

**MINUTES OF THE EQUALITY, DIVERSITY AND INCLUSION (EDI) STEERING GROUP****17 May 2017**

- Present:** Alvin Birdi (Academic Director of Undergraduate Studies), Samantha Budd (Chief Executive, Bristol SU), Nishan Canagarajah (Chair) (Pro Vice-Chancellor, Research & Enterprise), Sue Clyne (Head of Organisational Development and Deputy HR Director), Lucy Collins (Head of UK Student Recruitment), Esther Dermott (Faculty Research Director), Hannah Dualeh (Equality, Liberation and Access Officer), Rashi Jain (Senior University Lawyer), Jonathan Sandy (Dean of Health Sciences).
- In attendance:** Richard Boyce (Resourcing Manager), Christina Harris (Secretary to Group), Chante Joseph (Chair of Student Council), Zoe Pither (Widening Participation Student Support Manager).
- Apologies:** Mark Ames (Director of Student Services), Tracy Brunnock (Equality, Diversity and Inclusion Manager), Paula Coonerty (Academic Registrar), Susan Harrow (Head of School for Modern Languages).

**1. Welcome and introductions**

- 1.1 The Chair confirmed that Sue Clyne, Head of Organisational Development and Deputy HR Director has now replaced Guy Gregory, HR Director on the Group.

**2. Apologies**  
NOTED.**3. Chair's Report**

- 3.1 Open Day Childcare Facilities – This service has been offered to staff and students working at the June 2017 Open Day. The resources required to provide this service for future Open Days will be investigated and a paper provided to UPARC.
- 3.2 Fees for Carers Conference Attendees – A paper will go to UPARC in June with the new Expenses Policy which includes the ability for staff to reclaim additional expenses if they have caring responsibilities and incur additional charges as a result of attending conferences or training. It is planned that this re-reimbursement will allow a wider range of staff to attend such events and not to be disadvantaged financially in doing so.
- 3.3 Joint Task Force on Racism – A second meeting of the Task Force is in the planning stage. The Chair discussed two areas that need to be clarified as work develops:
1. Whether the Task Force is a task and finish group or an ongoing project group.
  2. How to achieve the correct balance between internal and external activity, particularly around engaging with external partners in a meaningful way.
- 3.4 Meeting with Staff Network Co-Chairs and Faculty EDI Committee Leads – The Chair gave an update on a useful first meeting. The work that had already been done was acknowledged and the commitment by all parties to make a meaningful difference commended. The Chair will continue to engage in the activities of the networks and committees.
- 3.5 Professorial Gender Pay Gap – A discussion took place on the recent meeting of the Professorial Gender Pay Working Group. An external consultant has been appointed to drill down into the available data and the subsequent report will come to this Group.

- 3.6 Structure of the Academic Year – Ongoing work to review the structure of the academic year was raised as an area that EDI issues should be considered. The Academic Registrar will ensure that EDI is considered from an early stage and keep this Group updated on the expected impact.

**ACTION: Academic Registrar**

- 3.7 EDI Away Day – An Away Day for EDI priorities is in the early planning stages. It was noted that this will encourage a joined up approach to activities and the appropriate use of resources.

- 3.8 Agendas and Papers for Major Committees – An agenda item at the next meeting will discuss the best way to imbed EDI issues within major University committees.

**ACTION: Secretary**

- 3.9 Visiting Lecturer – The Head of UK Student Recruitment confirmed that an application has been submitted for a Visiting Lecturer in diversity and widening participation. If approved, they will visit for 2 days in October 2017.

#### **4. Minutes of the last meeting**

AGREED.

#### **5. Action Register**

- 5.1 The action register was provided to members and updates on progress discussed where appropriate.

#### **6. Proposal for projects to support engagement between students and communities in the city**

RECEIVED: paper reference **EDI/16-17/13**

- 6.1 The Chair of Student Council and incoming BME Officer for Bristol SU 2017/18 presented a paper which asked the Group to approve support for two projects; Bristol BME PowerList and Bristol BME Hack. The aim of the projects is to enhance and sustain the experience of BME students at the University through developing links with local BME communities.

