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| **UNIVERSITY OF WARWICK****SOCIAL INCLUSION COMMITTEE****OPEN MINUTES OF THE MEETING HELD 10 November 2020** |
| **Present** | Professor Chris Ennew | CE | Provost (Chair) |
| Izzy Bourne | IB | Students’ Union Sabbatical Officer |
| Paul Blagburn | PB | SROAS Assistant Director (Outreach) |
| Ant Brewerton | AB | Head of Academic Services, Library |
| Dr J Collingwood | JFC | Professor, Chair of Gender Taskforce |
| Kathryn Fisher | KF | Head of Disability Services |
| Lauren McCleary | LM | Co-Chair LGBTUA+ Taskforce |
| Kulbir Shergill | KS | Director of Social Inclusion |
| Shingai Dzumbira | TH | Students’ Union Sabbatical Officer |
| Rashmi Varma | RV | Reader, Representative of Faculty Arts |
| Dr Meleisa Ono-George | MOG | Associate Professor / Race Equality Taskforce Co-Chair |
| Ros Roke | RR | Director of Strategic Programme Delivery |
| Rev Mark Rowland | MR | Chaplain / Chaplaincy Reference Group |
| Dr Sharifah Sekalala | SS | Associate Professor, Representative of FoSS |
| Wai Wah 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) |
|  Rebecca Freeman from 15:00 hrs |  RF | Agenda item 013 |
| Gwen Van der Velden from 15:00 hrs | GVdV | Agenda item 013 |
|  | Kate Seers from 15:00 hrs | KS | Agenda item 014 |
| **Ref** | **Item** |
| 001 | **Apologies for absence (Chair)**Apologies were received from: Neil Bentley-GockmannOlanrewaju SorinolaHelen Knee |
| 002 | **Declarations of interest (Chair)**No declarations of interest were made. |
| 003 | **Minutes of last meeting on 29 April 2020 (Chair)** 003-SIC101120The minutes of the meeting held on 29 April 2020 (003-SIC101120) were received and approved. |
| 004 | **Matters arising from meeting held on 29 April 2020**All matters arising were discussed in the main agenda. |
| **Chair’s Update** |
| 005 | **Chair’s Business and Action (Chair)****(a) Unitemps and EDI reporting**For our Warwick salaried staff, we are required under Section 149 of the Equality Act 2010 to publish annually information that demonstrates our compliance with the general equality duty with regard to age, disability, ethnicity and gender.  We also monitor our workforce with regard to working patterns, religion or belief and sexual orientation.  However, such data is currently not collected for staff employed through Unitemps, but who are working on Warwick assignments – this can (in normal circumstances) amount to between 500-1000 people in any given week. The ED&I team are currently leading on a project in collaboration with Unitemps to develop an appropriate data collection process. **(b) Disability definitions**The Disability Taskforce In consultation with Warwick’s disabled community, reviewed and updated disability equality monitoring questions to create a more positive language around disability. This has been updated on Success Factors and a communication sent to all staff encouraging staff to update their personal monitoring information on Success Factors. The same changes are being implemented for student reporting.**(c) Gender Identity Definitions**In consultation with the ED&I Team and LGBTUA+ Taskforce, a number of changes will imminently be made to Success Factors in relation to the data collection on Gender Identity. It was reported that this workflow change should be live by the end of this term, ready for January 2021.The agreed changes are as follows:* Amend **Legal Gender** to read ‘**Gender as held by HMRC’** – options to remain as current.
* Do you identify as Trans – options – yes, no, prefer not to say.
* Do you identify as Intersex – options – yes, no, prefer not to say.
* Amend **‘Gender Choice’** to ‘**Gender’** - options to be ‘Male’, ‘Female’, ‘Non-binary’, ‘Other’, ‘Prefer not to say’.

