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| **UNIVERSITY OF WARWICK****SOCIAL INCLUSION COMMITTEE****OPEN MINUTES OF THE MEETING HELD 29 April 2020** |
| **Present** | Professor Chris Ennew | CE | Provost (Chair) |
| Chloe Batten | CB | Students’ Union Education Officer |
| Paul Blagburn | PB | Assistant Director (Outreach) |
| Ant Brewerton | AB | Head of Academic Services, Library |
| Dr J Collingwood | JFC | Associate Professor, Chair of Gender Taskforce |
| Kathryn Fisher | KF | Head of Disability Services |
| Dr Ross Forman | RF | Associate Professor / Co-Chair LGBTUA+ Taskforce |
| Kulbir Shergill | KS | Director of Social Inclusion |
| Tiana Holgate | TH | SU Sabbatical Officer |
| Rashmi Varma | RV | Reader |
| Dr Meleisa Ono-George | MOG | Associate Professor / Race Equality Taskforce Co-Chair |
| Nathan Parsons | NP | SU Liberation Officer |
| Ros Roke | RR | Director of Strategic Programme Delivery |
| Rev Mark Rowland | MR | Chaplain  |
| Dr Sharifah Sekalala | SS | Associate Professor |
| Dr Olanrewaju Sorinola | OS | Associate Clinical Professor |
| Wai Tsang | WT | Student Recruitment Support Coordinator  |
| Despina Weber | DW | Head of Disability Services |
| **Attending** | Sandra Beaufoy | SB | ED&I Manager (Secretary) |
| Claire Algar | CA | ED&I Officer (Assistant Secretary) |
|  | Kate Seers (from 3pm) | KS |  |
| **Ref** | **Item** |
| 031 | **Apologies for absence (Chair)**Apologies were received from: James Lythall  |
| 032 | **Declarations of interest (Chair)**No declarations were made. |
| 033 | **Minutes of last meeting on 5 February 2020 (Chair)**The minutes of the meeting held on 5 February 2020 (019-SIC050220) were received and approved. |
| 034 | **Matters arising from last meeting on 5 February 2020 (Chair)**The matters arising were as follows:1. **Period products & Facilities on Campus for all**

It was reported that the SU had held discussions with Estates to discuss costings of providing sanitary provision across campus. CE requested that clarity was required on the two issues initially raised at the Social Inclusion Committee meeting held in January 2020: (a) JL to provide further details on how other HEI’s in Wales and Scotland are providing free sanitary products and a clear understanding of costs .(b) The SU to provide CE with the locations of toilets on campus where there are no sanitary provisions to enable CE to inform Estates.The SU representation present at the meeting could not provide further details as this was originally presented by James Lythall who had sent apologies. **ACTION: SU to provide CE with information they have collected where sanitary bins are not provided and the locations of buildings with no gender-neutral facilities**. SU to provide further information on how period poverty issues have been managed at those Universities that have secured low cost solutions. 1. **Clarity on maternity provision for PhD students (**034-SIC290420)

JFC reported on the maternity provision provided by a number of funding agencies and a charity funder. A PhD student contacted GTF with an example where they had struggled with support and received misinformation relating to maternity provision. It was agreed that mis-messaging seems to be the issue, rather than the actual maternity provision which is now improved since the new maternity policy was launched.The paper provided examples of the provision provided by external funders and their policies on Maternity, Paternity, Adoption and Parental Leave using UKRI, the Wellcome Trust and Alzheimer’s Society (as an example of a charity).  |
| **Chair’s Update** |
| 035 | **Chair’s Business (Chair)**1. **Pay Gap Report**

The University Pay Gap Report has been published and is available to view on the ED&I webpages <https://warwick.ac.uk/services/equalops/learnmore/data/genderpaygapreport>. The report contains information on the pay gaps in relation to gender, ethnicity and disability. 1. **Work on Anti-Racist Pedagogy**

