



THE INCLUSION THINK TANK

Time to do things differently

OVERVIEW

Creating Inclusion, Diversity, Equality, Equity, Representation for all, irrespective of background or characteristic

Vision and Mission Statement

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The Inclusion Think Tank is a global network of industry leaders, specialist practitioners, and subject matter experts. A body of passionate and committed members focused on ensuring **fairness, opportunity and representation** for everyone in society, **irrespective of background or characteristic**.

More and more we hear organisations talk about the importance of Inclusion and Diversity, with the publication of inclusion and diversity lists and organisations signing up to a variety of member organisations.

However, if we are to look at inclusion and diversity performance, output, representation and meritocracy of opportunity, the data paints a depressing and unacceptable picture regarding our **current 'rate-of-change'**.

The ITT plays a key role in influencing and advocating for global, national and local changes that support and drive the required step-change, in the fight to create inclusive environments for everyone.

The ITT provides transparency and governance for all commercial activities undertaken by The Inclusion Crowd Ltd. This includes oversight for all of the learning & development programmes;

- Licence to Recruit
- Licence to Hire
- Leadership Development

Inclusion Think Tank Core Values



Authentic

Our members are free to be authentically themselves and all our activity uses our genuine passion for people, which drives everything we do.



Credible

We only say and do what we believe in, our motivation is equality and inclusion, and we continually learn and grow through listening and respect



Practical

Using industry knowledge, subject matter expertise, commercial techniques and good change and culture management, the ITT supports theory with practical application and solutions.



Sustainable

The inclusion and diversity movement is currently at risk of 'wandering'. Coherence, performance management, expectation management and engagement are central to everything we do.

The Problems

Male Suicide



More likely to commit suicide if you are male than female

Disability



No. of people who see disabled people as 'less productive'

Sexual Orientation



LGBT+ Couples afraid to hold hands in public

Hate Crime

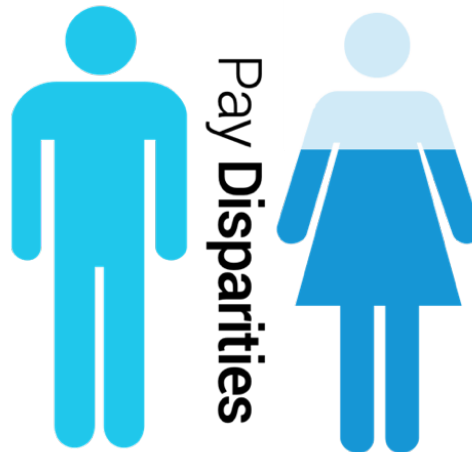


Increase in recorded cases



Property

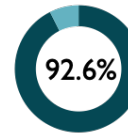
- 63% of households in England owned their own homes in the 2 years from 2016 to 2018
- 68% of White British households owned their own homes, compared with 74% of Indian households
- households in the Black African (20%) and Arab (17%) ethnic groups had the lowest rates of home ownership
- in every, socio-economic group and age group, White British households were more likely to own their own homes than all ethnic minority households combined



Amount women earn compared to every £1 a male counterpart earns



Justice



No. of court judges who are white

Arrests - Black men are greater than **3 x times more likely to be arrested** than white men;

Trial - Black (40% more likely), Asian (62%), mixed ethnic (29%) and other ethnic (39%) men were more likely to be committed to the **Crown Court for trial** compared to white men.



