Kent & Medway Sports Board – Diversity Action Plan January 2018-January 2019

The Kent & Medway Sports Board is the overall governing board for the County Sports Partnership – Kent Sport. It is an independent board which oversees, provides scrutiny, guides the work and makes decisions, to ensure good governance of Kent Sport.

Through ***"Towards an Active County"*** the Strategic Framework for Sport & Physical Activity in Kent and Medway, the Board's vision is to get **More People, More Active, More Often** and one of the key underpinning principles within the Framework states that:

> *"Efforts should be made to maximise sport and physical activity **opportunities for all** people and groups as defined with protected characteristics within the Equality Act 2010 (gender, gender identity, race, disability, sexuality, age, religion, pregnancy and maternity or marriage and civil partnerships) and for carers, regardless of their level of ability".*

The Board also demonstrates its commitment to equality and diversity through its Equality Statement, within the Board's Governance Framework:

http://www.kentsport.org/about-us/kent-medway-sports-board/

This Diversity Action Plan supports the Board's commitment to progressing towards achieving gender parity and greater diversity generally on its Board, including, but not limited to, Black, Asian, minority ethnic (BAME) diversity and disability.

In addition, Kent Sport underwent a reaccreditation process and successfully achieved the Foundation and Preliminary levels of the ***Equality Standard - A Framework for Sport*** in May 2013. In October 2016, Kent Sport underwent an assessment and was confirmed as the first County Sports Partnership in the Country to achieve the Intermediate level of the Equality Standard. This work is supported by the Board.

Kent Sport has an Equality Action Plan which is reviewed annually. This Diversity Action Plan, which will be reviewed annually, specifically relates to the Board and complements Kent Sport's Equality Action Plan.

A Message from the Board Chairman

The Kent and Medway Sports Board encourages partnership working between agencies so that we can deliver high quality activities which are accessible to everyone across the county. To achieve this, we are committed to equality and diversity in all we do and strive towards our membership reflecting the community we serve. Significant progress has been made in recent years, but more needs to be done to ensure that our progress in this important area of work is maintained and continues to evolve. This Diversity Action Plan is designed to help us move towards this position.

Whilst the recruitment of people with varied backgrounds and experience is important, we also need to ensure that those on the Board continue to develop their understanding of equality and diversity and reflect this in our discussions and decision making. To support this, the Board has a nominated Equalities Champion who works alongside the lead officer on equalities in Kent Sport.

This plan focuses on the areas of training and development; awareness and commitment to equality and diversity; and, our recruitment practices. It is reviewed and updated annually by the Nomination Committee for consideration and adoption by the Board.

Dick Fedorcio, OBE – Chairman, Kent & Medway Sports Board

KEY ACTIONS

1. **<u>Ensure Board Members receive Equality and Diversity Training/Briefings</u>**

TASKS	ACTION	RESPONSIBILITY	TIMESCALE/DATES	RESOURCES	OUTCOMES / MEASUREMENT / IMPACT
1. Engage with external providers of training opportunities for staff & Board Members	- Ongoing updates & briefings for staff and Board Members to provide guidance on how equality work is embedded within staff roles. - Board members to participate in CSPN training webinars eg Code of Sports Governance.	Physical Activity Manager Board Chairman	2 meetings / briefings a year July 2018 and Jan 2019	Officer Time	- 2 meetings / briefings per year - All staff / Board Members to have a good understanding of equality and diversity agenda and how it links to their role. - All Staff and Board Members complete Introduction to Equality & Diversity e-learning **<u>Update</u>** Mar 2018 - Board Members provided with access to

					KCC e-learning modules inc. Equality & Diversity. Board item at July 2018 meeting.

