4

'We will adopt an inclusive campus approach'

We will be as inclusive as possible by providing an accessible environment which supports students, prospective students, visitors and staff to celebrate their individuality and achieve their full potential.

We will:

- Engage with and understand the diverse needs of our community by creating a culture and environment of openness and understanding.
- Deliver a user experience which supports for disabled and non-disabled users equally.
- Ensure that new or refurbished buildings are developed with consideration of the way in which they will be used by everyone.
- Offer spaces which address the needs of all in relation to faith, pregnancy / maternity and disability.
- Enable access around our estate and between campuses through effective way-finding information and clear signage.

The core of our identity is education; supporting the development of our students, staff, and visitors through access to our teaching and research. We recognise education as a conscious and consistent force for social progression, which drives down bigotry and extremism and promotes critical engagement and reasoning. By promoting equality, diversity and inclusion, we seek to ensure we develop further as a learning organisation and as the best-possible place to work and study.

Equality and Diversity Update

Executive Summary

This report provides an update on activities, initiatives and developments which have taken place since the last committee meeting in October 2017.

Action Requested

This report is information. The Committee is invited note the report and share the included calendar.

Appendices

Appendix 1 – Public Sector Equality Duty Report (to follow)

Author

Name: Katrina Tilbrook
Job title: Equality and Diversity Manager
Date: January 2018

Approval Route

January 2018 Pam Flynn, Head of HR Strategy and Policy

Equality and Diversity Update

Introduction

1. This report provides an update on activities, initiatives and developments which have taken place since the last committee meeting in October 2017.

Athena Swan

2. The Schools of Clinical and Applied Science and Cultural Studies and Humanities are both preparing to submit for departmental Athena SWAN Bronze awards in April and must advise the Equality Challenge Unit of their intention to submit by the 28th February.
3. The next Athena SWAN Steering Group on 27th February will be undertaking the University's first annual review of the institution level Action Plan. The Steering Group will be receiving an update on the Annual Academic Promotions round (2017) with particular reference to gender as well as information about the University's Gender Gap reporting outcomes for 2017.

Gender Research Conference

4. The University's inaugural Gender Research Conference is taking place on Tuesday 6th March co-ordinated through the Equality and Diversity team and supported by members of the Athena SWAN Steering Group led by Professor Anne Flintoff.
5. The conference is intended to bring together researchers from each School as a development and networking opportunity and to generate momentum for cross-School partnerships. This first conference is being supported centrally with the potential for future events to be co-ordinated through the Schools or Research centres.
6. The initial call for papers generated interest from 12 of the 13 Schools and includes existing research within feminist discourse as well as masculine and transgender identity and intersections with race and ethnicity.
7. The conference is free to attend for internal staff and research students and a small number of external places are also available. A [conference webpage](#) provides details of the programme, venue and of how to book places.

Accessibility DHM/Disabled Go guides

8. The access guides commissioned through [Disabled Go](#) are now available for use and can be accessed using the following link and directly from the Disabled Go website as well. The guides provide detailed information about each place featured so that individuals can determine whether a venue is right for them. The information is publicly available so that visitors and occasional users of facilities are also able to use it.
9. Most of the University estate has now been surveyed and the access guides for each building can be viewed [here](#). Further work will be taking place to include our conference facilities at Cloth Hall Court.

Equality, Diversity and Inclusion Strategy

10. A first working draft of the University's Equality, Diversity and Inclusion Strategy has been developed with input from Student Services, the Student Union, Marketing, Access and Widening Participation, the Centre for Learning and Teaching, Deans of School and Human Resources.
11. The strategy will set out our equality vision and purpose, establish the principles we value and re-define our equality objectives. As a public sector body we are required in law to:
 - Prepare and publish objectives which will support the aims of the general equality duty.
 - Ensure that our objectives are specific and measurable.
 - Publish our objectives in such a manner that they are accessible to the public.
12. Current objectives are published as part of our public sector equality duty report and refreshed each year but without a structured or longer-term framework. This year's report is attached (Appendix 1)
13. The draft Strategy sets out four overarching objectives for the coming 3 year period 2018 - 2021. These will ensure that we have a clear focus against which to set our measures of impact. The intention is that we bring together existing activity and work already taking place through our Accessibility, Athena SWAN, Race Equality Charter and Stonewall engagement. Many of the measures already exist or have been identified and all will underpin our University's Strategic Plan and People and Education Strategies.
14. This first working draft has been circulated to all equality forum members as well as to the original contributors and is scheduled for discussion at UET on the 23 January and the central Equality and Diversity Committee on 7 February. Further iterations will incorporate the feedback received and include specific measures against each of the finalised objectives. The full and final Strategy document will be considered by the Finance, Staffing & Resources Committee in June.