It was reported that a project has received funding to develop a staff development programme on anti-racist pedagogy. The project is being led by the WIHEA Anti-Racist Pedagogy and Process Learning Circle, but will be based within Organisational Development (specifically ADC). |
| **Social Inclusion Matters** |
| 036 | **Social Inclusion Update (includes Dashboard Update) – (036/SIC290420)** KS provided a brief overview of the progress on Social Inclusion work from November 2019 to April 2020 under the three key objectives of the strategy.* Increase the diversity of staff and students to maximise creativity & innovation
* Develop a culture that supports our students and staff to achieve their potential
* Become an internationally recognised leader in inclusion

**Dashboards –** The Strategic Planning and Analytics team have been developing an appropriate format for a data dashboard to include both student and staff data. Once this has been completed, the dashboards will be populated.**ACTION:****A further update will be provided at the next Social Inclusion Committee meeting.****Reverse Mentoring –** This initiative aims to provide senior leaders with the opportunity to be mentored by someone with different protected characteristics to their own to gain a deeper understanding of their mentors experience and diversity, the challenges that may be faced and how they as leaders can influence and support a more inclusive culture. Concerns were discussed around peer-mentoring and the burden on minority groups. KS confirmed this opportunity would benefit the mentor and mentee to build relationships, networking opportunities and be seen as positive personal progression for the mentor. |
| 037 | **SI/Equality Objectives 2020 – 2024 – (037/SIC290420)**As previously reported, a requirement of the Equality Act 2010, is that public bodies must produce and publish in the public domain a set of Equality Objectives that are renewable every four years. The University’s SI/Equality Objectives are now due for renewal and will need to be published on the website by the end of May 2020.Following the Social Inclusion Committee held on 5 February 2020, members and Chairs of Taskforces had provided comments on the draft SI/Equality Objectives and these have now been incorporated into the report 037/SIC290420. Members were reminded that the objectives have been predominantly formulated from the Social Inclusion Strategy Implementation plan which has previously been widely consulted on and approved through the formal University Committee structure. Objective 4 on campus accessibility has been added and the associated tasks within that objective will be driven by the Estates Office.Members were asked to formally approve the SI/Equality Objectives for forward transmission to the University Executive Board for approval before being presented to Council in May 2020.**ACTION: Some areas of the report required further clarity and input with regard to delivery responsibility accountability and timeframes prior to submission to Council and KS was asked to provide SB with that information as soon as possible.** |
| 038 | **Charter Marks and Action Plan Updates:** 038-SIC290420 (a, b) (c and d Verbal)1. **Athena SWAN**

Professor Kate Seers (KS) has been appointed as the new Athena SWAN Self-Assessment Team (SAT) Chair with, Professor Georgia Kremmyda (GK) as Deputy Chair. The SAT has been active since September 2019 and meet every other month as a whole group, with a smaller group co-ordinating and driving progress forward between meetings. The SAT is currently working to revise the 2018 action plan in light of feedback from the successful Silver submission and to address that three sub groups have been formed addressing different sections of the A-S action plan: 1) Data; 2) Supporting and advancing women’s careers; 3) Culture and Organisational issues, and supporting trans people. KS is also currently mapping out all gender related work being undertaken by the different committees/taskforces/other groups that feeds into A-S delivery, to avoid confusion and duplication.  A brief discussion was held on the outcomes of the Buckingham report (reviewing the future of A-S) which was published 19/3/20. <http://www.ecu.ac.uk/wp-content/uploads/2020/03/Future-of-Athena-SWAN_Report-1.pdf> which made 41 recommendations. AdvanceHE have not yet indicated how many of the recommendations will be actioned.JC proposed having a more formal Athena Network to align department and institutional Athena work. KS confirmed that the faculty Chairs have been invited to provide annual reports on departmental activity relating to Athena SWAN.1. **Disability Standards**