Intersex and non-binary are new data fields. A communication will be circulated to all staff once the update has taken place to encourage staff to update their personal file on Success Factors.**(d) Carers’ Leave**Following the Carer’s Staff Network being established in 2017, work has progressed to extend the support to carers and to recognise the difficulties some staff are experiencing whilst juggling work and caring responsibilities. As of 1 December 2020, the University will be offering 5 days additional paid Carers Leave (to those who meet the definition of a carer\*). This will be accompanied by the launch of a new Carers Policy and a Carers Passport. \* Definition of a carer: *'a person providing unpaid care to family members, friends, neighbours, or others because of long-term physical or mental health, disability, or age-related problems.’***(e) REF Update**It was reported that a total of 318 REF2021 staff Circumstances Forms have been received and reviewed by the REF Staff Circumstances Committee (SCC).Following REF Guidelines, some output reductions were straightforward Early Career Researchers, periods of family related leave, such as maternity/adoption/extended paternity, whereas others were of a more complex nature and required a decision by SCC. Once all entries to the REF2021 have been validated, a final EIA will be carried out on all staff submitted to the REF2021. At the moment, a total of 1,323 staff (headcount) will be submitted to REF2021 by the deadline of 31 March 2021. **(f) HIV Positive Allies**In December 2019, Warwick pledged to demonstrate a commitment to the [Positive Allies](https://www.sunderland.ac.uk/more/services-for-business/positive-allies/) charter, administered by the University of Sunderland. The charter is designed to help organisations demonstrate they are an HIV-friendly organisation with an environmental ethos of tackling HIV-related stigma in all its forms.Work to raise knowledge and awareness of HIV related stigma has been undertaken over the last 12 months, and in November 2020, Warwick was awarded the Positive Allies accreditation. The Chair thank the EDI team for their work securing this accreditation.**(g) Covid-related EDI work**In conjunction with the Business Continuity Recovery Programme Team, the ED&I team are liaising with all owners of processes/procedures/ policies that have been introduced as a result of Covid-19, to discuss any equality implications and to ensure where necessary Equality Impact Assessments (EIA’s) are completed and reviewed.**(h) Commission on Social Justice/Disability Commission**The University submitted a call for evidence document to the Commission on Social Justice – Disability Commission. The focus of the submission was on Education and Employment of disabled people and to draw attention to some of the problematic issues related to the life cycle from education through to employment.**(i) Review of Council Effectiveness**It was reported that in a recent review of Council effectiveness, particular attention has been paid to ensuring that membership of the Council itself is diverse, and this has paid off in terms of ensuring excellent gender balance and recent improvements to both ethnicity and age. It was recognised that whilst progress has been made Warwick should still strive to continue to pay attention to this aspect of Governance. This is the specific responsibility of the Nominations Committee.**(j) University of Sanctuary**It was reported that three years ago Warwick was awarded University of Sanctuary to recognise work undertaken to support refugees and asylum seekers, and a number of scholarships have been awarded, both at undergraduate and postgraduate level. Warwick is due to resubmit to continue as a University of Sanctuary and aims to foster learning about sanctuary, embed sanctuary activities across the university, and share our activities beyond the university more widely. A new web page informing on Sanctuary matters is being developed.(k) Black Lives Matter CommunicationThe Chair wished to record thanks to the Race Equality Taskforce and all who were involved in producing the black lives matter joint statement on behalf of the University.**Treatment of members of TF, dignity and respect.**(l) Professional Conduct within meetings.The Chair noted that a reminder had recently been communicated to a Taskforce to state that all meetings should be carried out in a respectful manner and in a manner consistent with the Dignity at Warwick Policy.  |
| **Governance** |
| 006 | 1. **Membership 2020-21**

To note the committee membership for 2020-21. The Director of Student Discipline and Resolution has been invited to join the committee. It was noted that the SU Liberation Officer position is yet to be filled. The Membership for 2020-21 were approved.**ACTION: SU to advise who will represent the SU Liberation Officer.**1. **Terms of Reference**

It was reported that the Terms of Reference were significantly revised in 2019/20.It was suggested that the Terms of Reference should consider inclusion of:* Social Economic Background
* Social Class
* Students seeking asylum, and
* Students in Care

