

MINUTES of the 13 June 2018 meeting

Present:

Phil Cardew (Chair)

Lorraine Agu

Dr Tina Conkar*

Jan Daley

Pam Flynn

Tatiana Hepplewhite

Melvyn Kelly

Professor Damien Page

Dr Aarti Ratna

Victoria Sanderson

Christine Simpson

Claire Williams*

Mike Austin

Kate Cunningham

Alex Dickenson

Dr Natalia Gerodetti*

Edmund Hewson

Ian Lamond

Annabelle Pangborn

Professor Ruth Robbins

Natalie Saunders

Professor Sue Smith

Professor Dorina Buda

Kirsty Curwen

Dr Tom Fletcher

Dr Jessica Guth

Dr Paul Hirst

Sally Nickson

Ian Pette

Joe Rossiter

Ro Sewell

Joanna Smith

*as indicated in the proceedings

In attendance:

Nabila Ayub

Tracey Lancaster

Katrina Tilbrook

Rachel Bostwick

Dee Reid*

Lesley Carden

Cath Smith (Secretary)

Apologies:

Mobina Begum

Jennifer Dods

Alison Munn

Duncan Webb

Justin Burns

Lisa Haynes Truscott

Leanne Norman

Sarah Coll

Mumtaz Khan

Priscilla Preston

Part A: Preliminary Items

Welcome

032.2017.EDC The Chair welcomed new members Natalie Saunders, Annabelle Pangborn and Rebecca Lord and formally thanked Alex Dickenson, who was stepping down as a member of the Committee, for her contribution to the Committee and the Gender Forum.

Declaration of interest

CHAIR APPROVED

033.2017.EDC No declarations of interest were made.

Terms of reference and membership

034.2017.EDC The Committee received a report from the Secretary that set out the Committee's current terms of reference and membership (paper reference EDC-2017-018). It was **reported** that there were currently no vacancies on the Committee and no changes were proposed to the terms of reference.

Reviewing our approach to equality, diversity and inclusion

035.2017.EDC The Committee received an oral report from the Chair outlining developments regarding the possibility of reviewing the University's approach to equality, diversity and inclusion. The Chair **reported** that the Committee's operation had become increasingly effective during the 2017/18 academic year. The Committee's meetings now involved more presentations and discussions where members could input into key issues, and the members worked well together. Previous concerns about the effectiveness of the Committee's operation were now less relevant and therefore it had been decided not to progress a review of the University's approach to equality, diversity and inclusion at present. Consideration would be given to organising one or two open sessions, open to all colleagues, during the year relating to equality and diversity matters. The Chair indicated that he was happy for members to contact him with any concerns or further ideas about the Committee's effectiveness.

Minutes

036.2017.EDC The Committee **AGREED** that the minutes of its meeting held on 07 February 2018 were an accurate record (paper reference EDC-2017-020).

Matters arising

037.2017.EDC The Committee received a report from the Secretary that confirmed that there were no matters arising from the previous meetings that were not included elsewhere on the agenda (paper reference EDC-2017-021).

Part B: Major Topics

Equality, Diversity and Inclusion Framework

038.2017.EDC The Committee received a presentation and report on the Equality, Diversity and Inclusion (ED1) Framework from the Head of HR Strategy and Policy (paper reference EDC-2017-022) It was **reported** that:

- (a) The proposed EDI Framework had received a significant amount of consultation and feedback, including the discussion at the Committee's previous meeting on 07 February 2018. Benchmarking had also been undertaken with strategies in other organisations. The feedback

received mainly related to the language, tone, and the balance of references to staff and students. As much feedback as possible had been incorporated into the EDI Framework whilst retaining the need for a focused document.