Events

15. A number of events have taken place since the last meeting:
 - In October the Race Forum welcomed Roger Kline, Equality Director at the NHS, to deliver the University's Annual Race Lecture. Drawing on his own research and practical examples, Roger delivered "Sustaining change in workplace race equality; what works and what doesn't".
 - As part of Disability History Month, the Disability Action Group; launched our new access guides with Disabled Go, hosted a conversation with Dr James McGrath from Leeds Business School titled, "Naming adult autism: Culture, science, identity and worked with Elevate Young Minds with the Student Union on a student led dance event.
 - Our Faith Forum sang carols in the Portland Entrance supported by the Chaplaincy

Graduation 2018

16. Planning for the 2018 graduation ceremonies is well underway and the equality impact assessment is reviewed each year. This year the ceremonies are taking place in the Town Hall

rather than at our Headingley Campus. The Equality and Diversity Manager and Disability Access and Study Skills Manager have been advising the graduation team as part of the impact assessment process in relation to access routes and where to locate specific activities like gowning/ticketing etc.

Race Charter Mark

17. Work continues through the activities of the University's self-assessment team and the five working groups reporting to it.
18. Having looked at both staff and student data the working groups are now combining recommendations into a single draft action plan. This will form the basis of the next Self-Assessment Team meeting in March.
19. Our submission deadline is July 2019 and one of the main areas of activity for 2018 will be to run an all staff and all student survey. These surveys are a mandatory element of the Race Equality Charter process and an important source of qualitative feedback.
20. Racial inequalities are not necessarily overt, quantifiable incidents which are recordable and straightforward to address. They may manifest as a series of micro-inequalities against minority ethnic individuals; they can be difficult to describe and in isolation may seem insignificant. The surveys are of particular importance in this regard and ask about the experiences of our BAME staff and students. At the same time, White British staff and students will have their own views on the University's race equality priorities and understanding their perspectives for this work will be useful in developing and communicating any actions and priorities.
21. The survey questions for both staff and students are prescribed for us by the Equality Challenge Unit (ECU) and although we cannot remove or amend the existing questions, we may include additional questions if we wish.
22. The timing of the survey(s) will depend on our own academic calendar and other existing survey requirements as well as providing sufficient time for analysis of responses and subsequent focus group work.

Future Event Calendar

February (LGBT History Month)

7th 12.30	Dystopia, Apocalypse and Contemporary Women's Writing Professor Susan Watkins investigates the way in which contemporary women writers offer a fresh take on dystopian and apocalyptic themes. https://www.leedsbeckett.ac.uk/events/faculty-events/dystopia-apocalypse-and-contemporary-writing/
17.30	50 years of Leeds West Indian Carnival

	https://www.leedsbeckett.ac.uk/events/faculty-events/50-years-of-leeds-west-indian-carnival-book-launch/
13th	Campus PRIDE hosted by the Student Union

March (Women's History Month)

6th	<p>University Gender Research Conference http://www.leedsbeckett.ac.uk/research/gender-research-conference/</p> <p>The inaugural Gender Research Conference will be held on the 6 March 2018 at Cloth Hall Court. The conference is an opportunity for staff to share and celebrate their research, network with colleagues, and to showcase Leeds Beckett's gender research.</p>
7th	Aurora Panel Event (by invitation)
8th	International Women's Day
12.30	<p>Forgotten Heroine? Recovering Emily Hobhouse 1899-1926</p> <p>To coincide with International Women's Day, Dr Helen Dampier explores the issues associated with recovering 'forgotten' women as 'heroines', focusing on the Emily Hobhouse Letters Project</p> <p>https://www.leedsbeckett.ac.uk/events/faculty-events/forgotten-heroine/</p>
21st	International Day for the elimination of Racial Discrimination (UN)

Conclusions and recommendations

23. The Committee is invited to note the report and calendar items and to forward any future events or items to the Equality and Diversity team as we seek to develop a more comprehensive programme of events.

