

MINUTES of the Wednesday 05 October 2016 meeting

Present:

Professor Phil Cardew [Chair]

Maddy Andrews

Andrew Disbury

Professor Kevin Hylton

Sue Newell

Victoria Sanderson

Katrina Tilbrook

Jan Daley

John Hamilton

Julie Maughan

Priscilla Preston

Christine Simpson

Lynne Wilson

Alex Dickenson

Melvyn Kelly

Fiona Middleton

Professor Ruth Robbins

Joanna Smith

Soniya Zeb

In attendance:

Holly Binns [Secretary]

Apologies:

Shane Buckman

Matthew Cook

Mumtaz Khan

Part A: Preliminary Items

Terms of Reference and Membership

001.2016.EDC The Committee **received** a report from the Chair presenting the current terms of reference and membership (paper reference EDC-2016-001). Following the disbandment of local Advisory Groups, the Committee was invited to review and revise its membership. In order to support discussions, the Equality & Diversity Manager provided an update on suggested changes to the membership profile.

002.2016.EDC (a) In June 2016 an informal planning meeting was held between local Advisory Group Chairs and Equality Forum Chairs; unfortunately a number of colleagues were unable to attend this meeting. Colleagues were invited to discuss the substantive work undertaken by local Advisory Groups and to consider future reporting structures. At the meeting, there had been general agreement that the Equality forums were a hub of activity and often drove forward initiatives.

(b) The Chair recognised that the committee membership could potentially increase and assured members that this would be viewed in a positive light.

(c) In detailed discussion, the Committee considered the role and focus of Equality and Diversity and the core responsibilities in terms of statutory

requirements for each manager to fulfil, non-statutory requirements and project initiatives (of which many actions were taken forward by working groups). The Chair was keen to attend as many actions groups as availability would allow.

- (d) The Committee raised concerns about new school structures and a lack of a clear Equality and Diversity function. In addition, it was indicated that there had been little consideration about how this would permeate the work of the school. Particular concerns were expressed that Equality and Diversity may lose momentum with no coherent structure and a fragmented approach. Additionally, it was noted that there was minimal recognition of colleagues who attend forums and drove forward initiatives.
- (e) In order to understand drivers of Equality and Diversity work, members indicated that performance indicators would enable schools and services to be more accountable at local level and this would feed into the Human Resources Strategy. The Head of Safety Health and Wellbeing noted that in terms of Equality and Diversity, the Committee would be invited to consult on the Strategy at an early stage and the strategy would identify performance indicators. It was recognised that this would help inform further conversations.
- (f) A number of members believed that (suggested option 1) convening two Advisory Groups separately derived from academic areas and from services would not be of benefit as this would reinforce a division between academic areas and services in addition to potentially missing partnerships. Furthermore, it was indicated that this could result in working in parallel and work being in pulled in different directions.
- (g) In terms of (suggested option 2) ensuring every School and Service Leadership included a regular Equality & Diversity agenda item, a number of members believed this recommendation was in line with safety, health and wellbeing practice and could drive discussion locally by placing accountability on the local areas. However, members noted that this cross-polarisation of ideas would be less effective for Equality and Diversity as ideas tended to develop across areas. In addition, members noted that Leadership Teams are composed of senior managers which could result in missing office staff whereas members believed discussions should encompass all colleagues.

Secretary's note: Professor Ruth Robbins entered the meeting.

- (h) Members felt that School Boards were primarily concerned with students Equality and Diversity and that the Board agendas would not be able to accommodate staff Equality and Diversity. Members indicated that the School Boards would receive reports but would not be able to accommodate forums within their time span and so would limit discussions.
- (i) Members noted that they would expect the Equality and Diversity Forums to inform the Leadership Teams who have effected core business.