Industry

FTSE 100



Female CEOs



'Out' LGBT+ CEOs



Boards with 'Zero' BAME Representation



Directors of colour FTSE 250



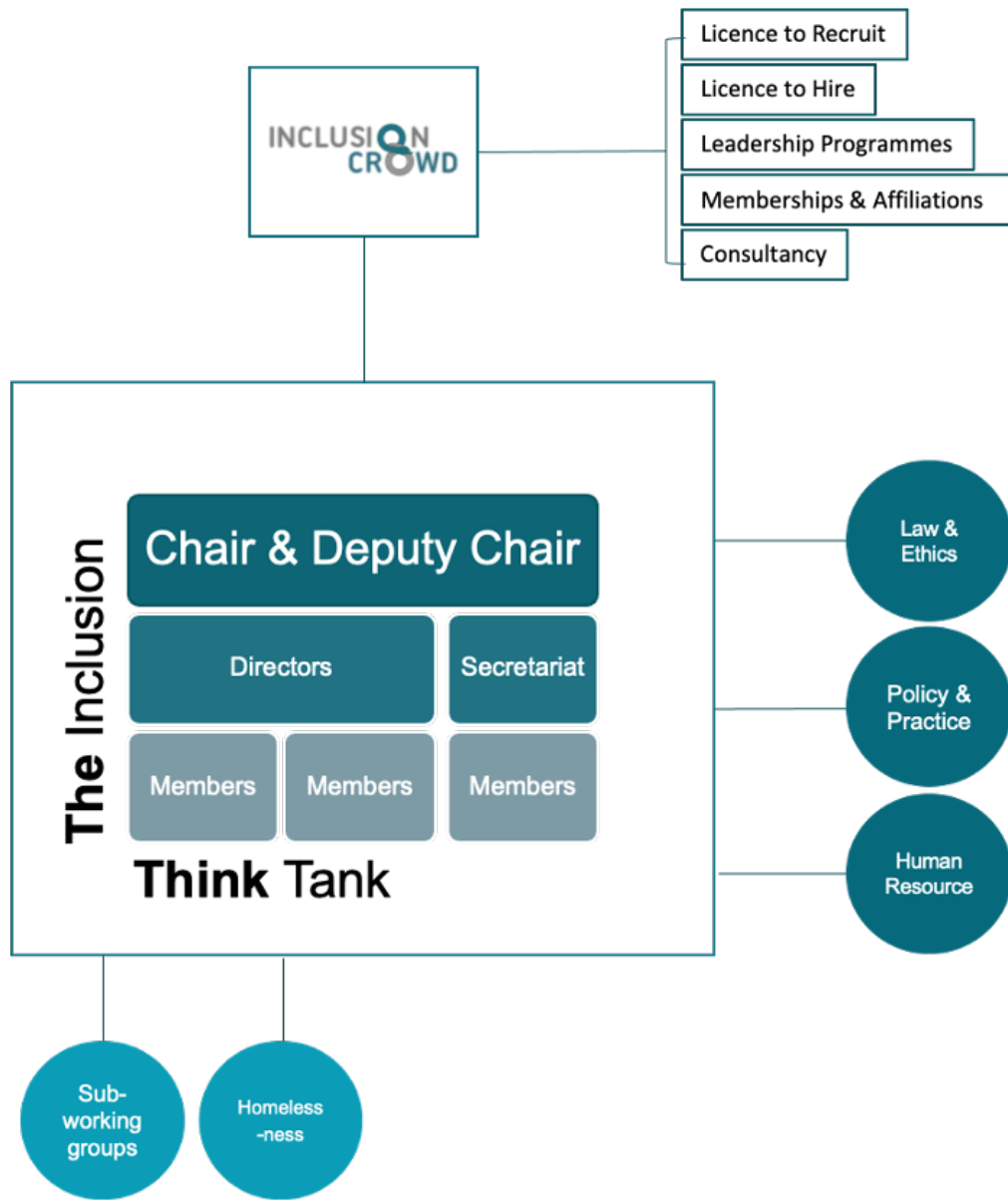
Directors of colour FTSE 350



Companies NOT achieving BAME Targets (FTSE250)

A piece of light brown cardboard is shown with a horizontal tear. On the left side, a cylindrical section of the cardboard is rolled up, revealing its hollow interior. The tear in the cardboard creates a white, irregularly shaped opening. The text "What's behind the slow progress..?" is printed in a dark blue font across this white opening. The background is the textured surface of the cardboard.

