

## Confirmed Minutes

<b>Meeting:</b>	Equality, Diversity and Inclusion Committee (EDIC)
<b>Date:</b>	Wednesday 23 April 2025
<b>Time:</b>	2PM – 4PM
<b>Venue:</b>	Microsoft Teams

In attendance	Designation
Maria Jackson <b>[Chair]</b>	Head of Governance and Company Secretary
Antony Charles	Head of People and Development
Nadia Michail	Disability and Wellbeing Manager
Andreea Turculet*	Academic Administration and Assessment Executive
Arif Zaman**	Enterprise Outreach Manager and Senior Lecturer Business
Johana Petit-Frere <b>[Secretary]</b>	Senior Quality Executive
Alena Bakare	Student President
Prithu Sharma	Business Management Student Representative
Noelia Eloisa Mendoza Brizuela*	MSc Management Student Representative
Frankie Jay Cove**	LLB Student Representative
Fidelis Adi Adiga**	LLB Student Representative
Muhammad Mamoon Nawaz**	LLB Student Representative
Mark Peter Butala**	Accounting and Finance Student Representative
Cerasela Rosca**	Accounting and Finance Student Representative
Khin Thu Thu Kyaw Oo**	Accounting and Finance Student Representative

<b>1.0</b>	<b>Welcome</b>
The Chair welcomed everyone to the meeting, extending a special welcome to the Student President and Student Representative and opened the meeting.	
	<b>Apologies</b>
<p>*Denotes apologies received  **Denotes absence where apologies were not received</p> <p>The Committee received apologies from A Turculet and N Mendoza Brizuela.</p>	
	<b>Declaration of Interest</b>
<p>The Chair asked if any members had any declaration of interest to give in relation to the items for discussion and consideration at this meeting.</p> <p>There were no declarations of interest made.</p>	
<b>2.0</b>	<b>Meeting for approval and Action Tracker/Matters Arising:</b>

	2.1 <u>Minutes from the previous meeting:</u> 19 February 2025
The Committee agreed that the minutes are a true record of the previous meeting and <b>approved</b> them with no further amendments.	
	2.2 <u>Action Tracker/Matters Arising</u>
	2.2.1 <u>Minutes of May 2024</u>
<p>2.2.1.1 Item 3 refers</p> <p>M Jackson to propose within the internal review of our governance arrangements that the Head of People and Development be made a designated members of the Equality, Diversity and Inclusion Committee.</p> <p><b>Update:</b> This action is not due for completion until September 2025 and the membership will be updated in future meeting.</p>	
<p>2.2.1.2 Item 15 refers</p> <p>The Disability and Wellbeing Manager to make the necessary amendments to the Student Disability Policy and submit the finalised version to the Head of Governance and Company Secretary to share with Quality.</p> <p><b>Completed:</b> See item 12.0 for update.</p>	
	2.2.2 <u>Minutes of February 2025</u>
<p>2.2.2.1 Item 3 refers</p> <p><b>Completed:</b> The Disability and Wellbeing Manager had consulted the Registry Team on the section within the Student Mental Health and Wellbeing Policy on fitness to study and made the necessary amendments that were required along with the amendments shared by the Head of Governance and Company Secretary outside of the meeting.</p>	
	<b>For approval</b>
<b>3.0</b>	<b>Mental Health and Wellbeing Policy</b>
	3.1 <u>Staff Mental Health and Wellbeing Policy</u>
<p>The Chair reported that there was previously a combined Mental Health and Wellbeing Policy covering both students and staff. The EDIC subsequently agreed that we should develop separate policies tailored to each group.</p> <p>The student version was approved at the last EDIC meeting, and a staff version is now in draft form. The Disability and Wellbeing Manager presented the draft policy, clarifying that this is an early version developed in collaboration with the Head of People and Development. Feedback is being sought on whether to keep the current structure or expand on the key themes included.</p> <p>The Chair offered several suggestions:</p> <ul style="list-style-type: none"> <li>○ Carry over relevant content from the previous policy, such as definitions of mental health and relevant legal frameworks, to provide context and support references to line manager responsibilities.</li> </ul>	

- Clarify the role of Mental Health First Aiders, particularly distinguishing between support and signposting, to prevent any misunderstanding about the level of support they provide. It was agreed that consistent wording from the student policy could be used.
- Include details on how staff can find out who our Mental Health First Aiders are, noting they are listed on posters throughout the building and should also be made available on the intranet.

