University of Bath

Minutes of Meeting

Meeting:	**EQUALITY AND DIVERSITY COMMITTEE**	
Date and Time:	**Thursday 6 June 2019 at 2.15pm**	
Venue:	**4 West Board Room**	

Present:	David Galbreath	Chair
	Leda Blackwood	Staff representative (Education and Research)
	Richard Brooks	Director of Human Resources
	Marion Harney	Member appointed by Senate
	Christopher Lai	Student representative
	Lizzi Milligan	Co-Chair, Equality and Diversity (E&D) Network
	Aurelien Mondon	Co-Chair, E&D Network
	Anthony Payne	Director of Student Services
	Joanna Phillips	Student representative
	Cassie Reis	Staff Representative (Technical and Experimental)
	Rachel Willis	Staff Representative (Management, Specialist & Admin)
In attendance:	Helen Davis	Student Information Officer (for minute nos. 816-820)
	Stephen Godber	Director of Estates Operations (for minute nos. 816-819)
	Caroline Harris	Secretary
	Aiste Senulyte	E&D Officer
Apologies:	Eve Alcock	President, Students' Union (SU)
	Georgina Brown	Equality, Diversity & Inclusion (ED&I) Manager
	Alisha Lobo	Community Officer, Students' Union
	Ruby McGregor-Smith	Lay member appointed by Council
	Mike Nicholson	Director of Student Recruitment and Admissions
	Charareh Pourzand	Member appointed by the E&D Network
	Susan Sutcliffe	Staff representative (Operational and Facilities Support)
	Mandy Wilson-Garner	Students' Union Advice and Community Manager

ACTION

816. WELCOME

The Chair welcomed members and guests to the last meeting of the year. As this was his first meeting as Chair, he introduced himself to the Committee.

817. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 14 February and 2 May 2019 were approved as a correct record and signed by the Chair (Papers EDC18/19-026(a) and 026(b) refer).

818. **MATTERS ARISING**

(1) Minute 805, Statement of Equality Objectives 2019-21

The Chair advised that the Statement of Equality Objectives for 2019-21 was approved by Council on 21 February and is now published on our website at https://www.bath.ac.uk/corporate-information/statement-of-equality-objectives-2019-to-2021/

The SU Representative pointed out that the SU would like to see the Action Plan for the Statement.

ED&I Mgr

(2) Minute 808, Blue Table Talk

The Chair confirmed that the link for the second episode of Blue Table Talk on LGBT+ was sent to members of the Committee on 14 March.

819. **ACCESS ISSUES**

It was noted that the E&D Network had discussed access issues on 2 April and raised a number of points including poor signage, which could be simple to improve.

The Director of Estates Operations provided an update on access issues. A list of works to be done had been produced the previous year, and the works completed, but he was unsure how the list was derived. He stated that there had not been an Access Audit for some time and that this process was a good starting point for understanding accessibility issues. He announced that the Estates Department had commissioned a Condition Survey for the latter part of 2019 and that a full campus-wide Access Audit would be carried out at the same time. The results would be brought to the SU, to the Committee and to the Disability Change Working Group for prioritisation, as not all works would be affordable.

The Director of Estates Operations explained that a common policy and better signage was important and easy to change. He felt that braille on signs was pointless as visually impaired individuals would not know where the sign was and RNIB data showed that only 10% of people could read Braille and only 2% could read it vertically. Other easy actions would be to have chairs with arms and desks that can be raised to alternative heights. He felt that some of the spending of limited resources previously had been illogical and stated that a holistic approach would be possible after the Access Audit.

During discussion the following points were made:

- The issue of access to the Virgil Building was raised and the Director suggested that the left hand side ramp could be opened up for student use with a key control, buzzer or phone, which would rectify the lack of external platform lift; internally, functions could be moved to allow greater access;
- The previous Access Audit had been restrictive but did find the access route on the third floor;
- As an alternative to better signage use of an app may be considered;
- The Disability Change Working Group chaired by the Pro-Vice-Chancellor (Learning and Teaching) looked at issues from the staff and student perspective and its role was to review and prioritise issues;
- More sensible access from the turning circle to the parade should be a priority;

