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| **UNIVERSITY OF WARWICK**  **SOCIAL INCLUSION COMMITTEE**  **OPEN MINUTES OF THE MEETING HELD 5 FEBRUARY 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 | JC | Associate Professor, Chair of Gender Taskforce |
| James Lythall | JL | LGBTUA+ Taskforce Student Co-Chair |
| 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 |
| Despina Weber | DW | Head of Disability Services |
| **Attending** | | Sandra Beaufoy | SB | ED&I Manager (Secretary) |
| Claire Algar | CA | ED&I Officer (Assistant Secretary) |
| Gemma Wilkins | GW | For item 022 |
| Sarah Gregory | SG | For item 023 |
| **Ref** | **Item** | | | |
| 017 | **Apologies for absence (Chair)**  Apologies were received from Dr Neil Bentley (external member), K Shergill, Wai Wah Tsang, Kathryn Fisher, and Dr Rashmi Varma. | | | |
| 018 | **Declarations of interest (Chair)**  No declarations were made. | | | |
| 019 | **Minutes of last meeting on 12 November 2019 (Chair)**  The minutes of the meeting held on 12 November 2019 (019-SIC050220) were received and approved. | | | |
| 020 | **Matters arising from last meeting on 12 November 2019 (Chair)**  The matters arising were as follows:  a) Following recommendation at the previous SIC meeting. Nathan Parsons has been invited to join the Social Inclusion Committee as SU Liberation Officer. Practicalities around committee size meant that other Liberation Officers could not be added to the membership, but a standing item would be included on the agenda for issues from the SU.  Confirmed that all Task Forces with exception of the GTF has student representation. GTF to consider whether its membership needed to be extended.  **ACTION: JC to raise for discussion at the next meeting of GTF.**  b) Clarification on KIT days. CE reported that following discussions with HR there needs to be more clarity on the use of KIT Days in practice but policy guidance is clear.  **ACTION: HR to ensure there is more guidance regarding the use of KIT days.**  c) Dashboard for Social Inclusion work continues to progress, updates will be provided in due course. | | | |
| **Chair’s Update** | | | | |
| 021 | **Chair’s Business (Chair)**  CE reported on the Stonewall Workplace Equality Index (WEI) results and the formation of the new Self-Assessment Team, which will work to drive forward LGBTUA+ Equality against the WEI Framework. | | | |
| **Governance** | | | | |
| 022 | **Update on the implementation of the recommendations of the independent review into student disciplinary and appeal process – Gemma Wilkins (thereafter GW)**  GW attended to provide an update on the Independent Review into Student Disciplinary and Appeals Process.  GW reported that work had been undertaken to implement the Report and Support platform where students can report incidents of sexual violence.  Report and Support is currently only available to students, although there is work underway to expand this to enable all reports to be logged for staff and students to report incidents of sexual violence, racism, hate crime, and other bullying and harassment incidents.  The current process enables students to report via the Report and Support platform, after which they will be appointed to a Student Liaison Officer.  In the future, Report and Support will capture all forms of Discrimination and Hate crime. Sessions were held throughout January to consult on barriers to reporting, language/terminology, training and support.  It was reported that all members of the University community would shortly receive a survey to further inform the consultation. Direct contact is being made with all Task Forces, Staff Networks and the SU.  Key themes of feedback through consultation already taken place includes:   * Lack of trust in the University. * Frustration around just wanting to be heard and the perceived repercussions of reporting. * Frustration and fatigue from the BAME community in relation to Racism.   Reported that Coventry University have received OFS funding (£49,681) to deliver a two-year project on Religion or Belief-related based hate crime.  GW provided a list of proposed questions for the next phase of consultation.  **ACTION: Members of SIC to feedback to GW any comments in relation to the proposed questions.** | | | |