- 003.2016.EDC
- (a) The Committee **AGREED** the following amendments to the membership:
- (i) To formalise the role of the Equality Forum Chairs and introduce a Term of Office.
 - (ii) To appoint the Head of Operations (CARES), the Head of Estates and the Head of Sport & Active Lifestyles.
- (b) The Chair **RESOLVED** to regularly meet with the Equality Forum Chairs, in between Equality & Diversity Committee meetings, and would feed discussions into the Equality & Diversity Committee agenda via a collated report.
- (c) In order to build the Deans knowledge and outline expectation, the Chair **AGREED** to email the Pro Vice Chancellors and Deans to inform them of discussions and outline accountability in line with the developing Strategy.
- (d) Local Deans of School or Directors/Heads of Service would be required to hold regular discussions and would be responsible for meeting performance indicators. Performance indicators would be developed in line with the Human Resources Strategy in order to outline responsibilities and support colleagues in being aware of assessment criteria. In order to demonstrate their performance and to align with the Strategy, to be transparent and to reduce bureaucracy, the Dean of School or Director/Head of Service would have autonomy to determine their approach to implement and demonstrate this. The Committee **RESOLVED** to review and finalise this following receipt of the performance indicators.

Declaration of Interest

004.2016.EDC No declarations of interest were made.

Minutes

005.2016.EDC The minutes of the meeting of the Committee held on 25 January 2016 were confirmed as an accurate record (paper reference EDC-2016-002).

Matters Arising

006.2016.EDC The Committee **received** a report on the matters arising from the minutes of the previous meeting of the Committee held on 25 January 2016 (paper reference EDC-2016-003), which were not elsewhere covered on the agenda.

007.2016.EDC It was noted that:

- (a) *Arising from minute 056.2015.EDC (a)*: To maximise attendance at events arranged by the Equality Forums, the Committee Secretary would act as a point of contact to prompt and remind colleagues when and where events

had been organised. This would be an ongoing action for Committee members to notify the Secretary of events for circulation to the wider Committee.

- (b) *Arising from minute 083.2015.EDC*: An interest group for colleagues wished to assist in the provision of support to asylum seekers and refugees was set up and had met three times to date. It established working streams and was developing an action plan in line with the Vice Chancellor's advice to work hand-in-hand with other Higher Education institutions, Leeds City Council and the third sector. In the meantime, it would continue to coordinate and support activities by various individuals.

Part B: Reports from Officers

Equality & Diversity Report

- 008.2016.EDC (a) The Committee **received** a report from the Equality and Diversity Officer providing an update on related activities and initiatives which took place since the last Committee meeting and signposting future events (paper reference EDC-2016-004). This report also provided an update from the Equality Forums and calendar of events.
- (b) It was reported that due to the timetabling issues, the updates of the Equality Forums meetings were from the summer. It was hoped that future scheduling would ensure updates would be more current.
- (c) The Annual Race lecture would take place on 19 October 2016, with the keynote David Gillborn presenting 'White Lies'. The lecture had attracted considerable interest and was fully booked within two days.
- (d) The University of Leeds' Centre for African Studies, 'LUCAS', were coordinating a pop-up exhibition displaying poster boards. The exhibition would come to Leeds Beckett in October and would be displayed in the Leslie Silver mall.
- (e) The Athena Swan bronze level institutional award submission deadline of 30 November was approaching. Significant activity had taken place through self-assessment and the draft submission would be taken to the University Executive Team. The full outcomes of discussion groups would feed into the narrative and determine individual actions for a three year plan as part of the submission. A key action would be to promote communications, with a particular emphasis that the gender equality mark was not just for women.
- (f) The University had successfully migrated and received accreditation for the new Disability Confident scheme which was introduced in spring 2016 and was an extension of the Positive about Disabled scheme (Two Ticks). As a disability confident employer, going forward the University would use a new logo on all recruitment, advertising and promotional material.

- (g) As part of the ongoing support for the Safer Leeds Campaign, poster clip frames had been introduced in a number of male and female toilets displaying support information for numbers for men and women affected by domestic abuse. Materials would be reviewed approximately every six months.
- (h) Discussions about how best to introduce gender neutral toilets within the University's existing provision were ongoing.
- (i) International Day against Homophobia, Biphobia and Transphobia (IDAHOBIT) would take place every year on 17 May. The 2016 theme was mental health and wellbeing, for which the Equality and Diversity team had received positive feedback.
- (j) The University took part in the Leeds Pride celebrations and saw the largest turnout to date. The Equality and Diversity team had sponsored a walking float in the parade, as well as walking with the Students' Union, and providing branded give-aways.
- (k) The all-staff survey would be an integral part of the Stonewall submission with all responses sent directly to Stonewall and contributing the final 5% of the submission. The Vice Chancellor had emailed staff to encourage colleagues to take part. To date, 510 staff had responded to the survey. The journey so far had seen a significant transformation, in part due to the visible and supportive Stonewall Champion. In addition, the Rainbow Rose Forum activity had snowballed and the Students' Union had helped hugely.

