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EQUALITY, DIVERSITY AND INCLUSION COMMITTEE

University of East Anglia

Minutes of the meeting held on 14 June 2021

Present: ET Lead for EDI and Pro Vice Chancellor (HUM) (Professor Sarah Barrow) (in the Chair), Chief Resource Officer (Mr Ian Callaghan), Professor Charles ffrench-Constant (Pro-Vice-Chancellor FMH), Professor Mark Searcey (Pro-Vice-Chancellor SCI), Director of Estates (Mr Roger Bond), Director of Information Technology (Mr Mark Barry), Head of Equality and Diversity (Mr Matthew Gooch), Assistant Head of Planning: Widening Participation and Business Intelligence (Mrs Becky Price), Independent Member of Council (Ms Laura McGillivray), Senior Faculty Manager SSF (Mrs Amanda Dorr), Deputy Director of People & Culture (Ms Jenny Evans), Chair of RESNET (Dr Gill Malin), Access All Areas Representative (Mrs Annabel Alison), Black, Asian and Minority Ethnic Staff Network Chair (Mrs Rita Dattani), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms Emily Anderson), Trade Union Representative (Mrs Judith Mayne)

With: Project Co-ordinator (EDI) (Mr Rob Drury), Student Union Representative (Mr Mike Hill), Dr Hannah Kent-Webb and Dr Garrick Fincham (for minute 43), Shulla Elgood (for minute 44), Nick Green (for minute 45), Hannah Clarke (for minutes 46 & 47), and Kit Rackley (for minute 48).

Apologies: Head of Student Services (Ms Jane Amos), Trade Union Representative (Dr Katherine Deane), Professor Dylan Edwards (Pro-Vice Chancellor FMH), Academic Director of Inclusive Education (Professor Helena Gillespie), Head of Content (Interim) (Ms Charlene Katuwawala), Senior Faculty Manager SCI (Mrs Laura McGonagle), Wellbeing Manager (Ms Claire Pratt), Director of People and Culture (Mrs Helen Wiseman), Head of Corporate Communications (Mr Mark Covell), Staff Pride Chair (Ms Michele Pavey)

40. STATEMENTS BY THE CHAIR

- Thanks were given to Em Anderson, Laura McGillivray and Professor Dylan Edwards for their service to the committee, as this was their last meeting.

- The EDI Committee meetings are very likely to remain on MS Teams for AY 21/22 in line with a recent recommendation made by the Executive Team, informed by staff feedback that suggested online meetings for large groups were more likely to allow for fuller participation.

- Congratulations to the School of Law on their recent success in being awarded an Athena SWAN Bronze Award.

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- Congratulations to Matt Gooch, Head of Equality, Diversity and Inclusion who has been successful following a competitive selection process to continue as an Athena SWAN Reviewer as part of the new governance structure announced by Advance HE to transform the Charter.

- The EDI Annual Report and EDI Frameworks Core Principles were approved, circulated and promoted via internal communications since the last committee meeting.

41. MINUTES

Confirmed

the minutes of the meeting held on 3 March 2021**.**

Noted

Actions from the meeting held on 3 March 2021 were completed, with the following notes:

- EDIC005: it had been possible to include ResNet in the current EDI Annual Report, as well as ensuring its inclusion in future editions.

- EDIC007: the 2020 Gender Pay Gap report would be circulated later than originally planned, but within the extended national deadline for reporting due to COVID-19.

- EDIC010: due to reorganisation with ARM and teams still being set up, the ARM Content Plan will be presented to EDI Committee at a later date in the next academic year.

42. DECLARATIONS OF CONFLICTS OF INTEREST IN AGENDA ITEMS (IF ANY)

Confirmed

No declarations of interest were received.

43. SDG - IMPACT RACKINGS (14:15-14:30)

Received and discussed

a tabled presentation from Hannah Kent-Webb/Garrick Fincham.

(The committee was informed that UEA had been an early adopter of Times Higher Education (THE) Global Strategic Development Goal (SDG) Impact Awards, which map HEI engagement against the UN's 17 SDGs. Submissions were noted as labour intensive, but that the university would like to expand the SDGs it submits to from the current level of six, plus the overall indicator for ranking. It was noted that in 2021, the overall ranking was led by a UK University for the first time: the University of Manchester. It was also noted that the rankings are becoming increasingly internationally prevalent, and important for the University's ambitions to enhance its global reputation **(GF, HKW).**

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Submissions were based around submitting three pieces of web-based PDF evidence per question per SDG. It was explained that some reconciling is needed against other required reporting; for example, the SDGs desire action to support women in HE, whereas the UEA Access and Participation Plan (APP) for the Office for Students draws on local indicators that require action for other underrepresented groups, such as white working class men **(HKW, BP).**

Suggestions for further SDGs were given, and it was noted that interested members of staff could discuss ideas with the BIU and also sign up to be an SDG champion **(HKW**).

