



Equality, Diversity and Inclusion Committee

Wednesday 21 February 2024, 10.00am
Meeting held via Microsoft Teams

Minutes

Present Members:

Professor Alison Koslowski, Pro-Provost (Equity and Inclusion) (Chair).
Maysaa Abboud (for Alan Harper); Professor Nick Achilleos; Dr Simona Aimar; Indie Beedie; Dr Suzy Buckley; Georgina Cade; Sarah Cowls; Professor Anna Cox; Adam Cresswell; Donna Dalrymple; Ian Dancy; Rebecca Edwards; Lesley Houfe; Ahmad Ismail; Dr Rebecca Jennings; Denise Long; Dr Lucinda Miller; Professor Sara Mole; Hayah Nawaz; Sara Shafiei; Dr Victoria Showunmi (Minutes 17-20); Dr Michael Sulu; Ben Watson; Tor Wright; Professor Ifat Yasin.

Apologies:

Noel Caliste; Elisa de Aragao Bibay; Professor Rob de Bruin; Megan Gerrie; Bella Malins; Micah Gerstner; Alan Harper; Professor Helen Knowler; Dr Nephtali Marina-Gonzalez; Lettie Smythers; Catherine Stow; Anji Suri; SU People of Colour Officer (Rachel Lim/Rawleka Wilson); SU Disabled Students' Officer (Philip Greger/Suzanna Chen).

In attendance:

For Minutes 17-27: Abigail Smith, Head of Internal Engagement, Provost's Office (for Megan Gerrie)

For Minute 19: Mark Rice, Head of Reward and Pensions

For Minute 20: Adwoa Darko, Head of EDI (Behaviour and Culture)

For Minute 20: Jonathan Gascoigne, EDI Manager

For Minute 20: Marta Riccardi, Equality, Diversity & Inclusion Data Analyst

For Minute 23: Angela Clark, Head of Recruitment

Secretary: Freya Markwell

Part I: Preliminary Business

17. Minutes

- 17.1. Equality, Diversity and Inclusion Committee (EDIC) approved the minutes of the meeting held on 13 December 2023 [Minutes 9 - 16, 2023-24].

18. Matters arising

- 18.1. In relation to Minute 13.2a, the Interim Director of EDI reported that data on sexual orientation, and religion and belief for staff had been collected since 2011 and data on gender identity was collected for the first time in 2021. Data on students' gender identity, religion and belief had been collected since 2014.
- 18.2. In relation to Minute 13.2b, the Interim Director of EDI confirmed that data was collected on numbers of overseas and EU staff, however this was not routinely used in pursuit of UCL's EDI actions and therefore was not included within the report; this could be added into future years' reports if a decision was taken to do so.
- 18.3. In relation to Minute 13.2c, the Interim Director of EDI reported that a forthcoming campaign was planned to encourage staff to share their EDI data, including disability and gender identity. The campaign would include an initial small-scale questionnaire to understand why some staff may be reluctant to share their EDI information which would help inform approach and communications.
- 18.4. In relation to Minute 13.2d, the Interim Director of EDI confirmed that the naming of the 'Religion and Belief' data category had been considered and this aligned with HESA reporting categories.
- 18.5. In relation to Minute 13.2e, the Interim Director of EDI confirmed that the categories used for sex were those provided by HESA to comply with its reporting requirements and did not include intersex; this field for staff recorded legal sex, which in the UK only included male and female with no option to not disclose.
- 18.6. In relation to Minute 13.2f, the Interim Director of EDI confirmed that the Race Equality Steering Group (RESG) discussed the issue of terminology in May 2020, and provided guidelines to be used across UCL. The preferred option was to use Black, Asian and minority ethnic, and to always spell it out, reserving the acronym BAME only for spreadsheets and tables.
- 18.7. In relation to Minute 15.2b, the Envoy for Gender Equality had updated the Terms of Reference for the Safer Space Conversations (SSC) Steering Group to reflect that this would now report into the Equality Monitoring and Advancement Group.