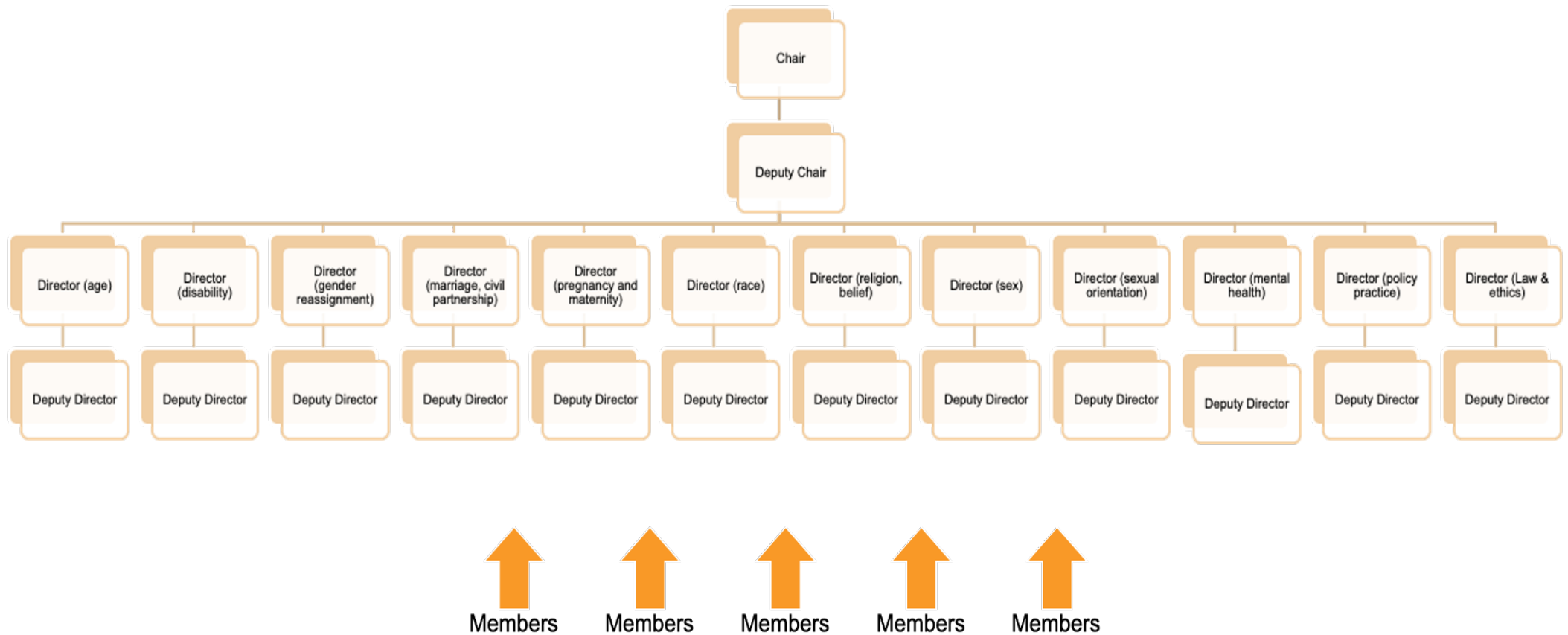
What's behind the slow progress..?



2

The Structure

Key Roles



No Silver Bullet...



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Ambition Aim, Objective

→ Ambition

The Inclusion Think Tank's (ITT) ambitious vision is to influence and drive better Inclusion and Diversity performance across all sectors. Allowing people to be their authentic selves and eradicate all forms of discrimination.

→ Aim

The aim of the ITT is to bring together the best talent from across the globe, to collaborate and share best practice and create robust governance and advice specifically for the recruitment and hiring sectors.