2. Ensure Widespread Awareness of the Board's and Kent Sport's Commitment to Equality

TASKS	ACTION	RESPONSIBILITY	TIMESCALE	RESOURCES	OUTCOMES / MEASUREMENT / IMPACT
2. Awareness of commitment of Kent Sport to Equality & Diversity	- Continue to promote policy statement through all communications methods, including social media, website, information to partners and referenced in Strategic Framework.	Sports Information and Communications Officer (supported by Marketing team and all staff) Board Equality Champion	Ongoing – Dec 2018	Officer Time	- Ensure policy statement is visible on website and in key Board documents and promoted widely to increase awareness internally & externally of the Board's and Kent Sport's commitment to Equality. **Update:** Statement on website and in Board's Governance Framework. Commitment statement added to all staff e-mail signatures.

3. Board Recruitment to Promote Equality and Diversity

TASKS	ACTION	RESPONSIBILITY	TIMESCALE	RESOURCES	OUTCOMES / MEASUREMENT / IMPACT
3.1 Evaluate recruitment processes	- Ensure that job adverts are circulated to key equality group contacts. - Continue to use the Induction process to promote and educate new Board	Physical Activity Manager CSP Director	Ongoing – Sept 2018 and Jan 2019	Officer Time	- Job adverts / opportunities to be promoted to, and reach, a wider audience. - Increased number of applicants who identify themselves as BAME or disabled

	Members on the Board's commitment to equality & diversity				- To record on Board Induction Checklist. - All Board Members to have a good understanding of equality and diversity agenda and how it links to the Board's work. **Update**: June 2018 Recruitment pack sent to Inclusive Boards for comment. Equality & Diversity added to Board induction presentation
5.2 Recruitment Training	- Ensure Line Managers in the staff team complete Equality and Diversity in Recruitment & Selection e learning. - Ensure a Line Manager who has undertaken training is involved with recruitment of Board members alongside Nomination Committee	CSP Senior Managers involved in interviewing. CSP Director	Ongoing - update required every 3 years.	Officer Time - Online training.	- All line managers and staff on recruitment panels to have successfully completed the Equality & Diversity in Recruitment & Selection e learning. Board supported in seeking further diversity. **Update**: June 2018 Senior Managers currently up to date with Equality & Diversity in recruitment and selection training. CSP Director involved in last Board recruitment exercise (Jan 2017)
3.3 Board Recruitment	- Ensure Board recruitment meets standards required by new Code for Sports Governance (Tier 3).	CSP Director and Board Chairman	Ongoing – Review prior to future recruitment and annually Sept 2018	Officer Time	- Job adverts circulated widely/openly and particularly to key equality group contacts. - Job adverts to include equality statement. - Increased number of applicants who identify themselves as BAME or disabled - Target of min 40% of each

					gender on the Board. - Ensure Board make up is reflective of local community and based on skills, experience and knowledge. - Nomination Committee to take account of diversity inc. gender parity and greater diversity, including, but not limited to, Black, Asian, minority ethnic (BAME) diversity and disability when nominating/recruiting new Board Members. **Update:** Board adverts circulated to range of equality contacts. List of contacts provided to Inclusive Boards in June 2018 to ascertain further advice and contacts. Current gender make-up of Board is 50% male, 50% female.
3.4 Equality Audit of Staff and Board Members	- Undertake an Equalities Audit of staff and Board Members.	Co-ordination: Sport & Physical Activity Officer Completion: All staff and Board Members (championed by CSP Director and Board Chairman)	Every two years - Jan 2018 and Jan 2020	Officer Time	- 100% completion rate. - Findings circulated to Staff and Board members with an associated action plan developed, where necessary. **Update:** 2018 Equality audit completed with 100% response rate and reported to Board in April 2018. Board make-up compared to Kent demographic data, so that Board is aware of areas of under-representation.

3.5 Designated Lead Officer for Equality and Equality Board Champion	- Maintain commitment to Lead Officer for Equality and Equality Board Champion roles.	CSP Director & Board Chairman	Ongoing – Review annually – Oct 2018	Officer Time	- Designated Lead Officer for Equality and Equality Board Champion roles to be continued and maintained. **Update:** Board Champion in place and has an equality role within another sports organisation. A further Board member has a senior equality leadership role within a Kent local authority