

## AGENDA for the Thursday 08 October 2020 meeting

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The next meeting of the Equality & Diversity Committee will be held on 8 October 2020 from 10.00-12.00 via conference call

| 10.00 | <b>Part A: Preliminary Items</b>            | <b>Paper</b>                   | <b>Led by</b>   |
|-------|---|--------------------------------|-----------------|
|       | A1 Apologies                                | Verbal                         | Chair           |
|       | A2* Terms of reference and membership       | EDC-2020-001a-b                | Chair/Secretary |
|       | A3 Declarations of interest                 | Verbal                         | Chair           |
|       | A4 Minutes of the last meeting (2 July 20)  | EDI-2020-002                   | Chair           |
|       | A5 Actions and Matters arising              | EDI-2020-003                   | Chair           |
| 10:15 | <b>Part B: Reports from Officers</b>        | <b>Paper</b>                   | <b>Led by</b>   |
|       | B1 Equality & Diversity Update              | Verbal                         | C Downing       |
|       | B2 Equality Forum Chairs' reports           | EDI-2020-004                   | Forum Chairs    |
| 11:00 | <b>Part C: Major Topics</b>                 | <b>Paper</b>                   | <b>Led by</b>   |
|       | C1 Annual Race Lecture                      | Verbal                         | C Downing       |
|       | C2 'You Belong Here' campaign               | Verbal                         | J Daley         |
|       | C3 Offer Strategy and Contextual Admissions | Verbal                         | C Watts         |
|       | C4 EDI Priorities 20/21                     | EDI-2020-005                   | E Curson        |
|       | C5 Schedule of Business 20/21               | EDI-2020-006<br>(to be tabled) | Chair           |
| 11:50 | <b>Part D: Other Business</b>               | <b>Paper</b>                   | <b>Led by</b>   |
|       | D1 Any other Business                       | Verbal                         |                 |

Date of next meeting: 14 January 2021, 10:00-12:00, venue tbc

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

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



## Terms of Reference

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### **Approval Route**

03 November 2010 *Corporate Management Team*

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

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

### **Purpose**

The purpose of the Committee is:

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

### **Membership & Advisers to the Committee**

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

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

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

## **Equality & Diversity Committee: 2019/20**

**Membership [42]**

**Quorum [21]**

### **Position**

Deputy Vice Chancellor - Resources (Chair) [1]

### Service Representatives [14]

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

### School Representatives [11]

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

### Equality Forum Chairs [6]

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

### Staff Representatives [2]

UCU  
UNISON

### Students' Union Representatives [2]

Vice President Equality and Diversity  
Student Voice Manager

### Co-opted members [3]

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

### Advisers to the Committee [2]

Equality and Diversity Manager  
Equality and Diversity Adviser

### **In attendance**

Secretary [1]

### **Members**

Tracey Lancaster

Kate Davis  
Professor Sue Smith  
Kerry Chung  
Andy Allison  
Dee Reid  
Sarah Coll  
Emma Curson  
Tatiana Hepplewhite  
Joe Rossiter  
Claire Williams  
Lee Jones/Stephen Murphy  
Dr Tina Conkar  
Jan Daley - **stepping down Dec 2020**  
Sally Griffiths

*Justin Burns/Annabelle Pangborn /Gillian Dyson-Moss*

Alison Munn  
Robert Burroughs  
Rachel Boyle  
Bernadette Albert  
Leanne Norman  
Gareth Robertshaw  
Dr Jessica Guth  
Duncan Webb  
Lorraine Agu  
Bridgette Rickett

Maria Maynard  
Tom Muskett  
Kate Cunningham  
Ian Lamond  
Melvyn Kelly/Rehana Bakhat  
Bronwen Edwards/Tara Hill

