



Present **Members:** Aldermen Baird, Boyle, S McKillop, Councillors Chivers, Knight-McQuillan, MA McKillop, C McShane, Peacock, Schenning.

Officers: Director of Corporate Services, Democratic and Central Services Manager, Corporate Support Assistant.

Agenda No.		ACTION
1.	Apologies	
	Councillors McGurk, Quigley.	Note
2.	Nomination of Chair and Vice Chair	
	Councillor C McShane proposed Councillor Peacock as Chair , seconded by Councillor Schenning. AGREED. Councillor Schenning proposed Councillor Knight-McQuillan as Vice Chair , seconded by Alderman S McKillop AGREED.	To CP&R
3.	Draft Terms of Reference	
	The Democratic and Central Services Manager presented a draft Terms of Reference. It was AGREED to bring a further draft of the Terms of Reference to the next meeting for consideration at which time the D&CSM would have consulted with other Councils and Members of the WG could forward their comments to her in the interim. It was AGREED that the WG would meet monthly for an initial period and then move to meeting in alternate months.	To CP&R To CP&R
4.	Any Other Relevant Business	

Agenda No.		ACTION
	<p>The D&CSM shared a sample Gender Action Plan with the WG. The D&CSM agreed to forward Members a copy of a Gender Action Plan designed by another Council for information.</p> <p>The WG discussed the development of a short survey for staff and Elected Members. This would be beneficial as part of the research to inform the WG's consideration of how Council will deliver its commitment to gender equality and diversity through the development of an Action Plan.</p> <p>Ideas discussed included using the survey to establish if the needs of women and men in Council are met and identify and agree activities to address these needs. The D&CSM agreed to explore the content of a short survey to audit the needs as above and bring information to the next meeting to inform discussion on the development of an action plan.</p> <p>Members also put forward their comments and ideas for the WG's role and for the benefits to its Members particularly in relation to the WG being a forum for Members to exchange personal experiences.</p> <p>The WG also agreed that contributions and ideas from all levels of staff and other Elected Members would be welcome at future meetings.</p>	<p>D&CSM</p> <p>D&CSM</p> <p>To CP&R</p>
9.	Date of next meeting – to be confirmed - February 2021.	

This being all the business the meeting closed at 6:40pm.