

Equity - Preliminary Level

SUS Executive is asked to:

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1. Agree the task plan for Equity Preliminary Level
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Background

As you are aware SUS, as part of sportscotland requirements, has committed to working towards the Preliminary Equality Standard for Sport this year. This is an element of the Organisation's commitment to the broader concept of equity.

Principle

Preliminary level is about the organisation establishing an action plan to address under representation as identified from the foundation level audit. As per the foundation level, this level focuses on achieving a number of processes which start delivering positive outcomes which in turn will assist the organisation to start working towards achieving the outcomes in the Intermediate level.

There are two themes in this section, 'Developing your organisation', and 'Developing your services'. Each of these themes has identified outcomes.

Outcomes

Developing Your Organisation

Outcome 1: Your organisation understands the issues and barriers faced by under-represented groups.

Outcome 2: Your organisation has a robust action plan for equality which all staff, volunteers and key stakeholders understand.

Outcome 3: All staff and volunteers within your organisation understand the principles of equality and their role in delivering against the action plan.

Developing Your Services

Outcome 1: Partner organisations and new audiences are aware and engaged in the delivery of the action plan.

Task Plan

The attached task plan outlines step by step the process for achieving the next level of the award.

Priority

The most important element is for the COO to review all recruitment procedures and practices and this should be completed as soon as possible so the procedure for new appointees complies with the equity policy.

Task Plan: Preliminary Level – Developing Your Organisation

Outcome	Requirements	Essential evidence	NGB / SGB Action/ Output	Resp'y	Target date	Progress/notes
1. Your organisation understands the issues and barriers faced by under-represented groups	Current equality profile audit	<ul style="list-style-type: none"> A complete equality profile of the Committees and staff or key volunteers to be conducted on an annual basis against the four equality strands (gender, disability, ethnicity and age). This data must not be more than one year old. Equality profile for participants/members (those who participate under the auspices of the NGB or CSP), coaches, officials and elite performers against the four categories (gender, disability, ethnicity and age). At least statistically significant 'sampling' and results are needed for the profiling of these groups*. <p>*This data can be the same data as provided at Foundation level so long as it is not more than 3 years old and is built upon the minimum level of responses required for statistical significance.</p>	<p>Equity survey to be sent out to new Exec, Committee members, volunteers and staff so fresh audit complete for 2011-12</p> <p>Equity survey to be sent out to all participants, coaches, officials etc so fresh audit data complete for 2011-12 to build on previous responses</p>	<p>Ops Manager</p> <p>Ops Manager</p>	<p>Sept 2011</p> <p>Sept 2011</p>	

	<p>Seek guidance on the findings of the audit, particularly for any areas of under-representation identified in the analysis at Foundation level.</p>	<ul style="list-style-type: none"> • With reference to the findings / recommendations identified in the Foundation level audit analysis, organisations should demonstrate how they have expanded their understanding of the barriers and issues that may have resulted in the possible under-representation discovered. • Other evidence may include: <ul style="list-style-type: none"> ○ Research reports accessed ○ Attendance at conferences or seminars ○ Involvement in workshops or similar ○ Information provided through the Equality Standard newsletter or similar communications ○ Meeting with equalities agencies • The equality lead officer should distil this information and its relevance to the organisation , then communicate this information to all, for example through briefings, website information pages, newsletter articles or staff briefing sessions. 	<p>Seek consultation through Sportscotland to expand on findings</p> <p>Ops Manager to carry out some research to back up findings.</p> <p>Attendance at events and sharing of good practice in this area also to be completed</p> <p>Once information is gathered a presentation should be prepared for Exec and a news item for the web etc</p>	<p>Ops Manager</p> <p>Ops Manager</p> <p>Ops Manager</p> <p>Ops Manager</p>	<p>Sept 2011</p> <p>Dec 2011</p> <p>Mar 2012</p> <p>Apr 2012</p>	
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<p>2. Your organisation has a robust action plan for equality which all staff, volunteers and key stakeholders understand</p>	<p>Draft an action plan for equality.</p>	<ul style="list-style-type: none"> • A copy of the equality/equity action plan and actions agreed and endorsed by the Board. • The plan and actions must consider and include the following; <ul style="list-style-type: none"> ○ Show links to other plans, programmes and strategies ○ Which policies, programmes and procedures have been reviewed or considered from all areas of your organisation's activities and as a result which actions have been included within the plan. For example, the area of sports development work may include: coach education and development, volunteering, talent identification, club development and officials' training and development. ○ What evidence has been used to shape the plan (research, audits, other individual action plans, e-learning) ○ Who is responsible for each objective/outcome within the plan and who is accountable for the plan ○ What resources have been allocated to assist successful implementation of the plan ○ If partners have a responsibility within the plan, indicate what support will be offered to them ○ Plans for wider communication once the Equality Action Plan has been agreed and actual evidence to support this. ○ How the plan will be monitored, who shall evaluate and review the successful delivery of the plan ○ Consideration that the plan is a 	<p>To be drafted in 2012 following completion of the steps outlined above.</p>	<p>Ops Manager</p>	<p>May 2012</p>	
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	Consult on the action plan both internally and externally with stakeholders, including equality target groups and equality organisations	<ul style="list-style-type: none"> • Consultation with the Board, staff, key volunteers, coaches or members and additional equality and diversity network as well as regional staff and other partner organisations, as relevant 	Consultation to be completed as the plan is drafted. Session should feature at conference in 2012	Ops Manager	May / June 2012	
	Communicate/ promote the action plan internally	The action plan should be communicated through the most appropriate means at an organisation's disposal.	Once complete action plan to be promoted through website and other means of communication	Ops Manager	Summer 2012	
	Integrate systems for monitoring and review into the action plan	<ul style="list-style-type: none"> • Include a structure for delivering progress updates to the Board • Determine how the organisation will measure the success of the plan's implementation • Details of review periods should be included • Specific elements of the plan (and policy) should be discussed in individual appraisals (for named or accountable individuals) and general staff and Board meetings 	System for monitoring to be completed and implemented. Responsibility for staff time to be decided by COO and discussed in appraisals	Ops Manager COO	Summer 2012 Summer 2012	

