

Considerations and actions for an inclusive committee

Consider



Who? Is your committee representative of the diversity of your wider community? Do you have a range of views from a wide range of experiences?

Where? Where do you hold your committee meetings? Is the location suitable for all? Is it accessible for anyone with access requirements (mobility, hearing, sight etc)?

When? Is the meeting time suitable for all? Could you alternate days/times of meetings to maximise attendance by everyone? Have you considered religious holidays/events and/or school holidays?

What? Are your resources (meeting papers, web pages, reading materials) suitable for everyone? Will anyone be excluded by the format or wording you choose? Is inclusion and diversity a standing item on your agenda?



Act



Listen

Listen to everyone. Give everyone an opportunity to raise their opinion even if that means providing an alternative method, not within the meeting.

Speak

Express your opinion. Join the discussion.

Record

Minute your discussions and distribute papers in advance.

Reduce bias

Are you aware of your own unconscious biases? Our background, experiences and society all have impacts on our decisions and actions without us realising. Being aware of our own unconscious biases is the first step to reducing them.

Take this test bit.ly/test-your-biases to discover your own unconscious biases

or watch the Royal Society's video bit.ly/RS-bias-video

