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

10 July 2017

Present:	Alvin Birdi (Academic Director of Undergraduate Studies), Tracy Brunnock (Equality, Diversity and Inclusion Manager), 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), Susan Harrow (Head of School for Modern Languages), Desiree Ibekwe (Equality, Access and Liberation Officer, Bristol SU), Jonathan Sandy (Dean of Health Sciences).
In attendance:	Suzanne Doyle (Co-Chair, LGBT+ Staff Network), Christina Harris (Secretary to Group), Ros Hitchen (Staff Development Manager, Leadership & Management Development), Paul Willis (Committee Member, LGBT+ Staff Network).
Apologies:	Mark Ames (Director of Student Services), Paula Coonerty (Academic Registrar), Esther Dermott (Faculty Research Director), Rashi Jain (Senior University Lawyer).

1. Welcome and introductions

1.1 The Chair confirmed that Desiree Ibekwe, Equality, Access and Liberation Officer, Bristol SU has now replaced Hannah Dualeh on the Group.

2. Apologies

NOTED.

3. Minutes of the last meeting

3.1 An update was reported for point 7.3: Anonymous Applications. Although the technology to allow anonymous applications is available it has been found to be incompatible with monitoring EDI data. At this stage, anonymous applications won't be progressed but will be considered for future developments to the system. There are no current plans to purchase a new recruitment system.

4. Action Register

4.1 The action register was provided to members and updates on progress discussed where appropriate. It was noted that the Academic Registrar should provide the Group with an email update on the Structure of the Academic Year review.

5. Chair's Report

5.1 The Chair reported a high number of requests for EDI activities and that collectively the Group need to consider how best to maintain a strategic overview.

5.2 All members have been invited to an EDI Planning Day on Tuesday 26 September.

5.3 Future dates for meetings have been set for 2018. Meetings will continue a bi-monthly pattern.

5.4 Lower numbers than expected utilised the June Open Day creche facility. Communications for the September Open Day creche will be increased and options discussed if uptake is low again.

5.5 An advisory group comprising BAME staff is being established to explore key issues and possible outreach events. An appetite to engage with St Pauls Carnival 2018 was discussed and supported.

6. LGBT+ Staff Network
RECEIVED: paper reference **EDI/16-17/15**

6.1 Co-Chair of the Network Suzanne Doyle and Committee Member Paul Willis provided the Group with an update of past successes and eleven recommendations for the future.

6.2 The Chair acknowledged the number of recommendations and that some requiring additional funds/resources can't be decided until after the EDI Planning Day.

6.3 Staff Policies – It was agreed that the Network would be consulted on HR policy review/development as appropriate.

6.4 Stonewall Workplace Equality Index – The Network aspire to be in the Top 100 organisations and ensure that the submission is an opportunity to benchmark and improve.

6.5 Gender Neutral Toilets (GNT) – All new builds should have GNTs, it was acknowledged that this is not possible for the recently acquired buildings. A date should be sought for the next review of University maps to enable GNTs to be included.

ACTION: Secretary

6.6 IT log ins – All new staff and students should be given a random selection of letters and numbers as their log in. This change was approved in the January 2017 meeting of this Group, confirmation that this has been implemented is necessary.
It was raised that it would be beneficial to allow log ins based on initial to be changed, rather than alter the format for all newcomers. The flexibility of current systems will be explored further with IT and implemented in this way if possible.

ACTION: Equality, Diversity and Inclusion Manager

6.7 Contact Directory – It was suggested that there should be more options for titles on the Contact Directory such as 'Mx' as well as staff being able to opt for no title to be assigned to their name. Some exceptions to this could be earnt titles of Professor or DR.

ACTION: Equality, Diversity and Inclusion Manager

7. Staff Induction
7.1 The Staff Development Manager (Leadership & Management Development) provided the Group with a verbal update on changes to the University level induction and new Line Managers induction.