A report provided by the Disability Standards group outlined progress which is monitored under the remit of the Disability Steering Standards Group, chaired by Chris Ennew. The Group has been in existence for 2 years and has been meeting every other month to progress and develop work against the criteria of the Business Disability Forum Standards framework. A gap analysis has been undertaken to ascertain where Warwick meets the criteria and where more work is required, and this will form an Action Plan to highlight tasks that need to be undertaken to meet the Standards criteria.The original intention to submit in July 2020 may need to be postponed due to COVID-19. Members will continue to progress work and provide evidence so that the University will be in a position to submit for an in-depth audit by Business Disability Forum as soon as is practicable. 1. **Race Equality**

It was reported that a Project Officer had been seconded to support on the Race Equality work. Priority has been given to raising awareness of the Race Charter via communications, enabling engagement from the wider Warwick community.AdvanceHE require that surveys for both staff and students are conducted as part of the self-assessment process. The surveys will be circulated towards the end of 2020. The content of each survey is pre-defined by Advance HE and whilst the fundamental questions in the survey cannot be amended, questions can be added which will be aligned to Warwick and the SI Strategy. 1. **Pay Action Plan**

The Pay Action Plan Group have concentrated on formulating and publishing the University’s Pay Report.A discussion took place in relation to providing analysis on LGBTUA+ pay gap reporting. It was confirmed that due to small numbers of staff disclosing their Sexual Orientation it would prove difficult to provide analysis of the data and therefore priority should be focussed on increasing disclosures.  |
| 039 | **Reports from academic Faculty representatives: (Verbal 039-SIC290420 (b, c)** 039-SIC2904201. **Faculty of Arts**

A verbal report advised that three key areas were raised as concern within the Faculty during COVID - 19.**1**. **Digital Divide** - Concern on the unevenness of resources available for completing assessments on line, particularly for individuals who may not have Wi-Fi access or laptops.**2. Childcare** – Staff and students with caring responsibilities. Concern was raised that a high number of staff would be juggling childcare and caring responsibilities whilst also being expected to fulfil full time work. It was felt that the response from the University was to take annual or unpaid leave and during these unprecedented circumstances there seems to be an inconsistency between how departments are dealing with this. It was suggested that more positive messaging was required.**3. Physical Health** – Space and working environment was identified as a concern with many staff using incorrect equipment, chairs and desks. The Health & Safety checklist that has been provided is based on the assumption that everyone has access to space, where in reality many are sharing space with other members of the family who are working from home and/or home schooling.Concerns raised for staff and students who may be suffering from domestic violence, it was felt that little support had been provided to staff. SB confirmed a report on domestic violence and resources has been sent to Hannah Friend for inclusion on the Staff Wellbeing Hub. Staff have been advised to coordinate all support mechanisms through a central portal, so that staff are not inundated with email traffic listing lots of different resources.All staff are being directed to the newly formed Wellbeing webpages: <https://warwick.ac.uk/services/wss/staff-wellbeing> 1. **Faculty of Science, Engineering and Medicine**

It was reported that prior to the onset of COVID - 19, four areas were identified as priority: **Attainment Gap / Widening participation** - It was reported that the attainment gap group have established a peer mentoring scheme for BAME students with students mentoring and supporting each other. The student mentors are trained for their role (with involvement of Student Union) and additional support provided by the attainment group members. **Training** - A series of active bystander training programmes for all students have been planned with one session already delivered to a cohort of about 200 students prior to University closure. This was well received and will be complemented by faculty development training for staff (based on a joint IATL/WMS funded project on diversity and inclusivity). **Decolonising the curriculum** - A University project (with Student Union) on decolonising the curriculum has been underway, this has been reviewed and the recommendations made to see generic ones that will apply across the faculty and those that will be more specific to individual departments. Athena Swan - Good progress continues across all departments albeit different departments are at different stages of the process, with a number of departments due to renew their award in November 2020.It was advised that Dr Gurnam Singh, Associate Professor of Equity of Attainment, at Coventry University has written a paper **Supporting Black, Asian Minority Ethnic (BAME) students during the COVID-19 crisis:**<https://docs.google.com/document/d/1auu0mmcVKCjmyr92VudCngapGf5tAa4KdROF54--BHQ/edit> 1. **Faculty of Social Science**

