

wiltshire and swindon sport



# **DIVERSITY ACTION PLAN**

## **2018 – 2021**

**Wiltshire and Swindon Sport**

## **ABOUT US**

Wiltshire and Swindon Sport (WASP) is part of a nationwide network of 44 locally based strategic organisations, known as County Sports Partnerships (CSPs) that are committed to improving lives by growing physical activity grassroots sport. The Scope of responsibility of Wiltshire and Swindon Sport as a Community Interest Company, and its objects and powers are set out in its Memorandum and Articles of Association and Community Interest Statement. The organisation was registered as a Community Interest Company on the 19<sup>th</sup> October 2011

**Our Role** is to;

- Provide expertise on physical activity and sport
- Be at the centre of the sport and physical activity network in the County
- Build capacity and resilience across the local network
- Champion sport and physical activity at all levels
- Deliver national and local programmes either on our own or in partnership with others
- Support and develop a skilled and diverse workforce

## **OUR MISSION**

Our Mission is to enable everyone's access to an active lifestyle

## **OUR VISION**

Our Vision is that the appropriate sport and physical activity opportunities are available to everyone in Wiltshire and Swindon

## **OUR VALUES**

Our Values are;

- A passion for sport and physical activity reflected in what we do and how we do it
- Being professional in all aspects of our work
- Recognising we achieve most through teamwork and partnerships
- Demonstrating respect for the diversity in our community

## Message from Our Chair

In its *Sporting Future* strategy, the Government has set out an ambition to ensure that **everyone** can benefit from the power of sport. More needs to be done, not just to get more people taking part, but to ensure they have the opportunity to participate and to harness sport's unique power to change people's lives for the better. Diversity is crucial to achieving this aim.

We place equality, diversity and inclusion at the heart of everything we do. We want to ensure that we provide the communities of Wiltshire with the appropriate opportunities for physical activity and sport that are accessible to everyone. This means ensuring people from all sections of the community have fair and equal opportunities to participate and that WASP respects, understands and values people's differences making sure everyone is treated in an appropriate way.

We are committed to:

- understanding our communities, staff and volunteers;
- acting to make a difference; and
- evaluating and seeking feedback on our performance.

We recognise that people have different needs, and that some groups within our community share protected characteristics and have specific requirements. Our aim is to ensure that we identify the factors for vulnerable people that limit access and opportunities to participate and address these in our work.

Jon Hayton

Chair

Wiltshire and Swindon Sport

August 2018

<h2>Recruitment</h2> <p>How the organisation will attract an increasingly diverse range of candidates</p>	Code for Sports Governance					
	Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board	Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally (including but not limited to BAME, disability, LGB&T and socio-economic)	Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Req 2.1	The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)	The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified in Req 2.2
<p><b>Objective:</b> To ensure that the WASP Board is representative of Wiltshire with an initial focus on gender diversity.</p>	✓	✓		✓	✓	✓
<b>Priorities</b>	<b>Actions</b>		<b>Person(s) Responsible</b>		<b>Completion Date</b>	
<p><b>Short Term:</b> Identify an organisation lead for Equality and Diversity at Board and Staff level</p> <p>Update the induction programme for Board members and staff to include the WASP Equality Policy and Action Plan</p> <p>Promote WASP and its role to new groups</p>	<p>Appoint Equality, Diversity and Inclusion lead at both Board and staff</p> <p>Review and adapt current induction programme for staff and Boar</p> <p>Share information on Board vacancies local groups, organisations or individuals who may have the necessary skills, knowledge and experience to become a Board member</p>		<p>Chair/CEO</p> <p>CEO</p> <p>Chair/CEO/Board members</p>		<p>Sept 18</p> <p>Dec 18</p> <p>Dec 29</p> <p>Ongoing</p>	

<p><b>Medium Term:</b> To build a representative and diverse Board of Trustees to represent the county of Wiltshire with a minimum 30% gender mix working towards gender parity</p> <p>To ensure the Board and staff are informed on all aspects of equality and diversity</p> <p>Ensure the way the Board meets and operates encourages and supports diversity and equality</p>	<p>To better reflect the make-up of the county on the board and meet the gender mix target by recruiting a minimum of 2 female, suitably qualified, Board members</p> <p>Develop and deliver training around different aspects of equality and diversity for staff and Board members</p> <p>Review current Board meeting structure</p>	<p>Chair</p> <p>CEO Chair/ Board diversity lead</p>	<p>Sept 19</p> <p>Sept 19</p> <p>Mar 19</p>
<p><b>Long Term:</b></p> <p>Achieve gender parity on the WASP Board</p>	<p>Recruit 4 – 6 suitably qualified Board member to better reflect the diversity and gender mix in the County (dependant on the Board size)</p>	<p>Chair/CEO</p>	<p>Dec 20</p>