- The opportunity to report access issues on the website was very good, but could be easier to find; a new member of Estates staff had been taken on to help with web design;
- AccessAble, information and photographs on routes and buildings, had been agreed for a further three years; it was used quite extensively but more for conference visitors; integrating this with an app would be helpful;
- Panopto, lecture capturing, was discussed:
  - A decision was required on whether Panopto should be opt in or opt out;
  - Currently the decision on whether to use Panopto rested with the lecturer or the department;
  - Students wanted to have the option of viewing lectures and there were E&D issues to consider;
  - Lecturers were concerned about lectures being available online due to copyright of their Intellectual Property;
  - Any agreement would need to be negotiated as staff would need to feel a sense of trust.

The Director of Estates Operations was thanked for attending the meeting. Agreed to discuss use of Panopto at a future meeting.   **SEC**

820. <u>EQUALITY & DIVERSITY STUDENT MONITORING DATA 2017/18</u>

The Student Information Officer presented Paper EDC18/19-027, the E&D Student Monitoring Data for 2017/18, with information provided by Admissions and Academic Registry. She pointed out that in line with Office for Students (OfS) metrics the data was split by UK domiciled and non-UK domiciled students, whereas previously it had been by fee status. She also explained that the English Index of Multiple Deprivation (IMD) had been included for those domiciled in England, which was different to POLAR (Participation of Local Areas) banding which was UK wide and looked at the proportion that enter higher education. The OfS data provided included both POLAR and IMD breakdowns, but POLAR information was not available for mature students.

The Student Information Officer discussed some of the results:

- The proportion of POLAR Quintile 1-2 (Q1-2) students had remained consistent at 15% but was low so this would be a target in the Access and Participation Plan (APP);
- Continuation rates were high at the University generally, at 97% for UK-domiciled, full time, undergraduate ethnic minority students and 96% for POLAR Q1-2 students; however, the rates were lower for non-UK domiciled students with a disability at 89% and significantly lower for mature students at 86%, which may become an APP target;
- There were a number of significant differences for attainment: female students both UK and non-UK domiciled, white students, young students and those from POLAR Q3-5 all had higher attainment; the attainment gap for disabled students had narrowed and was no longer significant;
- The Degree Outcomes Group (DOG) was focusing on ethnicity and POLAR status;
- Data on those with caring responsibilities and care leavers was available;
- The OfS were keen on intersectional studies, which had been included in the APP.

During questions the following points were made:
- The OfS provided data from the HESA (Higher Education Statistics Agency) return indicating areas to be looked at and specific targets; from this the 5 year APP targets had been developed; OfS ensured that topics were not 'cherry picked';
- The SU would like to see ethnic minority data broken down so that issues for Black students could be studied; the OfS had requested this issue be looked at, which the DOG was doing; the numbers were very small with between 40 and 45 Black students last year gaining a 1st or 2:1 degree; the information would be shared in the future;
- The data relating to disability did not provide the full picture as some students were registered disabled but it did not impact on their study and some were not registered although there was an impact; there was little difference in attainment for those with a disability; however, there have been more complaints from students with a disability this year around Panopto; there are actions that could be taken to remove barriers for disabled and international students;
- Although there was a significant difference in continuation rates for mature students this would not be a primary focus;
- The data was for full time students so would exclude some with caring responsibilities;
- The APP also looked at progression (employment outcomes).

The handout from the DOG was circulated, in which was stated that an intersectional perspective was provided. It was suggested that more multi-functional data would be helpful for this Committee.

The Student Information Officer was thanked for her report.

There followed discussion on the purpose of the Committee, what actions it could take, what power it held and what it was doing to change things:

- It was noted that at one university E&D Committee meetings focused on two characteristics per meeting; it was suggested that social class should also be studied;
- It was suggested that the Vice-Chancellor be invited to a the first part of an autumn meeting of the Committee;   **CHAIR**
- It was queried whether people from protected characteristics should be represented at the meeting but noted that they were represented at the E&D Network;
- It was reinforced that there was strong reason to find a way forward with Panopto, involving Human Resources and the Union; however, it was pointed out that the solution to this E&D issue may not be via Panopto;
- For any issues identified an options paper could be forwarded to a relevant committee, if the Committee did not have the power to make a decision;
- There was an opportunity to engage with the University both problem solving and agitating about issues;
- Curriculum Transformation without an E&D audit was a missed opportunity;
- Detail of when business was usually seen by the Committee to be provided.   **SEC**

821. EQUALITY AND DIVERSITY NETWORK

The E&D Network Co-Chair (AM) reported that the Network had spent time over the past year reviewing its terms of reference to make them more exciting. Some members had wanted more radical changes than those suggested in Paper EDC 18/19-028.

