

Is your meeting inclusive?

Look around the room to check if the people round the table are truly representative of the members or stakeholders?



Was the group self-selected? If so, was the opportunity to put themselves forward made open and inclusive to all?



What have you done to encourage a broad representation from all levels and all sectors? Can you provide examples?



Have you considered inviting an independent observer to provide reflections on your meetings and discussions with regards to inclusion, diversity and equality?



Are those groups or views of those who are under-represented, encouraged to actively participate or given adequate exposure and support to develop them to a point they can participate?



Does the group have a clear and inclusive way of structuring discussions that reflect all perspectives?



For those new to a setting or workplace, are they introduced and greeted warmly, so they genuinely feel welcomed and valued?



Is there a zero tolerance policy towards interruptions? Are all participants prevented from dominating or derailing the discussion?



Are all participants thanked for their involvement in the meeting to ensure they remain valued?



Is this checklist regularly reviewed, and if so how often?