Author

Katrina Tilbrook, Equality and Diversity Manager, January 2018

Equality Policy Reference

[Dignity at Work and Study Policy](#)

[Disability Employment Policy](#)

[Domestic Abuse Guidelines](#)

[Equality and Diversity Policy](#)

[Equal Pay Policy](#)

[Trans Equality and Gender Identity : Code of Practice](#)

[Trans Equality and Gender Identity : Guidance for Staff](#)

Equality Forum Chairs' Report

Executive Summary

This report outlines key updates from each Equality Forum (appendices A-C).

Alex Dickenson, the Chair of the Gender Equality Forum has confirmed that there is nothing to report on from the Forum at this point. The next Forum meeting will be scheduled shortly.

There was no update provided from the Rainbow Rose Group meeting.

Action Requested

This report is **for discussion**. The Committee is invited to discuss the report.

Appendices

Appendix A - Update from Disability Action Group Co-Chairs, Christine Simpson and Kate Cunningham

Appendix B – Update from the Faith & Belief Forum Chair, Melvyn Kelly

Appendix C – Update from the Race Equality & Diversity Forum Co-Chairs, Tom Fletcher and Aarti Ratna

Author

Name: Catherine Smith

Job title: Governance Co-ordinator

Date: 31 January 2018

DISABILITY ACTION GROUP UPDATE January 2018

1. UKDHM (UK Disability History Month)

Elevate Young Minds - My Voice & My Art

Dance performances took place at the side of Café Gaia with a panel discussion on approaches to raising awareness of and empowering disabled people. Hosted by Abdi Vibes and VP Welfare & Community Kelly-Anne Watson, dance practitioner Hayley Graham and performance artist Chloe Hall.

DisabledGo Launch Event

- Launched as part of UK Disability History Month, thank you to everyone who attended, particularly Paul Smith for his opening remarks – we had very positive feedback from all those who attended.
- We are working with Marketing to get the links and information onto our website, at the moment we can only access the information through the Disabled Go website.
- Training can be provided to colleagues about how the information that Disabled Go provided can be best utilised.
- We were presented with a plaque that we need to find somewhere to display. It was suggested that we purchased additional plaques so we can have something in each main building.
- David Livermore from Disabled Go will be attending the next Equality and Diversity Committee meeting and presenting to the group.
- DisabledGo have created a priority list that Kate Cunningham will be working with the Estates Team to action.

Conversation with Dr James McGrath and Kelly-Anne Watson

James's work focuses on Literature and Autism and his recently published book 'Naming Adult Autism' is one of the first critiques of cultural and medical narratives of Autism to be authored by an adult diagnosed with the condition. James was very open and honest throughout the conversation; it was a very enlightening and thought provoking conversation.

Conclusion

The events were reasonably well attended, the conversation between James and Kelly-Anne was particularly well received and this format is something that we would like to take forward.

We are going to rethink how we talk to the wider university about disability and perhaps spread the information and events throughout the year rather than concentrating on UKDHM.

2. Staff Sickness/Disability

Could this be discussed as part of the wider Equality and Diversity Committee meeting?

3. Estate

- Maintenance - Currently looking at the outside accessible lift at Cloth Hall Court.
- Kate Cunningham has met with the Estates Projects Team and begun useful discussions about how accessibility can be incorporated into all aspects of the design process (both capital and maintenance projects). Further meetings will take place with Jeanne Gavaghan and there will be a specific section within the Leeds Beckett Design Guide.
- Kate Cunningham and the Estates team will be looking at the Matrix that Disabled Go produced as part of their audit.

