UNIVERSITY OF FORWARD THINKING WESTMINSTER▦

APPROVED

MINUTES OF THE MEETING OF THE EQUALITY, DIVERSITY AND INCLUSION COMMITTEE HELD ON WEDNESDAY 14 JUNE 2023 AT 152-153 CAYLEY, 309 REGENT STREET, W1B 2HW

PRESENT:	Professor D Anand (Co-Chair)	Professor M Kirkup (from Minute 22.45)
	T Bangia	M F Larsen
	C Benyon	C Lloyd
	H Boahen	C Molloy
	Professor P Catterall	A Norris
	D de Silva	S Razzaq
	H Doon	Dr C Robertson
	D Hirani	J Smith
	Dr D Husbands	
IN ATTENDANCE:	Katherine Bojczuk (Minute 22.44)	Rosa Tully
	T Patki (Secretary)	
APOLOGIES:	C Hendricks	Dr K Juddoo
	Professor A Hughes (Co-Chair)	
ABSENT:	J Fenton	T Mills
	M Linfoot	E Mureddu

22.41. ANNOUNCEMENTS

22.41.1. **Welcome:** The Chair welcomed the members and attendees to the meeting.

22.41.2. **Apologies:** Apologies were noted as above.

22.41.3. **Declaration of Interest:** The Chair confirmed that there were no declarations of interest.

22.42. CHAIR'S REPORT

22.42.1. The members received an update on recent activities and progress made since the last meeting.

- The 'Challenging racism in higher education and beyond conference' was a success.
- The EDI open forum brought together School EDI Leads, EDI Network Co-Chairs , representatives from Professional Services (PS), Research Directors and UWSU to facilitate open conversations to strengthen the Westminster community.
- The first University wide Sustainable Development workshop was held which cut across departments, disciplines and schools. It showed that Sustainability is very closely related to EDI and how effectively they all can work together to achieve the sustainable development goals (SDGs) for the University.
- As the Chair of the London Higher EDI Network, Professor Anand is championing a conference on Digital Accessibility to be hosted by the Academic Engagement and Development Manager - Accessibility and her team at the University.
- The University has invited London Higher EDI committee members on 22 June 2023 for an in-person meeting about good governance, charter marks and structures and to discuss challenges and share best practices.

22.42.2. The Head of Culture and Inclusion provided the following update to the members:

- A review of the Colleague Disability Disclosure Process is in progress.

- Work on the current disability disclosure process and EDI accreditations (Athena SWAN, Race Equality Charter and Disability Confident) are likely to be submitted to the Committee for consideration next academic year.
- Discussions have taken place with the People, Culture and Wellbeing Management Information Team about the practicality of collecting and reporting on colleague socioeconomic profile data.
- The Court of Governors approved the EDI Annual Report 2021-22 and appendix: Equal Pay Report 2021-22 for publication.

22.42.3.   A member commented on the socio-economic profile data collection reflecting that while it is useful to collect data, this should not be mandatory as it may not be easy for some people to provide sensitive personal data.

22.42.4.   The Chair informed members that the EDI Committee Co-Chair, Professor Hughes is taking a sabbatical to work on projects related to inclusive HE in a global context. Members noted that Professor Anand will be the Chair for EDI Committee meetings for the next six months.

22.42.5.   The Chair reported that, as a part of the EDI Committee effectiveness review, 1-2-1 meetings have been arranged for most members with Professor Anand to discuss their contribution and suggestions to improve the effectiveness of the EDI Committee.

22.42.6.   Members received motivating feedback from the Vice-Chancellor that the internal work on anti-racism, SDGs and other EDI matters reflects global as well as institutional values and commitments.

22.43.   DRAFT SCHEDULE OF BUSINESS 2023-24

22.43.1.   Members received the draft schedule of business (SoB) (Document EDI 230614A) and the following points were discussed:

- The SoB must be flexible to allow reflection.
- Important or urgent items can be included in the meeting agenda under Any Other Business.
- Colleagues presenting items will be invited to meetings in advance.
- EDI Committee meetings could be scheduled for three hours.

