

**Birmingham City University
 EDI Committee Meeting**

**Minutes of the Equality Diversity and Inclusion Committee meeting
 Thursday 14th November 2019
 12:30-13:30, C510 Curzon**

Present:	Initials	
Name		Designation
Ms Karen Stephenson (Chair)	KS	Chair (University Secretary)
Mr Parmjit Singh	PS	Member of Board of Governors
Ms Imogeen Denton	ID	Head of Equality Diversity & Inclusion
Professor Clare Mackie	CM	Deputy Vice-Chancellor Academic
Professor Alison Honour	AH	Pro Vice-Chancellor & Executive Dean (ADM)
Mr Mark O'Dwyer	MO'D	Director of Human Resources
Mr Richard Evans	RE	Chief Executive (Students' Union)
Professor Maxine Lintern	ML	Chair of Athena Swan Steering Group BLSS Faculty Representative (Associate Dean, Research & Business Development)
Ms Lucy Hodson	LH	Director of Planning and Intelligence
Dr Kristen Forkert	KF	UCU Members' Rep (ADM)
Ms Kathy Zoe Baira	KB	Vice President Equity and Inclusion
Ms Beverley Cole	BC	Chair of LGBT+ Staff network
Professor Bugewa Apampa	BA	Professor of Access and Participation
Ms Shalini Yogamoorthy	SY	EDI Administrator

Apologies for Absence:	Initials	
Name		Designation
Professor Mark O'Hara	MO'H	Associate Dean, HELS (Student Learning Experience)
Dr Nick Moore	NM	Director of IT and Digital
Mr Tony Barlow	TB	UCU Member, Disabled Members' Rep (HELS)
Mr Michael Gale	MG	Head Of Engagement (BCUSU)
Ms Kara Griffiths	KG	Head of Communications (Marketing and Communication)
Ms Jagdev Bhogal	JB	Senior Lecturer (CEBE)
Mr Elliot Sellers	ES	Deputy Director of Estates & Facilities Development
Ms Emma Scott	ES	Equality Diversity & Inclusion Manager

Section A: Introductory items

19/1 Welcome and Introductions

- 1.1 The University Secretary, Karen Stephenson welcomed all members and gave an introduction about the committee.
- 1.2 For future meetings, questions and items members wish to raise under 'AOB' should be submitted in advance whenever possible.

Section B: Items for Discussion

19/2 University EDI Committee Report (UEG 0/09/19) – Imoegen Denton

- 2.1 The Committee received a report that was agreed by the University Executive Group in September, regarding the governance arrangements for EDI activity across the University. The report included the rationale for establishing the Committee and the Committee was asked to note the following points:
 - This Committee reports to the University Executive Group;
 - Annual reports will be submitted to UEG for approval and recommendation to the Academic Board and to the Board of Governors;
 - EDI sub-committees will be set up in each faculty and for professional services which will help with the two way flow of communication. Membership should include colleagues who are operational and senior decision makers;
 - The sub-committees ToR should be in line with the ToR of the University EDI Committee but should also reflect local circumstances.
- 2.2 A new Stonewall Project Manager will be joining the University in December.
- 2.3 A representative from each Faculty sub-committee meeting will attend Committee to provide updates and report on Faculty initiatives and actions.
- 2.4 The Board representative was welcome to attend Faculty sub-committee meetings should they so wish and dates of sub-committee meetings would be circulated to facilitate this.
- 2.5 A recommendation was made to include 'Partnerships' under section 2.2 of the report and to incorporate this in future reports.

19/3 Terms of Reference

- 3.1 The TOR (annex 1 of the abovementioned report) were discussed. The Committee was advised that UCU have representatives for different equality strands and consequently have agreed to rotate attendance for future meetings. UCU will notify the Committee Administrator in advance of who will attend to allow papers to be distributed.

3.2 Members were asked to provide comments on the TOR by 22/11/19.

Action: All

3.3 Committee members would be asked for agenda items prior to each meeting.

Action: EDI Unit

3.4 A number of communication platforms exist across the University e.g. Tiger Today, digital screens and other Marketing platforms available at BCU which had been successfully employed to promote Black History Month activities.

It was noted that the Head of Communications was a member of this committee and that the EDI forward plan included recommendations to develop an effective communication and engagement strategy.