7.2 Welcome Lunches will change format to the Staff Welcome Fair from August 2017. This will cater for more people per time and offer improved consistency. Presentations will be given by the Senior Team with consistent messages in relation to the University's commitment to EDI. The Chair requested that the Group have sight of the content.
ACTION: Staff Development Manager (Leadership & Management Development)

7.3 An induction for new Line and Team Managers is being developed for use in Professional Services. EDI modules will be included and the expectation on managers to promote EDI will be communicated.

7.4 Although at this stage the changes are for new staff only there is scope in the future to provide continual development for Line and Team Mangers that have been in role for some time.

7.5 The cross over between University, Faculty and School inductions was discussed and the potential to duplicate information acknowledged. Induction co-ordinators will be invited to briefings to improve consistency, share best practice and help facilitate local induction processes.
ACTION: Staff Development Manager (Leadership & Management Development)

7.6 Guidance on the EDI areas that should be included during induction would be beneficial and allow the Staff Development Team to understand the key areas. The Equality, Diversity and Inclusion Manager to provide a list of key issues to address during inductions and consult on the Induction checklist.
ACTION: Equality, Diversity and Inclusion Manager

7.7 Members discussed the information that students are given during Welcome Week and whether this includes EDI. Engaging with diverse people and situations is important for the student body and should also be covered in student inductions.
ACTION: Secretary

7.8 There was a discussion on evaluating the impact of changes and how the information will be reviewed once collected. The Chair requested the data be shared with the Group once collated.
ACTION: Staff Development Manager (Leadership & Management Development)

8. Diversity on Senior Committees
RECEIVED: paper reference **EDI/16-17/17**

8.1 A paper was provided outlining gender and BAME representation on Senior Committees in line with the University Strategy. It was noted that although gender balance has improved there is still some work to improve BAME representation.

8.2 The Chair requested that this paper be shared with EDI Faculty Committees and Heads of School.
ACTION: Secretary

8.3 NOTED: The following topics were discussed:
- Committee membership is often ex officio and related to the role
- A pipeline approach that then sees fair representation over time should be operated
- Diversity criteria is now discussed when considering new members of the Board of Trustees
- Figures should be compared to the general population of staff
- If BAME representation can't be improved at present then committee members should be equipped with the information to address issues
- EDI should be moved to the top of agendas
- All papers should have an EDI analysis section that clearly explains the impact
- Paper authors should consider gaining advice from key groups to ensure that EDI is being fully considered

8.4   AGREED: All papers to have an EDI analysis section and EDI moved to the top of agendas. The Equality, Diversity and Inclusion Manager to meet with the Governance Team to suggest the changes and report the outcome back to this Group.

ACTION: Equality, Diversity and Inclusion Manager

9.   EDI Champions
RECEIVED: paper reference **EDI/16-17/18**

9.1   The potential to have EDI Champions in all areas of the University was presented to the Group.

9.2   NOTED: The following topics were discussed.
- The role should be taken on by a wide mix of people, not just those that are passionate about EDI
- The types of positions and seniority needed to implement culture change is key
- The Head of School job description already states that they are responsible for EDI. However, some concerns were raised about whether they are best placed to conduct day to day activity
- A regular report by EDI Champions would be useful. Three times a year was suggested
- Students may find it beneficial to have separate champions covering each strand of difference
- Outside funding such as from HEFCE should be utilised where possible
- Promotion and progression should be reworded to re-enforce EDI activity as a fundamental part of working at the University

9.3   AGREED: EDI Champions could be beneficial and the options should be explored. The next step is to draft a job description and framework for implementation.

ACTION: Equality, Diversity and Inclusion Manager

9.4   NOTED: School review reports should be considering EDI areas in more depth. The Governance Team to confirm what, if any, EDI aspects are in the current reviews and suggest improvements where necessary.

ACTION: Secretary

10.   Any Other Business, including future items for discussion
10.1   The Chief Executive, Bristol SU informed the Group that Bristol SU won the Diversity and Most Improved Employee Engagement Awards at the National Union of Students' Awards. The Chair congratulated all involved and acknowledged the good work that is happening.

11.   Date of next meeting
11.1   Monday 9 October 3.00 – 5.00pm
Room 4.08 Senate House

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25 July 2017