

TOGETHER ACTIVE

Together Active
Equality Diversity and Inclusion Group Meeting
16th August 2021
Via Zoom
Meeting Minutes

Present Attendees		Apologies	Also Distributed To:
Toyin Higgs (TH)	Chair	Sarah Getley Charlotte Smith	
Malcolm Armstrong (MA)	TA Board Chair		
Jackie Brennan (JB)	TA Team Member		
Jude Taylor (JT)	TA CEO		
Rebecca Roberts (RR)	Board Member		
Hazell Thorogood (HT)	TA Team Member		
Lijana Kaziow (LK)	TA Team 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	Board and Staff Away Day <ul style="list-style-type: none"> - 1.5 hours of the day will be dedicated to EDI - The framework is to be signed off by April 2022. - The EDI Subgroup will facilitate and JB will put a series of questions together to focus on. - TH will provide an update on the Race Code and the statements. - JT JB TH will have a conversation around what should be discussed around the RECA on the day - JB/LK to arrange groups
4	Race Code assessment should and could statements update <p>A9 (Create a clear accountability framework to address the performance criteria and targets that have been set around race equality. This should include how decisions and how often monitoring reports are made to the board, ensuring that responsible board members and the senior leadership team are accountable for racial diversity. Actions as a result of such monitoring should be reported) The group agreed we wouldn't have a 'quota' in place.</p> <p>A10 – Make it clear that supporting equality in the workplace is the responsibility of all leaders and managers. Include a clear race diversity objective in all leaders' annual appraisal, (covering their responsibility to support fairness for all staff), with race diversity as a key performance indicator, to ensure that they take positive action seriously. Employee's performance reviews and remuneration to tie in with contributions to development in this area. The group discussed reviewing how other organisations factor in A10. TA is a very small organisation and this may be approached differently in larger organisations and in different geographical areas. JT will link back in with Carl.</p>

	<p>A11- <i>Ensure formal interview processes are held for all roles and that diversity quotas around race are set and met during recruitment (panels) and interview/short-listing and any recruitment agencies used. Ensure proportional representation on long and short recruitment selection lists and reject lists that do not reflect the local and/or stakeholder working age population – TA struggles to recruit generally due to the nature of the sector and niche skills – we would further struggle to recruit if we had to meet diversity quotas.</i></p> <p>A15 - <i>Led by board chairs, existing board directors to mentor and/or sponsor Black employees within the organisation where possible, to ensure their readiness to assume senior leadership positions internally, or non-executive board positions externally. The group discussed nurturing our own talent, and mentoring / championing relationships.</i></p> <p>C3 - <i>As a minimum, set a target of having at least one Black board member, and at least one Black member of the senior leadership team, within one year of adoption of the Code. In the medium to long term, set aspirational and ambitious targets for recruiting Black members of the board and the senior leadership is fundamental to the spirit of the Code. TA would be unable to comply with these very specific targets. JB to liase with Carl on this point.</i></p> <p>The group agreed to ask for a specific session with smaller organisations similar to TA in a similar area, to gather key learning points.</p>
5	<p>Inclusion Network</p> <ul style="list-style-type: none"> - The Citizen panel / Networking Forum could provide a knowledge base which we don't currently have access to. - We need to consider how we can help those groups in addition to tapping into their knowledge base. - There is a need to increase the voice of the communities we are trying to engage. - JB to link in with Energise Shropshire who have set up a citizens panel and Active Black country who have set up an inclusion network. - Discord is an app initially set up for gaming but it is a good platform to engage and discuss specific issues, and is becoming much more mainstream. - JB and JT to discuss the options to take to the Board around an inclusion network.
6	<p>Equality, Diversity, and Inclusion draft framework consultation</p> <ul style="list-style-type: none"> - The framework needs to go out for wider consultation. - The group have committed to having a draft by December 21 and the final document signed off by April 2022. - The group will aim to link in with culturally diverse schools to establish a network to help inform the framework and we will also utilise input from the TIF recipients' network.
7	<p>AOB</p> <p>The group are unsure if the EDI group will be made a permanent subgroup of the Board however the journey to reach where we need to be is not short term.</p>
8	<p>Dates of Next Meetings:</p> <p>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	JT	Ongoing

	go through the application process however this is very costly.		
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
	JT JB TH will have a conversation around what should be discussed regarding the RECA at the away day and JB/JT to arrange the groups.	JB JT TH	Pre Away Day
	JB to liaise with Carl on point C3	JB	Next Meeting
	JB to link in with Energize Shropshire who have set up a citizens panel and Active Black country who have set up an inclusion network.	JB	Next Meeting
	JB and JT to discuss the options to take to the Board around an inclusion network	JB/JT	Next Meeting

Prepared By:	Date	Checked By	File Code
Hazell Thorogood	16.08.21		