Anthony Drummond/Jennifer Dods\*  
Karen Carney

Kay Rhoden-Campbell  
Mike Austin

Heather Paver  
Jan Daley - **stepping down Dec 2020**  
Professor Phil Cardew

Craig Downing  
**TBC**

Angela Schumann

\* To alternate at each meeting



**MINUTES** of the 2 July 2020 meeting (via Skype conference call)

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**Present:**

Tracey Lancaster (Chair)  
Lorraine Agu  
Bernadette Albert  
Andy Allison  
Mike Austin  
Rehana Bakhat  
Justin Burns  
Karen Carney  
Professor Phil Cardew  
Kerry Chung  
Sarah Coll  
Barbara Colledge  
Dr Tina Conkar

Kate Cunningham  
Emma Curson  
Jan Daley  
Kate Davis  
Jennifer Dods  
Craig Downing  
Anthony Drummond  
Gillian Dyson-Moss  
Bronwen Edwards  
Sally Griffiths  
Jessica Guth  
Tatiana Hepplewhite  
Maria Maynard

Alison Munn  
Tom Muskett  
Leanne Norman  
Professor Damien Page  
Priscilla Preston  
Dee Reid  
Bridgette Rickett  
Gareth Robertshaw  
Kay Rhoden-Campbell  
Joe Rossiter  
Professor Sue Smith  
Duncan Webb  
Claire Williams

**In attendance:**

Angela Schumann (Secretary)

**Apologies:**

Tara Hill  
Melvyn Kelly  
Ian Lamond

Annabelle Pangborn  
Heather Paver

## Part A: Preliminary Items

### A2 Terms of reference and membership

037.2019.EDC The Committee received a report from the Secretary that set out the terms of reference and membership (paper reference EDC-2019-014a-b).

### A3 Declaration of interest

038.2019.EDC No declarations of interest were made.

### A4 Minutes

039.2019.EDC The Committee **agreed** that the minutes of its meeting held on 5 March 2020 were an accurate record (paper reference EDC-2019-015).

### A5 Matters arising

040.2019.EDC The Committee reviewed the actions and matters arising since the last meeting (paper reference EDC-2019-016). It was **agreed** that a Schedule of Business 2020/21 would be produced and shared with the committee at the next meeting, the first meeting for the 2020/21 cycle.

041.2019.EDC Review of actions from previous meetings:

(a) *Action 014.2019.ECD - Prepare a short report on 'Best Practice' for E&D at local level following meetings with each School and Service*  
-see update report provided for item B1

(b) *Action 017.2019.ECD - definitions for 'Equality' and 'Inclusivity'*  
Committee members **agreed** to set up a MS Team site, where CD would share the definitions. CD proposed the committee to be called Equality, Diversity and Inclusion Committee. Members would be able to comment on/agree the proposed change via MS Teams in time for the October meeting.

**ACTION: AS to set up an EDC MS Team and add the papers from this meeting**

(c) *Action 020.2019.ECD - Circulate draft gender pay report action plan*  
A detailed data analysis with some initial recommendations was provided at the meeting.

Actions at University level would form part of the overall University Equality, Diversity and Inclusion Strategy which was being developed by HR. It was also expected that, once established, local EDI groups would propose actions for their respective areas, informed by the data provided.

(d) *Action 025.2019.ECD - Provide further information of how the contextual admissions acceptance numbers compared to the general University population*

Due to the OfS moratorium on making unconditional offers, there was only limited data available on the contextual admissions scheme (up to 23

March 2020). It was likely that the restrictions on UC offers would continue for the next cycle.

**ACTION: AS to invite Chris Watts and/or Denise Dixon-Smith to the October Committee meeting to provide an update on the revised plans for the University's offer making strategy and the contextual admissions scheme.**

- (e) *Action 027.2019.ECD - Feedback the comments raised by committee members about racial harassment reporting by staff and discuss within the HR Team how processes can be improved and 'clusters' of issues reported*  
It was suggested to bring a regular report on harassment cases to SMG, similar to the staff absence reports. EC would discuss this with HR colleagues and update the committee.