ACTION: EDIC011

Inclusion of wider programmes, like the Aurora Women's Leadership Programme and the University's Widening Participation (WP) work, were discussed, along with reconfiguring sections of the public UEA website to facilitate more evidence for inclusion in submissions **(AD, MS, GF).**

It was noted that the committee could remain a consultative resource for the BIU when working on SDGs and other related submissions **(SB).** Hannah will stay in touch with Matt and Sarah for any follow up as the next submission progresses.)

44.   ACCESSIBILITY AND INCLUSIVITY PROJECT (UPDATE) (14:30-14:45)

Received and discussed
a tabled presentation from Shulla Elgood.

(The committee were informed that SE had taken the position of Marketing Brand Accessibility Champion that the committee were previously informed about **(SE).**

The committee were updated on several key actions, notably that the Accessibility Feedback Form was active, brand guideline update and expansion and accessibility briefing documents were underway. Additional new templates to be issued through the platform Outfit were in the pipeline, along with embedding accessibility and tone of voice guidelines implementation and a fixed-term Accessibility & Inclusivity Officer role was to be recruited shortly after the date of this meeting **(SE).**

Relevant external stakeholders involved with the project included PS London, AbilityNet, RNIB and UKAAF **(SE).**

Aspects of the project were explained to the committee, including testing of both web- and print-based assets and the planned amendments to UEA colours to meet AAA standard **(SE).**

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The committee were reminded that the Accessibility and Inclusivity Project focused on branding, however concurrent work was taking place within ITCS to remedy accessibility issues in UEA's websites beyond look and feel **(SE).**

Licencing issues regarding the typeface Brandon were discussed, with Arial proposed as a suitable and accessible alternative to the brand typeface **(GM, SE).**

The review of UEA Tone of Voice Guidance had been received and was available to the committee for comment, alongside consultation at Access All Areas and the EDI Frameworks Group **(SE, MG).**

Shulla was thanked for her work and the presentation/discussion.
ACTION: EDIC012, EDIC013)

45. STAFF APPRENTICESHIPS (14:45 – 15:00)

Received and discussed
a tabled presentation from Nick Green.

(It was explained to the committee that UEA pays the Apprenticeship Levy to the UK Government on account of its size, however UEA has been increasing its use of the funds available to itself, with the initial intention to develop training opportunities for existing employees. There were currently eight official training providers in a position to offer around 30 areas, including leadership, business administration, customer service, human resources, procurement, hospitality, sports and fitness, security services and facility management **(NG).**

49 members of UEA staff had applied for an apprenticeship, with 27 actively enrolled, comprising 14 female and 13 male participants. The majority of current apprentices belong to EST and SCS **(NG).**

An identified area for UEA to develop its use of apprenticeships was introduced within recruitment, and it was noted this could bring diversity benefits. This was being explored within P&C, including an annual apprenticeship recruitment cycle **(NG).**

Links between UEA apprenticeships and staff networks were discussed, and it was noted apprenticeships could be good development opportunities for staff involved in networks **(NG, RDa).**)

ACTION: EDIC014, EDIC015

46. STAFF NETWORKS AND ACCESS ALL AREAS UPDATE (15:10 – 15:25)

Considered
verbal updates (5 minutes each): Staff Pride (Michele Pavey), BAME Staff (Rita Dattani) and Access All Areas (Annabel Allison) Representatives.

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Staff Pride
The Staff Pride network informed the EDI Committee that identity-specific safe space/support channels were now available to members alongside a code of conduct where concerns have a direct route for reporting. It was noted that this work should support UEA's next submission to the Stonewall Workplace Equality Index (WEI). The Committee also heard about the involvement of Staff Pride in raising awareness about Pride Month (June 2021) internally, and engagement with Norwich Pride in July 2021. The University had agreed to sponsor Norwich Pride, virtual again, and this would include signing a pledge, having a logo on the Norwich Pride website, sponsoring a live-feed video, members would feature in a montage of short videos, and it was noted that UEA would fly the new progress flag over Norwich Pride weekend **(HC).**