**ACTION: Consider a way of expressing broader responsibilities beyond protected characteristics as defined by the Equality Act.**   |
| **Social Inclusion Matters** |
| 007  | **Annual Equality Monitoring Report:** 007-SIC101120  It was reported that in accordance with our duties under the Public Sector Equality Duty, the University annually publishes reports of equality monitoring data of staff and students in the Annual Equality Monitoring Report. Data presented in the report is from a census date of 1 August 2020.Key points to note:* Report covers staff and student data.
* The workforce is increasing and now stands at 7099.
* The majority of employees are aged between 26 and 55 years.
* The gender split among staff is male: 47.1%; female: 52.9%.
* There has been an increase in staff declaring a disability: (4.9%, still below sector average of 5.3%). There has been a notable increase in staff disclosing two or more disabilities.
* Increase in the number of BAME staff to 1229 which is equivalent to 17.3% of the staff population, higher than the sector average of 14.5%. Only 11.2% of professors are BAME.
* Increase in female professors from 112 to 140.
* Religion and belief declarations continue to rise, Christianity is the most common religion at Warwick, making up almost 1 in 4 staff (26%). The other widely cited religions are Muslim (Islam), Hindu, and Sikh, making up 2.7%, 2.2%, and 1.5% of staff respectively.
* Sexual orientation declarations continue to rise; heterosexual increased from 4193 to 4474, staff who identified as gay women/lesbian and other increased by 5. The biggest declaration was bisexual increasing to 102 staff compared with 85 last year.

Student data:* Student population has grown to 27,967 in 2019/20.
* Consistently more UG male then female students.
* Students declaring a disability has risen to 2,741, an increase of 877 since 2015/16.
* Ethnicity balance remains stable. At Postgrad taught the majority of students declared as Asian.

It was noted that whilst Warwick data looks to be improving there is still much room for growth in all sections.It was agreed that a communication campaign should be take place, using the infographics in the report to raise awareness and to encourage greater declaration rates across all protected characteristics. It was reported that gender is only reported as female and male as other identities are too low to report on in the fear of individuals being identifiable.The publication is available on the Equality, Diversity and inclusion webpages. It is hoped that Unitemps data will also be included in 2020/21.It was confirmed that any data less than 5 is not reported in the Equality Monitoring Report and indeed that applies to all staff surveys to protect the identity of individuals.Thanks were given to Michaela Hodges, EDI Officer on providing the report.  |
| 008 | **Social Inclusion Strategy Implementation Plan:** 008-SIC101120The SI Action Plan detailing key activities to be undertaken during 2020/21 was presented. These actions will continue to develop the University’s approach to Social Inclusion to achieve the overall 2030 objectives. **Objectives:**1. **Increasing Diversity:**
2. Review recruitment, selection and promotion. To include clear agreements and guidance on positive action.
3. Continue progress against external accreditations, such as: the Race Equality Charter, Athena SWAN, Stonewall, Disability Standards and Diversity in Senior Teams.
4. **Inclusive Culture**
5. Increase the diversity of role models
6. Inclusive teaching spaces
7. Engaging academics
8. Anti-racism training
9. Profile of Inclusion work – inform, engage and action
10. Inclusive Leaders
11. Impact of Covid-19 on diversity and inclusion
12. **Thought Leadership**
13. Promote diversity related academic work
14. Regional partnerships
15. European work to include the Eutopia project, working with 6 universities across Europe. Focusing on Inclusion in a European context.

KS reported that the University would be hosting a Eutopia Week (23-27 November 2020) and members were invited to register for sessions of interest. KS would be hosting a session: ‘Eutopia Discusses: Inclusion for a European University’ scheduled for 24 November 2020. |
| 009 | **Voluntary Leavers Scheme:** 009-SIC101120It was reported that due to the impact of the Covid-19 pandemic, the University implemented a number of schemes which were made available to staff for a defined period of time. These included:* A voluntary leaver’s scheme (open from 9 June to 18 September 2020)
* Time-Back Benefits (which included: extension of current provisions for additional annual leave, reduced hours and career breaks)