| 023 | **Agile Working Arrangements – Sarah Gregory**  Sarah Gregory (thereafter SG) attended to report on the Agile Working pilot, which commenced at the beginning of February 2020 for all staff within Professional Services Groups that report to the Registrar.  In May 2019, a committee was set up to explore flexible working practices and discuss options to meet various targets, including sustainability.  Research undertaken identified that adopting agile working showed increased recruitment and retention, and contributed positively to employee wellbeing.  Agile working was proposed to the senior leaders forum. This was met with mixed reactions, therefore a high level survey to FA8 and FA9 staff was circulated, feedback indicated that flexible working was not encouraged in all areas of the University and therefore it was agreed to pilot a new Agile working scheme for three months.  Agile working is an approach to getting work done with minimum constraints. It is about locally agreed ways of working (not contractual) within teams that eliminate the barriers to getting work done effectively and efficiently, placing more value on the outputs and outcomes of your work rather than you being constantly present in a particular place, at a particular time.  During the pilot staff are encouraged to work flexibility, to work from locations other than their desk or office space, to work at different times of the day that suit, this includes home working and reducing the culture of presentism. Staff are also encouraged to Skype/dial into meetings.  [FAQ](https://warwick.ac.uk/services/psg/news-events/news/agile-working-pilot) is available on Insite, and at the end of the pilot an evaluation will be undertaken which will include an Equality Impact Assessment. | | | |
| 024 | **SI/Equality Objectives**    The committee received paper 024-SIC050220 to discuss and approve the Equality Objectives proposed for period 2020 to 2024.  It is a requirement of the specific duties of the Equality Act 2010, for public bodies to have and publish equality  objectives. The objectives should cover a 4-year period, and are therefore renewable every 4 years and must be published in the public domain.  The draft SI/Equality Objectives primarily mirror the Social Inclusion objectives that have already undergone significant consultation and have ultimately been agreed by Council. However a number of additional  Objectives have been proposed (Objectives 4) that are new objectives and require approval.  Discussion held:   * Agreed that clarity is required on certain objectives as these will available in the public domain and some are unclear. * Confirmed the document has to go to Council in May prior to the objectives being published. * Confirmed that this is a living document that can be amended following publication. * Proposal to add a Glossary of Terms. * Reads as a strategy document instead of an implementation plan. * There is a lot of focus on Gender and Ethnicity and no specific objectives that explicitly mention other Protected Characteristics. * Accountability needs to be clear on the document. * Clarification and provision of definitions for Protected Characteristics.   **ACTION: Members asked to feedback any comments to SB before 21 February 2020.**  **ACTION: Task Force Chairs to provide feedback.** | | | |
| **Social Inclusion Matters** | | | | |
| 025 | **Widening Participation Update**  PB reported that the OFS has a regulatory access and participation plan, with external drivers.  Looking forward, Warwick’s approach is to broaden focus beyond the student lifecycle and not just prior to coming to Warwick or any other university.  OFS have set challenges to all HEI’s but predominately this impacts research led universities. OFS have challenged the sector to be more ambitious. Focus is to remove or minimise barriers to students and enabling students to succeed when they arrive at Warwick.   * WP Committee has been established and will also look at Care Leavers, not just socio economic challenges and consider how this relates to other characteristics. * Externally approved access and participation plan. * Focus on Attainment Gaps and intersectional context. * Ensure equality of opportunity for all groups * WP Student Advisory Group will be launched in the near future.   **ACTION: PB to share slides to provide context on WP update.** | | | |
| 026 | **Period Products & Facilities on Campus for all**  The committee received and discussed paper 026-SIC050220 outlining issues facing students around Period Poverty as well as the issue facing Trans students and staff around sanitary disposal. Specific requests were made to provide sanitary bins in all male, female, accessible and gender neutral toilets.    It was also proposed that the University should address the issue of period poverty by providing free sanitary products to all of the Warwick community. This importance of a development such as this is not in question but operationally, it may prove challenging  CE proposed that we ensure minimum provision is in place to ensuring all GN facilities have sanitary provision and then address which buildings do not have GN facilities.  **ACTION: JL to provide further details on how other HEI’s in Wales and Scotland are providing free sanitary products and a clearer understanding of costings.**  **ACTION: JL to provide CE with information required to raise concerns with Estates that not all Gender Neutral and Accessible toilet facilities have Sanitary Bins. JL and CE to raise for further discussion at the next LGBTUA+ Task Force.** | | | |
