



School of Government
Equality, Diversity and Inclusion (ED&I) Committee

Minutes of the meeting held on

Monday 23 October 2023 at 10:00 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
Yuxiang Lin	(YL)	PG student representative [from 11:00]
Fatima Madani	(FM)	UG EDI Student Ambassador [from 11:00]
Tatheenah Mukulu	(TM)	UG EDI Student Ambassador [from 11:00]
Dee Pettifer	(DP)	Professional Services (ED&I Committee Administrator)

Summary of actions for ED&I Committee

Agenda item	Action	Owner	Timescale
5 – 24.01.2023	To decide on content for an away day (include plan of action to complete Athena Swan re-application); and to then find a suitable date for this to take place.	ALL	Next meeting – 21 Nov
Action Tracker review – 22.06.23	To seek further information to then complete the School’s contribution to the CoSS Equality Scheme aspirations document.	ES	TBC
4 – 22.06.23	To volunteer to lead on delivering cultural events, timeframe and costs to be agreed alongside this.	ALL	Next meeting – 21 Nov, and then ongoing
4 – 23.10.23	To provide a summary of concerns to present to Head of Education via ES; and to make contact with Laura Jenkins.	FM / TM	Next meeting – 21 Nov
5 – 23.10.23	To resend the advertisement for the Athena Swan Lead role, and all EDI Committee members to encourage colleagues to consider applying.	ES / ALL	Next meeting – 21 Nov
5 – 23.10.23	To establish a ToR and frequency of meetings for the SAT in line with others held across the College and University.	ES	TBC
6 – 23.10.23	To brief the EDI Committee re outcomes from the meeting between DHoC and POLSIS women re promotion and pay.	ES	Next meeting – 21 Nov
6 – 23.10.23	To form a working group to look at the REF Environment Statement in respect of inequalities in promotion and pay.	ALL	Next meeting – 21 Nov
7 – 23.10.23	To agree the date of the next EDI newsletter.	ALL	Next meeting – 21 Nov

7 – 23.10.23	Final complaints procedure to be presented at the EDI Committee following endorsement by HR and SMT.	ES	Next meeting – 21 Nov
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	TBC
9 – 23.10.23	To approach Head of Education for financial support of initiatives to decolonise the curriculum.	LC	Next meeting – 21 Nov

Agenda Item	Agenda Item	Action
1.	<p>Apologies Abena Dadze-Arthur – Academic George Kyris – Academic Ash Stokoe – Academic Stefan Wolff – Academic Bizuneh Yimenu - Academic Habibah Amin (HA) – Professional Services – has stepped down from the committee. Paula Schwevers (PS) – Postgraduate – has stepped down from the committee.</p> <p>Welcome</p> <ul style="list-style-type: none"> ES introduced herself as the Acting Chair of the committee whilst Mwita Chacha is on study leave. ES welcomed new members: Yuxiang Lin (PG rep) Fatima Madani and Tatheena Mukulu (UG EDI Student Ambassadors) Niheer Dasandi (Academic) Bizuneh Yimenu (Academic) – who was unable to join for this meeting. Laura Jenkins – who is the academic lead for POLSIS in Colour. Although Laura is not a member of the EDI Committee, she will join EDI committee meetings to provide an overview of POLSIS in Colour activities. 	
2.	<p>Minutes of previous meeting</p> <p><u>Noted:</u> minutes of the meeting held on 22 June 2023 were unable to be discussed for approval due to there not being any members present who were also at this meeting.</p> <p><u>Action:</u> to be added to the agenda for approval at the next meeting.</p> <p>Action tracker review – those items not addressed elsewhere on the agenda</p> <ul style="list-style-type: none"> Email to encourage increased membership of the EDI Committee: this has been sent by ES and resulted in an increase. 	DP / ES