- 009.2016.EDC
- (a) It was noted that the calendar of events was appended. Remembrance Day activity was in the pipeline.
 - (b) The Disability History month would take place 22 November 2016 – 22 December 2016. The theme for Disability History Month would focus around language used to describe disabled people and the language disabled people use to express themselves.
 - (c) Members were invited to submit any other events not included on the calendar.
 - (d) The Committee recognised that the reason for an imbalanced update on the Equality Forums was due to the timing of meetings and subsequent reporting. Planning of future reporting would allow suitable timetabling.

010.2016.EDC

- (a) The Committee **RESOLVED** that the report would be updated to include information from the Equality Forums and the amended report would be circulated to Deans and Directors/Heads of Services. It was hoped that this report might help local discussions.
- (b) The Committee **RESOLVED** that in future the Equality Forums would provide a separate report from the Equality and Diversity Report and this would be a

compendium of discussions arising from the meetings between the Chair and the Equality Forums Chairs.

Part C: Matters for Information

Race Equality Charter Mark Update

- 011.2016.EDC (a) The Committee **received** a report from the Equality & Diversity Manager providing an update on activity undertaken by the Self-Assessment team and an update of linked projects taking place which support actions identified in the Race Equality action plan (paper reference EDC-2016-005). The self-assessment team would continue to implement and monitor the action plan developed through the pilot phase.
- (b) It was reported that following the pilot phase, the Race Equality Charter had been launched nationally in January 2016 with a requirement to commit to five fundamental guiding principles as well as a pledge that the University would submit an application within three years of our joining date.
- 012.2016.EDC (a) It was noted that promotion of the Race Equality Charter Mark would be re-launched in order to increase awareness. The Committee noted that the Religion & Belief Equality Forum Chair had raised significant awareness of the web presence.
- (b) Following the self-assessment the Race Equality Charter Mark would be received by the Committee and then circulated to Deans and Directors/Heads of Services.

Mediation/Dignity & Respect Annual Update

- 013.2016.EDC (a) The Committee **received** a report from the Equality & Diversity Adviser providing an update on the Dignity and Respect Network and Mediation Service. The report contained details of the staff members involved with these groups and some statistics from the last four academic years (paper reference EDC-2016-006).
- (b) It was reported that the Dignity and Respect Network provided an informal, confidential support for staff and students to discuss concerning aspects of behaviour. The service included listening to concerns, providing support and signposting to other services. The network service was supported by a limited number of trained colleagues who would meet several times a year. There were 16 cases in the last academic year.
- (c) The Mediation Services offered staff and students an alternative, confidential way of resolving conflicts without having to use the University's formal Grievance or Student Complaints Procedure. Where possible the mediation service would encourage users to resolve issues themselves. The mediation service tended to see peaks at the start and end of the academic year as well as around the New Year however there were no distinctive patterns of

departments or conflicts noted. It was reported that the majority of mediation cases were resolved informally and the service tended to attract more staff than students. There were 13 cases in the last academic year.

- (d) Mediation Skills training has been offered to staff twice during 2015/16 in order to help improve communication skills and enable effective conversations.

014.2016.EDC (a) In order to sustain the Dignity and Respect Network and provide the service to meet the needs of students and staff, some further recruitment would potentially be needed. It was noted that the network could benefit from diversifying its membership, specifically recruiting a male member and replacing the academic member who recently retired from the University. Initially, interest would be sought from the Equality Forums with the intention to achieve a diverse membership and to attract individuals actively engaged with Equality and Diversity.

- (b) At present, there were ten active mediators which included one male member and two academic staff. It was noted that this diversity was helpful in terms of placing mediators with parties. External advice provided assurances that the number of mediators was adequate, however should these numbers decrease further recruitment could be needed.