BAME Staff Network
The Committee was informed that Rita Dattani had taken on the role of Chair, following Jumara Stone leaving her position at UEA, and recruitment of a Co-Chair was ongoing. Members of the BAME Staff Network were hoping to meet for a face-to-face social event in July dependent on COVID-19 restrictions, and the Network was looking to develop its professional and social offering to members. Increasing visibility of the group was noted as a priority for the Network, with one approach being to join department meetings to raise the profile **(RDa).**

ACTION: EDIC016

Access All Areas
The Committee was informed that the Access All Areas group had been feeding into the Accessibility & Inclusivity Project and would be contributing to the Tone of Voice Guidance review.. The group had been consulting on plans for the Campus Development Programme (CDP) and hybrid working planning, alongside support for the ongoing impact of COVID-19, particularly around reasonable adjustments for those suffering with long-COVID. The group had been collaborating with work led by Prof. Helena Gillespie, and communications around hidden disabilities and the Sunflower Lanyard Scheme **(AA).**

ResNet
The group noted that, due to committee workload, activity had been reduced over the past year for ResNet. This in turn emphasised the difficulties noted by members regarding women keeping up with workload and informal reports that cisgender men colleagues have been able to perform more easily than women colleagues during the pandemic **(GM).**

All Networks were reminded that they could bring ideas and issues to the EDI Committee for discussion and support, and to contact Matt in advance to discuss potential agenda items **(SB).**

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47.   ADOPTION OF THE LGBTQ+ ACRONYM (15:25 – 15:35)

Considered

the report presented by Hannah Clarke (A copy is filed in the Minute Book, ref. EDI20D023)

(The Committee was reminded that at the time of the meeting, the practice across UEA had been to use the LGBT+ acronym when referring to people from this community. Staff Pride had been discussing moving to LGBTQ+, which stands for Lesbian, Gay, Bisexual, Trans and Queer, with the plus referring to other identities as part of the community as in LGBT+. It was noted that LGBTQ+ was now commonly used, and the inclusion of Queer is an umbrella term encompassing a range of identities. Queer was noted as being used as a slur in the past, however the community had reclaimed this word, and some members of the community now use it to refer to their identity **(HC).**

Staff Pride agreed on the use of LGBTQ+, and it was noted from research that several UK HE institutions, including Imperial College London and national body Universities UK also use the LGBTQ+ acronym **(HC).**

It was proposed to the Committee that: UEA adopt LGBTQ+ in its practice; Staff Pride would continue to use this name but adapt its communications; the current LGBT+ Allies Network be renamed LGBTQ+ Allies Network; **(HC).**

In support of these recommendations, it was noted to the group that the inclusion of Queer is welcomed by young people and students, both within the UEA community and in wider society, and is often informally acknowledged as a comfortable identity despite its origins **(KR, HC, EA).)**

Agreed

That UEA would adopt the use of LGBTQ+ and phase out use of LGBT+ **(SB).**

ACTIONS: EDIC017, EDIC018, EDIC019, EDIC020

48.   PRONOUNS (15:35 – 15:45)

Considered

the report presented by Kit Rackley (A copy is filed in the Minute Book, ref. EDI20D024)

(It was noted that many members of UEA staff proactively include their pronouns in their email signatures, and the purpose of this discussion was to consider institutional next steps, in the wider social context of

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increased hostility towards trans issues. The importance of pronouns to young people's wellbeing was also noted **(KR).**

It was raised that several HEIs have dedicated webpages on their public sites regarding the institution's stance and use of pronouns (in written and spoken form), which Staff Pride recommended UEA also introduce, alongside encouraging current staff to use pronouns more frequently and the inclusion of recommending pronoun use in new staff inductions **(KR).**

The Committee discussed wider embedding of pronoun use, notably within UEA systems. It was noted that actions like web pages and induction recommendations could easily be introduced, but editing IT & HR systems would be a long-term issue. It was agreed that pronoun options should be included in system discussions in the future. The group were reminded that Blackboard had daily temporary functions to allow for the inclusion of pronouns **(KR, IC, MG).**

It was also agreed that any guidance regarding the institutional use of pronouns should remain optional and not be forced, for the comfort of both cisgender and transgender staff and students **(HC, EA).)**

ACTIONS: EDIC021, EDIC022, EDIC023

Agreed
That UEA would introduce additional information about pronouns and consider usage in future systems **(SB).**

49. COVID-19 RESEARCH SURVEY (15:50 – 16:10)

Considered and discussed
the report (A copy is filed in the Minute Book, ref. EDI20D025).