FAITH AND BELIEF FORUM UPDATE
January 2018

1. The Faith and Belief Forum met in the first semester on 20th November. The Forum discussed the potential for a University Carol Service to be held in 2018 either on campus or at a local church. The Chaplaincy hold such a service at the University of Leeds which is well attended by staff and students. The Forum chair, Melvyn Kelly, in his role as chaplain is keen to explore with Leeds Beckett University whether this is something that would be welcomed here. In the first instance conversations will take place between Melvyn, Katrina Tilbrook and Jan Daley.
2. In the meantime, the Forum decided to organise a Carol Singing event to mark the Christian celebration. This took place on 14th December in the Portland Building entrance and was appreciated by a small but appreciative group of staff and students who joined us to sing and by others who simply stood and listened. The words of the carols were projected and a sound system was provided by the Chaplaincy. Those involved felt it well worthwhile and hopefully a similar event will be possible in 2018 and perhaps duplicated at Headingley campus.
3. The Forum recognises its role in seeking to raise awareness on campus of matters of faith diversity and in this context discussed the idea of commissioning a flag to be flown during Interfaith Week each year, in the same way that the Poppy flag is flown during the week of Remembrance Day. Melvyn has since the meeting confirmed with the Interfaith Network that they would be happy for their logo to be used for this purpose.
4. Members of the Forum were pleased to attend a Festive Forum event – an opportunity to meet with members of other Equality Forums over refreshments and to celebrate the diverse religious and cultural festivals which occur in December and the New Year.

Race Equality and Diversity Forum - Report for Information – 23 January 2017

Executive Summary

Race Forum members welcomed Deputy Vice Chancellor Tracey Lancaster and Access and Widening Participation Manager Sarah Derbyshire Thomas to discuss the University's commitment and strategy to widening participation broadly, and BME 'home' students specifically. They discussed a range of current, ongoing and aspirational plans. The main area of enquiry from the Forum was around student recruitment and the current methods of converting applications into registrations. In addition to this, Forum members discussed the format of the Annual Race Lecture and the possibility of introducing an afternoon event (or series of events) to run alongside it. Finally, a query was raised about the University's current module evaluation methods and whether the results from these are used to monitor staff performance.

Future Actions

1. Race Forum co-Chairs to invite Tracey Lancaster to revisit these discussions at a future meeting;
2. Race Forum co-Chairs to investigate module evaluations with Subject Group Leads;
3. Race Forum members to be invited to comment on format of the Annual Race Lecture.

Author Dr. Thomas Fletcher & Dr. Aarti Ratna

January 29, 2018

Schedule of Business 2017/18

Executive Summary

The report presents the Committee's schedule of business for 2017/18.

Action Requested

The report is for information. The Committee is invited to note the schedule of business and make suggestions for future agenda items throughout the year.

Appendices

None.

Author

Name: Catherine Smith
Job title: Governance Co-ordinator
Date: 24 January 2018

Schedule of Business 2017/18

Wednesday 11 October 2017 10.30 – 12.30		Wednesday 07 February 2018 10.30 – 12.30	Wednesday 13 June 2018 10.30 – 12.30
<i>Deadline: Tuesday 26 September 2017, 5pm</i>		<i>Deadline: Tuesday 23 March 2018, 5pm</i>	<i>Deadline: Tuesday 29 May 2018, 5pm</i>
<ol style="list-style-type: none"> 1. Trans guidance for staff 2. Athena SWAN Feedback – Equality Challenge Unit 3. Dignity & Respect Network and Mediation Service Update - L Wilson 		<ol style="list-style-type: none"> 1. Reviewing our approach to equality & diversity – P Cardew 2. Accessibility & inclusivity of our provision, including Disabled Go 3. Proposed Equality, Diversity and Inclusion Strategy – P Flynn 4. Public Sector Equality Duty - K Tilbrook 5. Charter Mark Update – K Tilbrook 	<ol style="list-style-type: none"> 1. Annual Equality and Diversity Report (part B) - K Tilbrook 2. Draft Schedule of Business 2018/19 (part E) – Chair 3. Reviewing our approach to equality & diversity – P Cardew 4. Proposed Equality & Diversity Strategy – P Flynn 5. Access agreement reporting - V Sanderson
Standing items	Part A: Preliminary Items	Declarations of Interest - Chair	
		Terms of Reference and Membership - Chair	
		Minutes of the Last Meeting - Chair	
		Matters Arising - Chair	
	Part B: Major Topics	As above.	
	Part C: Reports from Officers	Equality & Diversity Update – L Wilson	
	Equality Forum Chairs’ Report - Equality Forum Chairs		
Part D: Matters for Information and Discussion	Race Equality Charter Mark Update - L Wilson		
Part E: Other Business	Schedule of Business - Chair		