- (c) The meeting noted that a re-launch to publicise these services could be promoted via the Equality Forums. The services could potentially be publicised to students via video clips for use at student inductions/specific modules with an aim to provide a useful approach, signpost external support and equip and empower students to resolve their own issues.

- (d) The Chair offered to volunteer as Mediation/Dignity & Respect champion. The Chair and the Equality & Diversity Adviser would consider how to promote enthusiasm.

015.2016.EDC The Committee **RESOLVED** to share the report in local areas. It was also recommended that the report be shared with the Senior Management Group to raise awareness of these two services, specifically as there were new members of senior staff who might not have heard of The Dignity and Respect Network and Mediation Service.

Part D: Matters for Discussion

University's Public Sector Equality Duty Reporting and Assurance Framework

016.2016.EDC (a) The Committee **received** a report from the Equality & Diversity Manager setting out the type and scope of data to be produced in order to ensure the University's compliance with publishing accessible equality information as part of public sector equality duty and which would have wider application by colleagues at a local level (paper reference EDC-2016-007). It was reported

that the data around the accessible equality information being published was relatively limited.

- (b) In detailed discussion, several bodies had published guidance on what could be considered by protected characteristic including: overall workforce profile; gender pay gap data, recruitment and retention rates, learning and development opportunities and complaints or grievances and disciplinary issues. At institutional level data sets would be provided by: contract type, grade, recruitment success rate, turnover and leavers and training uptake in relation to age, disability, ethnicity, gender and provided anonymity can be maintained in relation to religion or belief and sexual orientation. Other suggestions included also considering complaints.

- 017.2016.EDC (a) It was noted that current systems provided limited options to gender identity. The committee were informed that current HESA reporting requirements were based on a person's legal sex rather than their gender identity. This has the potential to identify those whose gender identity is different from the sex they were assigned at birth and the Equality Challenge Unit are lobbying for this to change. A formal consultation exercise would be due in 2017.
- (b) The Committee felt the characteristics seemed reasonable to record as long as no-one was threatened or offended (and no-one could be identified as a result of the information provided).

Trans Equality and Gender Identity Policy

- 018.2016.EDC The Committee **received** a report from the Head of Safety, Health and Wellbeing presenting the University's first Trans Equality and Gender Identity Policy which sets out what the University's position is from both a legal perspective and in relation to support which could be accessed. It was the first document in a series of three and would be followed by guidance for staff and guidance for students which would set out some of the practical considerations involved in changing one's gender identity (paper reference EDC-2016-008). It was reported that after extensive consultation, colleagues felt the policy needed to be relevant for staff and students and the policy would be accompanied by guidance information to support it.

- 019.2016.EDC (a) The Committee welcomed the policy and noted that it was short, concise and dealt with the subject sensitively.
- (b) The Head of Sport & Active Lifestyles had been consulted and had provided comment on a recent draft. The policy would be supported by guidance which would include a number of areas such as sports teams.
- (c) The Committee discussed the placement section as some members felt this was not explicit in ensuring placement providers would align with the University's policy; however it was confirmed that placement providers were legally required to do so.

- (d) In discussion, members noted the dress code section did not cope with fluidity and that the policy should state that dress code would be up to the individual and the statement should be gender neutral.

020.2016.EDC

- (a) In connection with the previous minute, the Committee **RESOLVED** to revise the dress code section.
- (b) Members welcomed the concise policy and noted that it fulfilled its legal requirement. The Committee **AGREED** to endorse the policy for approval by the University Executive Team and Finance, Staffing & Resources Committee.

Part E: Other Business

Schedule of Business

- 021.2016.EDC The Committee received its schedule of business for 2016/17 (paper reference EDC-2016-009). The Schedule would be updated in accordance with outcomes from the meeting.

Date of Next Meeting

- 022.2016.EDC The next meeting of the Committee would be held at Monday 30 January 2017, 10:30-12:30 in G07 Old Broadcasting House, City Campus.

Other Business

- 023.2016.EDC The Committee thanked Andrew Disbury, the LGBT Equality Forum Chair, for his work on the Committee and activities undertaken as a champion at the University. Andrew was congratulated as a model of how this work should be undertaken and members noted that he would be missed.