22.43.1.1.   **ACTION EDI Officer** to amend the meeting invitations to three hours for future meetings.

22.43.1.2.   **ACTION EDI Committee Secretary** to invite non-member presenters to the respective meetings.

22.43.2.   In response to a member's question, the Chair confirmed that the resolution for including PS representative members in the EDI Committee will be discussed at the next meeting.

22.43.3.   **AGREED** EDI Committee schedule of business 2023/24 to be implemented as presented, subject to any in-year amendments.

22.44.   SUSTAINABLE DEVELOPMENT GOALS IMPACT RANKING RESULTS 2023

22.44.1.   The Head of Sustainability presented a briefing on the recent impact ranking results. The presentation highlights included:

- The University's submission in 2023 for 11 of the United Nations SDGs.
- University SDG ratings have been consistent.
- The University is in the top 200-300 out of 1519 institutions worldwide.
- A focus on SDG 5 Gender Equality and SDG 10 Reduced Inequalities.
- Employment practices and contracts have a high rating.
- Matrix of areas for improvement.

22.44.2.   Members noted the following priorities for the SDG team for 2023/24:

- Drafting the new SDG submission in August 2023.
- Key SDGs for 2024 for identifying areas for improvement.
- Improving internal communication on SDG related work to help with collecting evidence.
- Making information of SDG commitments and resources more publicly available.

22.44.3.   In response to members' questions, the Head of Sustainability confirmed:

- The University has a balance of SDG indicators which are most aligned with the University's priorities and goals and the indicators are interlinked.
- The indicators chosen are those where information is available, research is possible and areas which need improvement.
- There is a list of tags which can be used on social media to tag Sustainability at the University of Westminster.
- The impact ranking result is helpful information for the UWSU policy teams to put more tangible actions into place.
- The SDG team will work closely with Research and Knowledge Exchange Office.

22.44.3.1.   **ACTION Head of Sustainability** to provide the list of social media tags.

22.44.3.2.   **ACTION Head of Sustainability** to provide the criteria for SDG 4: Quality Education so that members can consider if this may be an SDG the University could apply for next year.

22.44.3.3.   **ACTION EDI Committee Chair and Head of Sustainability** to work with the Vice-Chancellor to identify how the University can encourage and facilitate the projects which will improve SDG rankings.

22.45.   KEY ISSUES IN EDI: COLLEAGUE NETWORKS' REFLECTION ON EDI OPEN FORUM 2023

22.45.1.   The Chair reported key messages from the EDI Open Forum on behalf of Network Co-Chairs:

- The open forum was a successful event.
- The focus should be on Colleague Networks doing sessions together where possible.
- It is desirable to have more events where the School EDI Leads, Heads and Assistant Heads of Schools, Departmental Heads and other management colleagues can join in conversations about important EDI matters and share good practices.

22.46.   MINUTES AND MATTERS ARISING

22.46.1.   **AGREED** Members confirmed the minutes of the meeting of 26 April 2023 (Document EDI 230614B) as an accurate record.

22.46.2.   Members noted a summary of progress in actions from previous meetings and confirmed the completed actions (Document EDI 230614C).

22.47.   SCHEDULE OF BUSINESS

22.47.1.   Members noted the updated schedule of business 2022/23 (Document EDI 230614D).

22.48.   DATES OF FUTURE MEETINGS

26 July 2023 (MS Teams Meeting[1] / Time 2.00pm to 5.00pm)

22.49.   ANY OTHER BUSINESS

22.49.1.   Members did not raise any other matters for discussion.

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[1] **Post-meeting note:** At the workshop for members held immediately after this meeting, members agreed that all EDI Committee meetings in 2023/24 will be held onsite.