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| **SG EQUALITY UNIT GOOD PRACTICE SUGGESTIONS – GENDER BALANCE** | **ACTION** | **COMMENTS** |
| Network with Women’s groups  | Stakeholder list established and contact made | Q&A presentation given, newsletter article to be prepared |
| Proactively invite members of women’s groups and/or female members of stakeholder groups to Board meetings  | Actioned and now part of normal Board meeting schedule | There has been an increase in numbers of women attending Board meetings |
| Make sure management and Board members are aware of the duties under the Act  | Actioned – the Board and SMT are aware, a paper was presented to the Board in 2020 | STWG established and reporting to the Board |
| Raise awareness of what the Commission does and target these sessions for women’s groups on stakeholder list  | Done via presentation to business women’s group, articles and blogs either delivered or in pipeline | Deliver via talks, articles, films, blogs |
| Make sure there is a key contact in SG so the organisation is included in information on the Appointments process, e.g. make sure the organisation knows in advance when promotional material will be published and that it can disseminate it too (same goes for elections)  | Key contacts established and timeline received |  |
| Can the organisation have input into the design of the publicity materials for appointments and elections? | Key contacts established and a positive response to the Commission’s interest and input |  |
| Once vacancies/elections announced, make members of the STWG available to answer queries/have informal discussions with potential applicants – make this part of the offer when networking  | Commissioner members of the STWG have agreed to play this role |  |
| Encourage direct approaches to potential applicants | Everyone on STWG has been asked to think of potential individuals and make direct approaches | Members of the Board have also been asked to make direct approaches to potential candidates |
| Identify potential barriers that may drive down applications from women, For instance, the Equality Unit says organisations should consider the needs of women with children and whether caring needs in general act as a barrier. | Questionnaire revised and distributed to stakeholder list and promoted via website and social media | Compliance Hub to collate results |
| Carry out training for Board members, such as Unconscious Bias training | Unconscious Bias training delivered by Changing the Chemistry. STWG and Board invited to participate as well as CEO | Changing the Chemistry will conduct a follow-up piece of research with group shortly. |
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