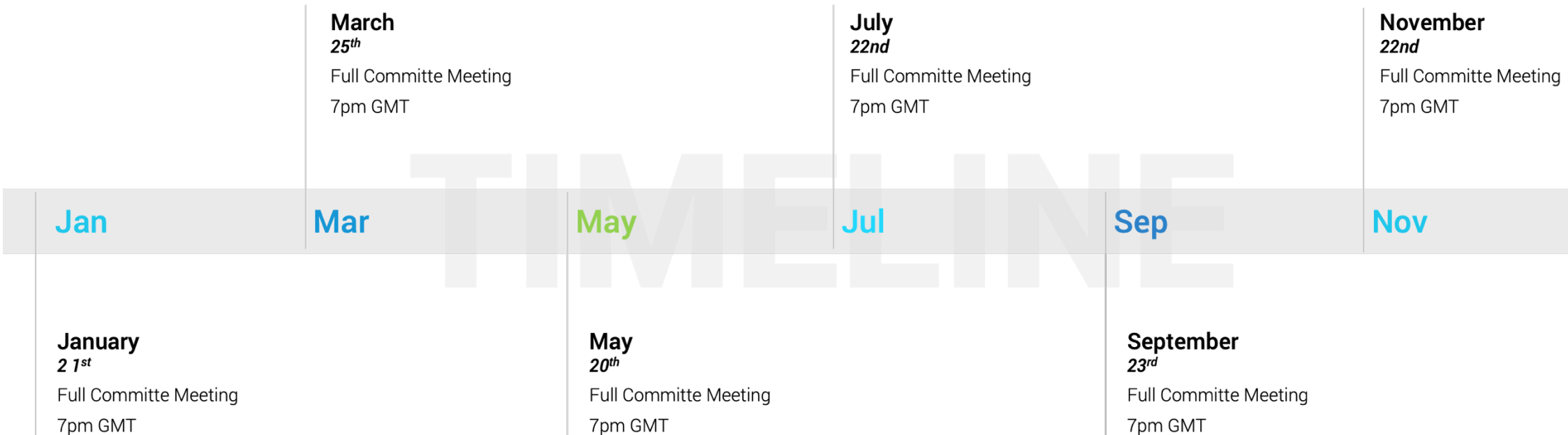
→ Objective

The objective of the ITT will be to

- a) Act as a transparent governance and compliance body for The Inclusion Crowd Ltd
- b) Research and support organisations with Inclusion and Diversity best practice
- c) Drive better recruitment (attraction) and hiring (selection) practices across all sectors
- d) Create physiological safe spaces for leaders, senior stakeholders, politicians, advisors and executives to become 'Inclusion Confident' and improve the rate-of-change

Annual Calendar

Full Committee Meetings 2021



Jan

Holocaust memorial day	27/01/2021
Martin Luther King day	18/01/2021
World religion day	17/01/2021
Orthodox new year's day	14/01/2021
Orthodox Christmas day	07/01/2021
World braille day	04/01/2021

Apr

Ramadan (Islam) (23 April–23 May)	23/04/2021
St George's day	23/04/2021
Ramadan (Islam) (23 April–23May)	23/04/2021
Stephen Lawrence day	22/04/2021
Earth day	22/04/2021
World health day	07/04/2021
Easter Sunday	04/04/2021
World autism day	02/04/2021
Good Friday	02/04/2021

Jul

Belfast Pride	31/07/2021
International day of friendship	30/07/2021
Eid al-Adha (Islam) (20–23)	20/07/2021
Disability awareness day	18/07/2021
International nonbinary people's day	14/07/2021

Oct

Intersex awareness day	26/10/2021
Mawlid an-Nabi (Islam)	19/10/2021
Anti-slavery day	18/10/2021
World Menopause Day	18/10/2021
International day for the eradication of poverty	17/10/2021
Show racism the red card	16/10/2021
World Food day	16/10/2021
National coming out day	11/10/2021
World mental health day	10/10/2021
Dyslexic awareness week	04/10/2021
Mental health awareness week (3-9)	03/10/2021

Feb

International STAND UP to bullying day	26/02/2021
Shrove Tuesday (Pancake day)	16/02/2021
Valentine's day	14/02/2021
Chinese new year	12/02/2021
International day against FGM	06/02/2021
World cancer day	04/02/2021

May

International day against homophobia, biphobia & transphobia	17/05/2021
International day of families	15/05/2021
Eid al-Fitr (Islam)	12/05/2021
International nurses day	12/05/2021
Deaf awareness week (4–9)	04/05/2021

Aug

Manchester Pride	27/08/2021
Cardiff Pride	24/08/2021

Nov

Hanukkah (Jewish)	28/11/2021
International day for the elimination of violence against women	25/11/2021
Transgender day of remembrance (TDoR)	20/11/2021
Universal children's day	20/11/2021
International men's day	19/11/2021
Guru Nanak Birthday (Sikh)	19/11/2021
Int. students day	17/11/2021
Remembrance Sunday	14/11/2021
World kindness day	13/11/2021
Transgender awareness week (13–20)	13/11/2021
Anti-bullying week (11–18)	11/11/2021
Diwali (Hindu)	04/11/2021

