

DEI SUPPORT PROGRAMMES

SEE CHANGE HAPPEN

effective March 2021



Joanne Lockwood
INCLUSION &
BELONGING SPECIALIST

OUR BIG IDEA

Founded in 2017 to provide Diversity, Inclusion and Belonging Advice and Consultancy to businesses and organisations in the UK, Europe and elsewhere.

We are a professional service and, as such, expect to be treated fairly, and paid on time for our time and expenses.

ESTABLISHED BUSINESS DEI PROGRAMMES

WHAT CAN THE 'ESTABLISHED BUSINESS DEI PROGRAMME' DO FOR YOU?

Your sessions and meetings, where possible and practical will be conducted in person otherwise on-line. They will let you access Joanne Lockwood's experience and mentoring skills to facilitate building and sustaining your DEI programme and strategy.

Between sessions and meetings, you can email Joanne for further advice if it is needed or bring her in as a resource for your DEI project.

Together we will discuss actionable strategies for success in our monthly call. Joanne may also link or sign-post you to relevant resources to expand your knowledge and develop your skills.

PLUS: as a client you have access to Joanne's extensive network of DEI Professionals across the world, enabling you to tap into trusted professionals, and to be referred when appropriate.



SESSIONS AND MEETINGS
Delivered face-to-face with a focus from Joanne Lockwood on your DEI programme, ensuring accountability for your strategic plan.



E-MAIL SUPPORT
Between meetings life has a habit of throwing some curve balls or questions get raised. No problem, email Joanne for her views and advice.



DEI PROJECT RESOURCE
Bring Joanne into your team to help deliver your DEI projects with additional days or hours at special programme member rate



COMMUNITY
Access Joanne's extensive network of DEI professionals from around the world and from various lived experiences and diverse communities

PROGRAMME FEATURES



Strategic DEI Advice & Guidance

Joanne will work with your organisation sharing her DEI Knowledge and expertise to help your business formulate, develop and implement your DEI programme. She can offer training, workshops and additional skills from her network to supplement this, if needed.



Critical Friend

An opportunity to work with Joanne as an arms length board advisor – to challenge, to bring expertise and insight in to delivering and maintaining your DEI programme and playbook.



Quarterly DEI review

Review, with your internal DEI team, progress and actions on the programme and playbook.

Ensure that your board is kept accountable and is delivering on plan. Revising and Replanning, as necessary.



Board meeting facilitation

Attend board meetings of the organisation as an 'ex-officio member' to bring a DEI perspective and report on relevant matters as they arise.



DEI Project Resource

Provide advice and guidance on DEI projects and coordinate resources and budget either internal or external to deliver the DEI programme and playbook objectives.



Flexing

Ability to increase monthly commitment at anytime or decrease on a quarterly basis.

Additional Days and Hours available for projects, training, workshops etc... at a preferential rate for DEI Programme members.



Quarterly Events

Each quarter a DEI focused event will be run. Eligible DEI Programme members will have priority access and a complimentary ticket.



Mastermind Groups

An opportunity to come together with other business leaders who are also working on their DEI Programme and Playbook, to share knowledge and ideas.

These will be scheduled, on-line, on a monthly basis.



Additional Services

- *Training and Workshops*
- *Facilitation*
- *Board Diversity Programmes*
- *White Label Client work*
- *Podcasts, Blogs, Webinars*
- *Technology Stack Advice and Evaluations*

THE ESTABLISHED BUSINESS DEI PROGRAMME

Collaborator

MIN £ **2,795** /mo + VAT

From 2 days in your business /month

Meeting Follow up reports

Quarterly DEI review

DEI Project Resource

Board meeting facilitation

Critical Friend

Unlimited Email support

Unlimited telephone support

* **Quarterly** Speaker Event

* **Monthly** Mastermind Club

Advisor

MIN £ **1,495** /mo + VAT

Up to 7 hour face-to-face /month

Meeting Follow up reports

Annual DEI review

DEI Project Resource

Board meeting facilitation

Critical Friend

Unlimited Email support

Unlimited telephone support

* **Quarterly** Speaker Event

* **Monthly** Mastermind Club

Mentor

MIN £ **1,295** /mo + VAT

Up to 3 hour On-Line /month

Meeting Follow up reports

Annual DEI review

DEI Project Resource

Board meeting facilitation

Critical Friend

Email support

Telephone support

* **Quarterly** Speaker Event

* **Monthly** Mastermind Club

GROWING BUSINESS DEI PROGRAMMES

WHAT CAN THE 'GROWING BUSINESS DEI PROGRAMME' DO FOR YOU?

Your sessions and meetings, where possible and practical will be conducted online. They will let you access Joanne Lockwood's experience and mentoring skills to facilitate building and sustaining your DEI programme and strategy.

Between sessions and meetings, you can email Joanne for further advice if it is needed.

Together we will discuss actionable strategies for success in our monthly call. Joanne may also link or sign-post you to relevant resources to expand your knowledge and develop your skills.

PLUS: as a client you have access to Joanne's extensive network of DEI Professionals across the world, enabling you to tap into trusted professionals, and to be referred when appropriate.



SESSIONS AND MEETINGS

Delivered On-Line with a personal focus from Joanne Lockwood on your DEI programme, ensuring accountability for your strategic plan.