**ACTION: EC would provide a short progress report to committee members via email**

- (f) *Action 028.2019.ECD - Discuss further how groups of students who would benefit from additional support could be identified and relevant action taken without stereotyping students – in relation to the inclusive practice actions*

SS **reported** that the same issue had been raised by Academic Advisors in recent workshops about the inclusive practice tool. New filtering for the tool would help to target support more. It had also been raised that student pastoral support teams did not include any staff from BAME backgrounds.

MB had stepped down from the committee and her role as co-chair of the Race Forum. SS would set up a meeting to discuss the above further with BA and invite Sherry Iqbal from the SU.

- (g) *Action 032.2019.ECD - Circulate details of the planned Gender Equality forum activities to committee members and TC for inclusion in forthcoming staff updates*

**ACTION: DR would check with TC if the Gender Equality Forum activities had been added to the schedule for staff updates**

- (h) *Action 033.2019.ECD - Meet to discuss support from HR with the Annual Race Lecture event organisation*  
-see update provided under B1

- (i) *Action 035.2019.ECD – Committee meeting dates 20/21*

Four meetings have been scheduled for the 20/21 academic year. The chair **noted** that an additional meeting regarding the re-opening of campuses might be scheduled before the October meeting, if required.

## Part B: Reports from Officers

### B1 Equality & Diversity Update

042.2019.EDC The Committee received an update report (paper reference EDC-2019-017) from the Equality and Inclusion Manager on:

- progress with the various charter submissions – **any member of the committee interested in joining one of the ATHENA Swan Self Assessment Team should contact CD.** A HR task and finish group to support the charter submission work would be set up.

- new Carers Network, planned to be set up for the start of the 20/21 academic year - **any member of the committee interested in joining the Carers Network should contact CD.**
- Re-instated Dignity and Respect Network; with a new strand to cover racial harassment - **any member of the committee interested in joining the Dignity and Respect Network should contact CD.**
- Re-design of Learning and Development resources to include E&D considerations

**ACTION: CD would share the Activity Plan, developed alongside the Equality, Diversity and Inclusion strategy, at October committee meeting**

043.2019.EDC AD **noted** that activities planned should also cover students from Gypsy, Roma or Traveller communities. TL noted that this group was also listed by the OfS as one of the recognised under-represented groups. AD's academic work provided valuable insight into these communities.

**ACTION: AD to link up with Chris Watts and Denise Dixon-Smith regarding the access work/planned activities and discuss how recruitment could be extended to reach applicants from Gypsy, Roma or Traveller communities**

## **B2 Equality Forum Chairs' reports**

044.2019.EDC The Committee received update reports from the chairs of the Race Forum, the Disability Action Group and the Rainbow Rose Group (paper reference EDC-2019-018).

045.2019.EDC The co-chairs of the Disability Action Group **reported** that the group was gathering feedback from staff on the challenges and opportunities posed by remote working. The Group was keen to use the feedback to identify new opportunities and ways of working, which could inform adjustments to University policies and procedures.

MM reported that Race Forum members had also been asked for feedback on their experience of remote working. MM would ensure responses would be shared with the Disability Action Group.

**ACTION: KC/TM/MM would collate the responses received from staff and share the feedback with EC/HR colleagues**

046.2019.EDC EC **reported** that discussions about organising a virtual Pride event on 2 August with other universities in the region were taking place, but the event was not yet confirmed.

CD **reported** that the next Annual Race Lecture was also planned to be an online event.

047.2019.EDC BE provided a verbal update report for the Gender Equality Forum. At the most recent meeting of the group, members discussed the un-equal gender experience of the impact of the COVID19 health crisis. Those with childcare or carer responsibilities faced additional challenges and had reported receiving limited support.



EC **reported** that guidance on working from home was available on the HR webpages. Further information on the return to campus for some staff would be added in the coming weeks.

HR were also looking into the challenges faced by staff with carer responsibilities and those due to return from maternity leave. Additional guidance was expected to be added to the HR webpages within the next two weeks.