- (b) Further consideration was being given to the presentation of the EDI Framework to ensure that the style was in accordance with guidelines on presenting documents in an accessible and inclusive manner.
- (c) The EDI Framework, and specifically the equality objectives, would help the University to meet its legal requirements under the Public Sector Equality Duty, which included a requirement for the University to publish objectives setting out how it would meet the requirements of the Equality Act 2010 every four years. The EDI Framework also strongly supported the University's Strategic Planning Framework and People Strategy. Both the EDI Framework and the University's Strategic Planning Framework would run until 2021.
- (d) The EDI Framework was a driver for social justice that would continue to help attract, develop, engage and support a diverse community of staff and students. The equality objectives were intended to help develop a positive University culture and ethos. Research had identified a positive relationship between diversity, team and organisational performance, with levels of engagement, productivity and wellbeing being enhanced in environments where diversity was valued.
- (e) The vision and principles linked to the University's Strategic Planning Framework, particularly the aims to be a 'community of great people' and to 'provide an excellence education and experience' and other key university strategies; and demonstrated that EDI was integral to the University's culture and how it works with the community.
- (f) A number of impact measures had been identified that would help to assess progress in relation to the EDI Framework. The impact measures were drawn from commitments already made and activities already underway or in planning.
- (g) The University Executive Team had agreed the Framework which would now be considered by the Finance, Staffing & Resources Committee at its meeting on 15 June 2018.

039.2017.EDC

It was **noted** that:

- (a) A copy of the presentation would be circulated to colleagues after the meeting.
- (b) Further consideration would be given to the accessibility and presentation of the framework including the contrast, colour scheme and images.

Secretary's note: Dee Reid left the meeting.

Annual Equality and Diversity Report

040.2017.EDC The Committee received a presentation and report from the Equality and Diversity Manager on the Equality & Diversity Annual Report for 2017/18 (paper reference EDC-2017-023) which set out the activities undertaken to progress the diversity agenda. It was **reported** that:

- (a) One of the key activities during the period was the development of the EDI Framework. The Annual Report had been structured around the four objectives developed in the EDI Framework.
- (b) A number of Charter commitments had been made including: submission for the Race Equality Charter bronze recognition by 2019; renewal of the Mindful Employer accreditation by 2019; renewal of the Disability Confident Level 2 Employer by 2020; submission for the Stonewall Top 100 employer recognition by 2021; and achievement of the Athena SWAN actions and renewal by 2021. A number of schools were preparing for their own submission for Athena SWAN, with two schools currently awaiting their outcome. It was anticipated that most changes to culture and practice were likely to be driven locally through the schools.
- (c) Key priorities included: increasing the number of Black, Asian and Minority Ethnic (BAME) student enrolments; addressing differentials in attainment and progression for BAME students; increasing the representation of BAME colleagues at grade 7 for professional and support staff, and above grade 9 for academic colleagues; increasing female representation within the professoriate and at senior management level; and improving the focused support available for staff that have a disability.
- (d) The equality and diversity training module was being revamped, following which the module would be relaunched and staff would be reminded to complete the module. A commitment had been made to increase the response rate to 100% by the end of 2019. Further modules were also available relating to disability, mental health, and also unconscious bias which was aimed at managers.
- (e) A number of successful events and campaigns had been held, including Campus PRIDE in conjunction with the Students' Union, for which the Students' Union had won two national awards. It was noted that Schools and Services would be welcome to get involved with the arrangements for the next Campus PRIDE. The Gender Research Conference had been held and the date of the 2019 conference had been set. The University and Students' Union had launched a 'Zero Tolerance to Sexual Harassment and Sexual Violence' campaign, and were working to

embed a zero tolerance culture across campus and in the community. The 'we believe you' campaign aimed to help support people reporting harassment to the University or Police. Although awareness was being raised of sexual harassment there was much more work to do including support, training and further awareness raising.

- (f) Since 2012, some improvements had been made to the University's staff diversity profile, although the University was still significantly behind the figures made available for Leeds in 2011 from the Office for National Statistics. The University had a Gender Pay Gap of 8.8%, which whilst less than the HE sector average and the National average, further actions were needed to continue to reduce the gap.
- (g) Accessibility had been improved, partly through the work with DisabledGo which was launched in December 2017. The number of student disability declarations had increased, although the number of staff declaring disabilities was decreasing. A Wellbeing and Mental Health Strategy for students and staff was going to be developed during 2018/19.

041.2017.EDC It was **noted** that a copy of the presentation would be circulated to colleagues after the meeting.

