

Outcome	Minimum Requirements	Evidence	Action Plan (inc timescales)	Who is responsible?
1 - Your organisation demonstrates a clear commitment to equality	<p>1.1 Set responsibility for equality at the highest level in the organisation both in terms of officers and board members</p> <ul style="list-style-type: none"> Board and head of organisation has responsibility for equality 	The Board has appointed a lead officer who is the Chief Executive and a trustee with responsibility for equality	<p>Nominate trustee with responsibility for Equality – April 2018</p> <p>Job description for trustee with responsibility for Equality in place – April 2018</p> <p>Equality included as an item in the 'NYSport Duties of Trustees' document – April 2018</p> <p>Equality is an agenda board item – April 18 and ongoing</p> <p>Ensure Equity Lead & trustee have received appropriate training to best carry out their role – July 18</p>	<p>DW/GM</p> <p>DS</p> <p>DS</p> <p>DW</p> <p>SP</p>
	<p>1.2 Deliver briefing to senior staff and trustees on equality and its relevance to increasing participation in sport & physical activity</p>	Briefing session notes and presentations delivered to the trustees & staff on equality e.g. requirements and benefits of engaging with the standard, legislation, business case, consideration of barriers, good practice examples	<p>New policy & statement already in place – January 2018</p> <p>Investigate network leaders and wider examples of equality work to benchmark NYSport against – Aug 2018</p> <p>Plan of how NYSport will work towards reducing inequalities across all 8 LA areas and identify the current issues – Dec 2017</p>	<p>DS</p> <p>DS/DW</p> <p>SP/DS</p>

			Identify a workshop or e-learning suitable for all staff members and implement as part of ongoing staff training programme	SP
	1.3 Ensure that everyone involved with North Yorkshire Sport are aware of our commitment to equality	An Equality statement on the NYSport website	Equality policy & statement already on the NYSport website and stored on shared W-Drive (staff drive) – Jan 2018	DS
	A public commitment to addressing inequalities and preventing discrimination	All staff and trustees to be emailed the equality statement & policy	Staff & board member equality review to be carried out and results published- Sept 2018	DS/DW
	A zero-tolerance approach to harassment and unfair treatment is demonstrated	A staff and trustee review to be carried out to monitor the equality makeup of North Yorkshire Sport	Equality is a standard agenda item on NYSport Board meetings – April 2018	DW
		Board minutes/agenda with equality as a standing item and on the NYSport website		

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2 - North Yorkshire Sport has a Policy for Equality that has been communicated to Staff (paid and voluntary), Trustees, coaches,	2.1 Implement a policy for Equality & Diversity	An up to date policy which complies with the home country legislation	Amended and updated equity policy & statement in place – Jan 2018	DS/DW
		Board minutes demonstrate that the policy was approved	Equality is a standard agenda board item – April 2018 and ongoing	DW
	2.2 Ensure all trustees and staff have an opportunity to contribute to its development.	Evidence to demonstrate that the policy has been circulated to all staff and Trustees for an opportunity	Evidence that all staff and trustees have had the opportunity to contribute to the annual review of NYSport's Equity policy – Jan 2019	DS/DW

volunteers and participants		to contribute, with responses collated and considered.	Engage our marketing team to ensure the policy & statement are widely publicised and communicated – May 2018	DS/DW
	2.3 Disseminate and communicate the Equity policy throughout North Yorkshire Sport and our partners	<p>Equality policy and statement accessible on North Yorkshire Sports website</p> <p>Evidence that staff have been given the policy as part of their induction to NYSport</p> <p>Ensure that a policy statement be included in:</p> <ul style="list-style-type: none"> • Employee Induction pack • Direct emails to all those consulted during the policy's development • The staff handbook 	<p>Policy and statement on website – Jan 2018</p> <p>Evidence of inclusion in recruitment policy – May 2018</p> <p>Evidence in induction process that staff are given the policy when starting – as required</p> <p>To be included in the Trustee Induction process a via a discussion at a full Board meeting</p> <p>Equality workshop / e-learning module to be completed by all staff – Sept 2018</p>	<p>DS</p> <p>DS/GC</p> <p>DS/GC</p> <p>DW</p> <p>DS/GC</p>

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3 - Your organisation is aware of its current profile and position in terms of equality	3.1 Conduct an audit of staff (paid and unpaid) and trustees	A completed equality profile of the trustees and staff, conducted against all categories relevant to the legislation of England	Develop and circulate a questionnaire to all trustees and staff – August 2018	DW/DS