Mar

International trans day of visibility	31/03/2021
Holi (Hindu)	29/03/2021
International day for the elimination of racial discrimination	21/03/2021
International day of happiness	20/03/2021
Mother's day	14/03/2021
International women's day	08/03/2021

Jun

London Pride	26/06/2021
Windrush day	22/06/2021
World refugee day	20/06/2021
Father's day	20/06/2021
Refugee week (15–20)	15/06/2021
Global day of parents	01/06/2021

Sep

National inclusion week	27/09/2021
Bi-visibility day	23/09/2021
Yom Kippur	15/09/2021
World suicide prevention day	10/09/2021
Rosh Hashannah (Jewish New Year)	06/09/2021

Dec

Human rights day	10/12/2021
International day of persons with disabilities	03/12/2021
International day for the abolition of slavery	02/12/2021
World AIDS day	01/12/2021



Your **future** is
about your
talent, not your
background



Membership

Members shall be invited to join the ITT for a period of 12 months after which the Directorate and the Chair will review the membership composition. The date of the membership will take effect from the first meeting.

Membership of the ITT is offered in a personal capacity to individual experts to ensure continuity. Substitutes during meetings will only be allowed at the discretion of the Chair.

Members shall advise the Chair / Secretariat if they are not able to attend a meeting. The members are encouraged to submit written views / comments on agenda items.



Time Commitment

ITT is expected to meet around six times per year, potentially with some topic-specific subgroup meetings to make initial rapid progress. It is likely that meetings will mainly be held via video conferencing and will typically last between 2 to 3.5 hours, although it will be for the group itself to decide if, the sessions will require less or more time.

Members may wish to host some meetings at their own premises. Members will be expected to read papers and other material in advance to enable full participation. Some email communication will also be required.



Proceedings of meetings

a) Each member shall have the right to be fully heard as equal partners. There will be genuine dialogue.

b) On tough and difficult issues, members shall adopt a win / win frame of mind and fully exploit the synergy such a team brings.

c) Whilst achieving consensus should be the aim, ITT should not seek unanimity at the risk of failing to recognise different views or approaches on an issue. Once a position (or major/ minor positions) is established by the group, the members shall support that decision and recognise their responsibility not to undermine the authority of the group.

Quorum and Decision making

- a) There shall be a minimum of 40% ITT members in attendance for the meeting to proceed.
- b) For a voting, there shall be at least 50% ITT members in attendance.
- c) If there is less than 50% attendance, the decision will be in abeyance until subsequently ratified through quorate meeting or by correspondence.
- d) In the event of a tie, the Chair will have a casting vote.
- e) Special attendees, guests and secretariat are not eligible to vote.

Communication and Transparency

- a) The main communication route will be via agendas, minutes of meetings and supporting documents circulated in advance. These will be approved by the Chair, circulated to all members and copied to various key personnel.
- b) Regular updates, progress and minutes of the ITT meetings shall be published on the main ITT website (www.inclusion.earth) The minutes shall clearly show firm agreements and areas under discussion. Certain parts of the

minutes may be withheld at the discretion of the Chair or the directorate.

- d) In general, work in progress that has not been finalised shall not be published unless the ITT membership feels otherwise.
- e) Arrangements shall be made to draw the attention of key stakeholders when new items have been published on the website and superseded documents shall be properly archived.
- f) All external communications shall be carried out through existing channels.

Confidentiality

- a) Due to the sensitivity of this work, all ITT members shall agree not to discuss or share any documents external to the group, nor shall any work be replicated in any form. All correspondence will only be via the ITT Board and the Chair.
- b) ITT will strive to be as transparent and open as it can be by publishing documents on websites as and when ITT believes is appropriate.

Supplementary Working Groups

The Chair and the members may agree to form “Supplementary Working Groups

(SWG’s)” on an ad hoc, voluntary basis for specific issues. Summary terms of reference shall be agreed by the ITT board.

