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| **UNIVERSITY OF WARWICK****SOCIAL INCLUSION COMMITTEE****OPEN MINUTES OF THE MEETING HELD [12 November 2020]** |
| **Present** | Professor Chris Ennew | CE | Provost (Chair) |
| Kulbir Shergill | KS | Director of Social Inclusion (Deputy Chair) |
| Chloe Batten | CB | Students’ Union Education Officer |
| Paul Blagburn | PB | Assistant Director (Outreach) |
| Ant Brewerton | AB | Head of Academic Services, Library |
| Katheryn Fisher | KF | Head of Disability Services |
| Dr Teresa Grant | TG | Associate Professor |
| Tiana Holgate | TH | Students’ Union Welfare and Campaigns |
| James Lythall | JL | LGBTUA+ Taskforce Student Co-Chair |
| Dr Meleisa Ono-George | MOG | Associate Professor / Race Equality Taskforce Co-Chair |
| Reverend Mark Rowland | MR | Chaplain |
| Wai Wah Tsang | WWT | Student Recruitment Support Coordinator |
| Despina Weber | DW | Head of Disability Services |
| **Attending** | S Beaufoy | SB | ED&I Manager (Secretary) |
| Michaela Hodges | MH | ED&I Coordinator (Acting Assistant Secretary) |
| **Ref** | **Item** |
| 001 | **Apologies for absence (Chair)**Apologies were received from Claire Algar, Dr Neil Bentley (external member), Dr Jo Collingwood (Dr Teresa Grant attending for J Collingwood), Ros Roke, Dr Sharifah Sekalala, Dr Olanrewaju Sorinola and Dr Rashmi Varma. |
| 002 | **Declarations of interest (Chair)**No new declarations were made. |
| 003 | **Minutes of last meeting on 9 May 2019 (Chair)**The minutes of the meeting held on 9 May 2019 (003-EDC090519) were received and approved. |
| 004 | **Matters arising from last meeting on 9 May 2019 (Chair)**The matters arising were as follows:1. **Update on Improved Maternity Provision (SB)**

The University Executive Board have approved the following changes with regard to the Maternity Provision for staff:* Enhanced University maternity and adoption pay from 8 weeks full pay to 10 weeks (Option A) and 16 weeks full pay to 20 weeks (Option B).
* Increase the current payback period for staff taking enhanced maternity and adoption pay from 3 months to 6 months.

Human Resources are planning the formal implementation of the revised maternity scheme to be with effect from January 2020 onwards, with a communication, policy update, and launch before the end of 2019.It was confirmed that the policy covers all those taking parental leave, not only those who identify as women.It was reported that the Sessional Teaching Payroll is being reformed, meaning that hourly paid and sessional teaching staff who work over a certain number of hours will move from workers to employees and become entitled to maternity pay provisions.It was reported that the University have agreed that carers will receive an additional 5 days of annual leave. However, it is still to be determined how this allowance will be managed and implemented.1. **Invigilation Arrangements (CE)**

It was noted that it has been requested that an assessment be conducted to discern the possible equality impacts of the introduction of paid invigilation.It was reported that the work to professionalise invigilation has not yet begun and as such equality assessment work will begin once this work is underway.1. **Defibrillators on Campus (SB)**

It was reported that a communication from the Director of Health, Safety and Wellbeing has been sent to the responsible persons of defibrillators to request that they ensure access is easy and that defibrillators are not locked away. Appropriate signage is being investigated so the location of the defibrillators is more evident. |
| **Chair’s Update** |
| 005 | **Chair’s Business (Chair)**There were no items of Chairs Business. |
| **Governance**  |
| 006 | **Membership 2019-2020 and Terms of Reference (Chair)**The Committee received and approved papers 006-SIC121119(a) and 006-SIC121119(b), outlining Committee Membership for 2019/20 and the Terms of Reference, with minor amendments.1. **Membership 2019-20**

It was reported that there have been changes to membership in reforming Equality and Diversity Committee to Social Inclusion Committee (hereafter, SIC), most notably the inclusion of Taskforce Chairs to formally report to SIC.A discussion took place on student membership. Some members felt that it was key to ensure that there is adequate representation of the Students’ Union’s (hereafter, SU) Sabbatical and Liberation Officers on SIC and ED&I related Taskforces. It was reported that the Disability, LGBTUA+, and Race Equality Taskforces include student representation, but as yet Gender Task Force and Chaplaincy Reference Group do not. It was agreed that student membership will be raised for discussion at future meetings of Gender Task Force and Chaplaincy Reference Group. It was reported that SIC includes student representation from Sabbatical Officers but as yet does not include representation from Liberation Officers. It was agreed that the Chair of the SU Liberation group be added to the membership of SIC.1. **Terms of Reference**

