

## SportsAid Board Diversity Action Plan 2017-2018

**SportsAid recognises the value of a diverse workforce and the diversity and variety of discussion and thinking this will bring to the organisation. To aid development in this area at Board level in particular, we are committed to:**

1. Gathering and maintaining diversity data from SportsAid Board members; annually.

| Action   | Lead(s)     | Timing              | Outcome  | Comments  |
|--|-------------|---------------------|--|---|
| Collate current Board member diversity data; ensure appropriate statistics maintained in relation to the Protected Characteristics (as defined in the Equality Act). | LEO         | July 2017; annually | To have accurate view of current diversity statistics of SportsAid Board members.                                  | To be completed by July 2018; to include newly appointed Board members.   |
| Introduce annual Board diversity survey; review questions and responses; monitor requirements of legislation.  | LEO         | Annually in January | To ensure SportsAid has accurate and up-to-date diversity statistics in relation to the Governance Code for Sport. | Refreshed/relaunched in January 2016; to be sent annually each January; to assess any possible underrepresentation on the Board of Trustees who are female and/or disabled and/or from a BAME background. |
| To adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on the Board.   | Chair       | April 2017          | To make a clear commitment and ensure compliance with the Code.  | Commitment to work towards 30% of each gender on the Board made in April 2017 in advance of the most recent Board recruitment process.  |
| Introduce regular reporting to the Board on progress in gathering and monitoring this information.   | CEO & Chair | Annually            | To ensure the Board are aware of equality commitments and the diversity profile of the SportsAid Board.            | Added to the relevant Board Agenda; invite LEO as required.   |
| Review new Code for Sports Governance requirements for organisation and the Board specifically.  | CEO, FM     | Quarterly           | To ensure a close monitoring of compliance of the Code.  | Maintain regular dialogue with Sport England regarding the Code.  |

October 2017

### Key

LEO – Lead Equality Officers

Chair – Chair of the SportsAid Board of Trustees

CEO – Chief Executive Officer

FM – Finance Manager

CM – Communications Manager

2. Review recruitment processes and update where necessary to ensure openness, awareness, accessibility and transparency.

| Action   | Lead(s)          | Timing                       | Outcome   | Comments   |
|--|------------------|------------------------------|---|--|
| Review recruitment process, i.e. role description; advert format; various channels through which advert is placed.   | CEO, LEO and CM  | When recruiting and annually | To ensure wide visibility of the role and that no particular groups are excluded.   | Most recent Trustee recruitment utilised new and more diverse channels for the advert.   |
| Add an equal opportunities statement onto every job application.   | CM               | Ongoing                      | To ensure applicants know that we are an equal opportunities employer.  | A statement was added to all recent adverts (for staff and Trustees).  |
| Create a confidential equal opportunities monitoring form and ensure this is completed by all applicants.  | LEO              | April/May 2017               | To assess the diversity of the applicants and whether there is any bias in the recruitment process towards a certain type of applicant.                 | In recent Board recruitment process, all applicants were asked to complete a monitoring form; once collated, this data will provide statistical evidence of the diversity of the applicants. |
| Review the statistical evidence of the diversity of the people who have applied for Board roles. Highlight areas where there is a lack of diversity and assess why this is so. | LEO, Chair & CEO | Ongoing                      | The results will enable SportsAid to adjust the recruitment process if necessary, to ensure applications from as diverse a group of people as possible. | Make the Communications Manager and Chief Executive Officer aware of any changes that need to be made with future job descriptions and advert placement.                                     |
| Introduce annual report of recruitment processes to the Board.   | LEO & CEO        | Annual                       | To inform the Board of the equality and diversity approach to recruitment.  |  |

October 2017

Key

LEO – Lead Equality Officers

Chair – Chair of the SportsAid Board of Trustees

CEO – Chief Executive Officer

FM – Finance Manager

CM – Communications Manager

3. Awareness, updates and training.

| Action  | Lead(s)  | Timing                             | Outcome  | Comments   |
|---|--|------------------------------------|--|--|
| Encourage opportunities for the Board to be updated on relevant information relating to diversity, equality and inclusion regarding SportsAid and/or the wider sports sector.                 | LEO, CEO, Board members and/or external visitors | Periodically                       | To ensure there is an understanding of status and issues relating to diversity, equality and inclusion within SportsAid and the wider sports sector. |  |
| Ask Board members if they have had any form of equality and diversity training or have attended any seminars or workshops on the topic and whether they would like further equality training. | LEO, CEO & Chair                                 | Annually                           | To identify what equality and diversity training that Board members have had and to identify gaps where they could benefit from some training        | Following induction of new Trustees, a diversity and inclusion workshop is planned for Board members (and staff); in late 2017 or early 2018.    |
| Research equality and diversity courses and conferences.  | LEO  | Periodically                       | To identify suitable courses that Board members may find beneficial to attend.   | A diversity and inclusion workshop is planned for Board members (and staff) for late 2017/early 2018. Other external courses will be researched. |
| Review Board Diversity Action Plan and update where necessary.  | LEO, CEO & Chair                                 | Periodically and at least annually | To monitor what has been completed and what areas need to be worked on. To add any new action points that need addressing.                           |  |

October 2017

Key

LEO – Lead Equality Officers

Chair – Chair of the SportsAid Board of Trustees

CEO – Chief Executive Officer

FM – Finance Manager

CM – Communications Manager

4. Publicity, marketing and communications.

| Action   | Lead(s) | Timing  | Outcome   | Comments  |
|--|---------|---------|---|---|
| Continue to monitor SportsAid publicity, marketing and communications materials in relation to the diversity, equality and inclusion on the Board. | CM      | Ongoing | To ensure it is demonstrating the organisation's commitment to diversity, equality and inclusion. |   |
| Add clear statements relating to equal opportunities, diversity and inclusion to all appropriate Board communications material and channels.       | CM      | Ongoing | To ensure stakeholders understand the organisation's commitment.                                  | Recent such additions have been made to job adverts, press releases and as sections of the website are being updated. |

October 2017

Key

LEO – Lead Equality Officers

Chair – Chair of the SportsAid Board of Trustees

CEO – Chief Executive Officer

FM – Finance Manager

CM – Communications Manager