From Access Agreements to Access and Participation Plans

043.2017.EDC The Committee received a presentation from the Deputy Vice Chancellor (Corporate Communications) 'From Access Agreements to Access and Participation Plans, and what this means for Leeds Beckett'. It was **reported** that:

- (a) As part of the University's application to register with the Office for Students (OfS) there had been a requirement for the University to submit an Access and Participation Plan (APP), the outcome of which should be known by mid-September. The APP had replaced the Access Agreement, a previous requirement of the Higher Education Funding Council for England (HEFCE) and the Office For Fair Access (OFFA) for universities that wished to charge higher fees.
- (b) The requirements of the APP differed from the Access Agreement in that it was a fundamental requirement for a Higher Education Institution to be eligible to operate; was based on internal and external data to identify impact; increased focus on student success and progress; expected engagement with schools and colleges to raise attainment; expanded on the definition of under-represented groups and introduced a long-term horizon for activity and an annual cycle of monitoring and evaluation.
- (c) As part of the APP, the University had identified a number of institutional priorities which included working with schools and colleges

to increase applications from under-represented groups; working with teachers, families and children in feeder schools to raise attainment; improving student success and progression across our whole University; improving support for students; enacting commitments made in the Stand Alone Pledge; and developing a monitoring and evaluation framework for the APP. A number of areas of strength and areas for further activity had been identified and there were clear links to the University's Strategic Planning Framework and Education Strategy.

- (d) A monitoring and evaluation plan was being developed which would include routinely capturing a wider range of institutional data and also developing tracking mechanisms to further capture of the impact of activities. There were very explicit targets that required the University to demonstrate consistent improvements.
- (e) The outcome of the OfS consideration of the University's APP would be known in mid-September 2018 which could be accepted, rejected or require revision. As 2018/19 was a transitional year between HEFCE and the OfS further changes could also be made to the measures in the future.

Secretary's note: Dr Natalia Gerodetti and Claire Williams left the meeting.

044.2017.EDC

It was **noted** that:

- (a) A copy of the presentation would be circulated to colleagues after the meeting.
- (b) Focusing on increasing access from specific groups highlighted by the University could make other groups less visible.
- (c) There were many and diverse routes into higher education, including through foundation degrees and applicants enrolling directly through clearing which often had very good progression rates.
- (d) The Access Strategy Reporting Group had identified institution wide priorities that would be monitored. Consideration was being given to how to develop a mechanism for schools to locally monitor progress, which where possible would be linked to data collected for other purposes.
- (e) Consideration was also being given about how to recruit staff under the age of 24, given the current low employment level for this age category. It was identified that increasing the number of graduate interns was being considered.
- (f) From December 2018, the Destination of Leavers from HE Survey would be replaced by a graduate outcomes survey that would be managed by

HESA and undertaken 15 months after graduation instead of the previous six month period.

Part C: Reports from Officers

Equality & Diversity Update

- 046.2017.EDC
- (a) 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 February 2018 (paper reference EDC-2017-024). The report now included updates from each of the Forums to provide a more contiguous whole to the update reporting on equality and diversity matters.
 - (b) The Race Equality Charter Staff and Student Surveys had been launched which aimed to help broaden knowledge and identify areas for action and improvement. The Student Survey had closed on 4th May and generated 336 responses, equivalent to 1.6% of the student population. The Staff Survey had been launched on 4th June and 741 responses had been received to date. The Committee were encouraged to promote the survey to their colleagues to try further increase the response rate.

Part D: Other Business

Schedule of business for 2018/19

- 047.2017.EDC
- The Committee received its schedule of business for 2018/19 (paper reference EDC-2017-025 which would remain fluid throughout the year in response to changing requirements. It was **reported** that consideration would be given to how the Committee could maintain an overview of the Access and Participation Plan during 2018/19.

Date of next meeting

- 048.2017.EDC
- The next meeting of the Equality & Diversity Committee would be held at 10.30 on 11 October 2018. The venue would be confirmed closer to the time.

Other business

- 049.2017.EDC
- The Committee thanked the Head of HR Strategy and Policy, Pam Flynn, who was leaving the University in July to take up a post elsewhere. It was recognised that Pam had made a significant contribution to the Committee.

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

Signed: _____ Date: _____