**ACTION: Once finalised, EC would share with the Forum Chairs the HR guidance for staff with carer responsibilities and those returning from maternity leave**

048.2019.EDC RB **reported** that the Faith Forum had organised a virtual meeting at the start of June, which had been very well attended. The group had discussed setting up an online forum, similar to the Face Book creativity space and creating podcasts, to allow other member of staff, as well as the current forum members, to get involved.

The group had also discussed possible future events and how faith spaces on campus would be managed once campuses re-open. CD confirmed he had already started discussions with Estates about access to the on-campus faith spaces.

## Part C: Major Topics

### C1 Gender Pay Gap Action Plan

049.2019.EDC The Committee received a presentation from the Equality and Inclusion Manager (paper reference EDC-2019-019) including the gender pay gap analysis, data on the University staff population covering Gender, BAME, Sexual Orientation, Religion, Age and Disability, and initial recommendations for further work to be undertaken.

**ACTION: CD would add additional slide regarding the Service/School dataset**

**ACTION: Slides to be added to the Committee MS Team site for members to access, review and comment on**

### C2 ATHENA Swan SAT update

050.2019.EDC see update provided under item B1

### C3 Racial harassment campaign update

051.2019.EDC The anti racial harassment campaign had been delayed due to the COVID 19 outbreak. As previously reported, it was decided not to proceed with the soft launch in April. The full launch of the campaign was planned for week commencing 12 October, after induction and welcome activities were completed. This would also coincide with the 16 October 'Wear Red Day' (showing racism the red card). The agreed campaign strapline would be 'You belong here, racism doesn't'. JD asked committee members to not use this wording until after the launch in October.

052.2019.EDC In preparation, a new website had been created, which would go live in October. The site would feature videos by TL, CD, Sherry Iqbal and a SU ambassador. The

aim was for the website to become a dynamic resource for students to which new content, such as case studies, would be added over time.

Working with the SU, the project group had also developed an online reporting tool for students. Committee members questioned whether online reporting, which could be done anonymously, would allow effective follow up of cases and issues raised. JD confirmed that the online reporting tool had been developed with input from the SU and any cases reported would be followed up by the SU and/or Student Services.

- 053.2019.EDC CD **reported** that a working group had been set up to review reporting of racial harassment by staff and how this information was then reported back to management. The reporting tool for students might be made accessible to staff as well.

The Dignity and Respect Network would be re-established and would include new strands covering mental health, conflict resolution and racial harassment.

**ACTION: CD would provide a more detailed update at the October committee meeting on reporting of racial harassment by staff and the processes put in place to support staff**

Staff training materials on racial harassment were being reviewed. As part of the awareness raising work, staff would be invited to share their experiences at Leeds Beckett. Committee members stressed the responsibility of the University to follow up any cases reported with actions to ensure staff trusted in the processes and systems put in place.

- 054.2019.EDC KC **noted** that discussions had taken place among trade union members regarding H&S risk assessments and how COVID 19 had affected staff groups with protected characteristics, such as staff from the BAME community. EC confirmed that HR were reviewing stress risk assessment and H&S risk assessment templates, working with the Unions, to address this.

Committee members queried whether communications to all staff were required, to inform them of the work taking place in HR, e.g. updating of the risk assessments, further guidance on remote working and carers, etc.

**ACTION: EC and DR to discuss possible comms on the work undertaken within HR around the impact of COVID and the measures being undertaken to inform and support staff**

## Part D: Other Business

### Other business

- 055.2019.EDC AD made the committee aware of a recent article about a number of municipalities in Poland declaring LGBT free zones. Committee members agreed that it was useful to share information such as this, so that affected staff and students could be supported.

