

Confirmed Minutes

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| Meeting: | Equality, Diversity and Inclusion Committee (EDIC) |
| Date: | 14 December 2022 |
| Time: | 2 PM – 4 PM |
| Venue: | Ms Teams (online) |

| Name | Designation |
|-------------------------------|---|
| Maria Jackson | Head of Equality, Diversity, and Inclusion (Chair) |
| Shabnam Karim | Finance Director |
| Sarah Bailey | Director of the Centre for Student Engagement, Wellbeing and Success |
| Joan O'Mahony | Director of Academic Development |
| Nadia Michail | Disability and Wellbeing Manager |
| Lydia Hesketh | Head of Communications |
| Antony Charles | People, Talent and Culture Manager |
| Dr Nandini Canoo | EDI Academic Lead and Lecturer, FY |
| Arif Zaman | Lecturer, Business |
| Charlayne Lewis-Thomas | Admissions Manager |
| Eleonora Affronte | Head of Academic Administration |
| Ramin Nassajpour* | Finance and Internal Audit Manager |
| Lynn Danzig* | Learning Technologist, Centre for Excellence in Teaching and Learning |
| Georgiana Ursachescu** | Student Guild Executive Officer |
| Johana Petit-Frere | Secretary |

| No. | Item |
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| 1.0 | Welcome and Apologies *Denotes apologies **Did not attend, not having sent apologies |
| 2.0 | Minutes of 15 July 2022 |
| | <i>2.1 Minutes from the previous meeting:</i> |
| | The minutes of the July EDIC meeting were approved by the committee. |
| | <i>2.2 Matters Arising/Action Tracker</i> |
| | 2.2.1 Item 8 |
| | A Zaman to review the UNESCO Gender Equality: How global universities are performing report Part 1 and 2 and submit a summary report to M Jackson for consideration for inclusion on the agenda for the next EDIC meeting. |
| | Update: A Zaman's report will be submitted to the EDIC for consideration at its first meeting in the new calendar year. Date to be confirmed. |

2.2.1 item 10

N Michail to include information on our commitments under the Disability Confident Scheme in her Disability Annual Report.

Update: **Completed.**

For approval

3.0 Equality, Diversity and Inclusion Policy

[For recommended approval to the Board of Directors]

Documents received:

3.1 Equality, Diversity and Inclusion Policy – Summary of Changes

3.2 Equality, Diversity and Inclusion Policy

M Jackson presented the Equality, Diversity and Inclusion Policy, explaining that it reflected a few major changes that have been made at an institutional level as part of the review of our internal governance arrangements.

The committee received and recommended approval of the Equality, Diversity and Inclusion Policy to the Board of Directors.

4.0 Disability Policy

Documents received:

4.1 Disability Policy – Summary of Changes

4.2 Disability Policy

N Michail presented the Disability Policy.

The committee discussed the changes made to the document, and the Disability Policy was approved by the committee subject to minor changes, as mentioned below.

- To update the contents page.
- To transfer the document to the new policy template.
- To amend the entry on assessment items including removal of the list of assessment items in Appendix 8.

It was mentioned that the policy covers students and staff but mainly focuses on students. It was suggested and agreed by the committee that a separate policy or guidance document be developed for staff/job applicants. It was recommended that the new policy or guidance document should be submitted to the EDIC for review and approval once completed.

Actions: A Charles and N Michail to work together on a disability policy or guidance document that covers staff members/job applicants with a disability.

5.0 Equality, Diversity and Inclusion Annual Report 2021-22

M Jackson expressed her gratitude to everyone who had contributed to the Equality, Diversity and Inclusion Annual Report 2021-22. She added that any additional information members might wish to include in the report should be shared with her by Tuesday 20 December.

A query regarding section 6.4 was raised concerning the international student handbook and whether a specific tailored handbook had been produced and published on our website. Following a lengthy

discussion, it was clarified that an employability handbook has been created for our international students by staff at StudentCircus with the support of SEWS.

J O'Mahony reported that whilst she would be responsible for the new Breaking Down Barriers External Speakers programme (referenced in section 4.40), she would not be leading on it. J O'Mahony agreed to provide M Jackson with amended text for this entry.

The committee approved the Equality, Diversity and Inclusion Annual Report 2021-22 subject to the above amendments.

