Sport England Equality Scheme Action Plan 2011-13

1. Secure more accurate diversity data on the Sport England workforce

Actions	Lead Officer	Deadline	Outcome	Progress Report
Review of current diversity among staff members and ensure that appropriate statistics are maintained in relation to the Protected Characteristics as defined in the Equality Act.	Emily Lockhart	30 June 2011	To have an accurate snapshot of diversity statistics across SE workforce	Completed
Implement quarterly reporting to management on staff diversity statistics on the basis of all Protected Characteristics as defined in the Equality Act	Emily Lockhart	30 June 2011	To ensure that management team are properly apprised of the makeup of workforce	Completed
Review diversity questions in and include any new questions in the annual staff survey	Emily Lockhart	31 August 2012	To ensure that organisation has accurate diversity statistics	Robust data maintained on colleague diversity statistics Next staff survey will be undertaken during the summer 2012. Questions will again be reviewed ahead of the survey

2. Review and update recruitment arrangements to increase the number of BME employees and employees with disabilities

Actions	Lead Officer	Deadline	Outcome	Progress Report
Review of internal recruitment guideline policy	Victoria White	31 August 2011	To ensure that recruitment guidelines ensure that SE stands the best possible chances at attracting members of diverse groups	Completed
Review of recruitment information on the Score	Victoria White	31 August 2011	To ensure that recruitment guidelines ensure that SE stands the best possible chances of attracting members of diverse groups	Completed
Implementation of bi-annual reporting to management on of recruitment diversity statistics	Victoria White	31 March 2012	To ensure that management can track success of organisation in attracting candidates and engaging employees from diverse groups	To be done
Explore viability of, and implement a work experience/traineeship programme focussed on disabled and BME persons (outside London)	Victoria White	30 June 2012	Provide persons from these groups with greater prospects of working in the sporting landscape and public sector	To be completed but a pilot scheme is being developed for the summer of 2012 at our Loughborough office.

3. Further benchmark performance against independent standards/kitemarks

Actions	Lead Officer	Deadline	Outcome	Progress Report
Equality Standard for Sport				
Achieve the necessary requirements and make the submission to achieve the intermediate level of the standard	Cathy Hughes	1 March – August 2012	Achieve accreditation to Intermediate level of the Equality Standard for Sport	No action required at present
Charter on Homophobia and Transphobia				
Sign up to Government Equalities Office Charter on Homophobia and Transphobia in Sport	Cathy Hughes	31 July 2011	Become committed to removing Homophobia and Transphobia in Sport	Completed
Kitemarks - Stonewall				
Complete Stonewall diversity champion application	Cathy Hughes	30 Nov 2011	Become a Stonewall Diversity Champion	Completed
Initial meeting with Stonewall	Cathy Hughes	31 Dec 2011	Key staff to become generally familiar with requirements	Completed
Meet with Stonewall representative to map out steps towards submission of the Stonewall workplace equality index	Cathy Hughes	31 March 2012	To become clear on the steps required to submit to the Stonewall Workplace Equality Index and compete in the league table	This is currently being actiobn
Working with Stonewall to ensure that formal and satisfactory submission is worked up	Cathy Hughes	Jan – May 2012	To ensure that all requirements are met	To be done
Making formal submission to Stonewall workplace equality index	Cathy Hughes	June – Sept 2012	Compete in Stonewall league table to ensure that Sport England achieves the optimal ranking	To be done

Kitemarks – General				
Preliminary investigation of available kitemarks	Cathy Hughes	30 June 2011	Preliminary report prepared	Completed
Further investigation of kitemarks including more general kitemarks on offer	Cathy Hughes	31 December 2012	Report to the Sport England Equality Group	Completed
Investigate Kitemarks in relation to BME groups	Cathy Hughes	31 March 2012	Report to Sport England Equality Group	To be done
Decide on and work towards achieving additional kitemarks	Cathy Hughes	31 October 2012	Achieve any selected kitemarks	To be done

4. Address equality issues arising from the local office consolidation and roll out of more flexible ways of working (and in particular through supporting colleagues with disabilities)

Actions	Lead Officer	Deadline	Outcome	Progress Report
Undertake an Equality Impact Study of the proposed changes to our local office portfolio between the Manchester pilot and the second phase of closures (Birmingham, Durham and Bedford)	Nicola Gray	29 February 2012	To ensure that any issues or potential disadvantage are identified and reasonable steps are taken to limit the impact	This area of work is underway. No significant issues have been surfaced through the Manchester pilot. The impact study is now looking at the needs of the individuals based at our Birmingham, Durham and Bedford offices.

5. Develop a quality training package for all colleagues

Actions	Lead Officer	Deadline	Outcome	Progress Report
Explore organisational training packages	Steph Hall	30 September 2011	Select preferred training package	Completed
Sport England Executive Group and certain key staff to receive Equality Act training	Scott Pugh	8 November 2011	All members of the executive and key staff to be clear on Equality Act duties and implications	Completed
Sport England Equality Group members and HR to test preferred training package	Steph Hall	29 February 2012	SE equality group to confirm that selected training package is appropriate	Some members have completed the training and provided feedback to HR.
Roll out training to all staff	Steph Hall	30 April 2012	All colleagues training in equality	To be commenced when above actions completed

6. Review Sport England's compliance with the provision of the Equality Act 2010

Actions	Lead Officer	Deadline	Outcome	Progress Report
a. Review and Amend the Sport England Equality Scheme to reflect fact that many of the previously inoperative provisions are now operative.	Scott Pugh	31 August 2011	Revised version published on the Score and the external web site	Completed
b. Arrange for external review of all actions of SE Equality Scheme and Action Plan (both completed and intended) to confirm compliance with Equality Act	Scott Pugh	31 March 2012	Written advice from external consultants	Tender has been commenced and responses evaluated and interviews conducted before the end of February
c. Develop comprehensive written guidance to assist staff completing Equality Impact Assessments (EIAs) and roll out	Scott Pugh	31 March 2012	Guidance published on Score and communicated appropriately to staff including via training sessions	Sample EIA Toolkits from other organisations obtained and reviewed. Pilot EIA being conducted on office moves.
d. Formal EIAs conducted on key overarching policies and procedures and including the on new strategy, 13 – 17 NGB funding, the Small Grants Programme and Sportsmatch.	Scott Pugh	30 April 2012	EIAs conducted an documented for all key overarching policies and procedures	To be done