The Chair also emphasised the importance of Senior Management Team (SMT) involvement:

- Given that the policy references senior leaders championing mental health and wellbeing, we need to have details of the commitments they will make and the way in which they will evidence their commitments. As a result, SMT would need to be involved in either the development of the policy or its approval process.
- It was agreed that such commitments need to be clearly communicated and supported from the top, with the relevant section in the policy being expanded and clarified.

It was agreed that the amended and finalised version of the Staff Mental Health and Wellbeing Policy would be brought to the next EDIC meeting for approval and recommending approval of the SMT.

**Actions:**

- **The Head of People and Development to submit the amended Staff Mental Health and Wellbeing Policy to the next EDIC meeting for recommended approval to the SMT.**

<b>4.0</b>	<b>Student Guide to Mental Health and Wellbeing</b>
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	4.1 <u>Student Guide to Mental Health and Wellbeing</u>
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The Disability and Wellbeing Manager presented the draft Student Guide to Mental Health and Wellbeing to the Committee. The guide is intended to be developed as a digital brochure, designed and branded by the Marketing Team, and made available via:

- Canvas, particularly within the existing Wellbeing section.
- Social media channels.
- Induction sessions.
- The Institute's website.

The guide will not be printed but will remain fully online for accessibility and sustainability. The Student President inquired about how students will be made aware of the guide. It was confirmed that it would be promoted via multiple platforms, including Canvas announcements, social media, and during induction events.

Additionally, the Committee congratulated A Bakare, the Student President, for successfully completing 10 weeks of peer support training, earning her a certificate as the Institute's first trained TogetherAll Peer Supporter.

The Disability and Wellbeing Manager was asked to ensure that references to "university" in the draft guide are amended given that the Institute does not have university status.

A suggestion was made to include a reference to the Mental Health and Wellbeing Policy within the guide, providing students with access to more comprehensive information. The Disability and Wellbeing Manager confirmed that this reference will be included on the second page of the guide.

Another suggestion was raised to include practical support options, such as:

- Mitigating/extenuating circumstances
- Study breaks
- Academic support avenues

It was proposed that this content could be integrated into Section 11 of the guide, which deals with available support.

The Disability and Wellbeing Manager will make amendments to the Guide and submit to the next EDIC meeting for final approval prior to the Guide being sent to the MCSR team for formatting and design as a brochure.

The finalised guide will be ready and made available before the start of the next Academic Year.

**Actions:**

- **The Disability and Wellbeing Manager to submit the amended Student Guide to Mental Health and Wellbeing to the next EDIC for final approval.**

	<b>For consideration or consideration and action</b>
<b>5.0</b>	<b>Equality, Diversity and Inclusion Report</b> [For consideration and action]
	5.1 <u>March 2025 Update Report for SMT</u>
<p>The Chair addressed the Student Representatives and explained the purpose of the Equality, Diversity and Inclusion (EDI) Update Report. She clarified that this report is prepared for each Senior Management Team (SMT) meeting, providing updates on EDI matters at both:</p> <ul style="list-style-type: none"> <li>○ The internal (local) level, and</li> <li>○ The broader higher education (HE) sector or related external developments.</li> </ul> <p>The report is presented to the EDIC Committee for consideration and potential action. The Chair invited comments or questions on the report.</p> <p>No further comments were raised by the Committee.</p>	
<b>6.0</b>	<b>Access and Participation Plan 2020-21 to 2024-25</b>
	6.1 <u>APP Key Performance Indicators</u>
<p>The Chair presented the written update provided by the Deputy Principal (and Chair of the Access and Participation Committee) and explained that we have no new KPI data as the updated figures are expected to be released by the Office for Students (OfS) in July 2025. Therefore, the current update reflects the same performance picture as previously reported.</p>	

