School of Government

Equality, Diversity and Inclusion (ED&I) Committee

Minutes of the meeting held on

Tuesday 21 November 2023 at 14:00 hours, via Zoom

Members Present:

Emily Scott	(ES)	Acting School Head of Equality, Diversity and Inclusion (Chair)
Sobia Baig	(SB)	Professional Services
Licia Cianetti	(LC)	Academic
Niheer Dasandi	(ND)	Academic [from 15:00]
George Kyris	(GK)	Academic
Yuxiang Lin	(YL)	PG student representative
Fatima Madani	(FM)	UG EDI Student Ambassador
Tatheenah Mukulu	(TM)	UG EDI Student Ambassador
Dee Pettifer	(DP)	Professional Services (ED&I Committee Administrator)
Ash Stokoe	(AS)	Academic
Stefan Wolff	(SW)	Academic
Bizuneh Yimenu	(BY)	Academic

In attendance

Nicholas Cheeseman	(NC)	Co-Lead Athena Swan
Emeka Njoku	(EN)	Co-Lead Athena Swan

Summary of actions for ED&I Committee

Agenda item	Action	Owner	Timescale
7 – 23.10.23	To ascertain if complaints data is recorded and accessible (anonymised).	ES (JM)	TBC
7 – 23.10.23	To encourage the agreement that EDI is set as a standing agenda item for all departmental meetings.	ES via SMT	Next meeting – 9 January 2024
Action tracker review – 21.11.23	To add endorsement of Complaints Procedure to the EDI Committee agenda, with comments from College Head of HR, so that a dissemination plan can be put in place.	DP	Next meeting – 9 January 2024
3 – 21.11.23	To amend the EDI Committee ToR to include agreed terms of office and increased WAM points.	ES	Next meeting – 9 January 2024
4 – 21.11.23	To provide a summary of issues re 'Report and support' to DP who will then aim to source colleagues to help to resolve.	FM / TM / DP	Next meeting – 9 January 2024
5 – 21.11.23	To form the SAT and ToR for SAT.	(EN / NC) ES	TBC
6 – 21.11.23	EDI Away Day agenda and date to be set, drawing on suggestions noted during the November EDI meeting.	ES / DP	Next SMT – 9 January 2024

7 – 21.11.23	Working Groups: REF Environment Statement: to identify a research colleague who can assess past statements so that we can learn from them.	ES	TBC
	Decolonisation: to identify a lead for decolonisation, drawing on work already started by the previous Athena Swan Lead who has since left the University, Gerasimos Tsourapas.	ES / LC	TBC
	BAME awarding gap: a. to pass on amendments and suggestions re the document produced by Claire McLoughlin.	ALL	TBC
	b. To pass on this document to Kerrie Myers, Laura Jenkins, Sotirios Zartaloudis	ES	TBC
	CoSS Equality Scheme: to pass on agreements from past meetings to then use to contribute to the CoSS Equality Scheme.	DP / ES	TBC
8 – 21.11.23	To add the response from College re outcome of meeting between DHoC and POLSIS women to the agenda once in circulation.	DP / ES	TBC
9 – 21.11.23	To include on the agenda how EDI members can support POLSIS in Colour activities via Laura Jenkins.	DP / ES	Next meeting – 9 January 2024
9 – 21.11.23	To add to the agenda support for cultural events: participating or organising; leads sought, timeframes and costs to be agreed.	DP / ES	TBC
10 – 21.11.23	To distribute past newsletters for comment on format; to collate content; next distribution date to be decided.	SB / ALL	Next meeting – 9 January 2024

Agenda Item	Agenda Item	Action
1.	Apologies Abena Dadze-Arthur – Academic Welcome • ES welcomed Bizuneh Yimenu as a new member.	
2.	Minutes of previous meeting Noted: minutes of the meeting held on 22 June 2023 and 23 October 2023 were approved as accurate records. Action tracker review – those items not addressed elsewhere on the agenda • Complaints procedure will be endorsed at SMT on 4 December, and then noted as such at next EDI meeting for dissemination plan to be put in place.	DP

Agenda Item	Agenda Item	Action
3.	**EDI meetings – Terms of Reference (ToR)** *Current ToR available via Teams.* <u>Agreed / action</u>: • Terms of office for membership of EDI Committee to be included in ToR as two years, renewable for an additional term; and to stagger this arrangement for the current membership. • Increased WAM points to be added to the ToR – from 35 to 50 points.	ES

4.	Standing item: UG EDI Student Ambassadors' and PG Rep updates
	
	 FM and TM <u>noted</u>:
	 • Black History month activities now completed.
	 • Poster advertising anonymous form for students to seek support has now been distributed, which includes a QR code link to the Guild of Students. Issues noted:
	     o IT-related: EDI-related concerns need to be identified and re-directed to provide specific support and resolution for students.
	     o Role-related: a dedicated and trained person will be required to respond to the concerns reported by students.
	 • Disability History month: a testimonial video to support awareness will be shared within the coming week. A film screening of a number of films is also planned – when and where to be decided.
	
	 <u>Action</u>:
	 • FM and TM to summarise issues re EDI-related concerns being reported anonymously (IT- and role-related) and send to DP. DP to source colleagues who can help.
	
