

TOGETHER ACTIVE

Together Active
Equality Diversity and Inclusion Group Meeting
22nd June 2021
Via Zoom
Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Toyin Higgs (TH)	Chair	Malcolm Armstrong	
Jackie Brennan (JB)	TA Team Member		
Jude Taylor (JT)	TA CEO		
Rebecca Roberts (RR)	Board Member		
Hazell Thorogood (HT)	TA Office Manager		
Charlotte Smith (CS)	TA Team Member		
Sarah Getley (SG)	Board Member		

No	Item Topic
1.	Apologies & Introductions As above
2	Actions of Last Meeting – The group reviewed the actions as in the table at the foot of the document.
3	<p>Race Code assessment update and statements JT/JB</p> <p>Together Active is one of four active partnerships who have paid to be part of the Race Code process. A team of consultants decide where an organisation is against a series of measures and direct on how to move forward.</p> <p>The group discussed the four principles statements of the Race Code: Reporting, Action, Composition, Education.</p> <p>Reporting</p> <ul style="list-style-type: none"> - Include information on the staff composition and workforce demographics. - Expand on how we report and how we will embed and normalize. <p>Action</p> <ul style="list-style-type: none"> - Positive and sustainable action - Ensure the Board are engaged in a meaningful discussion. <p>Composition</p> <ul style="list-style-type: none"> - Consider how the Board will agree the 'level' of racial diversity. The group discussed the pros and cons of 'quotas' (Board and staff). It was discussed that a quota could potentially benefit some but alienate others. - Consider which audience we really want to reach and how we reframe the narrative around this. - JB to assess how we will measure the impact of the work we are going to do using the Tiller Framework.

	<ul style="list-style-type: none"> - SCC's approach is to review what the population data is for Staffordshire and Stoke-on-Trent as a whole and compare it to the workforce demographic. - Consider if the language used is accessible and diverse. - Census data is not due out until March 2023 with early reports in March 2022 so we will be unable to use this for a similar approach to SCC. - The group discussed adding 'we will use the best information available to us'. <p>Education</p> <ul style="list-style-type: none"> - The group discussed this statement should reflect a core value of everything we do, to be within the fabric of the organisation and embedded in day-to-day work. - CPD will happen both formally and informally. - JB to redraft and recirculate the principles statements. <p>RECA Action Plan</p> <ul style="list-style-type: none"> - JT to update CEO Job description to include the Race Code - JT to update JB's job description to include the EDI work area. - TH and JT to explore the potential of making the 'inclusivity value' mandatory for staff to evidence in the staff PDR. - The group discussed setting up a focus group with representatives from a number of organisations and utilising that group to discuss projects we are thinking of working on - JT/JB to bring proposals on focus group consultations back to the next meeting. - HT to bring forward the next EDI group. The group will discuss the 'should' and 'coulds' at the next meeting.
4	<p>Board and Staff Drop-in session – Reflections and learnings TH</p> <ul style="list-style-type: none"> - Sense of full engagement from Board and staff - A key aspect was that Board and staff members all have experience of some kind of discrimination and can use this to have empathy for others. - The format of the drop-in session was very helpful and we need to continue to seek comfortable spaces for people to share their experiences and or talk about controversial or difficult subjects. - The sessions should continue perhaps with a mix of Board and non-Board involvement.
5	<p>Equality, Diversity, and Inclusion draft framework JB</p> <ul style="list-style-type: none"> - JB to amend opening statement and review language. - The group discussed if domestic abuse should fall under any of the 4 headings or whether this sits in the safeguarding policy. JT to review this in connection with the wellbeing policy. - Potentially use the staff survey to signpost what staff wellbeing services and support is available. - Comms & Engagement – JB/CS to create a narrative around the framework to articulate our culture and values and provide some 'softer' context around this work. - CS to work with JB to ensure external customer facing comms is included. - JB to include culture as a cross-cutting theme. - Need to consult on the framework either through an advisory group or as a discreet piece of work.
6	<p>Dates of Next Meetings: Monday 20th September 12.00 pm (To be rearranged prior to 16th Sep) Tuesday 14th December 12.00 pm</p>

Item	Actions	Owner	Date
1	C/F Review recruitment policy and process – needs to be anonymised – JT has found a separate organisation that can go through the application process however this is very costly.	JT	Ongoing
2	C/F Use 'Where are we now ladder' as ongoing check and challenge process at future Board and team meetings	TH/JB	Ongoing
3	C/F Provide RAG progress report on 3 key recommendations at future Board meetings a. ED&I Framework to be in place and launched by April 2022 b. Race Code implementation c. Development of an inclusion network – agenda item for next meeting as not yet progressed	TH/JB	Ongoing
4	JB to assess how we will measure the impact of the work we are going to do using the Tiller Framework.	JB	Next Meeting
5	JB to redraft and recirculate the principles statements.	JB	Next Meeting
6	HT to bring forward the next EDI group	HT	Next Meeting
7	JT to update CEO Job description to include the Race Code	JT	Next Meeting
8	JT to update JB's job description to include the EDI work area.	JT	Next Meeting
9	TH and JT to explore the potential of making the 'inclusivity value' mandatory for staff to evidence in the staff PDR	TH/JT	Next Meeting
10	JT to review if we should include domestic abuse in connection with the wellbeing policy.	JT	Next Meeting
11	JT/JB to bring proposals on focus groups consultations back to the next meeting.	JT/JB	Next Meeting
12	JB to amend the opening statement of the framework and review language.	JB	Next Meeting
13	Comms & Engagement – JB/CS to create a narrative around the framework to articulate our culture and values and provide some 'softer' context around this work.	JB/CS	Next Meeting
14	CS to work with JB to ensure external customer facing comms is included	JB/CS	Next Meeting
15	JB to include culture as a cross-cutting theme.	JB	Next Meeting

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	23.06.21	JB/TH	EDI Minutes 22.06.21