

Theme	Action	Milestone	Outputs and outcomes	Cost	Responsible lead	Target completion date	Status	Comment / update
1. Diversity and inclusivity of the Executive Committee	Address any unintended barriers for under-represented individuals in joining the CLOA Executive	Consider accessibility issues such as BSL/translation	A welcoming environment ensured for those from diverse backgrounds	Variable costs	Event lead as necessary	Ongoing	4. Ongoing	October 2023: Ongoing and being considered as events are scheduled. Previous update: Captioning provided for keynotes at AGM 22 and always accessible via Teams roundtables.
1. Diversity and inclusivity of the Executive Committee	Address any unintended barriers for under-represented individuals in joining the CLOA Executive	Promote and encourage applications during the year from Diverse Ethnic /Disability backgrounds	Multiple perspectives arising from earlier research and discussions inform necessary changes A welcoming environment ensured for those from diverse backgrounds	Time	CLOA Executive	Ongoing	4. Ongoing	October 2023: Email from EDI Champion to all Exec to remind them of the action coming out in due course. Wording for emails to Exce members contacts to be provided, including rationale and benefits.
1. Diversity and inclusivity of the Executive Committee	Address any unintended barriers for under-represented individuals in joining the CLOA Executive	Target aspiring leaders from diverse backgrounds via an individual email.	Multiple perspectives arising from earlier research and discussions inform necessary changes A welcoming environment ensured for those from diverse backgrounds	Time	CLOA Executive	Annually in April	4. Ongoing	October 2023: Next to be scheduled spring 2024. Previous update: CLOA members from under-represented groups identified, but not contacted individually as nominations came through other channels in 22. Clear statement developed by VB & DK to reach out to aspiring leaders for May 23
2. Diversity of the staff teams in leisure & cultural services	Incentivise involvement of those with different perspectives	Consider offering complimentary membership of CLOA to those from under-represented groups participating in task groups	Greater involvement in shaping future approaches by the groups we are aiming to reach	£150 in kind per membership	CLOA Executive	Ongoing	4. Ongoing	October 2023: Linked to row 8. Consider email offering complimentary membership. EDI Champion will request update on take up. Previous update: EDI group need to discuss how this will work
2. Diversity of the staff teams in leisure & cultural services	Engage with under-represented groups	Reach out to existing Diverse Ethnic Groups, LGBTQ+ networks/staff groups to express allyship and invite them to contribute to our thinking	Greater personal insight about the barriers faced by under-represented groups working in our sector	Time	CLOA Executive	Ongoing	4. Ongoing	October 2023: EDI group will identify potential organisations / networks to approach (e.g. Out for Sport, Women in Culture, etc.)

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2. Diversity of the staff teams in leisure & cultural services	Engage with under-represented groups	Invite representation from those with diverse characteristics in the wider CLOA membership to apply to join the EDI working group	Greater personal insight about the barriers faced by under-represented groups working in our sector	Time	HB/EDI Champion	Ongoing	4. Ongoing	October 2023: Re-state invitation as part of the allyship blog by the chair and EDI champion Previous update: Debbie Kaye and Thorsten Dreyer from Executive in group. Carole Stewart co-opted 22/9/23.
3. Development of good EDI practice across the sector	Identify and share good practice	Use the ebulletin in a prominent way to highlight best practice in our sector	Information and knowledge cascaded to engage and influence the membership CLOA's commitment to EDI profiled and embedded	Time	HB/CLOA Executive	Ongoing	4. Ongoing	October 2023: Ongoing as part of fortnightly newsletter. Previous update: EDI section in the fortnightly ebuletin. Best practice content also proactively identified.
4. Promotion of our commitment and visible demonstration of it in practice	Foreground our commitment	Ensure that events, roundtables and the annual conference include speakers from under-represented groups	CLOA's commitment to EDI profiled and embedded	Speakers' fees	CLOA Executive/AGM & Conference Working Group	Ongoing	4. Ongoing	October 2023: Ongoing and being considered as events are scheduled. Previous update: AGM 22 focused on impact of the pandemic on people with disabilities and long term conditions, Unlimited speaker
4. Promotion of our commitment and visible demonstration of it in practice	Foreground our commitment	Issue think pieces/blogs that prompt discussion and raise awareness of EDI	CLOA's commitment to EDI profiled and embedded	Time	EDI Working Group	Further blog on allyship planned for coming months	4. Ongoing	October 2023: Allyship blog to include progress update? Previous update: On the road to a more diverse CLOA Libraries providing more inclusive opportunities
1. Diversity and inclusivity of the Executive Committee	Address any unintended barriers for under-represented individuals in joining the CLOA Executive	Host an informal virtual coffee break to engage those interested in joining the Executive	Multiple perspectives arising from earlier research and discussions inform necessary changes A welcoming environment ensured for those from diverse backgrounds	Time	EDI Champion/Chair/EDI working group	Annual in May	5. Annual	October 2023: Next to be scheduled spring 2024. Previous update: Held on 29 April & 5 May 22. Further sessions held on 25 April & 11 May 23