A total of 433 expression of interests were received and 368 staff went on to apply for VLS. There were 161 VLS applications accepted and 186 VLS applications rejected.It was confirmed that at all stages the voluntary leaver’s scheme underwent Equality Impact Assessments and key statistics from the analysis have shown:* A higher number of females applied (5.84%);
* 4.18% of full-time staff applied;
* 36 BAME staff, compared to 315 white staff applied;
* 331 with no known disability applied;
* 56 – 65 age category of staff was the highest age group to apply, with 160 applications.
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| 010 | **Priorities for 2020/21 - Chairs of Taskforces:**It was reported that all taskforces were asked to provide three key priorities for 2020/21 and that progress against these priorities would be reported at future Social Inclusion Committee meetings.1. **Gender Taskforce (GTF)**
2. In the short term the Gender Taskforce are supporting the covid-19 response, providing active input to surveys, coordinating with Kate Seers and the Athena SAT and analysing data for gender outcomes. GTF will be providing input into the design of a second Covid survey with the intention to follow with a number of focus groups across all Taskforce remits.
3. Medium action – investigate the impact of the Academic Promotions Process, with a primary focus on retention and recruitment. This will be in conjunction with the PLOTINA research project on the review of the promotions process.
4. Long term plans to provide strategic support on the Athena SWAN action plan.
5. **LGBTUA+ Taskforce**

1.     Embedding ongoing consultation with the LGBTUA+ Taskforce into any work carried out by the Institution which is related to or impacts the LGBTUA+ community.  Including but not limited to training, communications and new buildings/refurbishments. Creating TF liaisons within key departments including estates, communications accommodation and IT/data collection and Warwick Arts Centre.2.      Review and reform the LGBTUA+ community networks with clear distinctions on the function of network, in order to strengthen bonds in the community. Refocusing into three main areas:(i)      LGBTUA+ Taskforce – Strategic direction and consultative body.(ii)    LGBTUA+ Staff Network – For members of the community to come together and support one another.(iii)   Allies Scheme – For people who are not members of the LGBTUA+ Community only to provide their support. All members of the scheme should receive training and there should be a mechanism to remove them from the scheme should incidents of phobia be reported.Concern was expressed by some members of the committee that by restricting membership of the Allies scheme there was a risk that some individuals who were not “out” or open about their sexual orientation might feel excluded because they would not be eligible to join the Allies group and their only option would be to join the Network.  Other members of the LGBTUA+ community might feel limited in terms of opportunities to offer support because they are excluded from the Allies scheme. 3.       Toilet Accessibility, this divided into two specific areas relating to toilet accessibility (i)      Gender Neutral Toilets – Ensuring that they are in all new builds and refurbishments, but also that they are appropriately signposted and mapped by the Estates department. (ii)    Access to sanitary bins – Men who menstruate should not have to seek out a gender neutral toilet facility when they are menstruating, they should have the appropriate provisions in their own bathrooms, with at least one stall in each of the male toilet facilities having a sanitary bin in it. **ACTION: KS and LM to meet and discuss concerns around exclusion in the Supporters scheme.**1. **Disability Taskforce**
2. To increase the visibility of disability awareness across the Warwick community. It has been noted that whilst Student disclosures are increasing, the next step would be to initiate a campaign to increase staff disclosures. This will include campaigns relating to Disability History month, and other national awareness days - <https://warwick.ac.uk/insite/news/intnews2/unseen-disabilities>
3. Increase engagement with staff and students to understand disability related priorities.
4. To continue to provide education and raising awareness that goes beyond a communication campaign. This work has already started with the creation of a ‘Lets talk about disability’ series of communications on unseen disabilities.
5. **Race Taskforce**

1. Black attainment gap, pay gap and bullying and harassment
2. Institutional approach to race equality, providing support and guidance.
3. Impact of Covid-19 and further investigation into the disproportionate effect of Covid-19 on the BAME community.

