

[REDACTED]

From: [REDACTED]
Sent: 09 December 2020 18:14
To: [REDACTED]
Subject: RE: WEI Criteria Consultancy Sessions

Hi [REDACTED],

Hope you have as well.

I have received the email and just hope that everything is alright overall.

Absolutely I am still available during that week, and very flexible aside from 10-12 on Thursday the 14th.

Let me know when works for you and we can get it scheduled.

Speak soon!

Best Regards,

[REDACTED]
[REDACTED]




Pronouns: [REDACTED]

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From: [REDACTED]

Sent: 09 December 2020 16:17

To: [REDACTED]

Subject: RE: WEI Criteria Consultancy Sessions

Hi [REDACTED],

I hope you've had a good day.

Apologies for my late reply. I understand you've also received an email from [REDACTED]

Appreciate you checking tech at your end! Aiming to get back to you soon on a date w/c 11 Jan – are you still okay during that week, I appreciate a few days have passed since we've been on email?

Kind regards

[REDACTED]

[REDACTED] Diversity, Inclusion & Wellbeing Manager [REDACTED]

Pronouns: [REDACTED]

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From: [REDACTED]

Sent: Wednesday, December 2, 2020 1:13 PM

To: [REDACTED]

Subject: RE: WEI Criteria Consultancy Sessions

Hi,

Hope your morning is also good!

Thanks for coordinating! I will also deal with the portal issue today as I believe it is a result of our tech not talking to each other properly. If you need any resources in the meantime please do let me know and I can ping them over to you.

I had a quick question, [REDACTED] was planning on attending the Festive Reception tonight that I had emailed around a couple of weeks ago but [REDACTED] email keeps bouncing back the joining instructions and other emails sent. Is there a server or tech issue happening? If so, are you able to share the joining instructions with [REDACTED]?

Thanks for your help!

Best Regards,

[REDACTED]
[REDACTED]

Pronouns: [REDACTED]

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From: [REDACTED]

Sent: 02 December 2020 12:01

To: [REDACTED]

Subject: RE: WEI Criteria Consultancy Sessions

Hi [REDACTED],

I hope you are well and having a good morning.

Thank you very much, that's very helpful.

I will gather everyone's availability and aim to get back to you as soon as possible.

Kindest regards

[REDACTED]

[REDACTED] Diversity, Inclusion & Wellbeing Manager [REDACTED]

Pronouns: [REDACTED]

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From: [REDACTED] >

Sent: Tuesday, December 1, 2020 1:52 PM

To: [REDACTED] >

Subject: RE: WEI Criteria Consultancy Sessions

Hi [REDACTED]

Absolutely no worries at all and once again my apologies for dropping the ball on my end.

That perfectly alright and we can certainly schedule for the new year. My week of the 11th is relatively free at this point, especially in the afternoons so if there is a day that works for you all specifically please do let me know and we can get this booked in (properly from me this time).

Speak soon!

Best Regards,

[REDACTED]

[REDACTED]

Pronouns: [REDACTED]

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From: [Redacted]

Sent: 30 November 2020 20:11

To: [Redacted]

Subject: RE: WEI Criteria Consultancy Sessions

Hi [Redacted],

I hope this email finds you well. Sorry I was out of office when your email arrived and for my delay in reply.

Thanks very much for your email – no problems at all – I had wondered about the invite and was intending to email you. However in the meantime something has cropped up and we will have to postpone our meeting, please accept my sincere apologies.

I was also intending to contact you about the pre-task, thanks for your suggestion. As you can see it is not yet fully completed – with more time we can complete the assessment, although having an in-depth discussion would also be very beneficial and assist the assessment element.

Would it be okay if we reschedule for sometime early in the New Year? I will let everyone know about having to postpone the meeting and if you would like to suggest a few dates in early January I can check everyone's availability.

Again my apologies,

Kind regards

[REDACTED]

[REDACTED] Diversity, Inclusion & Wellbeing Manager [REDACTED]

Pronouns: [REDACTED]r

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From: [REDACTED]

Sent: Friday, November 27, 2020 4:41 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: WEI Criteria Consultancy Sessions

Hi both,

Hope you are well!

I am so sorry that I seem to have not responded to these emails around the December 2nd WEI CCS date. Today, I was honestly just thinking to myself why I haven't heard from you for a while to confirm the meeting having created the invite ages ago. I then realized I created it without attendees for some reason and therefore you never received the invitation. To be very clear this is definitely my mistake and I am sincerely sorry. I did see that pre-submission task was in-progress, is there any chance this has been completed as of today so that I may go over it properly before our meeting on the 2nd. If not, we can either use the time to go in depth around the various areas of focus that you wished to delve into, as well as others, or we can shift the meeting time to a later date.

Once again my sincere apologies, I really don't know where my brain was at on those particular days.

Best Regards,

[REDACTED]
[REDACTED]

Pronouns: [REDACTED]




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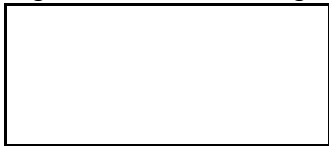


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From: 

Sent: 28 October 2020 09:02

To: 


Cc:  


Subject: Re: WEI Criteria Consultancy Sessions

Hi ,

I hope you're well.

Appreciated the nudge! We've gone for the 2nd Dec in the morning and have completed your shared calendar.

Copying in our LGBT+ co-Lead  who is hoping to join the meeting, we will look forward to introductions then!

We are also inviting our Procurement Manager to that section of the session,  do you have any preference as to start and end time for that discussion?

Best wishes



[REDACTED] Diversity, Inclusion & Wellbeing Manager [REDACTED]

Pronouns: [REDACTED]

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On 23 Oct 2020, at 17:04, [REDACTED] wrote:

Hey Both,

Also just wanted to nudge this as spots are starting to fill up!

Best Regards,

[REDACTED]
[REDACTED]

Pronouns: [REDACTED]

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

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From: [REDACTED]
Sent: 07 October 2020 10:41
To: [REDACTED]; [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 signature block]

Pronouns: [Redacted]




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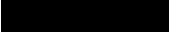
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