**ACTION: AD to share article on MS Team site (once this had been set up)**

056.2019.ECD Change of name of the committee – see item A5 minute 041 b) above

**Date of next meeting**

057.2019.EDC The next meeting of the Equality & Diversity Committee would be held at 10:00 on 8 October 2020.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Actions from 2 July 2020 meeting

| Minute       | Action  | Owner   | Status/Deadline                   |
|--------------|---|---|-----------------------------------|
| 014.2019.EDC | <p>Prepare a short report on 'Best Practice' for E&amp;D at local level following meetings with each School and Service</p> <p><b>UPDATE:</b> Local School and Service EDI groups were in the process of being set up, but not every area had established a group as yet. A review of 'Best Practice' would be undertaken once groups had been established, which could then agree and work towards implementing local actions plans.</p> | Craig Downing   | on hold                           |
| 017.2019.EDC | Provide definitions for 'Equality' and 'Inclusivity' and additional information/rationale for the proposed change to Equality and Inclusivity Committee   | Craig Downing   | complete                          |
| 020.2019.EDC | <p>Circulate draft gender pay report action plan to committee members for information and feedback</p> <p><b>UPDATE:</b> Actions at University level would form part of the overall University Equality, Diversity and Inclusion Strategy which was being developed by HR.</p>  | Craig Downing   | suspended                         |
| 025.2019.EDC | Provide further information of how the contextual admissions acceptance numbers compared to the general University population   | Denise Dixon-Smith  | see 041d below                    |
| 026.2019.EDC | Provide an update on the 'outcomes' of the Zero Tolerance campaign and an update on the soft launch of the 'You Belong Here' campaign   | Student Services – Jan Daley                              | complete                          |
| 027.2019.EDC | Feedback the comments raised by committee members about racial harassment reporting by staff and discuss within the HR Team how processes can be improved and 'clusters' of issues reported   | Emma Curson   | In progress<br><br>see 041e below |
| 028.2019.EDC | Discuss further how groups of students who would benefit from additional support could be identified and relevant action taken without stereotyping students – in relation to the inclusive practice actions  | Sue Smith<br><del>Mobina Begum</del><br>Bernadette Albert |                                   |
| 029.2019.EDC | Circulate a list of staff who are part of the Athena Swan Self-Assessment Team (SAT) and  | Craig Downing   | complete                          |



|               |  |   |                |
|---------------|--|---|----------------|
|               | indicate which areas were currently not represented  |   |                |
| 032.2019.EDC  | Circulate details of the planned Gender Equality forum activities to committee members and TC for inclusion in forthcoming staff updates   | Bronwen Edwards                           | see 041g below |
| 033.2019.EDC  | Meet to discuss support from HR with the Annual Race Lecture event organisation  | <del>Mobina Begum</del> /Craig Downing    | Complete       |
| 035.2019.EDC  | Review Committee meeting dates and decide whether additional meetings needed to be scheduled   | Chair/Secretary                           | complete       |
| 041b.2019.EDC | Set up a EDC MS Team and add the papers from the 2 July meeting  | Angela Schumann                           | complete       |
| 041d.2019.EDC | Invite Chris Watts and/or Denise Dixon-Smith to the October Committee meeting to provide an update on the revised plans for the University's offer making strategy and the contextual admission scheme   | Angela Schumann                           |                |
| 041e.2019.EDC | Provide an update to committee members via email on racial harassment reporting by staff and possible SMG report on cases reported   | Emma Curson                               |                |
| 041g.2019.EDC | Check with TC if the Gender Equality Forum activities had been added to the schedule for staff updates   | Dee Reid                                  |                |
| 042.2019.EDC  | Share the Activity Plan, developed alongside the Equality, Diversity and Inclusion strategy, at October committee meeting  | Craig Downing                             |                |
| 043.2019.EDC  | Link up with Chris Watts and Denise Dixon-Smith regarding the access work/planned activities and discuss how recruitment could be extended to reach applicants from Gypsy, Roma or Traveller communities | Anthony Drummond                          |                |
| 045.2019.EDC  | Collate the responses received from staff on challenges and opportunities of remote working and share the feedback with EC/HR colleagues – also include feedback from members of Race Forum              | Kate Cunningham/Tom Muskett/Maria Maynard |                |
| 047.2019.EDC  | Once finalised, share with the Forum Chairs the HR guidance for staff with carer responsibilities and those returning from maternity leave   | Emma Curson                               |                |
| 049a.2019.EDC | Add additional slide regarding the Service/School dataset to the presentation on the Gender Pay Gap analysis   | Craig Downing                             | complete       |
| 049b.2019.EDC | Gender Pay Gap analysis slides to be added to the Committee MS Team site for members to access, review and comment on  | Angela Schumann                           | complete       |