	<p><u>6.2 APP Update Report on Implementation of APP Strategic Measures</u></p> <p>The Access and Participation Committee (of which the Student President is a member), plays a critical role in:</p> <ul style="list-style-type: none"> <li>○ Reviewing evaluations of the Strategic Measures introduced in the APP.</li> <li>○ Ensuring that those evaluations are considered by various internal committees, including EDIC.</li> </ul> <p>It was noted that although it has been some time since the last evaluation reports, the Deputy Principal is currently preparing updated evaluations, which are expected to be ready by September 2025. These will relate to the first Access and Participation Plan, implemented in September 2021.</p> <p>The Student President queried the implementation timeline of the new Access and Participation Plan, which was approved in December 2024. It was clarified that there are currently two Access and Participation Plans:</p> <ul style="list-style-type: none"> <li>○ The original plan: Intended to start in 2020 but which effectively began in 2021 and covers the period 2021–2024-25.</li> <li>○ The new plan: Comes into effect for the October 2025 intake through to the 2028-29 intake.</li> </ul> <p>The Strategic Measures included in each plan are linked to the cohorts recruited under the plan in question. For example, we introduced a travel bursary as part of our original APP and so students recruited between 2021-22 and 2024-25 remain eligible for this bursary for the duration of their studies. Students recruited under the new APP will not be eligible for the travel bursary, but will receive other benefits specific to the new plan.</p> <p>Existing benefits are not withdrawn from current students due to the implementation of a new plan. This ensures continuity of support for all students based on their entry cohort.</p>
	See agenda item 6.1 for update.
<b>7.0</b>	<b>Access and Participation Plan 2025-26 to 2028-29</b>
	<u>7.1 APP Key Performance Indicators</u>
	See agenda item 6.1 for update.
	<u>7.2 APP Update Report on Implementation of APP Strategic Measures</u>
	See agenda item 6.1 for update.
<b>8.0</b>	<b>Issues Committee members would like to raise</b>
	There were no issues or questions raised by the Committee.
	<b>For information</b>

<b>9.0</b>	<b>Update from Disability and Wellbeing Manager</b>
<p>The Disability and Wellbeing Manager provided a brief update on ongoing mental health initiatives:</p> <ul style="list-style-type: none"> <li>○ Mental Health Training for Managers has been organised and will take place in May 2025.</li> <li>○ Work is continuing on the Mental Health Strategy. While it is still in progress, the goal is to have a comprehensive draft completed by the end of May 2025.</li> </ul> <p>When asked about a potential timeline for finalising the strategy, the Disability and Wellbeing Manager noted that while a final version may not be ready immediately, the draft will be in a well-developed state by end May 2025.</p>	
<b>10.0</b>	<b>Update from Head of People and Development</b>
<p>It was reported that the first MHFA group meeting took place a couple of months ago, with the second meeting scheduled for that afternoon. The purpose of these meetings is to provide an informal and supportive space for Mental Health First Aiders to:</p> <ul style="list-style-type: none"> <li>○ Discuss activities within their areas</li> <li>○ Share good practices related to mental health</li> <li>○ Ask questions and exchange experiences regarding their roles</li> </ul> <p>During the upcoming meeting, the group will also review a simple guidance document outlining the responsibilities of MHFAs to ensure clarity and consistency in their role. These meetings are currently scheduled for twice per term—once at the beginning and once at the end. The frequency may be reviewed depending on group needs and feedback.</p>	
<b>11.0</b>	<b>Harassment and Sexual Misconduct</b>
<p>The Committee received an update on the new condition of registration (E6) from the Office for Students (OfS) concerning the prevention and response to Harassment and Sexual Misconduct, with all Higher Education providers required to be compliant by 1 August 2025.</p> <p>Although a policy is already in place, significant updates are necessary to meet the new requirements. The Head of People and Development is currently sourcing compulsory annual training for both staff and students and is also working on implementing an online reporting system that will allow for both anonymous and named submissions.</p> <p>While current policy does not support anonymous reporting, the proposed system will and will help identify trends or cultural issues within the institution. In addition, the OfS now expects institutions to address potential abuses of power in staff-student relationships. Providers must either ban such relationships, allowing for certain exemptions, or put in place rigorous procedures to safeguard students.</p>	
<b>12.0</b>	<b>Student Disability Policy</b> [To evidence amendments made]
<p>The Student Disability Policy was reviewed by the Disability and Wellbeing Manager, who presented the document to show the minor amendments made. It was noted that there were some formatting issues that need to be addressed. The Head of Governance and Company Secretary will share the PDF version with the Disability Manager so that she can correct the formatting.</p>	

<b>13.0</b>	<b>Student Learning Support Agreement</b> [No amendments have been made]
The revised Student Learning Support Agreement was received by the Committee. No changes were made to the document.	
<b>14.0</b>	<b>Access Participation Plan 2025-2026 to 2028-2029 – Summary</b>
The Committee received and noted the Access Participation Plan 2025-26 to 2028-29.	
	<b>Any Other Business</b>
<b>15.0</b>	<b>Any Other Business</b>
There was no other business.	
	<b>Date and venue of next meeting</b>
<b>16.0</b>	<b>To be Confirmed</b>