**ACTION LIST STWG – WOMEN ON BOARDS – (from meetings on 13/8/20, 8/10/20 and 26 November -updated April 21)**

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| **ACTION** | **OWNER** | **DEADLINE** | **COMMENTS** |
| Create list of stakeholders and circulate | Equalities lead | August | DONE Circulated by email |
| Check with Public Appointments Office how many applications were received for Appointment vacancies and how many were from women | Equalities lead | August | Done. There were 19 applications- 3 from women, 16 from men (16%/84%). Gives us a baseline. |
| What can we take from Women in Agriculture final report | Equalities lead  | August | DONE Circulated |
| Arrange for Commissioner Campbell to write article and create blog | Comms officer | Autumn and Spring | Prepare 2 pieces to appear in October and March. EL liaise with CO, (don’t focus on appointments only but on elections too). March 2021 for the article and Sept 2021 for the blog. Blog was actually completed in February 2021, so Sept 21 for the article. |
| Arrange video, filming informal discussion giving a window on the Board, involving Mairi, David, Alison, and Catherine | Comms officer | Spring | EL and CO discussed, with a view to filming in-house. Ideally film in early spring 2021.NB – it has not been possible to do this because of COVID restrictions. **Try to take it up in the summer.**  |
| Get in touch with Sponsor Division re idea of specific co-optee to consider women in crofting – is this a possibility?  | EL | August | DONE Appointed positions cannot be increased because max number of Board is 9 and 6 of these cover electoral areas but we could encourage more female observers at Board meetings (DONE) and there is nothing to prevent current or future Board giving lead to a Commissioner to carry out research on ‘women in crofting’. Suggestions coming out of survey include CC establishing a Crofting Women’s Network. |
| Carry out research to identify small business networks for women in areas other than Highland. | EL | August | Done – added to Stakeholder list and contact made.  |
| Confirm appointment dates to DS and firm up arrangements for Mairi’s Q&A and article for Highland Business women’s newsletter | EL/VC | Autumn/winter | Use experience of working with Highland women’s business group as model we can use with other networks (e.g. FAS) and use feedback from the group.Confirm dates for Mairi’s Q&A and when article will appear in newsletter. Presentation is on 3 Feb 2021. |
| Confirm dates to deliver workshop on Unconscious Bias and use feedback to help group aims | EL | Nov | DONE Workshop delivered |
| Re-send questionnaire on barriers women face which could put them off applying to join a Board | EL | Feb | Questionnaire was presented to Board but questions needed to be re-worked. Revised draft sent to group. Revisions agreed and questionnaire prepared for distribution in February. Distributed with deadline of end April for responses. Interesting responses coming in. All favour continuing with VC option for meetings. |
| Make stakeholders aware of dates of Board meetings and how to join | EL | Oct onwards | DONE The more women who can see the Board in action, the easier it is to promote vacancies. Stakeholders are being invited to Board meetings. This has become routine and more women’s names are added as they complete the survey. |
| When compiling articles etc for regular publications or pushing out good news stories on website, use our platforms to inform stakeholders | CO | Oct onwards | DONE – EXAMPLE? Green Bowl article. Articles prepared for Farming North and The Crofter. |
| Find out gender breakdown in CC at B2 and above | EL | Oct | DONE Feed this back to group and see if it can be part of story. There are 10 men in Grade B2 and above and 10 women. |
| Make sure Public Appointments Body and Sponsor Division have single point of contact in CC | EL | Oct | DONE Have contacted to ensure STWG/CC can feed into production of publicity material etc for elections and appointments. Prompts in the diary. |
| Encourage direct approaches to women who may think of applying to become members of Board | STWG | Oct towards | DONE Mairi mentioned this at Oct Board meeting, to encourage all Board members to directly approach any women they may know of who could be interested in joining the Board. At least 1 Board member who attended Unconscious Bias training has approached 2 people. Mention at Feb Board meeting. Agreed. |