A number of concerns were raised and discussed, noting that conclusions will not yet be readily available. Concerns discussed echoed issues already raised within other faculties that have arisen due to COVID – 19. This includes:* Questions relating to the promotions cycle and whether this would run as normal.
* Will staff receive additional support to cope with the demands that have arisen due to COVID – 19.
* Expectations for part time staff and staff who have been furloughed and the methods of communication used.
* Reasonable adjustment and IT provision to staff who are expected to work from home.
* Greater protection for PSS staff who are being criticised publicly due to timetabling issues.
* Further support and guidance required for staff to support students.

It was felt that communications from the University were predominantly to support students. Staff are struggling with various issues, which include juggling with working, childcare and caring responsibilities and it was felt that little support had been demonstrated to staff.Members also reported that there were mixed messages for staff on Furlough Leave. All communications were being sent to staff via email, therefore an expectation for staff to monitor emails which they have been told not to do whilst furloughed. It was confirmed that an EIA has been undertaken on the Furlough Leave Scheme in conjunction with ED&I and HR. The EIA is a live document which will be regularly reviewed and updated due to the changing numbers of staff on furlough being increased/rotated.**ACTION: HR to share the EIA report to SIC members once the data has been updated.** **ACTION: CE to discuss messaging with HR for staff on furlough, and decide the best channels of communication to keep in contact with staff who are being furloughed.****ACTION: Taskforces to report any evidence of impact on staff with Protected Characteristics who have been furloughed.**  |
| 040 | **Reports from Chairs of Taskforces: (040-SIC290420 (a, c, and d) (b and e – verbal reports)**1. **Gender Taskforce**

The Gender Task Force had its second meeting of the term on 1st April 2020, held online using Microsoft Teams due to the nationwide shut down. Key points arising from the meeting:* GTF has welcomed student representative Alice Churm to the membership.
* Anna Chapman from OD updated on recent work to establish a network for staff who have undertaken the Aurora training. A number of GTF members have taken the Aurora training and contributed comments also offering returning Aurorans to act as mentors to other staff.
* The potential impact of the new maternity policy arrangements on early career researchers, specifically concerning the non-statutory elements of maternity pay for those on fixed term contracts. GTF membership were unanimous in recommending that the maternity policy should explicitly encourage individuals to raise concerns with HR.

GTF also discussed Jacks Law, with a recommendation to extend the bereavement leave policy to 4 weeks so that individuals concerned are not put in a situation where they are making sick leave requests (mid-leave) to accommodate bereavement.1. **LGBTUA+ Taskforce**

Concerns was raised for vulnerable students who identify as LGBTUA+ amid the COVID – 19 crisis, who may have had to return home to unsupported communities or families, as well as estranged students, and the financial impacts on those students. It was confirmed that there are currently 1000 students living on campus and if other students found themselves in crisis situations at home, they should contact Wellbeing Support Services who may be able to assist students to move back onto campus in emergency situations and on welfare grounds.**ACTION: Co-Chairs to discuss concerns with Hannah Friend and the SU regarding the broader wellbeing issues for LGBTUA+ students.** 1. **Disability Taskforce**
2. An update was given on the ongoing work around the wording of the disability disclosure categories for internal use. Following feedback from students and staff, the following themes have emerged. Different opinions on the correct wording, highlighting the diversity and complexity of this area
3. To include a section where staff can indicate reasonable adjustments required could enhance disclosure rates and make a disclosure purposeful.
4. Include information on where staff can go for advice and support following a disclosure.
5. Support for staff is inconsistent and although there are pockets of good practice, some staff are still reporting lack of awareness and inefficient practices that often exacerbate barriers rather than address them.
6. Physical access and environmental barriers were reported as one of the main challenges and it was suggested that an additional internal category could capture this to provide useful data.
7. Staff with disabilities to be engaged and consulted more regularly and comprehensively.