	 YL <u>noted</u>:
	 • The breakdown of hours for teaching support contracts continues to be addressed.
	
	 <u>Agreed</u>:
	 • Postgraduate Part-time Associates (PGTAs) should continue to bring concerns to the PGTA/PTTF Co-ordinator, who will then seek advice from the relevant colleague within the School to address and resolve.
		FM / TM / DP

5.	Standing item: Athena Swan update *Athena Swan Lead* ES <u>noted</u>: • Athena Swan Lead is needed from outside of the EDI Committee to diversify priorities so as to avoid EDI agenda items being primarily gender-focused. • ES welcomed Emeka Njoku and Nicholas Cheeseman as the Athena Swan Co-Leads for the School. <u>Agreed / action</u>: • Athena Swan now provides more scope for focus on non-binary, and gender diversity in general. As Athena Swan awards can be gained whilst identifying conditions still to be met, this can be used to highlight goals yet to be achieved in this area, alongside goals beyond those that are gender-related.	

Agenda Item	Agenda Item	Action
	• Athena Swan Leads will report to the EDI Committee not only on progress, but also to gain feedback and direction. Colleagues will be provided with a number of methods to provide this feedback to the co-leads such as by email, as in-person may not always feel comfortable. • Athena Swan Co-Leads to form the SAT (Self Assessment Team) and also the ToR for the SAT, formalising the need to report to the School EDI Lead and the Committee. • ES has created a 'Best Practice' folder within the School's EDI Teams, within which are examples of such from other universities and institutions.	ES (EN / NC)
6.	EDI Away Day and Forum Potential ideas noted: • Support for particular groups: 'How to support marginalised people in Education'. • A deeper focus on the Race Equality Charter, adding to the focus on the attainment gap and race equity training already committed to. • Survey results, but with a specific area in mind. • Using School-related data as the focus for further discussion and action, as used at the recent CoSS EDB Away Day. • Focus on intersectionality. Action: • Date and agenda to be set for January.	ES / DP

7.	Working groups
	
	Action:
	• There is a commitment at SMT to mainstream EDI across all portfolios.
	• REF Environment Statements: ES to identify a research colleague who can assess past statements so that we can learn from them.
	• Decolonisation: for BBS' 3-year project (one year complete, and now in second year), a foundation proposal document is to be produced. LC to share this with ES and the EDI Committee, and LC has already brought it to the attention of the School Head of Education so that initial thought can be given to how this can be implemented within the School of Government, to be endorsed by SMT. Lead on decolonisation to be identified, drawing on work already started by the previous Athena Swan Lead who has since left the University, Gerasimos Tsourapas.
	• BAME awarding gap:
	   o Claire McLoughlin has provided a document focusing on this, which is available via the School EDI Teams.
	   o The document lists ideals and the next step will be how each will be delivered, identifying necessary training, consistent School-wide approaches and how to ensure fixed-term / part-time staff are also included.
	   o All to forward suggestions for amendments
	   o Document to be shared with Kerrie Myers, as School Student Experience Officer and Laura Jenkins, as POLSIS in Colour Lead and Sotirios Zartaloudis.
	   o Identifying how to reach those who do not access compulsory study: in-class assessment possible? Build in intermittent quizzes?
	
	• Equality Scheme / promotion and pay:
	   o DP to forward the agreements already committed to and minuted in past meetings to ES, as MW was chair at the time.
	   o ES to then feed these into the College Equality Scheme.
		ES
		
		ES / LC
		
		ALL
		ES
		
		DP
		ES

Agenda Item	Agenda Item	Action
8.	Briefing and outcome of meeting between DHoC and POLSIS women Noted: • This was a confidential meeting attended by ES. • College will propose a way forward which can be shared. • Agenda item to focus on this to be postponed to a future date.	ES / DP

9.	Cultural events – leads sought; timeframe and costs to be agreed
	
	Noted / agreed:
	• Participating in already-arranged events:
	  o All EDI committee members to attend meetings and events being mindful of their membership to promote EDI initiatives and concerns.
	  o A member of the committee to take on the role of flagging when events are taking place to then send a representative? This may need more than one volunteer.
	  o Events already being arranged may not cover everything the committee would like to provide celebration of.
	  o Laura Jenkins will be attending the next EDI Committee meeting, identify how the EDI committee can make a contribution.
	• Organising School EDI-related events:
	  o Organising events requires more time to deliver than participating in those already arranged.
	  o Carry forward for discussion at a later EDI committee meeting.
		ES / DP
		
		ES / DP

10.	Date of next EDI Newsletter Action: • SB to share the format of previous newsletters for feedback, and then to collate content to include. Date of distribution still to be decided.	SB / ES

11.	Standing item: budget overview
	
	DP noted:
	• The total fund for 2023/24 for EDI Committee activities is £7,650.
	• There has been no spend to date, but possible allocation could be for:
	  o Engaging a feedback service as part of decolonisation initiative. ES to obtain quotation to share with EDI to endorse spend, content and format.
	  o Women's writing retreat, co-funded with other funds across the School and College.
	  o Sara Ahmed event.
	  o Athena Swan focus groups for areas identified within surveys to take action forward.	

12.	Date of next meeting Tuesday 9 January, 11:00-13:00, via Zoom.	