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3.	<p>EDI meetings – Terms of Reference (ToR)</p> <p><i>Current ToR available via Teams.</i></p> <p>ES noted: <i>Workload recognition</i></p> <ul style="list-style-type: none"> • Drawing on best practice across the College and University, workload recognition for sitting on the EDI committee has been increased from 35 to 50. Endorsed by all HoDs and HoS. • This covers attendance at EDI meetings, preparation, and action items. Approximately. • If as a result any individual’s workload exceeds 100%, this should be further discussed with the respective HoD. • All academic members need to ensure that points for participating on this committee are included in their workload allocation points through their respective HoDs. <p>The increase was accepted by the committee.</p> <p><i>Term of office limit</i></p> <ul style="list-style-type: none"> • Currently there is no term limit specified in the EDI committee ToR. • Two years or three years (the latter being more in line with terms of office held by HoDs). • <p>Action:</p> <ul style="list-style-type: none"> • To be carried forward to the next meeting for all members to discuss. 	DP / ES
4.	<p>Standing item: UG EDI Student Ambassadors’ update</p> <p>Noted:</p> <ul style="list-style-type: none"> • ES praised the student ambassadors for their induction presentation, encouraging two-way introduction and addressing micro aggressions. • FM and TM noted the following initiatives in the pipeline: <ul style="list-style-type: none"> ○ Black History month initiative which focuses on IR roles and not just generic roles; collaborating with other EDI student ambassadors across the College. ○ Focus on making communications more accessible, through developing a guide. Working with the School’s Student Experience Officer, Kerrie Myers, to develop an anonymous form for complaints to be raised. Using a QR code as part of this form which will also lead to other useful areas such as wellbeing and sexual harassment etc. ○ Inclusive and interactive event focusing on make-up brands: inviting retailers to participate (Boots, Superdrug etc) to display their products for different skin tones etc. • FM and TM also called for support in respect of the user guide being developed to: <ul style="list-style-type: none"> ○ Check the guide in terms of being user-friendly. ○ Marketing tips. ○ Where to gain permission to put up posters etc. ○ How can ambassadors ensure that any complaints raised are being dealt with? • Acknowledging support from Kerrie Myers, additional support also noted: 	

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	<ul style="list-style-type: none"> ○ Julian Paenke, as School Head of Education. ○ The School's HR contact, Abigail Duffy. ○ Laura Jenkins, as academic lead for POLSIS in Colour. <p>Action:</p> <ul style="list-style-type: none"> ○ FM and TM to provide a summary of concerns for ES to then pass on to Julian Paenke as a way of introducing them to him. ○ FM and TM to make contact with Laura Jenkins in respect of setting up focus groups in particular. ○ Agenda item from students to include an update from YL as PGR rep. 	<p>FM / TM / ES</p> <p>FM / TM</p> <p>DP / ES</p>
5.	<p>Standing item: Athena Swan update</p> <p><i>Athena Swan Lead</i></p> <p>Noted:</p> <ul style="list-style-type: none"> • The call for an Athena Swan Lead (ASL) has been circulated, but no responses to date. Basic information: 100-point work allocation, ideally an Associate Professor is sought, their remit would be to focus on race as well as gender. • ASL will liaise with HoDs who contribute to the Self Assessment Team (SAT), and ASL manages the SAT. ASL would report to the EDI Committee, but would not sit on the committee as a member. This model is used in the School of Education. • SMT has also confirmed the funding for a research assistant to support the ASL and Self Assessment Team (SAT). <p>Action:</p> <ul style="list-style-type: none"> • ES will send a follow-up email re ASL advertisement. All EDI Committee members to encourage colleagues to consider applying for the ASL role. • SAT ToR and frequency of meetings: ES researching those already in place across the College and University to inform those to be set by the School. 	<p>ES / ALL</p> <p>ES</p>
6.	<p>Best Practices</p> <p>Noted:</p> <ul style="list-style-type: none"> • In seeking information for the School's Head of Communications benchmarking task in respect of competitor units, ES sought and shared anecdotal findings from internal sources (Schools of Education and also Business), and also external sources (Law, University of Warwick) and noted that all are far ahead of the School of Government in terms of promotion and pay. • Key findings noted: <ul style="list-style-type: none"> ○ Business School and Birmingham Law School have corrective pay in place re professor level. ○ Leadership buy-in is reported as a key factor in bringing about success, with HoC and HoS taking active initiatives to recruit across the Schools. ○ Lawsuits have taken place, led by UCU, resulting in corrective pay. ○ Warwick: EDI concerns are a focus for all SMT portfolio holders, and not just via the EDI lead. ○ Warwick promotions process: <ul style="list-style-type: none"> ▪ Two people per application assess the submission. One is randomly selected from the academic staff, the application cannot be assessed by someone within their applicant's own department and there is one panelist external to college. 	