E-MAIL SUPPORT

Between meetings life has a habit of throwing some curve balls or questions get raised. No problem, email Joanne for her views and advice.



FLEXIBILITY

Flex up to longer sessions, or down to shorter ones at any time. No minimum commitment. It's your time, make the most of it.



COMMUNITY

Access Joanne's extensive network of DEI professionals from around the world and from various lived experiences and diverse communities

THE GROWING BUSINESS DEI PROGRAMME

Mentor

MIN £ **995** /mo + VAT

3+ hrs 1-2-1 Call/month

Meeting Follow up reports

Critical Friend

Unlimited Email support

Telephone support

Quarterly Speaker Event

Guide

MIN £ **495** /mo + VAT

90 Minute 1-2-1 Call/month

Meeting Follow up reports

Critical Friend

Email support

Telephone support

Early Event notification

Review

MIN £ **295** /mo + VAT

60 Minute 1-2-1 Call/month

Meeting Follow up reports

Critical Friend

Limited Email support

Limited Telephone support

Early Event notification

DEI CONSULTING

AD HOC CONSULTING - GUIDE PRICES*



On-Site/Remote Consultancy

Including; Diagnostics, Audits, Policy Reviews, Guidance or Mentoring

❖ *Per Hour:*

£345.00

❖ *Per Day:*

£2495.00



Monthly Retainer or Upfront commitment

called off or drawn down as either hours or days

❖ *Pre-Purchased allocation of 5 days or more for either training or consultancy*

-10%

❖ *Monthly Retainer of 2 days, minimum duration 6 months*

-15%

❖ *DEI Programme Membership*

-20%

discounted across standard rates

*plus, any Travel Time & Expenses – excludes V.A.T. @ 20%

KEY TERMS AND CONDITIONS

✓ Obligations

We will provide the Client with services using the degree of skill care and diligence to be expected from a supplier experienced in the provision of services of similar scope, size and complexity.

You will commit to providing all information that is reasonably required to perform the services.

The payments for the services will be made in advance, ideally taken by Direct Debit at the beginning of each period. You undertake and warranty that you hold the necessary licenses and intellectual property the you use in your business.

✓ Employment of Personnel

Neither you nor we will directly or indirectly offer to employ or accept provision of services from personnel of members or ourselves during your membership and for twelve (12) months thereafter.

✓ Duration

It is our expectation that this agreement is taken out for a minimum of 6 months. We hope that you feel the same.

✓ Confidentiality

To facilitate the sharing of knowledge and collective discussions confidentiality must be strictly maintained.

Any information by us, to you or vice versa must be maintained in strict confidence unless there is explicit permission given by ourselves or yourselves to share that information – or the information is explicitly and clearly in the public domain.

✓ Termination

Notice to terminate the agreement may be made at the end of any session (and followed up within 24 hours in writing) by either party. If such notice is issued no further sessions will be undertaken and no new charges will be raised.

At all other times at least 30 days notice of termination is required, any sessions due or planned in that period will be chargeable whether or not they take place.

✓ Intellectual Property

Any Intellectual property rights you own remain your own.

Any copyright for reports, documents, models and the like produced by us in the performance of the services shall remain vested with ourselves, however we explicitly grant, an irrevocable, non transferrable, non assignable, royalty free license to you to use any such reports, documents, models or other material provided for the purposes intended.

✓ Limitation of Liability

All recommendations, advice, information, guidance and suggestions are provided by us in good faith and the you accept all legal liability and responsibility arising from the recommendations.

No actions may be commenced against us after one year from completion of the Services.

The remedies specified in the Terms and Conditions are exclusive.

ABOUT US

✓ Business Name (“us”/”we”)

We are a limited company registered in England under the name of SEE Change Happen Ltd, Company Registration Number: 13138905

✓ Business Addresses

Correspondence

*1 The Old Brewery
London Road
Waterlooville
PO8 0QQ*

Registered

*8 The Briars
Waterberry Drive
Waterlooville
PO7 7YH*

✓ Currency

We are able to conduct business in GBP (£), EUR (€) and USD (\$) with a UK based banks.

We are not able to accept or process cheques of any kind. We can accept Card Payments, Direct Debits, and PayPal by arrangement

✓ Social Media

You can contact us on social media or via email at;

info@seechangehappen.co.uk

Our website is

<https://seechangehappen.co.uk>

Our Twitter/Instagram handles are

*[@seechangehappen](#) or
[@jo_lockwood1965](#)*

✓ Concessions

We are open to conversations with not-for-profit or public sector organisations to discuss our fee structure.

We are a commercial organisation and as such are not able to work for free – we always insist on travel expenses to be covered.

✓ Other Stuff

If we end up falling out, then we expect this to be conducted in English in an English court

We work on trust and collaboration and expect for you to do the same

We hold a limited amount of Professional Indemnity and Public Liability insurance – if you require this then please ask us for details.

If you require higher limits, then we may make a charge for any additional cover and increased premium.

✓ Complaints

It is our aim to provide a high level of service.

If you do have an enquiry or complaint regarding the services provided by us or from another client of ours, then please write to us via email and tell us.

THANK YOU!

-  *Joanne Lockwood*
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