

Minutes

Meeting Date:	Friday 22 March 2024
Time:	2-4pm
Type:	Online by Zoom
Location:	Online
Version:	Final
Present:	Joanne Hipplewith (JH) (vice chair), Victoria Nelson (VN), Rani Kaur (RK), Pam Vickers (PV), Saynab Hassan (SH), Will Daniel-Braham (WDB), Emily Bridges (EB), Jonathan Fisher (JF), Fuad Buraimoh (FB), Jon Levett (UKCP CEO/guest), Liz Scott/John E (interpreters)
Apologies:	Ruth Millman, Charles Brown, Jo Parker, Charlotte Chiu
Minutes By:	Laura Stone (LS)

1. Introduction and Apologies

Chair to welcome EDI/BIIDE committee members and announce any apologies.

2. Minutes of the last meeting and matters arising

Actions 24 – discuss race papers. JH sent out papers that were to be read.

Discussion about adding as a standard item and presenting a chosen paper every 2 months. Decision to do it every 4 months with someone volunteering to present the papers

RK and SH happy to present one paper for 10 minutes (per paper) at July meeting

Papers to be recirculated - JH.

Action 49 – team testing software. Concerns around auto transcription services and recording meetings, permission, and data sharing.

Agenda item for next meeting.

Action 52 – on agenda today.

Action 55 – JH and EB need to have conversation about BIIDE committee. EB suggested could tie in with introducing new chair and committee, rather than before a chair has been recruited. JH said would like to touch base first and have a discussion. EB added would be good to focus on members.

JH/EB to schedule some time.

Action 56 – on agenda today.

Action 61 – autism discussion – I am interested in the development of such a service and it does seem really innovative. Or slant is on the joining processes with and across teams, services and people.

JH to have a meeting with EB, CC, and PV to discuss.

Action 62 – on agenda today.

3. [Staff update](#)

This is a standing agenda item. This will be an opportunity for the staff and senior leader representatives on the committee to share the most recent developments on the EDI agenda.

Staff update circulated as a paper prior to committee meeting.

4. [Colleges update](#)

This is a standing agenda item.

Training subgroup – Not receiving feedback from UKCP registrar and hoping this will change so the group can move forward.

Action: JH will schedule a meeting for the subgroup.

Engagement subgroup – JF has withdrawn from engagement group.

Membership subgroup - Data retrieval needed and this is taking some time. Last meeting was in January.

JH added that there is a disintegration in the engagement group, overall concern about number of people attending meetings. JH will go back to EDI plan, terms of reference, and contact people who are not attending regularly to address commitment.

WDB said there are no updates since last meeting and although he does meet with EB regularly and maintain connections with staff team, the EDI committee is quite big and could be structured differently to be more productive.

PV provides feedback to HIPC and is on the HIPC working group but hesitancy from people to take a role on the committee. Uncertainty and commitment is a concern.

RK – reiterated it would be good to have an EDI/BIIDE representative from UKCP. RK has same challenges feeding back information to colleges. Colleges have fed back that there needs to be better 2-way communication.

JF – been able to implement systems with OMs for invisible disabilities and feels there has been some positive influence from the committee. Thought the EDI/BIIDE would be more inclusive and make things happen rather than chasing down agendas.

JH – lots happening with AFT/IFS – college meeting on Monday to talk about relationships and language.

BREAK

5. [EDI/BIIDE action plan](#)

This is a standing agenda item facilitated by the EDI/BIIDE Committee Vice-Chair. This will be an opportunity for each sub-group to talk about their progress with the Action Plan outside of the Committee meetings.

No update.

6. [Board update](#)

This is a standing agenda item. This will be an opportunity for the EDI/BIIDE Board Liaison to update on the EDI/BIIDE activity that has happened outside of the Committee meetings.

Jon Levett joined the meeting

JH – Need more commitment and can't allow things to drop. Committee needs recognition that members are volunteering their time and have multiple commitments outside.

JL – starting process of recruitment shortly. UKCP Chair requested exit interview but previous chair was unable to commit the time. New chair will be an opportunity for a fresh pair of eyes, to review the work that has been done to date, and to have a reset. Aware that items are not moving forward as we would like, and we don't have staff resources to support the committee. Useful if members of the committee could look at recruitment pack that was in place when recruited previous chair.