19/4 Background: EDI Update and Forward Plan (UEG 08/01/19) - Imoegen Denton

4.1 The Committee was given an overview of the forward plan for EDI activity, previously tabled at UEG, Academic Board and the University's HR Committee. In summary, the following points were made:

- The University must comply with the Public Sector Equality Duty;
- This Committee had a key role to play to make sure that BCU not only meets the relevant legal obligations but also goes beyond the minimum requirements in order to further advance equality;
- In order to assist with strategic decision making and the provision of advice to UEG, this committee needs access to good quality and timely data, this would be a key priority going forward;
- This Committee would report to the Board of Governors through UEG and reports would be in the post appropriate format, e.g. presentations and/or written reports;
- BCUSU EDI Committee and 'Student Voices' would report into this Committee;
- It was noted that the Race Equality Charter had been missed from the January meeting in the forward plan, this would be rectified;
- This committee would be making recommendations to UEG with regard to pursuit of the Race Equality Charter and Disability Confident, any recommendation would take financial implications into consideration;
- Stonewall submission would be added to the June meeting on the future plan as the workplace equality index submission was due to be submitted in September 2020.

Action: ID to liaise with the DVC Academic Professor Clare Mackie and the Director of Human Resources, Mark O'Dwyer, to ensure forward plan aligns with relevant reporting requirements.

19/5 Equality and Human Rights Commission – Tackling Racial Harassment: Universities Challenged (Executive Summary and Key Recommendations) - Imoegen Denton

5.1 An update was provided by the Head of Equality Diversity and Inclusion on the findings of the inquiry conducted by the EHRC into racial harassment in publicly funded universities in Britain. The inquiry examined staff and student experiences of racial harassment and the effect this might have on their education, career and wellbeing. Examples of the issues highlighted included micro aggressions, people being ignored or excluded from conversations or group activities, and being exposed to racist materials and displays; complaints made by international students who felt unwelcome, isolated and vulnerable; incidents that were part of a pattern of repeated harassment; and complaints by staff and students that were not taken seriously. Concerns were raised regarding the processes used by BCU to capture and report on complaints and outcomes. The Committee was asked to consider a summary of key EHRC recommendations including proposals setting out which departments/service areas could lead on progressing them within BCU. The following is a summary of the comments and observations made by the Committee:

- The University should consider implementing compulsory training for all leaders;
- Training should be made available for staff and students;
- The process of dealing with complaints needed to be reviewed; BCU has good systems, however improvements could be made particularly in relation to the timeframes for informal resolution;
- How to deal with Student on Student complaints should also be considered;
- Students should be actively encouraged to communicate with people from a range of different backgrounds. BCUSU should consider project work in this area;
- BCU should be proactive and address issues as part of on-boarding;
- It was felt that Staff and Students may not be coming forward to make complaints due to potential feelings of intimidation and worry over consequences;
- BCU should be bold as an organisation in decision-making in terms of its responses to the report;
- The Vice Chancellor had suggested a discussion should take place at UEG in the New Year;
- Pursuing the Race Equality Charter will link into the APP agenda.
- Charter updates should be added to June in the forward plan.

Action: Richard Booth should be invited to attend this Committee.

Action: ID to have conversations offline and feed this into UEG in time for the January meeting.

Action: ID to contact Emily Smith to agree attendance of January UEG meeting.

19/6 Any other business

It was agreed that HE sector best practice should be taken into account, in addition to best practice outside of HE, when considering BCU responses to EDI matters.

Members agreed that actions in this area should be focussed and pragmatic. BCU should not spread it's endeavours in the area of EDI too widely but rather ensure that what is being done is being done well. Compliance with relevant regulatory

requirements must be addressed as a priority without compromising sector norms and best practice where possible.

The committee would give consideration to setting KPIs and ID will bring a paper to the April meeting of the committee.

19/7 Dates of Future Meetings

7.1 The dates of future meetings were noted as follows:

21st January 2020 at 15:00-17:00

15th April 2020 at 14:00- 16:00

4th June 2020 at 14:00- 16:00

ACTIONS FROM THE MEETING - 14th NOVEMBER 2019

Minute Number	Action Required	Ownership	Progress to date
19/3 - 3.1	Members were asked to provide comments on the TOR by 22/11/19 in order to complete the minutes and circulate the papers on time.	All Members	
19/3 - 3.3	Committee members will be asked for agenda items prior to each meeting	EDI unit	
19/4 - 4.1	ID to liaise with CM and MO'D to ensure forward plan aligns with relevant reporting requirements.	Imogeen Denton	
19/5 – 5.1	Richard Booth should be invited to attend this Committee	Shalini Yogamoorthy	10/01/2020
19/5 - 5.1	ID to liaise with relevant colleagues with regard to EHRC key recommendations and feed this into UEG in time for the January meeting	Imogeen Denton	17/12/2019
19/5 - 5.1	ID to contact Emily Smith to agree attendance of January UEG meeting	Imogeen Denton	08/01/2020