


Present Attendees		Apologies	Also Distributed To:
Toyin Higgs (TH)	Chair	None	Board
Malcolm Armstrong (MA)	Board Chair		
Jude Taylor (JT)	CEO, Together Active		
Jackie Brennan (JB)	TA Team Member		
Charlotte Smith (CS)	TA Team Member		

Actions	Owner	Date
Action 1: Amend Terms of Reference Membership removing staff roles and opening to all Board members	JB	06.04.21
Action 2: Recommend acceptance of amended Terms of Reference at next Board meeting	TH	20.04.21
Action 3: Hold a Board and Staff drop-in session to around the language we use to talk about EDI and find a consensus about what terminology to use. CS to facilitate an open discussion based on a review of the 'GM Moving Commitment to Inclusion' (enclosed)	CS	22.06.21
 GM Moving Commitment to Inclusion		
Action 4: Send RECA meeting link to CS for optional attendance	JB	29.03.21
Action 5: Review recruitment policy and process – needs to be anonymised	JT	22.06.21
Action 6: Use 'Where are we now ladder' as ongoing check and challenge process at future Board and team meetings	TH/JB	Ongoing
Action 7 Provide RAG progress report on 3 key recommendations at future Board meetings	TH/JB	20.4.21
a. ED&I Framework to be in place and launched by April 2022 b. Race Code implementation c. Development of an inclusion network		

Action 8: Hold staff and Board half-day away day in September before next ED&I working group – get date in diary	JB	20.4.21
Action 9: Incorporate ED&I into business plan JT to lead discussion with staff team on communications and engagement and operational elements of quadrant	JT	22.6.21
Action 10: Develop a programme of ED&I training for staff and appoint the right provider.	JT	22.6.21
Action 10: AP Equality Commitment CS to make statement more visible on website	CS	20.4.21
JT and TH to record a video blog on how we are developing our own narrative as an organisation around equality, diversity, and inclusion. CS to set up.	CS/TH/JT	09.04.21