It was noted that E&D Network issues could be brought to the Committee for discussion, as would happen with the online unit evaluation discussion planned for the autumn.

AGREED to approve the revised Terms of Reference for the E&D Network, as laid out in Paper EDC18/19-028.

822. ATHENA SWAN

The Committee received the Athena SWAN annual report (Paper EDC18/19-029). The E&D Officer gave an overview of the report explaining that it had been a very good year for Athena SWAN. The report would be submitted to Council.

823. THE FIRST IFTAR

The Chair read out a report from the SU Community Officer: The community iftar on Friday 10 May in the Fountain Canteen was incredible and was a huge success; we sold out tickets and had over 150 students attending. We want to make it bigger and better next year so will have all four Fridays and Eid celebrations at the end. We will maybe open it up to the whole community, do it at a variety of different venues, and seek funding. There is huge promise in such a project for the future. This was all due the organisation of the Bath University Islamic Society.

It was explained that Iftar was the evening meal with which Muslims end their daily Ramadan fast at sunset and that the ED&I team had supported the first Iftar financially.

824. RAMADAN GUIDANCE

The Committee noted the recently published Ramadan guidance:

https://www.bath.ac.uk/publications/supporting-students-and-staff-during-ramadan/

https://www.bath.ac.uk/guides/ramadan-guidance-for-students/ (for students)

The SU Representative commented that the Ramadan guidance met with a lot of appreciation from students and some Individual Mitigating Circumstances forms had been received. This is something to continuously publicise in the future.

It was noted that it reached all social media platform. The Staff representative (Education and Research) explained that teachers relied on receiving information from their Director of Studies so a blog would be useful to spread the information.

825. EQUALITY AND DIVERSITY NETWORK

The Committee noted minutes of the meetings held on 28 February and 2 April 2019 (Papers EDC18/19-030(a) and 030(b) refer).

826. ANY OTHER BUSINESS

(1)   The E&D Officer mentioned a Developing Inclusive Conferences: Best Practice Guide on which she had worked with the University of Oxford. This would be shared with the Committee.   **SEC**

(2)   The E&D Officer raised an issue that had come from Athena SWAN discussions, that PCs/laptops were not being provided to part time staff, with

the assumption that departments need to cover the costs from their operational budget. One member said that a PC was provided for all staff in a new role though a laptop would only be provided with justification. It was thought that a PC would be associated with a desk. It was suggested to talk to Heads of Departments for support.

(3)   The ED&I team was praised for its work and concern was raised about the forthcoming loss of the two funded posts. The ED&I manager was writing a business case to extend the appointments and it was suggested that the Chair raise the matter with the Director of Human Resources and the Pro-Vice-Chancellor (Learning and Teaching).   **CHAIR**

(4)   The Chair advised that the Annual Report to Council and Senate of the Committee's work will be written by the Secretary as the last few years and a draft provided to members of the Committee in September.

(5)   The Chair thanked the following members of the Committee, who had completed their term of office:

- Ruby Macgregor-Smith, Lay member appointed by Council
- Charareh Pourzand, member appointed by the E&D Network
- Joanna Phillips and Christopher Lai, elected student representatives

and noted that both the SU President and SU Community Officer had been reappointed for a further year.

827. <u>PROGRAMME OF MEETINGS</u>

The dates of meetings in 2019/20 were noted as follows (all on Thursdays at 2.15pm):

- 3 October 2019 (if required)
- 14 November 2019
- 13 February 2020
- 23 April 2020
- 11 June 2020

There is a need to change the date of the possible additional October meeting, with the suggested alternative being 10 October. This will be confirmed with the Committee.   **SEC**

The meeting concluded at 4.15pm

Chair: …………………………………………..