Part II: Matters for Discussion

19. **UCL's 2023-24 Gender, Ethnicity and Disability Pay Gap Report (3-01)**

- 19.1. Mark Rice, Head of Reward and Pensions, introduced the paper which presented a draft of UCL's 2023-24 Gender, Ethnicity and Disability pay gap report. Under government legislation UCL was required to report its gender pay gap data by the 30 March 2024, using snapshot data taken at March 2023. UCL also voluntarily reported its ethnicity pay gaps and, for the second time, was also reporting on pay gaps by declared disability.
- 19.2. A number of points were raised in discussion, including:
 - a. In response to a query raised regarding intersectionality, the Head of Reward and Pensions advised that there were limits on the level of detail which could be covered within the public-facing report. Internal reporting could include a more detailed breakdown of the data with a greater focus on intersectionality.
 - b. A query was raised as to whether the actions proposed to address the disability pay gap were sufficient; the Head of Reward and Pensions agreed to review the actions again.
 - c. It was suggested that consideration should be given to how to improve progression routes for Professional Services staff as this might help to address gender and ethnicity pay gaps; the Chief People Officer agreed to take this away for a discussion outside of the meeting.
 - d. It was noted that a review of the research promotion process was underway to address inconsistencies in the proportional numbers of female and Black, Asian and minority ethnic staff progressing from Grade 6 to 7 and Grade 7 to 8 respectively.
 - e. A query was raised as to whether guidance could be issued to Heads of Department as to how they might improve the gender balance of Grade 10 staff in the higher salary banding. The Head of Reward and Pensions reported that there had been a gradual increase in the proportion of female staff going through the annual salary banding process.
- 19.3. EDIC endorsed the report, subject to the feedback outlined above. A copy of the final report would be shared for information at the next EDIC meeting.

20. Report and Support: Annual Report 2022-23 (3-02)

- 20.1. Adwoa Darko, Head of EDI (Behaviour and Culture Change), Jonathan Gascoigne, EDI Manager, and Marta Riccardi, EDI Data Analyst, introduced the paper which presented the Report and Support: Annual Report 2022-23. This was the fourth such report of institutional data on reports received through Report and Support (R+S).
- 20.2. A number of points were raised in discussion, including:
 - a. A request was made for departments to be provided with information regarding the kinds of concerns being raised via R+S, as well as who these reports were being received from. The EDI Manager advised that departments could be provided with a headline summary as to what the

reports were about; depending on the number of reports locally, more detailed information could perhaps also be provided.

- b. It was suggested that the overall number of R+S reports received should be stated more clearly earlier in the report; the EDI Manager agreed to make this change.
- c. It was suggested that there would come a point at which an increasing number of R+S reports could not be attributed to increased awareness of the system, but issues in the culture which needed to be addressed. The EDI Manager advised that a levelling off and then fall in the rate of reporting would be expected after around five years following the introduction of R+S, and that this could be benchmarked with others in the sector.
- d. There was discussion regarding the reasons for anonymous vs. non-anonymous reporting and how anonymous reporting limited the span of action that UCL was able to take in response, including its ability to provide onward support to the person raising the concern.
- e. It was noted that Dignity Advisors provided a valuable support service to staff and students raising concerns; consideration should be given as to how to recruit more Dignity Advisors, as well as to the training and support offered to improve their retention.
- f. The ISD representative invited EDI colleagues to come to speak to the ISD team to increase awareness of the R+S system; the EDI Manager confirmed that he would be keen to work with ISD colleagues on communications encouraging the use of R+S.

20.3. EDIC approved the R+S Annual Report 2022-23, subject to the feedback above.

21. Guidance on the Collection of Diversity Monitoring Data (3-03)

21.1. Lesley Houfe, Interim Director of EDI, introduced the paper on behalf of Tom Glynn, EDI Manager, who was unable to attend this meeting. The paper provided a summary and rationale for the proposed webpage 'Guidance on the collection of diversity monitoring data.'

21.2. A number of points were raised in discussion, including:

- a. EDIC thanked the EDI Manager for his work in preparing this clear and well-constructed guidance, noting that this would provide a much-welcomed resource for both staff and students.
- b. It was suggested that a note should be added to the webpage asking people if they had any further questions, enabling further guidance to be offered as needed.
- c. EDIC members were invited to send any final comments or amendments on this guidance directly to the EDI Manager by Friday 1 March 2024, at which point the guidance would be published online.