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## **EQUALITY & DIVERSITY COMMITTEE**

05 March 2020

|              |  |                  |                     |
|--------------|--|------------------|---------------------|
| 053.2019.EDC | Provide a more detailed update at the October committee meeting on reporting of racial harassment by staff and the processes put in place to support staff | Craig Downing    | links to 041e above |
| 054.2019.EDC | Discuss possible comms on the work undertaken within HR around the impact of COVID and the measures being undertaken to inform and support staff           | Craig Downing    |                     |
| 055.2019.EDC | Share article on LGLBT free zones in Poland on MS Team site  | Anthony Drummond |                     |



## Equality Forum Chairs' Report

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### *Executive Summary*

This report outlines key updates from each Equality Forum.

- Update from Rainbow Rose Group – Ian Lamond

### *Action Requested*

This report is for information.

### *Appendices*

n/a

### *Author*

*Name:* Ian Lammond

*Date:* October 2020

## **1. Rainbow Rose Group Update**

### **1.1 Leeds Universities Together for a Digital Pride, 2020**

August was due to be Leeds Pride. Unfortunately – due to the pandemic, this year's Pride was cancelled. Unlike some other towns and cities in the UK the Leeds event's organising team decided to not run an online alternative. Working with Craig Downing, Leigh Beales and Katherine O'Riordan, and in conjunction with the University of Leeds, Leeds University of Arts; Stonewall UK; Hyde Park Picture House, and Leeds Friends of Dorothy, we developed an alternative programme that ran from the 17<sup>th</sup> August. The programme included a shared panel discussion; online Film Festival; a couple of debates and some other elements around the history of Pride and the LGBTQI+ family in Leeds. This programme received a lot of very positive feedback from those that engaged with it, and communication with the other partners suggests that they all considered it a great success. Sadly the wider support community at Leeds Beckett was not as strong as the colleagues already mentioned, meaning our university's presence was less apparent than the other contributors, despite the significant input we had made to the programme. I am sure Craig will be able to offer further details around this.

### **1.2 Attitudes to transgender people**

The Equality and Human Rights Commission report of the same name, was published in August. Using data from the British Social Survey its findings suggested a broad, if slight, improvement in the wider public's acceptance of transgender people at many levels of society, though this has still a long way to go. A significant finding was around the issues of trans women experiencing domestic violence. As a forum we feel strongly that trans issues and issues around domestic violence need a renewed conversation within the university. In addition, trans women of colour were instrumental in the formation of the LGBTQI+ rights movement, and intersectionality forms a core principle within any genuine fight for equality. Whilst the current E&I team is doing an amazing job we, as a forum, feel it is being too thinly stretched and is not receiving the support and resources it needs to be a genuinely effective part of what this university is and what it should represent, to our staff and students, as well as our local, national and international community. Whilst the seeking of recognition for the work the university does in equality and inclusion is very important we feel the resources and support is not currently there to undertake essential conversations at a school and university level, or instigate meaningful changes to facilities, policies, staffing and curricula, that would demonstrate a real commitment to diversity and inclusion. It is, in part, for such reasons that I, as chair, believe that the LGBTQI+ community and the wider intersectional community of the University is not currently being best served by our current structure. As a consequence, I am actively seeking a new chair for the Rainbow Rose network.



## Equality, Diversity & Inclusion – Priority Actions

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### ***Purpose of the report***

To share our thoughts and proposed priority action plan with Committee members. Comments and feedback will be incorporated into a follow-up paper which will go to UET for approval.

### ***Action Requested***

This report is **for discussion**.