The Taskforce will explore regular mechanisms of engaging with the Disability Network for joined up working.  The Disability Taskforce is scheduled to meet on the 19th of May 2020.1. **Race Taskforce**

The Race Equality Charter Mark Self-assessment team (SAT) has been established and it was confirmed that Kulbir Shergill will act as chair and Professor Mike Shipman as Senior Sponsor.It has been agreed to delay submission until July 2021 (instead of February 2021) due to the COVID – 19 crisis.All members of the Race Equality Taskforce (RET) and SAT will be asked to attend an online workshop to ensure all have shared understanding of issues - Understanding Racism and Racial Equality workshop.The Race At Work Charter: * RET has agreed to endorse the University signing up to the Business in the Community Race at Work Charter, and recommend this to the University Executive Board to review and approve.

**It was confirmed that the Social Inclusion Committee approve the University signing up to the principles of the Business in the Community Race at Work Charter.**Karen Terry-Weymouth from HR attended a recent meeting to provide an update on the Pay Gap Report . RET provided some feedback and recommendations, including that ethnicity data also be disaggregated by nationality, in particular differentiating between UK and non-UK staff, as it was felt that figures could look quite different for these groups. It was agreed that more intersectional analysis of data would be of value, for example to consider the pay gap experienced by BAME women. A discussion also took place on recruitment. It was reported that participation to the BAME staff network is low. It was agreed that the Network can become more embedded in the University’s race equality work structure with clear lines of communication established between all groups. It was reported that Leroy White has stepped down as co-chair of the RET as he takes up a position at the University of Exeter.It was confirmed that a webinar is being held on the 6th May 2020 to discuss the Black Attainment Gap during COVID-19. CE requested that representation from the RET attend the webinar and provide SIC with feedback.  1. **Chaplaincy Reference Group**

The Chaplaincy confirmed that Chaplains are still available for support throughout the COVID 19 crisis. * Resources have been published and are available to view: <https://warwick.ac.uk/services/chaplaincy/covid-19/faith_spirituality/sacred_space_in_a_time_of_lockdown_digital.pdf>
* It was confirmed that Sunday Services are now provided via Zoom.
* Retreat in Daily Life will also take place in an online format.

It was confirmed that Ramadan fasting support is provided on the ED&I webpages. **ACTION: KS to contact Strategic Comms to discuss what resources have been made available during Ramadan.**  |
| ***Items below this line were for receipt and/or approval, without discussion*** |
| **Subsidiary and Sub-Committee Reports** |
| **Other**  |
| 041 | **Any other business (Chair)**It was noted that the current agenda causes duplication in reporting.**ACTION: CE, KS and SB to review the schedule of reporting for the next academic year..** |
| **Next meeting: 13:30 hrs on 10 November 2020 in CMR1.0, University House** |

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| **DECISIONS AND ACTIONS** |

| **ITEM** | **DECISION/ACTION** | **LEAD AND DUE DATE** |
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| 036 | **ACTION:** A further update will be provided at the next Social Inclusion Committee meeting. | KS  |
| 037 | **ACTION:** Some areas of the report required further clarity and input with regard to delivery responsibility accountability and timeframes prior to submission to Council and KS was asked to provide SB with that information as soon as possible. | KS |
| 039 | **ACTION: HR to share the EIA report to SIC members once the data has been updated.** **ACTION: CE to discuss messaging with HR for staff on furlough, and decide the best channels of communication to keep in contact with staff who are furloughed.****ACTION: Taskforces to report any evidence of impact on staff with Protected Characteristics who have been furloughed.**  | Human Resources CEAll Taskforce Chairs |
| 040 | **ACTION: Co-Chairs to discuss concerns with Hannah Friend and the SU regarding the broader wellbeing issues for LGBTUA+ students.** **ACTION: KS to contact Strategic Comms to discuss what resources have been made available during Ramadan.**  | RF  KS |
| 041 | **ACTION: CE, KS and SB to review the reporting schedule of business for the next academic year.** | CE, SB, KS |