| 027 | **Reports from academic Faculty representatives:**   1. **Faculty of Arts**   With apologies received from Rashmi Varma, CE provided a brief update sent from the Faculty of Arts Equality and Inclusion forum.   * This forum has met twice in the academic year 2019-2020. * The first meeting was focused on discussion of the name of the Forum, it was agreed on the importance of keeping equality and inclusion together in the title. * For the current academic year, the Forum has identified the following issues as priorities: * Athena Swan; * decolonising the curriculum; * social inclusion in facilities and systems; * Widening Participation * neurodiversity.   The Forum welcomed the university’s heightened focus on sexual misconduct policy and process.  There has also been discussion of the SU pilot project on Decolonising the Curriculum at the Forum meetings. SU representatives are in the process of contacting different representatives of Departments in the Arts Faculty. History has already established a group looking at the topic, and will be holding workshops for staff to look at guidance on introducing more diverse reading lists.  Athena Swan has been a key issue within the Forum, especially as the Arts Faculty currently has no Departments with charter marks. Those that have submitted in the last two years have not been successful.  Members of the Forum have noted that without adequate administrative and expert support, the task is too huge to accomplish.  Another topic of concern has been that Warwick Scholars Programme has very low intake for the Arts. WP are organising taster sessions for 10-11 year olds in schools to generate early interest in arts and humanities.  The Forum has welcomed gender neutral bathrooms in the new Arts Faculty building and would like to encourage awareness of the issue across the university.   1. **Faculty of Science**   Considering the possibility of reporting via the Education Board which would ensure all issues and topics for discussion are identified given the number of departments in the Science Faculty.  It was reported that issues discussed included:   * Attainment gap – The WP consideration and difficulties in medicine with pass/fail outcomes. * Athena SWAN – Work continuing in all departments with encouragement to progression to Gold. Gender is progressing well but there is a clear underrepresentation of BAME staff in the faculty. * Reporting concerns on harassment and discrimination for students on clinical placements and how this could be dealt with through the Report and Support platform.  1. **Faculty of Social Science**   It was reported that the FSS required clarification on what SIC reporting is required.  It was reported that various discussions had been held in FSS, which included:   * Concerns in regard to the changes in maternity provision and contractual benefits – whilst the university have increased the entitlement to 20 weeks of full pay, they have extended the return to work after maternity leave repayment of contractual salary (should the individual leave employment) from 3 months to 6 months. It was feared that this would have detrimental effects on those employed on fixed term contracts but also career mobility for those seeking a permanent post. * Concerns relating to Success Factors in relation to who can see and access personal data. * Disclosures of disability by staff, who then hear nothing back from HR with regard to reasonable adjustments. * Concerns on the PULSE survey.   A discussion took place to inform that the reasonable adjustment process was being reviewed and further developed, but that staff requiring support from HR and /or Occupational Health, should be encouraged to complete the Disability Framework, which would provide as formal record of their adjustments and enable periodic reviews to ensure any adjustments continued to be fit for purpose.  Concerns about the change to maternity provision were noted and it was clarified that the non-statutory element of maternity pay is at the University’s discretion and therefore any payback can be managed appropriately so as not to disadvantage individuals who are moving early from an FTC role that is due to end. In addition, when the 6 month return to work period cannot be met because of the end of a FTC, there would be no requirement for any repayment. The new arrangements have been negotiated with campus trade unions and give Warwick a set of provisions that are among some of the best in the Russell Group. | | | |