### ***Appendices***

Appendix 1 – High level action plan

### ***Author***

***Name:*** Emma Curson & Craig Downing

***Date:*** October 2020

# **PRIORITY ACTIONS**

## **Background**

- LBU is far from sector-leading in respect of our EDI activities and outcomes pertaining to colleagues. There is a renewed determination to make progress at pace. To achieve this, we need to have clear, purposeful plans about those agreed activities which will allow us to make and measure progress. These are challenging times and so resource is limited. It is therefore important that we agree a plan which is focused, stretching but achievable, and through which we shall build momentum as we begin to see actions delivered.
- Current activity rests with a small group of dedicated colleagues who should be applauded for their successes to date. Their continued support will be critical to success, and we hope that their support will be supplemented by activities and support from across the wider LBU community. To make the scale of change we are advocating will take a genuinely collective effort, led by senior colleagues.

## **Purpose of this paper**

- To share our thoughts and proposed action plan with Committee members. Comments and feedback will be incorporated into a follow-up paper which will go to UET for approval.

## **Recent completed progress**

- Athena SWAN SAT/Subgroups set up and operational.
- Recognising constraints on budgets, we have created an Equalities Task & Finish Group in HR to draw on relevant skills.
- Revised flexible working policy drafted for feedback and an external partner (Carers Leeds) has agreed to provide awareness training for managers – both will also form part of the re-launch of Working Carers Network.
- Annual Race Lecture organised and publicised (collaboratively with Race Equality Forum, Events, Comms and CRED).
- 2020/21 university, global, national and local observances, and Calendar of Events, publicised.
- Recruitment training updated - new online course offerings (Inclusive Decision Making / Effective Recruiter)
- Integration and intersectionality of EDI considerations through all People and Organisational Development course design and delivery.
- New online eLearning offerings for 2020 - Inclusive Leadership, BAME Awareness, Neuro Diversity, Micro Behaviours.
- EDI / POD Communications Plan in place, to cover multimedia approach: Tweet Deck, @leedsbeckett, LBU Voices, My Beckett

## Short to mid-term priorities

- We have reviewed current EDI planning documents and key elements have been selected for relevance/importance and short to mid-term priority focus. Once completed, they will provide foundational work in support of future longer-term EDI elements of the University's next 5-year strategy. Each element is discussed below.

### **Governance, compliance and data**

- We need greater clarity about where accountability sits for EDI. We need to identify valid measures, relevant case studies and establish clear channels for regular feedback and robust data reporting mechanisms.
- The requirement for regulatory compliance publications (PSED & GPG) will continue and possibly increase (e.g. ethnicity pay gap reporting).
- We don't have sufficiently detailed insight regarding EDI issues. So, we will complete a detailed analysis of our EDI data to understand our workforce profile and recruitment data, establish what we wish to achieve over the mid to long-term, and how we can enable and measure progress. This will also inform our longer-term EDI strategy.

**Actions recommended:** Establish internal reporting responsibilities/governance structure, identify valid measures and develop our data to derive insights, which will guide our EDI action planning.

### **Setting standards**

- We need to make sure that all colleagues know what our basic expectations are in respect of compliance with EDI standards (as set out in the EDI Framework), the sanctions the University will take against those found to breach those standards and the support available to victims of such behaviours/circumstances.
- We need confidence that all colleagues have completed EDI training, that appropriate refresher training is provided as necessary, and that our behavioural standards are clear and well understood.

**Actions recommended:** Develop and deliver (what the VC calls) a Code of Conduct around all matters EDI; upgrade training as necessary; and make sure we can demonstrate that all colleagues are trained.

### **Inclusivity of our recruitment and selection processes**

- We need to understand how inclusive LBU is as an employer and where we want to get to. Inclusive attraction, recruitment and selection policies and processes are key milestones of our journey. We need to monitor and analyse if there are any blockers to inclusivity within the recruitment and selection processes and how we can unblock them. We also aim to make our 'employer brand' more inclusive

- Initial current state analysis shows that recruitment training for managers is an immediate priority. Any manager or supervisor undertaking recruitment should, as a minimum, have completed relevant 'diversity training' before undertaking recruitment. Some colleagues have undertaken such training in the near or more distant past. We need to be able to demonstrate that such training has been completed and that relevant refresher training has been delivered.