<p>3. All staff and volunteers within your organisation understand the principles of equality and their role in delivering against the action plan</p>	<p>Undertake a training needs analysis for staff, managers and senior volunteers</p>	<ul style="list-style-type: none"> • Conduct an equality training needs analysis (TNA), identify the training needs and develop a plan to address identified needs 	<p>TNA to be completed and then plan developed to meet these needs</p>	<p>Ops Manager</p>	<p>Summer 2012</p>	
	<p>Establish relevant training and staff development initiatives which support the equality action plan and organisation's objectives</p>	<ul style="list-style-type: none"> • The training provided should be in direct response to the TNA. The organisation may, of course, have to take advantage of available opportunities that pre-empt any TNA. • Ensure that a time-tabled and resourced commitment to equality/equity training programme has been made. 	<p>Seek out training opportunities and instigate time table for these for staff.</p>	<p>COO</p>	<p>Summer 2012</p>	

	<p>Review all recruitment procedures and practices</p>	<p>The recruitment and selection policy and process / procedure must demonstrate:</p> <ul style="list-style-type: none"> • Placement of job advert to reach under-represented groups, which may involve seeking alternative media (including online sources). Job adverts should outline the organisation's commitment to equality • Relevant job description, specification and application process that does not needlessly exclude certain groups applying • Clear and relevant selection criteria for staff and senior volunteers • All staff involved in recruitment have received specific guidance or training on equality in recruitment • Processes for conducting interviews and associated tests should not disadvantage any interviewee • Appropriate and accessible location for the interview • Format and content of application materials to include information on equality profiling for monitoring purposes • Induction programme that includes equality/equity and diversity considerations including an overview of the equality/equity policy • Evidence of current grievance, disciplinary and complaints procedures 	<p>Recruitment process to be checked for compliance with equity policy.</p> <p>Make sure that any new appointments for staff or volunteers follow the correct procedure</p>	<p>COO</p> <p>COO</p>	<p>June 2011</p> <p>June 2011</p>	
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<p>1. Partner organisations and new audiences are aware and engaged in the delivery of the action plan</p>	<p>The organisation should promote the action plan to new audiences, whilst informing the consultee organisations</p>	<ul style="list-style-type: none"> Organisations to seek to use key partners (e.g. clubs, local authorities, CSPs, sports councils etc) and equality bodies in their respective home countries to help promote their action plans, which might include press releases or proof of communication . Information to populate relevant websites should be provided. 	<p>Once the action plan is in place work closely with key partners and agencies to deliver targets.</p> <p>Communication to go out to promote this link.</p>	<p>COO / Ops Manager</p> <p>Ops Manager</p>	<p>Summer 2012</p> <p>Summer 2012</p>	
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