

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 07 October 2020 10:41  
**To:** [REDACTED]  
**Subject:** WEI Criteria Consultancy Sessions

Hi [REDACTED],

Hope you are well! (apologies for the formality of the email below, just easier as I am sending out multiple).

Thank you for registering your interest in a Workplace Equality Index criteria consultancy session. The delivery of the sessions is being shared across our team, so I'm writing to let you know that I'll be delivering yours. I'm really looking forward to meeting with you and supporting you with the new criteria.

### **More about the session**

Your criteria consultancy will be a 2-hour session focusing on the new Index criteria questions and getting you ready for when submissions open again next year.

Ahead of the session, you'll complete a pre-session task, focusing on three Index areas of your choice. We'll spend most of the meeting discussing these three areas and I'll feedback on areas for improvement.

There will also be time to discuss your LGBT inclusion work this year and any challenges you're continuing to face as a result of the COVID-19 pandemic.

Because we'll be focusing on the detail of the criteria, your team members most closely involved in compiling Workplace Equality Index submissions will find the session most helpful. To keep the conversation focused, I would recommend inviting no more than 5 attendees. This might also include your LGBT employee network group chairs and colleagues responsible for delivering the chosen areas of work (for example your procurement lead if you choose to focus on supply chains).

I will provide a more detailed agenda nearer the time.

### **Deciding a date and time**

Your session can take place between October 28th and December 18th.

You can view my availability, either:

- On your calendar [app](#)
- On a web [browser](#)

Please note – this calendar is being shared with other Diversity Champions, so we will not display any organisational information on it.

Once you've reviewed the available meeting slots (coloured in slots have been booked already), please:

- Let me know your three preferred meeting dates and times
- Hold these in attendees' calendars where possible.
- Let me know names and job roles of your colleagues who are likely to attend the meeting too.
- Share any access requirements of attendees that I should be aware of when planning and delivering the session.

Once I've received your reply, I'll be in touch within a week to confirm our meeting date.

### **Tech arrangements**

Due to ongoing restrictions relating to COVID-19, we will be delivering all criteria consultancy sessions digitally. I would be very happy to deliver the session on Sport England's video conferencing system of choice. Alternatively, I can arrange a Teams or Zoom meeting through Stonewall's accounts. Please let me know your preference.

### **Your pre-session task**

Your pre-session task can be accessed and completed on Stonewall Submit. It should now appear within your 'WEI criteria consultancy session' submission, where you completed your expression of interest. Here you can select your three areas of focus from the following options:

- Option 1: Bronze Award criteria
- Option 2: Bi inclusion
- Option 3: Non-binary inclusion
- Option 4: Intersectional approach
- Option 5: Reaching employees in all locations
- Option 6: Policies and benefits
- Option 7: The employee lifecycle
- Option 8: LGBT Employee Network Group
- Option 9: Empowering individuals
- Option 10: Leadership
- Option 11: Monitoring
- Option 12: Supply chains

· Option 13: Community and sector engagement

· Option 14: Service delivery

Once you've selected these, the relevant questions from the Index will appear in the following pages of the form. Please complete these as fully as you're able to, enabling me to provide the most comprehensive feedback I can.

The deadline for your pre-session work will be 10 working days before your meeting. This is a strict deadline to ensure I have enough time to review your work in-depth ahead of your session. Though this will take less time to complete than a regular Workplace Equality Index submission, I'd recommend you get started as soon as possible.

Unlike a Workplace Equality Index benchmarking meeting, you will not receive scores or a written report at your meeting. However, summary feedback on each of your focus areas will be shared with you ahead of your meeting.

I look forward to hearing from you about suitable dates and times for our session. In the meantime, please let me know if you have any questions.

Best Regards,

[Redacted]  
[Redacted]

Pronouns: [Redacted]

Available Wednesday's and Friday's 9-6pm




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Join our Rainbow Laces campaign to show your support for lesbian, gay, bi and trans people in sport. Be an active ally and help us Make Sport Everyone's Game. You can find out more at [www.stonewall.org.uk/sport](http://www.stonewall.org.uk/sport).

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