MINUTES OF THE EQUALITY, DIVERSITY AND INCLUSION (EDI) STEERING GROUP

09 October 2017

Present: Nishan Canagarajah (Chair) (Pro Vice-Chancellor, Research & Enterprise)
Tracy Brunnock (Equality, Diversity and Inclusion Manager)
Samantha Budd (Chief Executive, Bristol SU)
Sue Clyne (Head of Organisational Development and Deputy HR Director)
Paula Coonerty (Academic Registrar)
Susan Harrow (Head of School of Modern Languages)
Desiree Ibekwe (Equality, Access and Liberation Officer, Bristol SU)
Rashi Jain (Senior University Lawyer)
Jonathan Sandy (Dean of Health Sciences)
Deborah Wilson (Faculty Research Director, Social Sciences and Law).

In attendance: Richard Boyce (Resourcing Manager) for agenda item 9 only
Christina Harris (Secretary to Group).

Apologies: Mark Ames (Director of Student Services)
Alvin Birdi (Academic Director of Undergraduate Studies)
Lucy Collins (Head of UK Student Recruitment).

1. Welcome and introductions
1.1 Deborah Wilson, Faculty Research Director has now replaced Esther Dermott on the Group. The Chair thanked Esther for her involvement and wished her well in her new role.

2. Apologies
2.1 NOTED.

3. Minutes of the last meeting
3.1 AGREED: An amendment to point 6.7: Contact Directory from the July 2017 minutes was agreed. Drs and Professors will not be included in the proposed title opt out procedure on the contact directory.

4. Action Register
4.1 The action register was provided to members and updates on progress discussed where appropriate.

5. Chair’s Report
5.1 The Chair thanked attendees of the recent EDI Planning Day and acknowledged the great work that is already happening around the University. The continuing challenges in bringing all activities together and aligning outcomes with the University Strategy were re-iterated.

5.2 On Friday 6th October 2017 the Vice-Chancellor signed the Time to Change pledge and introduced the changes being made at the University to support the wellbeing of its staff and students. The Chair commended the event and subsequent actions to promote the importance of mental health.

5.3 The University has successfully renewed its Athena Swan Bronze Award for the third time. Detailed feedback on the submission is due in November 2017, following this,
the Gender Equality Group will draw up actions for progress. The additional resources and data required to support and advance University and School level submissions were recognised by members.

5.4 The launch of the Online Reporting Tool has been delayed due to data security requirements. Concerns were raised regarding staff reports and the resources needed following launch. Sue Clyne, Deputy HR Director is now in dialogue with Richard Edwards, Head of Student Wellbeing to understand what the tool will offer for staff and how the reports will be actioned. Additional resources to action staff reports aren’t currently available within HR.

6. EDI Away Day Debrief
RECEIVED: paper reference EDI/17-18/01

6.1 In addition to the areas identified in the paper the Chair highlighted the top three priorities as he sees them. These are, staff and student BAME (recruitment and attainment), gender and joining up activities across the University.

6.2 The ToR was discussed, including the membership and whether additional or different members might be appropriate. Some suggestions were EDI Faculty Committee Leads, Deans, Estates and Communications and Marketing colleagues. The Chair voiced concerns around the membership growing too large and said that while the Group can have an oversight of activities, the areas of focus need to be streamlined.

6.3 NOTED: An improved reporting structure was highlighted as a possible opportunity going forward. Currently, the newly formed Gender Equality Group is the only Group that reports directly to this one.

6.4 There was a discussion in relation to the BME Attainment Gap Report and the importance of understanding and addressing the multifaceted issues raised. Members agreed that it will take time to fully understand the issues in the report but that the process of examining the findings should be started as soon as possible.

6.5 The Integrated Planning Process (IPP) was discussed and it was noted that EDI ambitions are fully integrated into the process.

6.6 AGREED: A paper will be bought to the next meeting suggesting an appropriate governance structure and a refresh of the ToR.

ACTION: Chair

6.7 AGREED: In line with the University Strategy, the Chair assigned the following areas for discussion at a future meeting. Members were asked to identify priorities, actions and who is responsible for delivering them.

<table>
<thead>
<tr>
<th>Area</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>BAME staff recruitment</td>
<td>Sue Clyne and Tracy Brunnock</td>
</tr>
<tr>
<td>BAME student attainment and recruitment</td>
<td>Paula Coonerty and Desiree Ibekwe</td>
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<tr>
<td>Staff gender equality</td>
<td>Jonathan Sandy</td>
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ACTION: Listed above

7. Priorities for the coming year
RECEIVED: paper reference EDI/17-18/02

7.1 The paper listed five priorities identified by the Equality, Access and Liberation Officer, Bristol SU for the coming year. The Chair acknowledged all priorities and gave
particular support to progressing the findings of the BME Attainment Gap Report which had already been discussed as a priority area earlier on the agenda.

8. **EDI Champions**

8.1 The planned agenda item will be deferred to a later meeting once the EDI governance structure is agreed.

8.2 Ad hoc work to appoint EDI Champions in Faculties and Schools should be halted until a central, joined up plan is developed.

9. **Inclusive Staff Recruitment**

RECEIVED: paper reference **EDI/17-18/03**

9.1 The Resourcing Manager presented a paper primarily around the practicalities of job shares and the best way to implement a change of culture in this area. Members agreed that the messages and guidance provided to Hiring Managers could be improved, as could the support of Line Managers once the job share is in place.

9.2 NOTED: The impact of increasing staff headcount was discussed in particular around the importance of job share handover times and increased pressure on University infrastructures.

9.3 The current ERG Staffing Request Forms require managers to *opt in* to flexible working. Members agreed that this should be changed to an *opt out* procedure with accompanying business case for instances where a Hiring Manager feels that job shares and flexible working aren’t appropriate for the role.

9.4 AGREED: Approval for the change will be sought by the University Management Team (UMT). The Deputy HR Director and Resourcing Manager to draft a proposal for the Chairs approval before submitting to UMT.

**ACTION: Deputy HR Director**

10. **Any Other Business, including future items for discussion**

10.1 The Chair reminded members that progress is being made and we should celebrate the activity that has happened so far. The first step in advancing change is to highlight the issues and bring them out in the open.

10.2 It was noted that the revised procedures for staff promotion and progression would be subject to an equality analysis.

10.3 The Tyndall Place Programme was suggested as a potential agenda item. Colleagues from the programme will be invited to present to the Group.

**ACTION: Secretary**

11. **Date of next meeting**

11.1 Tuesday 16 January, 11:00 – 13:00

Senate House, Room 3.16

Christina Harris
Equality, Diversity and Inclusion Advisor
Christina.harris@bristol.ac.uk
18 October 2017