Actions:

- **EDIC members to provide M Jackson with any additional information for the EDI Annual Report 2021-22 by 20 December 2022.**
- **J O'Mahony to provide M Jackson with amended text on the Breaking Down Barriers Speakers Programme.**

For consideration or consideration and action

6.0 Equality, Diversity and Inclusion Report

Documents received:

6.1 [September 2022 Update Report for SMLT](#)

6.2 [October 2022 Update Report for SMLT](#)

6.3 [November 2022 Update Report for SMLT](#)

M Jackson explained that the Equality, Diversity and Inclusion Update Report is produced every month and considered by the SMLT and shared with the Academic Committee and Board of Directors.

The committee received and noted the Equality, Diversity and Inclusion Update Reports.

7.0 Access and Participation Committee

7.1 [Terms of Reference and Membership](#)

M Jackson presented the Access and Participation Committee Terms of Reference. She explained that the new committee had been created to focus on our commitments and requirements around our access and participation activities, and so responsibilities in this area have transferred from the EDIC to the APC. She added that the membership of the committee would change with effect from 1 January 2023 following recently approved changes to our Corporate and Academic Governance Framework.

8.0 Equality, Diversity and Inclusion Committee

8.1 [Terms of Reference and Membership](#)

M Jackson informed the committee that she would be transitioning to another position in January 2023 – that of Head of Governance and Company Secretary. She added that following the review of our Corporate and Academic Governance Framework, EDIC's membership has been reduced in size, an approach that has been taken with other committees.

J O'Mahony raised an issue regarding the quoracy requirement, explaining that EDIC meetings could be quorate with just one staff member present if three student representatives are in attendance.

Depending on the agenda for the meeting, such a scenario would not be advisable. In the circumstances, J O'Mahony asked that this issue be raised at the next review of our governance arrangements.

A discussion followed as to whether we needed to have the same student representatives at each meeting or whether they could vary from meeting to meeting. M Jackson agreed to discuss this with the Head of Quality. It was also suggested to consider having a mixture of students from different societies (e.g., Accounting, Business, Equality, Law, and Recreational) as it was felt that this would help to promote equality, diversity and inclusion considerations to as wide an audience as possible.

Actions: M Jackson to discuss with the Head of Quality whether we need to have the same student representatives at each meeting or whether they can vary.

9.0 Inclusive Learning Environment Framework

M Jackson informed the committee of the relevance and importance of our Inclusive Learning Environment Framework, which reflects the values that underpin our Strategic Framework, Articles of Association, Corporate and Academic Governance Framework, and our curriculum design, teaching and learning practice.

We have been proactive in promoting the principles of inclusion in the establishment of our learning environment and in the Professional Services we provide. Each year, Heads of Divisions/Departments are required to report on actions set out in an Inclusive Learning Environment Action Plan to enhance inclusivity within their respective areas, and at the end of each academic year, we update our Inclusive Learning Environment Framework document. The document submitted to the EDIC represents the state of play at the start of AY 2022-23.

10.0 Inclusivity Project

M Jackson explained that an Inclusivity Project proposal had been approved by the SMLT earlier in the year. The idea had been for this project to take the place of our Inclusive Learning Environment Action Plan in 2022-23, and to focus on expectations and standards within both the Academic Division and Professional Services. The intention had been for A Krajewska to lead on practices within the Academic Division and M Jackson on practices within Professional Services.

M Jackson explained that the proposal had been approved by the SMLT before finalisation of our new Strategic Framework and was not one of the major projects included within the Framework. In the circumstances, she sought advice from the Head of Action Planning on the future status of the Inclusivity Project. Whilst she has yet to receive a response, M Jackson said that she was unsure of the likely future of the project given that A Krajewska is now leaving Bloomsbury Institute and given that we will no longer have a Head of EDI with effect from 1 January 2023.

11.0 Update from EDI Academic Lead

N Canoo took the opportunity to show appreciation for M Jackson's work.

It was reported that N Canoo had recently had an article published on promoting staff wellbeing, and that she had a book due for publication in January 2023.

The committee congratulated N Canoo on the above news.

12.0 Update from Disability and Wellbeing Manager

The following were highlighted:

- 92 people have registered for access to Togetherall. This includes students and members of staff.

- Social media, Canvas and MS teams have been used to promote Togetherall to students.
- We are encouraging lecturers to promote Togetherall to students during lectures and classes.
- Training session will take place in 2023.
- An encouraging gender balance has been noticed in terms of those making use of the platform.

Any Other Business

13.0 Any Other Business
None.

Any Other Business and Date/Time of Next Meeting

Date, Time and Venue of Next Meeting: 8 February 2023. Time and venue to be confirmed.