(The Committee was informed that an action plan was being created from the report circulated to the Committee, which itself was a first draft and comments were welcomed by the authors **(MG).**
ACTION: EDIC024

It was noted that areas of the report complemented other institutional work, such as Athena Swan, UEA Plan and Vitae Excellence awards, and it was suggested to collaborate where possible to avoid duplication **(JE, SB).**

Concerns were raised regarding the hybridity of school level meetings post-COVID and as part of the CDP. The Committee were informed that meetings should be arranged either online or in-person only, due to the lack of resources to facilitate hybrid meetings appropriately, unless it was really felt that the technology for that meeting could be made to

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work in an inclusive way (ie not with one person online feeling left out of a largely in person conversation conversation) **(GM, IC).)**

50.   ATHENA SWAN UPDATE (16:10 – 16:20)

Considered
a verbal report from Matt Gooch

(The Committee were informed that the newest Athena Swan framework was due to be published at the end of July; following its introduction, there would be a grace period of three award rounds where institutions could choose which framework they would like to submit under **(MG).**

Changes to be introduced as part of the new framework included: a mandatory culture survey, akin to those carried out as part of the Race Equality Charter; an extended five-year award period; and a system where submissions are either granted minor or major revisions instead of being unsuccessful, with processes for submitting and reviewing the revisions specific to whether major or minor revisions are required **(MG).)**

51.   RACE EQUALITY CHARTER UPDATE 16:20 – 16:30)

Considered
a verbal report from Rob Drury

(The Committee were informed that the Staff Survey, held between February and March, had received 597 responses (13.5% of the total staff body). The Student Survey, held through May, had received 387 responses. The relatively low response rates were noted and would be explored further, but useful data had still been gathered and a wide range of promotion had been undertaken. It was noted that as both surveys had closed, the data was being produced and visualised between the BIU and EDI teams and would be shared for discussion after the summer with a view to starting the action plan, aligning with UEA Plan work on 'staff success' **(RDr).**

The Committee was also informed that additional data was being produced via the BIU team, and that the Race Equality Charter Working Group (including Sub Groups)would be joined by the Head of the Race Equality Charter from Advance HE, Dr Arun Verma, at the next meeting (July 19th 2021) **(RDr).**

It was also raised that the REC was within a review process akin to Athena Swan, and at the time of the meeting, a Governance Committee was being established to support the implementation of changes. It was acknowledged that UEA's Vice Chancellor, David Richardson, was

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included in the recruitment process for members, and the Committee would be informed of his progress in this **(RDr).)**

52. <u>DATES OF MEETINGS IN 2021/2022</u>

Confirmed
    that the meetings of Equality, Diversity and Inclusion Committee in 2021/2022 had been confirmed as:

    Thursday 14 October 2021 – 2.00pm
    Wednesday 2 March 2022 – 2.00pm
    Monday 13 June 2022 – 2.00pm

53. <u>ACTION LOG</u>

ACTION REF	ACTION DESCRIPTION	RESPONSIBLE
EDIC011	Interested members of the committee to contact HKW or GW if interested in the SDG work at UEA. HKW to remain in touch with MG and SB.	ALL
EDIC012	Members of the committee to give their thoughts and comments on the Tone of Voice Guidance review via GoProof by 17:00, Friday 18 June 2021	ALL
EDIC013	Interested members of the committee to contact SE with any questions regarding the Accessibility and Inclusivity Project	ALL
EDIC014	RDa and NG to meet to discuss promoting staff apprenticeships to the BAME Staff Network	RDa, NG
EDIC015	Interested members of the committee to contact NG with any questions regarding staff apprenticeships.	ALL
EDIC016	Members of the committee to connect with/encourage others to connect with Rita Dattani of the BAME Staff Network to welcome to department meetings	ALL
EDIC017	Communications and Staff Pride to jointly work on the implementation and rollout of using LGBTQ+ institutionally, with the involvement of the Director of People & Culture and Head of Equality, Diversity & Inclusion	MP, HC
EDIC018	Staff Pride to communicate internally using LGBTQ+	MP
EDIC019	Rename the LGBT+ Allies Network as LGBTQ+ Allies Network	HC
EDIC020	SB to work with IC to raise the use of LGBTQ+ institutionally with the Executive Team	SB, IC
EDIC021	Communications and Staff Pride to jointly work on the creation and introduction of a Pronouns section of UEA's website(s) to outline approach and usage	MP, HC, KR

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EDIC022	To consider the use of Pronouns within future developments to institutional HR systems	IC, HW
EDIC023	To consider the use of Pronouns within future developments in IT systems and in digital design guidelines	IC, MB
EDIC024	Members of the committee to send comments on the COVID-19 Research Survey report to MG	ALL