	<p>3.2 Present and summarise the findings of the profile audit and communicate to board and staff.</p>	<p>Findings of the audit collated and presented with a comparison against national data.</p> <p>Evidenced via board minutes, team meeting notes, emails and website</p>	<p>Item to be added to NYSport team meetings and findings to be discussed on the equality agenda item at Board meeting – Oct/Nov 2018</p>	<p>DW/DS</p>
	<p>3.3 Consideration that HR policies and communication activities are up to date regarding latest equality legislation by completing HR and communications audits</p>	<p>Up to date NYSport HR policies and procedures</p>	<p>Completed HR audit – Sept 2018</p> <p>Completed communications audit – review of all NYSport policies – Aug 2018</p>	<p>DW/DS</p> <p>DS/RH</p>
	<p>3.4 North Yorkshire Sport has a written communications policy/plan in place which sets out how the organisation will seek to promote equality & diversity through its communication work.</p>	<p>Written communications policy/plan in place for North Yorkshire Sport</p>	<p>Completed communications audit and plan plus review of all NYSport policies – Aug 2018</p>	<p>DW/DS/RH</p>
	<p>3.5 The corporate guidelines ensure that published material is written in simple language, with no, or limited, jargon.</p>	<p>Written communications policy/plan in place for North Yorkshire Sport with guidance included on language / jargon etc</p>	<p>Completed communications audit and plan plus review of all NYSport policies – Aug 2018</p>	<p>DW/DS/RH</p>
	<p>3.6 Published materials periodically looked through to ensure there is no:</p> <ul style="list-style-type: none"> • Discriminatory language (direct or indirect) • Unnecessary emphasis on one gender • Use of out of date language 		<p>Ongoing reviews - As and when required</p>	<p>DS/RH</p>

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<p>4 - North Yorkshire Sport has an equality action plan to advance equality issues and promote increased participation. Trustees and staff to understand how the plan relates to their role at NYSport.</p>	<p>4.1 Produce an evidence-based action plan for equality, aligned to the work areas in the North Yorkshire Sport Primary Role document, business plan, and to incorporate action based on analysis of the organisation's audit data.</p> <p>The plan will demonstrate:</p> <ul style="list-style-type: none"> • Conditions of barriers to participation • Actions to achieve outcomes • Monitoring of progress • Review dates and responsibilities • Evaluation of the pan <p>Each action should include:</p> <ul style="list-style-type: none"> • Roles & responsibilities • Timescales • Progress/status resource <p>Communicate / promote the equality action plan internally</p>	<p>An equality action plan that has been agreed and endorsed by the North Yorkshire Sport Board of Trustees and clear evidence that the plan is being used and implemented on operational level.</p> <p>Inclusion of the action plan in the business plan, as a standing agenda item on the board and NYSport team meetings.</p> <p>Evidenced through board minutes and team meeting notes</p>	<p>Equality action plan finalised and approved by Board – April 2017</p> <p>Equality agenda item on trustees & staff meetings - ongoing</p>	<p>DS</p> <p>DW/DS/GC</p>

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5 - All board and staff members within North Yorkshire Sport understand the general principles of equality and how it relates to physical activity & sport	5.1 Identify training requirements for trustees and staff and create a learning development plan within the equality action plan	Evidenced through staff questionnaire to determine the role each staff member plays in supporting quality and diversity through their work programme	Develop and circulate a questionnaire to all trustees and staff – Aug 2018 Collation of data from questionnaires and appropriate training identified – Oct 18	DW/DS DW/DS/SP

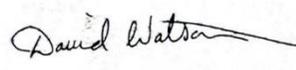
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6 - North Yorkshire Sport recruitment practices & policies seek to advance equality	6.1 Review and enhance (where necessary) all recruitment practices and policies. The review must consider how equality can be advanced, including the recruitment of trustees, paid and unpaid staff and volunteers	<ul style="list-style-type: none"> • Job adverts outline the organisations commitment to equality • Job adverts are distributed to a wide audience • Job specifications /descriptions and the application process do not exclude any groups from applying • The selection criteria are clear, relevant and inclusive • Staff involved in the recruitment process have received training on equality in recruitment 	Review current recruitment policy, make any changes needed and gain re-approval from the Board – Aug 2018 Consult with Employment Advise Service (Community First Yorkshire) – Oct 2018	DW DW

		<ul style="list-style-type: none">• Interviews are held at appropriate and accessible locations and times• Application material includes an equality monitoring form and other relevant quality information		
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Date Written: 19th March 2018

Date for review: September 2018

Signed:



Name:

David Watson

Position:

Chief Executive