



Purpose	Equality Sub-Group
Date/Time	4/11/2020, 4-6pm
Attendees	Helen Adams, Rob Sage, Lorraine Mulvaney, Bethan Davies
Apologies	Tim Hardy Lenik
Secretariat	Rob Sage

Key Points/Decisions

- All the actions from the previous meeting were confirmed as completed.
- The group discussed & agreed a suggestion made at the GSG that the name of the group be amended to 'Equality, Diversity & Inclusion SubGroup.'
- The group discussed the format and content of the EqIA outcome document and agreed a summary section and list of key actions should be included.
- The group agreed HA to report any recommendations and common themes arising from EqIAs to the Board.
- The group agreed it would be beneficial to upskill another staff member to be able to act as an 'independent' Peer Reviewer of EqIAs.
- The group reviewed the Equality objectives and action plan. It was suggested that Short, Medium and Long term aspirations be added to the document.
- It was agreed that key campaign dates linked to the priority protected characteristics to be selected and supported by communications activity e.g. Black History Month. Priority areas detailed in WA's Strategic Plan are Disability, Gender, & Ethnicity.
- The need for all Heads of Dept to contribute and take ownership of their respective areas of the overall Equality Action plan was reiterated.
- It was noted that there was a need to get more representative equality data collected from the membership. Club level surveys were suggested as a possible option.

Actions	Owner	Due Date
1. RS to amend ToR to reflect change in name of the group	RS	<i>completed</i>
2. RS to ask Chris Jones & Adrian Palmer to benchmark the Commonwealth Games Selection Policy EqIA with that of other HCAFs & Welsh NGBs	CJ/AP	<i>completed</i>
3. HA to take recommendations from completed EqIAs to the next Board meeting	HA	Next Board mtg
4. RS to speak with THL regarding Peer Review process & training of staff	RS & THL	30/11/20
5. RS to speak to Heads of Depts about contributing to the production of an updated Equality Action Plan	RS	10/11/20
6. BD to research and propose calendar of key dates linked to priority protected characteristics	BD	1/1/21
7. RS to speak to Sport Wales and HCAF colleagues regarding membership equality data collection mechanisms	RS	1/1/21
8. Next meeting agreed as Wed 13 th January 2021 – invite to be sent	RS	<i>completed</i>



Risks

Risks identified	Level	Mitigations
1. Organisation misses deadline for Intermediate level re-submission in Feb 2021	Impact = 2 Probability = 2 4	ESG to meet more regularly in short term. RS to ensure internal capacity for this work is prioritised.