**Actions recommended:** Agree short to mid-term priorities, which should include catch up training as required so that, from April 2021, anyone who undertakes recruitment is 'diversity trained' and having our recruitment processes reviewed by an external expert eye.

### **'Zero Tolerance' and 'You belong Here, Racism Doesn't' campaigns**

- Student Services have developed anti-sexual harassment, (Zero Tolerance) and a racial harassment, ("You Belong Here, Racism Doesn't") campaigns (which are extremely topical and highlighted in current global awareness). These campaigns now need to be extended to colleagues.

#### **Actions recommended:**

Introduce "You belong Here, Racism Doesn't" campaign to colleagues by initial soft launch that's aligned with the Student Services' launch date of October 2020, and hard launch for colleagues in Q1 of 2021. Consider hard launch delivery as part of a wider anti-harassment campaign.

### **Bronze award submissions for Advance HE's standard sector charter marks** - Athena SWAN and Race Equality (submissions for each are due in 2021)

- We have held Athena SWAN bronze since 2016 and our re-submission I has been put back twice from April 2020 to November 2021. By then we will need to show that we have reflected on and honestly evaluated progress since 2016 and created a fit for purpose action plan. Under Cathy Barnes' leadership a revised plan is in progress, which will set out the substantive work needed between now and November 2021.
- Despite being part of the Race Equality charter mark pilot in April 2015, we have not subsequently been in a position to apply. Our submission date has been put back to July 2021 (although we will may need to request an extension). More substantive work will be needed before the submission date and, at present, we don't have the sense of momentum around this that Cathy has built recently around Athena SWAN. The creation of a new Race Equality Charter Self-Assessment Team (SAT) and review of the lead role (which aligns with the overall University Race Equality Champion role) needs urgent attention to ensure an extended REC submission is considered for the relevant applications round.
- Outside of the Athena Swan and Race Equality charter mark requirements, we also want to make process against plans, in line with feedback received from our various fora.

**Actions recommended:** Support Cathy and her team in the delivery of their action plan\*; identify a team leader for REC and get an action plan\* underway with a similar sense of momentum behind it. \*Include relevant fora and EDI groups in development of the plans and oversight of implementation.

## Schedule of Business 2020/21

| <b>8 October 2020</b><br>Deadline – 24 September 2020 |  | <b>14 January 2021</b><br>Deadline – 4 January 2021                          | <b>15 April 2021</b><br>Deadline – 1 April 2021  | <b>8 July 2021</b><br>Deadline – 24 June 2021                                 |
|---|--|--|--|---|
| Annual Race Lecture 2020                              |  | Access & Participation Plan update   | Gender Pay Gap Highlights 2020<br>(subject to reporting requirements)  | Annual EDI Report to UET and FSR  |
| ‘You Belong Here’ campaign                            |  | Public Sector Equality Duty 2020<br>highlight report (publication in March)* | Athena SWAN Charter submission -<br>Nov 2021 (Lead update)   | Planning for 2021/22 (including Stonewall<br>Workplace index submission plan) |
| Offer Strategy / Contextual<br>Admissions Scheme      |  | Update on featuring EDI activities and<br>information in staff comms         | Race Equality Charter submission draft<br>update (subject to an extension)   |   |
| EDI Priorities 2020/21                                |  | Tableau: EDI data and reporting  |  |   |
|   |  |  |  |   |
|   |  |  |  |   |
| <b>STANDING ITEMS</b>                                 | Apologies<br>Declarations of Interest<br>Terms of reference and membership<br>Minutes of the last meeting<br>Matters arising |  | Equality Forum Chairs’ Reports<br>EDI Manager Update (incl. Charter Mark updates and events calendar)<br>Update against priority action plan<br>Schedule of Business |   |

\*Might be April meeting

NB – Reporting on race pay gap: legislation coming, but some are reporting ahead of legislation – e.g. TeachFirst (so will consider reporting in line with best practice)