<b>Engagement</b> Ensuring our commitment to diversity is communicated through internal practices and externally	<b>Code for Sports Governance</b>					
	Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board	Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally (including but not limited to BAME, disability, LGB&T and socio-economic)	Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Req 2.1	The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)	The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified in Req 2.2
<b>Objective:</b> WASP have policies for equality and diversity and these have been communicated internally and to our partners			✓		✓	✓
<b>Priorities</b>	<b>Actions</b>			<b>Person(s) Responsible</b>		<b>Completion Date</b>
<b>Short Term:</b> Fully comply with the requirements of the Code of Governance relating to Diversity and equality ensuring the Board can represent the geography and key stakeholders in the County	The Board will agree a clear diversity target for the WASP Board The Board will make a statement committed to increasing diversity and publish on the website. Annual review of the diversity statement and progress to be undertaken by the WASP Board Equality Champion			Chair  CEO		Completed  Completed  Dec 18 and on going
<b>Medium Term:</b> Fully understand the make-up of the Board and staff to inform future actions. Develop internal communications between the Board and staff through working groups, joint development events and other methods	WASP will carry out an annual staff and Board profile audit to ensure positive action if needed can be resourced. Hold joint Board/Staff development day.			CEO  CEO/Chair		Dec 18 and on going  May 18

	<p>Establish Communications and Staffing working groups</p> <p>Add, as a standing item, presentation on a WASP project to the Board meeting agenda</p>	Chair	June 18
<p><b>Long Term:</b> Maintain compliance with the requirements of the Code of Governance relating to Diversity</p> <p>Maintain polices that reflect current guidance and legislation</p>	<p>The Board will undertake an annual review of the DAP.</p> <p>All related diversity and equality polices will be reviewed in line with the Governance Action Plan schedule</p>	<p>Board Champion/CEO</p> <p>CEO</p>	<p>Dec 18 and on going</p> <p>Mar 19 and on going</p>

<h2>Progressing talent from Within</h2> <p>A focus on developing a strong internal pipeline of diverse talent to populate decision making and other structures.</p>		Code for Sports Governance				
<p>Objective: Ensure the widest selection of diverse talent is ready and prepared to fill key roles in the future as required.</p>		<p>Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board</p>	<p>Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board</p>	<p>Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally (including but not limited to BAME, disability, LG&amp;T and socio-economic)</p>	<p>Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Req 2.1</p>	<p>The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)</p>
<p>Priorities</p>	<p>Actions</p>	<p>Person(s) Responsible</p>			<p>Completion Date</p>	
<p><b>Short Term (within 12 months):</b>            Develop a formal succession plan process for the organisation which demonstrates commitment to diversity in Board roles.            Develop opportunities to make clear to the wider workforce the criteria, skills and attributes celebrated at senior management level.            Identify and nurture potential new Board members from the network, including partners, to attract diverse candidates and secure future succession into key roles.</p>	<p>Produce succession planning document for Board            Actively discuss potential opportunities with key partners and stakeholders            Develop network through current Board member contacts of potential future candidates            Promote the role of the Board through website, social media, presentations etc.            :</p>	<p>CEO/Chair            CEO/OD/Team             Board             Team/Board</p>			<p>Dec 18             Ongoing             Ongoing</p>	

<p><b>Medium Term:</b> Develop internal pathway for a diverse workforce through to senior leadership roles. Identify and carry out learning and development opportunities to increase Inclusion and diversity knowledge and expertise.</p>	<p>Produce succession planning document for Senior leadership roles and Inclusion Lead. Participate in CSPN mentoring programme (including personal and professional development) for team as part of personal development plans. Update Team profile document</p>	<p>CEO/OD  Team  CEO</p>	<p>Mar19  Ongoing  Mar19</p>
<p><b>Long Term:</b> Introduce a formal organisation wide evaluation system through exit meetings, appraisals, 1-2-1's etc which reviews the provision of opportunities for a diverse workforce</p>	<p>Analyse information from annual surveys by gender, disability, and ethnicity. Share findings with staff and Board members and identify further action plan.</p>	<p>CEO/OD</p>	<p>Mar 19</p>

# Key Questions

## How does this feed into our broader governance plan?

This plan sits alongside the wider governance strategy for WASP. All related diversity and equality polices will be integrated into, and reviewed in line with, the Governance Action Plan schedule.

## Who are the key people responsible for the delivery of this plan?

Responsibility for the effective implementation of this plan ultimately falls to all the WASP Board and Staff. Leadership for this fall to the WASP Chair and CEO with support from the Board diversity champion.

## How will we measure overall success?

Each of the Objectives contained within the plan have specific actions associated with them, alongside timelines and key people responsible. The achievement of these will be monitored through the Board Champion, at Board meetings and through the CEO at Team meetings. We will publish and annual report on our achievements and the work we still need to do.

**How does your Diversity Action Plan (DAP) cross-reference other parts of the code or other relevant equality or diversity monitoring standards/framework?**

The DAP links to the maintenance of the Equality Standard for Sport alongside the relevant elements of the Safeguarding Frameworks for both children and vulnerable adults. It is linked to our Governance Action Plan, Risk Management Strategy, our work on Stakeholder engagement and the Board and Staff development work.