21.3. EDIC:

- a. Received and noted the content of this paper and its appendix
- b. Approved the guidance content in Appendix 1

22. Annual Review 2022-23 and Key Priorities for 2023-24 (3-04)

- 22.1. Lesley Houfe, Interim Director of EDI, introduced the draft EDI Annual Review 2022-23 and Key Priorities for 2023-24 which demonstrated the activity and impact of UCL's EDI work, as well as its future plans. The Interim Director of EDI thanked colleagues who had contributed to this work, and invited members to follow up with her directly if they had any other EDI activities or case studies to suggest for inclusion in the report.
- 22.2. A number of points were raised in discussion, including:
 - a. EDIC members welcomed the report as providing a valuable summary of UCL's EDI work and plans and thanked the Interim Director of EDI and colleagues who had contributed to this.
 - b. It was noted that the updated version of the report was due to come to EDIC's next meeting in April ahead of its submission to People Committee for sign off on behalf of Council.
- 22.3. EDIC:
 - a. endorsed the draft Annual Review 2022-23 and Key Priorities for 2023-24 (Appendix 1)
 - b. noted the up-dated timeline for publishing this document, along with the staff and student data monitoring report (section 3).

23. Talent Link/Staff Recruitment Data (oral report)

- 23.1. Angela Clark, Head of Recruitment, presented an oral report on Talent Link and staff recruitment data. Key points highlighted included:
 - a. Equitable, diverse and inclusive outcomes were key to UCL's recruitment process, with a particular focus on gender, ethnicity and disability.
 - b. A number of initiatives had been implemented over the last six years aimed at improving EDI recruitment outcomes, including the Fair Recruitment Specialist Scheme and Accelerate to Leadership.
 - c. The most notable impact on EDI outcomes had been brought by the introduction of Talent Link which aimed to create a better recruitment experience for candidates and hiring managers, and to generate meaningful actionable insights on recruitment outcomes.
 - d. Changes implemented included: making the application process quicker; in-housing Executive Search and building relationships with alternative search firms to reach different candidate markets; building reasonable adjustment requests into the recruitment workflow; making opportunities for hybrid working searchable; and better optimised careers webpages serving vacancies to a more diverse range of candidates.
 - e. The Head of Recruitment presented slides comparing data from 12 months prior and 12 months after the introduction of Talent Link, which

showed increases in the volume of applications and hires by ethnicity, gender and disability status.

- 23.2. A number of points were raised in discussion, including:
- a. Members raised the importance of being able to review shortlisting and interview data, to look at why the volume of increase in diversity of hires was not proportional to the increased diversity of applications.
 - b. It was suggested that it would be useful to consider measurements for whether appointments had been successful, such as retention rates.
 - c. In response to a query as to the kind of Reasonable Adjustments requested by applicants, the Head of Recruitment reported that of the 155 requests received so far, the vast majority were from neurodivergent applicants requesting to receive interview questions to allow them to prepare in advance. It was suggested that consideration should be given as to whether this should be made common practice for all applicants.
 - d. In response to a query regarding frequency of reporting, the Head of Recruitment confirmed that recruitment data was being published in Tableau.
 - e. In response to a query raised regarding job boards aimed specifically at diverse candidates, the Head of Recruitment agreed to discuss this further with colleagues who wished to use these, to ensure that they were achieving the desired aim of generating more diverse candidates.
 - f. It was suggested that it would be useful to know how much, if any, of the data collected from applicants was passed on to interview panels, given the potential for conscious/unconscious bias.

24. Eugenics Legacy Education Project (ELEP) Management Report Autumn 2023

- 24.1. Tor Wright, Eugenics Legacy Education Project Manager, introduced the ELEP 2022-25 Management Report Autumn 2023, covering activity in the period September-December 2023.
- 24.2. EDIC noted the content of the ELEP Management Report Autumn 2023.

Part III: Other Business for Information

25. Report from Interim Director of EDI

- 25.1. EDIC received and noted the content of the paper, which provided a summary report of key EDI work with a focus on that progressed by the central EDI team since the November 2023 meeting of the EDI Committee.

26. Any Other Business

- 26.1. There was no other business raised.

27. Date of next meeting

27.1. Wednesday 17 April 2024, 10:00am.

Freya Markwell
EDIC Secretary, February 2024