It was reported that there have been changes to the Terms of Reference (hereafter, ToRs) in reforming Equality and Diversity Committee to SIC, most notably the inclusion of specific responsibility for monitoring implementation of the Social Inclusion Strategy.It was agreed that the ToRs include reference to sharing good practice within the university and the higher education sector more broadly.A discussion took place on the work the University is undertaking to implement the recommendations of the independent review into student disciplinary and appeal processes, and how this work feeds into the work of SIC. It was agreed to include an agenda item on this at a future meeting of SIC. It was reported that a number of members, including KS, TH, CB, and CE, are connected with the disciplinary review work.**DECISION:**1. The Committee **approved** the membership of SIC, with minor amendments.
2. The Committee **approved** the Terms of Reference of SIC, with minor amendments.

**ACTIONS:**1. TG to include an agenda item on student membership at a future meeting of the Gender Task Force.
2. MR to include an agenda item on student membership at a future meeting of the Chaplaincy Reference Group.
3. SB to include an agenda item on an update on the implementation of the recommendations of the independent review into student disciplinary and appeal processes at the next meeting of SIC.
4. TH to liaise with SB on updated membership of SIC to include representation of SU Liberation Officers.
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| 007 | **Diagram of Social Inclusion Reporting Structure and SIC Business Timetable (Chair)**The Committee received and approved the papers 007-SIC121119(a) and (b), outlining the reporting structure of the Committee and an indicative timetable of SIC business.A discussion took place on the reporting structure. Members noted that reporting should be indicated with double headed arrows, to reflect that each area of SIC and University business informs the other. It was suggested that an indication of the position of the SU be included.A discussion took place on the business timetable. It was suggested that discussion of widening participation be included.A discussion took place on the number and regularity of meetings of SIC. It was agreed that the Committee continue with one meeting per term, with the possibility of additional meetings if members felt this was necessary.**DECISION:** The Committee **approved** the Social Inclusion Reporting Structure and SIC Business Timetable, with minor amendments. |
| 008 | **Senior Executive Sponsors (CE)**The Committee received and noted the report 008-SIC121119, outlining the appointment of Social Inclusion Executive Sponsors. |
| **Social Inclusion Matters** |
| 009 | **Pay Action Plan (CE)**The Committee received and discussed the report 009-SIC121119, outlining a draft action plan to address the University’s gender pay gapIt was reported that the University has a number of action plans in place linked to other ED&I related Charter Marks and self-assessments. In order to aid intersectional working and ensure there is no duplication of work, an additional column has been added to the Pay Action Plan, to easily reference other action plans. This will be replicated across all action plans the University is working towards.A discussion took place on the action plan, members provided suggestions and possible amendments:* That a column be added to indicate anticipated impact.
* That the plan link to other areas of good practice across the University, such as the work which SCONUL have been undertaking on underrepresentation of BAME staff.
* That flexible working requests be monitored and reported by gender.
* That the action plan clearly links to the University’s Equality Objectives and Social Inclusion Strategy.
* That case studies be collated exemplifying positive use of ‘Keep in Touch’ (hereafter, KIT) days for those on parental leave.