| 028 | **Reports from Chairs of Taskforces:**   1. **Gender Taskforce 028-SIC050220(a)**  * GTF Flyer has been updated to include a QR code and now also directs staff to an online feedback form which will enable issues to be raised for discussion at GTF. The form is sent direct to the GTF Chair and GTF Secretary in confidence.   Issues raised for discussion include:  Crisis linked with fertility / miscarriage / bereavement. SB reported that the Parental Leave Policy is being reviewed. Additionally, a new piece of legislation is being introduced in April – ‘Jack’s Law’ which will implement a statutory right to a minimum of 2 weeks’ leave for all employed parents if they lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked for their employer.   * The impact to changes to the Maternity Leave Provision and whist this is a welcome change, there will be detrimental impact to ECR’ due to the payback period being increased. [Note – see discussion above]. * Issues around Maternity provision for PhD and international students.   **ACTION: JC to contact the Doctoral college for clarity in relation to maternity provision for PhD students.**   * Input to revisions proposed for current Recruitment Policy. * Input to review the draft Gender Pay Report. * Report following representation of UoW at Friends of Europe Women in STEM event in Brussels. * Report following representation at UoW at Womens in HE Symposium event in London. * RR reported that they can provide case study role models where senior staff are undertaking Job Share.  1. **LGBTUA+ Taskforce**   JL provided a brief report on discussions held during the last Task Force meeting, this included:   * HIV Testing for World Aids Day and the decision made by local providers to remove on campus testing for students. * Stonewall results and aligning the Stonewall SAT and Task Force ensuring they work collaboratively to meet objectives. * Accommodation – concerns in relation to current systems and the possibility of having LGBTUA+ accommodation. This is currently in place at Sheffield. * Purchase of sustainably made pronoun badges given the popularity and high number of requests. * HIV Guidelines and Warwick’s pledge to the Positive Allies Scheme. * Lack of engagement with the BI+ community and actions to address this. * University of Birmingham request for Warwick to join up for Birmingham Pride. This was not supported and the Task Force would opt to put their efforts in to work with Coventry Pride, as it is felt Birmingham Pride is too commercialised. * Confirmed that the Warwick Campus Pride will take place on 5th June 2020.  1. **Disability Taskforce**   The committee received paper 028-SIC050220 (c) for information.  The Taskforce met on 22.01.2020 and the terms of reference and membership have now been confirmed. It was reported that the following discussions took place:   * Scoping of reasonable adjustments for staff and students across the institution and a subgroup was created to undertake this work. * reworded disability categories for staff and students for internal use and has put forward a proposal for wider consultation. * Members of the group raised concerns over the existing procedure for the provision of medical certificates for extensions, TWD and return from TWD that result in disabled students incurring additional costs for what is effectively seen as self-certification. * The group also agreed to undertake a comms and awareness raising project to encourage a positive view of disability institutionally.   The following action plan has therefore been agreed for 2019.20:   * Scoping of reasonable adjustments initially for staff, with the aim of extending that to student processes. * Developing and delivering a staff and student consultation programme on the proposed revision of disability terminology for internal use. * Developing a comms and awareness raising plan on disability in the context of inclusion and diversity.   **ACTION: DW to send SB report for circulation relating to consultation programme to revise disability terminology.**   1. **Race Taskforce**   The Task Force will be focusing attention on bringing together the different parts of the university working on the four KPI’s and one additional agenda, related to racial equality.  Four KPI’s are:   * Black attainment gap; * BME Pay Gap; * Representation of both PS staff at senior level; * Representation of academic staff at senior level; and Bullying, harassment and hate crime.   By bringing these together, it is hoped to establish a clear institutional-wide framework and approach for tackling racial inequality.  The Task Force will also help make the process of submitting the next application for the Race Equality Charter Mark easier and straightforward.  