

Appendix 4

THE EQUALITY STANDARD

A Framework for Sport

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The Equality Standard ~ A Framework for Sport

1.0 Overview

The equality standard is a framework to guide sports & community organisations towards achieving equality. It is currently a self-assessment tool. By applying the standard, we will be able to

- Provide a framework for achieving equality in Sport.
- Increase the number of participants, members, coaches, spectators and volunteers by reaching new audiences.
- Help meet legal duties thereby reducing the likelihood of litigation.
- Increase active involvement in equality at every level. Improve equality practices through monitoring, evaluation and review methods.

2.0 The Standard

The standard is based on two areas of activity and four levels of achievement. All levels must be supported by relevant evidence.

2.1 Areas of Activity

- Developing the organisation (what our organisation is)
- Developing our services (what our organisation does)

2.2 Levels of Achievement

- Foundation: TAL is committed to equality.
- Preliminary: TAL is clear about what it needs to do to achieve equality.
- Intermediate: TAL is increasing opportunities for a diverse range of people.
- Advanced: TAL offers fair & equal opportunities to its staff & the communities it serves.

3.0 Implementation of Equality Standard

- Step 1: Ensure that the Board and the Senior Directors agree with Equality Policy.
- Step 2: Determine person responsible for each action (see Action list) & agree this.
- Step 3: Ensure that all relevant forms and information can be recorded effectively, so that this can be filtered through to all staff members.
- Step 4: Ensure that Facility Managers are committed to implementing this standard, so to cascade to all members of staff.
- Step 5: Filter through to all staff members as per action list below.
- Step 6: Staff should be communicated with to gather relevant information and to give feedback, this information should be recorded where appropriate, i.e. staff training logs, meeting minutes, inform magazine etc.
- Step 7: Report findings and document these.
- Step 8: Draw up action list and implementation for the preliminary level.

4.0 Action List

FOUNDATION LEVEL			
<i>Principle: TAL is committed to equality</i>			
	Action	Person Responsible	Completed
1	Establish group accountable for equality.	Emma Ibbertson (EI) Dennis Smith (DS) Dee Carty-Burland (DCB) Tony McGuigan (TMcG) Facility Managers (FM)	Completed
2	Ensure that this item is discussed at OMT & Board meeting & policy is agreed.	SC, JP, KP, EI	Ongoing – regular item
3	Need to inform staff of TAL’s commitment, inform through OMT & team meetings.	FM	Ongoing
4	Include in the next Inform Magazine.	DS	Ongoing
5	Include on the website.	McG	To Do
6	Ensure that this information is communicated through Staff Training	FM, Trainer Assessors, DM’s, AM’s	Ongoing
7	Include TAL’s Equality policy in the staff handbook.	DS, DCB	April 08
8	Need to ensure that this is a two way process – staff to give feedback. Design a feedback form. Inform at ECG meeting.	DS, DCB, EI	Ongoing
9	Conduct an audit – demographic profile of organisation to include gender, ethnicity, age disability & sexual orientation.	DCB, EI	Nov 08
10	Need to establish a profile of our members – look at design of LSC & information collected.	DCB, EI, DS	To Do
11	Report the findings of the audits conducted. Set up a database of staff.	DCB, EI, DS	Jan 09

Action List – Preliminary Level

PRELIMINARY LEVEL			
<i>Principle: TAL is clear about what it need to do to achieve equality</i>			
	Action	Person Responsible	Completed
1	Carry out an audit of users and non-users, to establish the issues & barriers faced by under represented groups. This can be done through meetings and briefing sessions. Liase with the council's findings on barriers to participation.	Norma Wilburn Survey EI & Kate Domain	Yearly
2	Review policies, procedures and programmes for their equality impact.	EI, DS, DCB	6 monthly
3	Draft an Action plan for equality, taking into account all areas, including admin, HR, marketing, elite elements of sport. This needs to take into account, memos, and minutes of meetings with represented groups.	DCB, EI, DS	
4	Identify pathways for under-represented groups. Need to provide details of communication and consultation.	EI, DS	Ongoing
5	Develop a consultation process with all users and non-users, of equality target groups and organisations.	EI,DS	Ongoing
7	Need to implement ways to monitor and review the action plan.	EI, DS	To Do
8	Ensure that the policy and action plan are communicated and promoted, within staff handbook and inform magazine, on websites and in annual reports. It should also be included in the Marketing Plan.	DS, DCB, EI, TMc	Ongoing
9	Undertake training needs analysis for all staff, and show how equality is addressed through training. We then need to establish the training and staff development, which supports our objectives.	DS	Yearly EDI's
10	Review all HR issues, to ensure that we have a clear and relevant selection process. Staff who are involved in recruitment, should be equality trained. Ensure that there is information included, regarding out equality policy.	DCB	Ongoing
11	Look at different ways to reach under-represented groups.	EI, DS	To Do
12	Promote the action plan, through joint articles, press releases.	TMc	To Do
13	Ensure that we work closely with organisations, to implement the action plan.	EI, DS	Ongoing