A discussion took place on KIT days and flexible working. Some members noted that it would be valuable to have confirmation of how KIT days and flexible working should be applied for those on contracts without set hours. Some members felt that KIT days are being used inappropriately in some departments and more should be done to communicate a clear policy for their use. It was reported that in staff focus groups, both Professional Services and Academic staff have highlighted concerns about ability to access flexible working. It was reported that a group is currently working on flexible working for PSS, led by Richard Hutchins (Director of Strategy). It was agreed that Richard, or a representative from the flexible working group, be invited to provide an update on this work at a future meeting of the SIC.**ACTION:**1. CE to discuss work on clarifying appropriate use of KIT days with the Pay Action Group.
2. SB to include an agenda item on an update on flexible working at the next meeting of SIC.
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| 010 | **Social Inclusion Dashboard (KS)**The Committee received and discussed a verbal report on the Social Inclusion Dashboard.It was reported that the dashboard will be focused around four Key Performance Indicators (hereafter, KPIs) drawn from the Social Inclusion Strategy and the actions identified to progress those KPIs. The dashboard will include a range of quantitative data, including data indicating the University’s staff diversity profile, as well as qualitative data collected to measure other aspects of inclusion and culture. Discussions are currently underway to determine how these qualitative data will be collected, with the possibility of staff and student surveys being conducted.It was agreed that the KPIs, once identified, should be discussed at SIC and then recommended to Council for approval.A discussion took place on access to the dashboard. Some members felt that data on the dashboard should be publicly available where possible, in order to aid transparency.**ACTION:** SB to include an agenda item on Social Inclusion Strategy KPIs at a future meeting of SIC. |
| 011 | **Equality Monitoring Annual Report (SB)**The Committee received and discussed the University’s Equality Monitoring Annual Report for 2018/19 (011-SIC121119).It was reported that the University are legally required to annually publish information relating to employees sharing protected characteristics, in line with the Public Sector Equality Duty.It was reported that diversity of staff and students has improved in a number of areas, but there is still work to be done to improve disclosure rates. It was reported that the ED&I team also publish an infographic booklet – ‘Warwick Counts’ – of key statistics identified in the Report. Copies of the booklet will be shared with members once finalised.A discussion took place on the presentation of data on gender. Members were keen to see the inclusion of non-binary gender identities. It was reported that historically these data have not been collected but have been introduced this year, as such these data will be presented in future reports.A discussion took place on collected data, with some members commenting that there are limitations to the types of data collected, in particular that romantic orientations data is not collected and when identifying type of disability respondents have the option to identify one specific disability or to indicate that they have more than one disability without being able to provide further details. It was reported that the University are required to report diversity data annually to the Higher Education Statistics Agency (hereafter, HESA), terminology used are in line with HESA guidance and as such the University is somewhat limited on the changes it can make to this language.A discussion took place on additional data reporting. It was agreed that disaggregated BAME data by Faculty be included. It was agreed a discussion is required on collecting and reporting data on staff socio-economic status. **ACTION:**1. SB to include disaggregated BAME data by Faculty in the Equality Monitoring Annual Report 2019/20.
2. SB to include an agenda item on collecting and reporting data on socio-economic status at a future meeting of SIC.
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| 012 | **Social Inclusion/Equality Objectives 2020 -2024 (SB)**The Committee received and discussed the report 012-SIC121119, outlining the University’s Equality Objectives for 2016-2020.It was reported that the University are legally required to set and publish one or more equality objectives at least every four years, in line with the Public Sector Equality Duty. As such, new objectives must be published by May 2020.**ACTION:**1. SB to circulate information outlining the process of updating the Equality Objectives.
2. Members to provide suggestions of possible objectives for inclusion in 2020 – 2024 Equality Objectives to SB.
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| 013 | **Reports from Chairs of the Taskforces:**The Committee received reports from Taskforces.1. **Gender Task Force (TG)**

The Committee received and discussed the report 013-SIC121119(a), outlining the business and initiatives of the Gender Task Force.It was reported that the Gender Task Force was established in October 2017, catalysed by the Women in Academia workshops. Key topics discussed at recent meetings:* Report and Support and Bystander training
* Institutional Athena SWAN
* Recruitment practice and PSS retention
* Promotions
* PLOTINA
* Feedback on Pay Action Group Action Plan
* Marketing material for the Gender Task Force
1. **LGBTUA+ Taskforce (JL)**

The Committee received and discussed the report 013-SIC121119(b), outlining key strategic areas identified by the Taskforce.It was reported that the LGBTUA+ Taskforce is led by a Student Co-Chair, a Professional Services staff Co-Chair and an Academic staff Co-Chair. The Taskforce also invite attendees from a number of key business areas in order to support work on LGBTUA+ equality issues across the University.It was reported that the October 2019 meeting of the LGBTUA+ Taskforce focused on:* Events taking place at the University for Trans Awareness Week, Warwick Pride Week, and World AIDs Day.
* The Trans Student Journey Project, which will examine issues across the life cycle of a student and identify priorities for work required.
* That the SU Trans Officer has successfully applied for funding to conduct consultation with communities at Warwick to support the updating of University policies, in order to ensure policies take account of the needs of the trans community.
* Plans for LGBTUA+ equality focused training for senior tutors, LGBTUA+ Supporters, EDI and Wellbeing Champions, and Dignity Contacts.
* The creation of a Self-Assessment Team to oversee work towards the Stonewall UK Workplace Equality Index.
* Project planning to identify areas of work which the Taskforce will focus on over the coming year.

It was reported that the LGBTUA+ Taskforce are keen to work more closely with other ED&I related Taskforces, in particular it was suggested that Taskforces develop best practice guidance on diversity data collection. Members agreed that it would be of value for Chairs of Taskforces to meet regularly, for example once a term.1. **Disability Taskforce (DW)**

The Committee received and discussed the report 013-SIC121119(c), outlining plans for the first meeting of the Disability Taskforce.It was suggested that the Disability Taskforce include an agenda item on increasing disclosure rates at a future meeting.1. **Race Equality Taskforce (MOG)**