Challenges identified include institutional wide buy in.   1. **Chaplaincy Reference Group**   The committee received report 028-SIC050220 (e) for information.  It was reported that the last meeting was devoted to a presentation from Professor Kristin Aune and Sadie Chana of Coventry University about reporting and monitoring of religious hate crime on University Campuses.  They were able to share experiences from the implementation of a reporting structure at Coventry  University and reflections from their wider research project in this area.  The slides from the presentation accompany the report. The CRG was able to engage in a helpful conversation about this, particularly in the context that Report and Support (already implemented for sexual  misconduct) is due to be extended to other protected characteristics.  The CRG is particularly aware of issues relating to racially and religiously based hatred, and notes that there is a significant intersection between these categories. | | | |
| ***Items below this line were for receipt and/or approval, without discussion*** | | | | |
| **Subsidiary and Sub-Committee Reports** | | | | |
| 029 | **Update from Equality, Diversity & Inclusion Network on 28th January 2020 (CA)**    It was reported that the topics for discussion at the EDN meeting included:   * Stonewall WEI Results   Background on the Stonewall WEI was provided, including initiatives and the recent announcement that Warwick has been ranked 123 out of 503 organisations that took part in the 2020 index.   * Positive Allies Scheme   Warwick has committed to the [Positive Allies Scheme](https://warwick.ac.uk/services/equalops/learnmore/chartermarks/positiveallies) to raise awareness of HIV. Staff are encouraged to complete the online training module.   * Age Project   It was reported that the project being undertaken by the Ambitious Futures Graduate has been delayed due to the graduate finishing the placement early. The project will be completed when resources allow.   * Success Factors   Brigitte Hatfield from HR delivered a presentation on Success Factors, highlighting who can access personal information and encouraging colleagues to update their own personal data.  Emergency Contact details was highlighted as a potential issue for those working alone or on night shifts, when no HR staff would be available to access SuccessFactors.  Phase two – Reporting, Resolution and Disciplinary Update  GW delivered an update and presentation.   * Carers Network and Carers Leave   It was reported that the five days carers leave originally granted for carers will now be expanded to include parents of dependent children. HR will be required to amend policies to reflect this change and produce a carers passport.  The co-chairs also updated on the work of the staff network. | | | |
| **Other** | | | | |
| 030 | **Any other business (Chair)**  There was no other business. | | | |
| **Next meeting: 14:00 hrs on Wednesday 29 April 2020 in CMR1.0, University House** | | | | |

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| **DECISIONS AND ACTIONS** |

| **ITEM** | **DECISION/ACTION** | **LEAD AND DUE DATE** |
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| 020 | **ACTION:** GTF to consider whether its membership needed to be extended.  **ACTION**: JC to raise for discussion at the next meeting of GTF. | JC  For the next meeting of Gender Task Force |
| **ACTION:** HR to ensure there is more clarity in relation to KIT days in the Maternity policy. | Human Resources |
| **ACTION:** TH to liaise with SB on updated membership of SIC to include representation of SU Liberation Officers | TH/SB  To provide an update at the next meeting of SIC |
| 022 | **ACTION:** Members of SIC to feedback to GW any comments in relation to the proposed questions for Support and Report. | All |
| 024 | **ACTION:** Members asked to feedback any comments on the Equality Objectives to SB. | All  Feedback by 21 February 2020 |
| **ACTION:** Task Force Chairs to provide feedback on Equality Objectives. | All  Feedback by 21 February 2020 |
| 026 | **ACTION:** JL to provide further details on how other HEI’s in Wales and Scotland are providing free sanitary products and a clearer understanding of costings.  **ACTION:** JL to provide CE with information required to raise concerns with Estates that not all Gender Neutral and Accessible toilet facilities have Sanitary Bins. JL and CE to raise for further discussion at the next LGBTUA+ Task Force. | JL  JL & CE |
| 028 | **ACTION: ACTION: JC to contact the Doctoral college for clarity in relation to maternity provision for PhD students.** | JC |
| **ACTION:** DW to send SB report for circulation relating to consultation programme to revise disability terminology. | DW |