

## **Guidance Note: Inclusive Governance Meetings**

This document is intended to provide guidance on the practice of inclusive governance meetings, to include all board, committee and panel meetings held across the Group. The guidance provided is not exhaustive and is provided to prompt Discussion and consideration of more accessible and flexible approaches within the governance meeting structure, to strengthen engagement, grow attendance and open up the Society to a more diverse audience by publicly demonstrating our commitment to EDI.

### **Scheduling:**

- Caring responsibilities: do any members have commitments that may prevent them from attending meetings at certain times, for example needing to collect children from school during term time, or caring for children during school holidays?
- Religious and cultural holidays: do any members observe certain holidays and/or practices that may prevent them from attending meetings at certain times of the day or at certain times of the year?
- Time zones: where are members joining the meeting from? Can meetings be scheduled to allow for different time zones?

### **Pre-meeting actions:**

- Timing: check in with members that the proposed timing of the meeting is still suitable ahead of time to allow for changes to be made if required;
- Comments: encourage those unable to attend to submit comments for inclusion in discussions that will take place in their absence;
- Access: check whether any member requires additional or amended access support for the meeting and put this in place wherever possible.

### **Holding the meeting:**

- Cameras: allow for individual cameras to be turned off to ensure all feel welcome and able to participate in the meeting, for example those who may have children in the background, those who may have carers or individuals providing them with support, or those who may be dialling in from busy public places. Where confirmation of identity is required, for example in the case of a welfare check or prior to the discussion of restricted material, cameras should be allowed to be turned off once such confirmation has taken place;
- Chat function: the use of the chat function should be encouraged for those who may be unable to otherwise participate in the meeting;
- Captioning: the option for participants to enable closed captioning should be enabled to allow for those who may wish to use it to do so;
- Names and Pronouns: where participants are happy to share their pronouns they would be encouraged to do so, stating them after their name within the online meeting display.

### **Post-meeting actions:**

After the meeting it is recommended the full recording be made available to any attendee who may wish to view it, and in particular to any committee/panel member unable to attend on the day.