Performance Review

It is important to review the relative effectiveness of ITT as a team and the contribution of each stakeholder and identify any performance and progress gaps on a regular basis in light of these terms and conditions. Reviews will be undertaken by the directorate and the ITT Chair. The review may include but not limited to,

- Stakeholder feedback
- Commissioner feedback
- Subcommittee feedback
- Individual feedback

The findings of this review shall be shared with the members.

Declaration of Interest

The Chair and members shall declare any interests that are relevant to the overall work of ITT and the specific agenda item under discussion. Secretariat shall review and maintain such declarations and

publishing details as part of routine progress update. Members shall withdraw from discussion of matters in which they feel that they cannot act impartially. Where this occurs, it shall be reflected in the official record of the meeting.

Responsibilities of the Chair

a) The Chair shall be responsible for,

- i. Effectively chairing meetings
- ii. Ensuring ITT is effective
- ii. Operation and output of ITT.
- iii. Ensuring every member has a fair opportunity to be heard and that no views are ignored or overlooked.
- iv. Allowing genuine dialogue to take place and diversity fully explored and discussed.
- v. Endeavour to achieve a consensus of opinion.
- vi. Ensure the secretariat accurately documents the proceedings and there is clear audit trail showing how decisions were made.
- vii. Ensure there is a right balance of skills to fulfil the aims of ITT.

- viii. Ensure voting is carried out fairly, should it be necessary to vote on an issue.
- ix. Ensure all members have a good grasp of the underlying subject matter expertise and if necessary arrange training to enable them to fulfil their roles and ensure records are kept of member's performance as necessary.
- x. Ensure good knowledge management principles are adhered to.

Member's Roles and Responsibilities

- a) Members of HPIAG shall ensure they understand why they have been appointed and in what capacity, and the role they are expected to play on the group. Members shall understand the nature of any expertise that they are asked to contribute. Members with a particular expertise have a responsibility to make the group aware of the full range of opinion within the discipline.
- b) Members shall confirm before accepting an invitation to serve on

the ITT that they are clear about the period of appointment and that they can fulfil the commitment required in terms of continuity, meeting attendance, group's business and preparation for meetings.

- c) A member's role on the ITT shall not be constrained by the expertise or perspective they were asked to bring to that group. Members shall regard themselves as free to question and comment on the information provided or the views expressed by any of the other members, notwithstanding that the views or information do not relate to their own area of expertise. If members believe, the group's method of working is not rigorous or thorough enough they shall raise this initially with the Chair and subsequently Directorate. They have the right to ask that any remaining concerns be put on the record.
- d) Members joining ITT for the first time shall undergo an induction process. This shall cover the following issues,

- i. Explanation of the group's vision and aim.
- ii. The role of the group.
- iii. Basis of decision-making.
- iv. The groups work plan.
- v. The role of the secretariat and other officials.
- vi. Roles and responsibilities of members.
- vii. Conflicts of interest declared.
- viii. The commitment required for meeting attendance, group business and preparation for meetings.
- ix. Confidentiality of proceedings and papers.
- x. How members shall deal with media enquiries.
- xi. Disclosure of members' personal details to the public, bearing in mind personal security and other considerations.
- xii. The rules governing declarations of outside interests, potential conflicts of interest, and gifts and hospitality.
- xiii. How conflicts of opinion are resolved.

- xiv. Terms of appointment of the Chair and members

Role of the Secretariat

The secretariat shall,

- i. Support the ITT members by assembling and analysing information and recording conclusions of meetings.
- ii. Advise members on relevant process and procedure.
- iii. Bring to the attention of the ITT Chair and members emerging issues of concern so as to inform the group's deliberations.
- iv. Arrange regular briefing meetings with the Chair.
- v. Be an impartial facilitator and guard against introducing bias during the preparation of papers, during meetings, or in the reporting of the group's deliberations.
- vi. Ensure that the proceedings of the ITT meetings are documented in sufficient detail and within a reasonable period

after a meeting so that there is a clear audit trail showing how the group reached its decisions.

- vii. Project manage the work to ensure success completion.
- viii. Maintain an updated register of Issues and risks.

The Inclusion Think Tank



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