JH asked what the salary and time commitment was for Chair - £5k honorarium for 1/2 day a week. JH also asked what the power was; can take months to get things looked at, and the committee needs to be respected and valued. More than just reporting to the board, need to be influencing processes and opportunities. Might be worth looking at remuneration for the committee to support their commitment. WDB added that he is very happy volunteering his services in this regard.

JL asked if the committee was aware of the budget available to the committee and WDB said that the committee had never been formally communicated with about this.

JL left the meeting

Action: JL to liaise with EB to recirculate recruitment pack to committee.

7. Items for discussion

This space is reserved for specific items brought forward and selected for discussion.

7a. Induction day – EB – UKCP holds induction days for members/colleges/OMs who volunteer their time, every 3-4 months. This is a full-day opportunity to meet UKCP staff team, get an overview of committees, and ask questions. It is hybrid opportunity, so can be accessed online or in person (in London).

JF said he recommended the induction day; structure and history of UKCP, who to contact, remit of committees, future vision and where EDI/BIIDE fits in.

Action: To discuss at next meeting – rotating attendance of EDI/BIIDE reps.

Action: EB to circulate details on dates/times.

7b. BIIDE UKCP statement – JH asked what people thought of statement. EB said could be stretched from 2 to 3 slides, as a lot of info. Conversation about where, neurodivergence could be included to ensure inclusivity and whether 'disability' and 'race' could be worded differently. WDB added the language that is being used in other policies is 'underrepresented groups'.

JF added that we should use a familiar wording to allow people to find information, e.g. EDI/BIIDE. JH asked how we bring new language to the forefront and added that BIIDE queries could be redirected to EDI. WDB suggested to put EDI and BIIDE in brackets as that might trigger people to ask what BIIDE means, e.g. EDI (BIIDE). VN – there was a survey about invisible disability; popular terms were 'invisible', 'hidden', and 'unseen'. VN said she likes 'invisibilised disability'.

8. A.O.B.

Any other business – This is an opportunity to discuss any topics not included on the agenda.

SH – new to committee and asked whether we could have a brainstorming session to talk about the purpose and remit of committee. Felt a bit lost and has some useful suggestions. Would welcome more creative discussions.

JH added that it could be useful to discuss how the committee fits with the wider organisation.

9. Next meeting

Friday 17th May 2024

Friday 19th July 2024

Friday 20th September 2024

Friday 15th November 2024

10. Table of actions

Summary of action points	Owner	Date action required	Update - Open/Closed
ACTION POINT 24: Discussion on race scheduled for Friday 19 May 2023. Committee members should reflect between now and then.	ALL	22/03 – JH to recirculate papers.	OPEN
ACTION POINT 49: HW to look into support for subgroups with minutes.	HW	UKCP governance team testing some software.	PENDING
ACTION POINT 52: HW and EB to look at recruitment for the committee in a future email newsletter.	EB/HW	JH/EB to schedule time to discuss.	PENDING
ACTION POINTS 55: HW and EB to communicate to UKCP staff colleagues about the EDI/BIIDE committee.	EB/HW	Need to decide who could do that - JH said she might be able to help - EB to reach out to JH.	PENDING
ACTION POINT 56: To make it a stipulation that colleges must feed back to the committee.	KRF	JH to create template and share at next meeting.	OPEN
ACTION POINT 61: Add an item to the November agenda for a forum for members that have had an autism diagnosis or would have a diagnosis.	KRF	JH to have a meeting with EB, CC, and PV to discuss.	PENDING
ACTION 62 EDI/BIIDE data to be shared and discussed with committee once it has been approved at SMT	EB		OPEN
ACTION 63 Colleges update – languages/updates sub group		JH will schedule a meeting for the languages/updates sub group.	OPEN

ACTION 64 Board update - recruitment		JL to liaise with EB to recirculate recruitment pack to committee.	OPEN
ACTION 65 Induction day		EB to circulate details on dates/times.	OPEN