The Committee received and discussed the report 013-SIC121119(d), outlining the business and emerging issues of the Race Equality Taskforce.It was reported that the next meeting of the Taskforce discussion will focus on updates on the implementation of the recommendations of the independent review into student disciplinary and appeal processes, the black attainment gap, and areas of work which the Taskforce will focus on over the coming year.Some members expressed concerns that much of the work of the Taskforces is being led by members of minority/minoritised groups and that this work was not always recognised. It was reported that a project is currently being conducted on developing a University wide approach to workload models and this may help to ensure that these roles secured more consistent recognition. Recognition for student contributions was also discussed noting that this work is undertaken voluntarily alongside their studies.1. **Chaplaincy Reference Group (MR)**

The Committee received and discussed the report 013-SIC121119(e), outlining the work of the Chaplaincy Reference Group. |
| 014 | **Disability, Mental Health, and Inclusion Policy for Staff and Students (SB)**The Committee received, discussed, and approved the University’s Disability, Mental Health, and Inclusion Policy for Staff and Students (014-SIC121119).A discussion took place on terminology. Some members expressed dissatisfaction with the use of the term ‘impairment’. It was reported that the terminology used are in line with HESA guidance and as such the University is somewhat limited on the changes it can make to this language. However, discussions are taking place on how the University may be able to update the terminology used whilst also ensuring data can be mapped to HESA data, ensuring the University is still able to meet our legal requirements.It was agreed that members will be given one week to provide any minor amendments to the policy to SB. Following this the Policy will be recommended to Steering Committee.**ACTION:** Members to provide any comments on the Disability, Mental Health, and Inclusion Policy for Staff and Students to SB within one week of the meeting.**DECISION:** Members **recommended** the Disability, Mental Health, and Inclusion Policy for Staff and Students to Steering Committee, with possible minor amendments. |
| ***Items below this line were for receipt and/or approval, without discussion*** |
| **Subsidiary and Sub-Committee Reports** |
| 015 | **Update from Equality, Diversity & Inclusion Network on 23 October 2019 (SB)****ACTION:** SB to circulate an update from the Equality, Diversity & Inclusion Network to members. |
| **Other**  |
| 016 | **Any other business (Chair)**There was no other business. |
| **Next meeting: Wednesday 5 February 2020 at 14:00 hrs in CMR1.0, University House** |

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| **DECISIONS AND ACTIONS** |

| **ITEM** | **DECISION/ACTION** | **LEAD AND DUE DATE** |
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| 006 | **DECISION:** The Committee approvedthe membership of SIC, with minor amendments |
| **DECISION:** The Committee approved the Terms of Reference of SIC, with minor amendments |
| **ACTION:** TG to include an agenda item on student membership at a future meeting of the Gender Task Force | TGFor the next meeting of Gender Task Force |
| **ACTION:** MR to include an agenda item on student membership at a future meeting of the Chaplaincy Reference Group | MRFor the next meeting of Chaplaincy Reference Group |
| **ACTION:** SB to include an agenda item on an update on the implementation of the recommendations of the independent review into student disciplinary and appeal processes at the next meeting of SIC | SBFor the next meeting of SIC |
| **ACTION:** TH to liaise with SB on updated membership of SIC to include representation of SU Liberation Officers | TH/SBTo provide an update at the next meeting of SIC |
| 007 | **DECISION:** The Committee approved the Social Inclusion Reporting Structure and SIC Business Timetable, with minor amendments |
| 009 | **ACTION:** CE to discuss work on clarifying appropriate use of KIT days with the Pay Action Group | CETo provide an update at the next meeting of SIC |
| **ACTION:** SB to include an agenda item on an update on flexible working at the next meeting of SIC | SBFor the next meeting of SIC |
| 010 | **ACTION:** SB to include an agenda item on Social Inclusion Strategy KPIs at a future meeting of SIC | SBFor a future meeting of SIC |
| 011 | **ACTION:** SB to include disaggregated BAME data by Faculty in the Equality Monitoring Annual Report 2018/19 | SBTo provide an update at the next meeting of SIC |
| **ACTION:** SB to include an agenda item on collecting and reporting data on socio-economic status at a future meeting of SIC | SBFor a future meeting of SIC |
| 012 | **ACTION:** SB to circulate information outlining the process of updating the Equality Objectives | SBNovember 2019 |
| **ACTION:** Members to feedback any comments on updates to the Equality Objectives to SB | All membersFor the next meeting of SIC |
| 014 | **ACTION:** Members to provide any comments on the Disability, Mental Health, and Inclusion Policy for Staff and Students to SB | All membersBy 19 November 2019 |
| **DECISION:** Members recommended the Disability, Mental Health, and Inclusion Policy for Staff and Students to Steering Committee, with possible minor amendments |
| 015 | **ACTION:** SB to circulate an update from the Equality, Diversity & Inclusion Network to members | SBNovember 2019 |