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1. Diversity and inclusivity of the Executive Committee	Address any unintended barriers for under-represented individuals in contributing fully to the CLOA Executive	Organise induction meeting for new Executive members	A welcoming environment ensured for those from diverse backgrounds	Time	HB/Chair/EDI Champion	Annually in September in advance of first Executive meeting	5. Annual	October 2023: Welcome meeting took place on 15th September 23
1. Diversity and inclusivity of the Executive Committee	Address any unintended barriers for under-represented individuals in contributing fully to the CLOA Executive	Introduce a buddying scheme for new Executive Committee members	A welcoming environment ensured for those from diverse backgrounds	Time	HB/CLOA Executive	Annually following AGM	5. Annual	October 2023: EDI group will develop proposal for sign off by Executive. Previous update: EDI group need to discuss how this will work
3. Development of good EDI practice across the sector	Identify and share good practice	Introduce the use of a hashtag to demonstrate inclusivity #everyonecanlead	Information and knowledge cascaded to engage and influence the membership CLOA's commitment to EDI profiled and embedded	Time	HB/CLOA Executive	Annually in spring	5. Annual	October 2023: Next to be scheduled spring 2024 integrated with Comms Plan.
4. Promotion of our commitment and visible demonstration of it in practice	Foreground our commitment	Highlight contribution to the EDI framework via the self-assessment	CLOA's commitment to EDI and allyship profiled and embedded	Time	CLOA Executive	Annually in May	5. Annual	October 2023: EDI champion and chair to review wording of self-assessment to ensure EDI contribution is specific and stretching.
4. Promotion of our commitment and visible demonstration of it in practice	Foreground our commitment	Formal item at the AGM to update on EDI progress	CLOA's commitment to EDI profiled and embedded	Time	Chair of CLOA/EDI Champion	Annually in June	5. Annual	October 2023: 2024 AGM update to be included in agenda as part of AGM planning. Previous update: Val Birchall gave a report https://cloa.org.uk/wp-content/uploads/2023/06/CLOA-EDI-Champion-report.pdf
4. Promotion of our commitment and visible demonstration of it in practice	Refresh the website – think about imagery, language and accessibility	Imagery reviewed and updated Accessibility plug in added	CLOA's commitment to EDI profiled and embedded	Contained within existing website budget	HB EDI Group	November 2024	4. Ongoing	October 2023: New action identified by EDI group. Imagery reviewed and refreshed. Accessibility plug in live.

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4. Promotion of our commitment and visible demonstration of it in practice	Become an active ally for EDI with organisations we work and collaborate with, including our own	EDI roundtable on allyship delivered - Plan future roundtable to illustrate best practice Create a statement on allyship that can be used to profile commitment, act as guidance for strategic relationship management and signpost speakers towards Collate resources to support the Exec/Members on how to be effective/active allies	CLOA's commitment to EDI profiled and embedded	Time	EDI Champion & EDI Group HB	May 2025	1. Open	October 2023: New action identified by EDI group.
4. Promotion of our commitment and visible demonstration of it in practice	Develop a mechanism for diverse views to inform CLOA work programme and priorities	Allyship blog developed by EDI working group and published online Explore use of the Members LinkedIn Forum, call outs on various topics to get members involved, amplify and increase the impact	Greater involvement in shaping future approaches by the groups we are aiming to reach	Time	EDI Group	March 2024	1. Open	October 2023: New action identified by EDI group.
4. Promotion of our commitment and visible demonstration of it in practice	Develop clear actions for Exec members to demonstrate contribution to EDI priorities	Each Executive member to identify a protected characteristic that they wish to learn more about and become an ally for Involve all Executive in building organisational learning on the lived experience of people with Protected Characteristics	Greater personal insight about the barriers faced by under-represented groups working in our sector	Time	All Executive members	May 2024	1. Open	October 2023: New action identified by EDI group.
4. Promotion of our commitment and visible demonstration of it in practice	Commit to delivering and amplifying EDI work in our own LAs/spheres that CLOA can then share	Include EDI case study example in Executive Members' annual self-assessment form	Information and knowledge cascaded to engage and influence the membership	Time	All Executive members	May 2024	1. Open	October 2023: New action identified by EDI group.