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	<ul style="list-style-type: none"> ▪ Their decision is then directly presented at University level. ▪ To note, most of the promotions of women were internal, due to the support of leadership. Persistent issue: In terms of the salary starting point, more women are at a lower grade as they are more likely to be promoted internally, whereas more men are promoted externally on a higher starting grade. ▪ To note, there needs to be a deeper understanding of where the blockages are in UoB's current process to then assess how to improve and develop. <ul style="list-style-type: none"> • CoSS Deputy Head of College (DHoC) is meeting with POLSIS women to discuss the issue of promotion within the department. <p><u>Agreed / action:</u></p> <ul style="list-style-type: none"> • There needs to be a concerted focus on ensuring there is support for women and colleagues of colour to apply for promotion, from all levels; providing them with tools to navigate the current system. • ES will take notes at the POLSIS meeting with CoSS DHoC, and then meet afterwards in a 121 catch-up. ES will bring outcomes from this to the next EDI committee meeting. • EDI Committee to consider forming a working group to look at the REF Environment Statement in respect of this issue. 	<p>ES</p> <p>ALL</p>
7.	<p>General EDI Communications – encouraging a two-way, bottom up approach</p> <p><u>Agreed / action:</u></p> <ul style="list-style-type: none"> • Newsletter to remain in place, as this provides a central place through which communication can be channelled as well as recorded. Bottom up communication to be encouraged. • Final complaints procedure will be circulated soon, following the endorsement of a few amendments by HR and then SMT. • Seek confirmation from School HoOps, Julie McLynn, that (anonymised) data from official complaints is recorded and available. • EDI-focused standing item on all departmental meeting agendas. To be presented and endorsed at the next SMT meeting. 	<p>ALL – to agree date of next one</p> <p>ES</p> <p>ES / (JM)</p> <p>ES</p>
8.	<p>Action plan to deliver cultural events: timeframe and costs to be agreed</p> <p><u>Noted:</u></p> <ul style="list-style-type: none"> • Careful forward planning is needed to ensure arrangements are put in place in good time. For example, as Black History month is at the beginning of term, plans for activities should start in the summer. <p><u>Action:</u></p> <ul style="list-style-type: none"> • To be carried forward to next meeting. 	<p>ES / DP</p>
9.	<p>Inclusivity in module content</p> <p><u>LC noted:</u></p> <ul style="list-style-type: none"> • LC has met with colleagues at BBS who have already started the decolonisation of their curriculum process. Key findings: 	

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	<ul style="list-style-type: none"> ○ Process started in December 2021. ○ Both teaching and research are being focused on. ○ Seed funding from within the School was used to recruit a researcher, who is working with two members of permanent staff. ○ Bespoke workshops are being held to understand the current position, working with an NGO, Citation Justice. ○ 121 interviews conducted so that more contentious issues are more likely to be raised and discussed. ○ BBS are still working on their strategy, and have not yet started an audit. ○ To note, workload allocation provision needs to be considered for any work assigned to this, and workshops need to reach beyond the already converted. 'Decolonisation' needs to be clearly defined as part of the process. <p><u>Agreed / action:</u></p> <ul style="list-style-type: none"> ● Signpost both new and existing colleagues to resources available to support them to develop new modules with decolonising in mind. ● An audit is required to be carried out as part of the Athena Swan action plan, the results of which could be reported alongside communicating tools for improvement and flag-shipped by students during lectures. ● LC to approach School Head of Education for financial support of initiatives. 	LC
10.	<p>Awarding gap</p> <p><u>ES noted:</u></p> <ul style="list-style-type: none"> ● Using the attainment of a degree at First Class as a measure, the School of Government has closed the awarding gap between white and non-white in respect of UK domicile black students, in comparison to other Schools within the College where in some cases the gaps are widening. ● The reason behind this needs to be further investigated, but it is being praised as a good model by College. 	
11.	<p>Standing item: budget overview</p> <p><u>DP noted:</u></p> <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ○ PGR focus groups. ○ Addressing some of the issues evident in the staff survey. ○ Writing groups. 	
12.	<p>Date of next meeting Tuesday 21 November, 2-4pm, via Zoom.</p>	