- 6.2 AGREED: The Chair was happy to confirm that the University will be a partner and contribute funding and resources.

- 6.3 AGREED: Further discussion regarding the implementation of activities would be aided by a more detailed business plan which will also clarify the following areas:

- Who will own the projects
- Which other external partners will be involved
- How will the projects be sustained long term
- How will activities benefit both internal and external BME communities
- Which other internal groups or societies will be involved

**ACTION: Chief Executive, Bristol SU**

#### **7. Inclusive Staff Recruitment Practices**

- 7.1 The Resourcing Manager provided the Group with a verbal update on two subjects:
1. The potential to advertise all roles as available to job shares or part time working
  2. Single gender shortlisting

- 7.2 AGREED: The Resourcing Manager and Deputy HR Director to draft a paper to inform discussion which covers the following questions:

- What are the available options
- What are the potential drawbacks
- What impact will the suggested changes have on the recruitment process
- What resources would be needed to implement and manage the suggested changes
- How will the impact be reviewed

**ACTION: Resourcing Manager and Deputy HR Director**

7.3 NOTED: The technology to allow anonymous applications is now available. It was acknowledged that anonymous applications may not be suitable for all roles. As a starting point it will be trialled with HR and Finance roles and the impact monitored.

7.4 NOTED: Some concerns were raised regarding trialling multiple processes to reduce bias at the same time. It was noted that the University should be doing everything it can to minimise bias during the recruitment process and trialling several options to inform best practice was necessary.

## **8. BAME Staff Discussion Groups**

8.1 The Chair commended attendees of two recent BAME discussion groups which provided useful feedback to inform future activity. The two groups differed on their views on establishing a BAME staff network. While one group was in agreement, the second group felt that initiatives such as mentoring might have more impact. The next steps are to develop a forum for BAME staff and identify a lead person. The forum will then decide on the best way to improve staff experiences going forward.

8.2 NOTED: A survey of BAME staff which allows anonymous feedback might be valuable and give staff who feel unable to speak up a voice. It was noted that once established, the forum could conduct a survey but that it should be clear who would take actions forward and what the purpose is.

## **9. Student Equality Issues**

9.1 The Equality, Liberation and Access Officer informed the Group of EDI areas that are pertinent to students.

9.2 Disabled Visitor Parking at Bristol SU - Some disabled students have reported that they have reduced access to SU activities and services as they are unable to park as a visitor at the SU. It was agreed that the reasons behind this need to be understood prior to the Group offering an opinion.

**ACTION: Equality, Liberation and Access Officer**

9.3 Student Representatives on Faculty Boards – The topic was discussed and it was agreed that issues should be fed in by current members, rather than adding additional members. It was also noted that the Deans, acting as Chair of the Faculty Boards can invite student representatives to attend as appropriate.

9.4 Course Reps – Student course reps were discussed in relation to tackling issues in areas that have a low representation or low access to women. It was agreed that School EDI Champions will be discussed at the next meeting.

**ACTION: Secretary**

9.5 Rename Wills Memorial Petition – This was highlighted as an area of discussion within the student population. The Chair confirmed that the University was aware of the petition and colleagues were investigating the issue.

- 9.6 NOTED: The Chair thanked Hannah Dualeh, Equality, Liberation and Access Officer for her involvement with the Group. Des Ibekwe will take up the role for the 2017/18 academic year.
- 10. SWAN – update on progress**
- 10.1 NOTED: The University level application has now been submitted with feedback expected in November 2017.
- 10.2 NOTED: The Chair thanked all contributors to the submission and acknowledged the work that went into completing it.
- 10.3 NOTED: The process has identified areas that will form an ambitious action plan. The new Gender Equality Group will take actions forward.
- 11. Any Other Business, including future items for discussion**
- 11.1 No items were submitted for consideration at this meeting.
- 12. Date of next meeting**
- 12.1 Monday 10 July 3.00 – 5.00pm  
Room 5.15 Senate House

Christina Harris  
Equality, Diversity and Inclusion Adviser  
[Christina.harris@bristol.ac.uk](mailto:Christina.harris@bristol.ac.uk)  
23 May 2017