It was agreed that further discussion and clarity is required when talking about race and religion and the overlaps/intersections between the two. 1. **Chaplaincy Reference Group**
2. Form a Faith Taskforce, recruit members and set out Terms of Reference. This TF will work closely with the Chaplaincy Reference Group.
3. To further the support provided due to the impact of Covid-19 support. To include online resources, upcoming speed faith event – allowing individuals to meet to discuss different faiths.
4. Understand the Intersectionality between faith and race. Ideas on addressing critical issues.
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| 011 | **Widening Participation Update and Future Plan**It was reported that the University’s new 2020-25 Access and Participation Plan (APP) comes into effect this academic year including a range of ambitious commitments for the next five years and beyond. It was noted that whilst there have been many positive developments and outcomes over the past 12 months, the learning from this period will be important, but also noting that a further step-change is required over the next few years to ensure the University meets the commitments in the APP and Widening Participation Strategy. Next 12/18 months priority focus:1. Impact on WP groups and how the Covid-19 pandemic is affecting these groups.
2. UG students/home UG student Success and Inclusion.
3. Articulating, Co-ordinating and Embedding the whole student lifecycle approach.
4. Access/Pre-entry

Build a better evidence base on outcomes and experiences of WP groups. Consider the attainment model, continuation and retention as an ongoing issue, which has been heightened by Covid-19. It was reported that there has been a 60/70% increase in students accessing hardship fund since the start of the pandemic.It was reported that the Student Union is recruiting a part time WP Officer and has also set up a new student advisory committee. |
| 012 | **Anti-Racist Pedagogy Project**It was reported that a pilot of a new staff development programme has been advertised to staff on *“Tackling Racial Inequality at Warwick”* project.The programme is aimed at equipping academic and professional services staff with the knowledge and practical tools to engage anti-racist pedagogy in their classrooms and engagement with students. This programme will help equip staff to challenge racial inequality at both individual and institutional levels, as well as foster an inclusive learning community. [Tackling Racial Inequality at Warwick](https://warwick.ac.uk/fac/cross_fac/academic-development/tri) is a multi-module programme, with two ‘core’ modules and a series of optional modules delivered online for the time being and that can be taken over the course of a year.There has been a positive response to invitations with workshops starting in week 10, and further additional workshops to be held in Term 2. |
| 013 | **Update on the development of inclusive curriculums and culture in the classroom**: 013-SIC101120Rebecca Freeman and Gwen Van der Velden attended the meeting to deliver a presentation on Student Success and Inclusion. The presentation was to provide an overview on the institution-wide approach to improving participation and outcomes for all students, and organise capacity across teams to deliver this together. It was reported that the Education Executive priorities, which includes Student Success and Inclusion agreeing to the institutional approach to improving participation.**Clear goals:*** Close attainment/awarding gaps.
* Meet our commitments as set out in the APP.
* Ensure inclusive curriculums and communities.
* Ensure inclusive teaching/learning spaces both in person and virtually.
* Ensure inclusive support and co-curricular spaces.

It was confirmed that this requires a whole institutional change, taking a holistic view of the student experience. Noting that it is important to identify gaps in inclusion to bring together all good practise and rejection of deficit model. |
| 014 | **Update from the Institutional Athena SAT -** 014-SIC101120A small group, including the Provost and Director for Social Inclusion met in November to discuss the Institutional approach to Athena SWAN, including resourcing, how data is managed and the impending updates from Advance HE following the Buckingham Review Report.The AS Self-Assessment team continue to meet two monthly, with three sub groups addressing different sections of the action plan. Advance HE have recently established an Athena SWAN Governance Committee to “operationalise the recommendations of the independent review and transform the Charter.” In addition, KS is a member of the Russell Group of Athena SWAN practitioners, initially focusing on the transformation and enhancement of the Charter. |
| ***Items below this line were for receipt and/or approval, without discussion*** |
| **Subsidiary and Sub-Committee Reports** |
| **Other**  |
| 014 | **Any other business (Chair)** Nothing to report. |
| **CLOSE BY 15:30 hrs****Next meeting: 10:00 hrs on Monday 01 February 2021 via Teams** |

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| **DECISIONS AND ACTIONS** |

| **ITEM** | **DECISION/ACTION** | **LEAD AND DUE DATE** |
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| 006 | 1. ACTION: SU to advise who will represent the SU Liberation Officer on the Social Inclusion Committee.
2. ACTION: Consider a way of expressing broader responsibilities on the Social Inclusion Committee Terms of Reference, beyond protected characteristics as defined by the Equality Act.
 | Student UnionChair/EDI Team |