



BASW General Meeting Inclusion and Equalities Guidance

UK & INTERNATIONAL POLICY & ETHICS GENERAL MEETING

30th April 2024

1.00pm – 5.00pm - (virtual only)

&

ANNUAL GENERAL MEETING

5th June 2024

5.00pm – 7.00pm (virtual only)

BASW is delighted to welcome members and delegates online and in person to the UK & International Policy & Ethics General Meeting (Policy GM) and online to the Annual General Meeting (AGM).

This short document sets out information on how the meetings will run and what we are doing to help all members feel able to contribute and be comfortable in the meetings. We welcome comment and feedback before and after the Policy GM and AGM, you can write to governance@basw.co.uk

In advance of the General Meetings (*in this instance GMs meaning both the AGM and the Policy GM*) an equalities and inclusivity assessment will be undertaken; this assessment will also be reviewed after the GMs have concluded. There will be a Council member appointed as the Equalities Monitor and a senior member of staff appointed as the assistant to the Equalities Monitor.

The AGM is a formal meeting which all BASW members are invited to attend to hear how the business of BASW has been run and what has been achieved in the previous year. This includes the financial situation of BASW, how members have been supported and provided with services throughout the year, how BASW has spoken out for social work and how BASW has progressed all its planned work.

The Policy GM will provide all BASW members with a valuable forum to deliberate policy focussed on UK and International social work issues and ethics. This will be an opportunity for BASW members to come together to discuss and debate key policy issues.

Members can submit motions to the GMs – proposals for actions that BASW as a whole could take on a range of issues – which are debated and voted on by members. Passed motions demonstrate areas of policy, ethics, and constitutional matters that members support and want BASW to endorse in its current or planned activities.

The Chair of Council (*currently, Julia Ross*) Chairs GMs, unless notice has been given that an alternative Council member has been appointed in advance. The GM Chair is responsible for ensuring members can speak and participate according to the procedures and timeframe of the meeting (*see the document 'Guidance on the Procedures for General Meetings'*). GMs will be chaired so that all the essential business on the agreed agenda can be completed within the timeframe as advertised to BASW members in advance.

Joining the Policy GM in 2024:

This will be an online event only, please do check your emails for joining instructions in advance and ensure you join the Policy GM with the link provided by **12.45pm**. Staff will also be with members online to help with any queries or concerns and to help members online to be fully involved in the meeting. The meeting will start promptly at **1.00pm**.

Joining the AGM in 2024:

This will be an online event only, please do check your emails for joining instructions in advance and ensure you join the AGM with the link provided by **4.45pm**. Staff will also be with members online to help with any queries or concerns and to help members online to be fully involved in the meeting. The meeting will start promptly at **5.00pm**.

Inclusive member discussion and following the procedures of the GMs:

All GM business should be conducted respectfully using professional, inclusive, and non-discriminatory language in line with the [BASW Code of Ethics](#). All members are asked to follow the procedures of the GM which apply equally to all members.

Maintaining inclusive dialogue and non-discriminatory behaviour within the meeting is every member's responsibility. Any participant can raise an issue with the Chair via the online Question & Answer (Q &A) facility. The Q & A will be moderated, and questions will only be published after moderation has taken place. The Chair will decide how to act on the information received to maintain inclusive, non-discriminatory dialogue in the meeting.

The chat facility will be disabled for all attendees. Only presenters will have access to the camera and mic options; members wanting to speak can submit a request via the Q & A facility, on invitation by the Chair the member requesting to speak will have their mic and camera option enabled.

Live captions will be used throughout both meetings. Captions will also be added to all pre-recorded material.

BASW welcomes non-member guests and partners to GMs by prior booking, including Experts by Experience and the Auditors. Guests and partners cannot vote or speak on constitutional formal business matters but may have a specific role during the meetings. Non-members will also be expected to conduct themselves in line with the BASW Code of Ethics.

Equality and Inclusion monitors in a GM:

One Council member and one staff member will be made known to participants. They will alert the Chair to any proceedings, language or statements which may be exclusionary, discriminatory, or inaccessible to an attendee. Anyone in the meeting may indicate they wish to speak to an equality monitor during proceedings by submitting a request using the Q & A facility.

Accessibility online and being able to fully participate will be dependent on your technology connecting properly with the platform we are using. For both the Policy GM and the AGM the virtual platform used will be Microsoft Teams; we recommend accessing this via the [Teams app or Teams on the web](#). Join links will be issued in advance – please access the platform ahead of the Policy GM

and AGM to ensure your device is compatible. If you encounter firewall issues using a work device, contact your IT support or try using an alternative device.

Guidance for Members on Procedure:

All members are asked to review the '*Guidance for members on General Meeting Procedure*' document prior to attending either GM. This document will provide detail on the following areas:

- Proposing and seconding motions
- Speaking on motions (*other than proposers or seconders*) and other matters
- Voting on motions and resolutions
- Asking questions and/or raising points of order with the Chair

If you have any questions, please contact governance@basw.co.uk