

Sport Across Staffordshire & Stoke-on-Trent  
Equality Action Plan Jan 2007 – April 2009

**Objective One:** Embed equity into the work of all staff

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
					Unit Cost	Total
<ul style="list-style-type: none"> <li>Ensure that equity commitments are part of staff job descriptions</li> </ul>	<ul style="list-style-type: none"> <li>Equity reference in all current and new job descriptions</li> </ul>	SASSOT employed staff	<b>Partnership Director</b> Stafford Borough Council	Feb 07 - Ongoing		
<ul style="list-style-type: none"> <li>Develop and promote programmes that target BME, Disabled People and Girls &amp; Women where needs arise</li> </ul>	<ul style="list-style-type: none"> <li>Mapping exercise completed to identify current activities</li> <li>Establish funding application criteria for new 'Widening Access Projects'</li> </ul>	Under represented groups	<b>NGBs –Phase 1 LAs</b> <b>SASSOT Team</b>	Mapping Complete May 07  Projects May 07 onwards	£4,000  (Breakdown) £2,000 Disability £2,000 Other	
<ul style="list-style-type: none"> <li>Provide education around positive action and practical case study examples</li> </ul>	<ul style="list-style-type: none"> <li>Establish a standardised 'Equality &amp; Diversity' feature in each newsletter edition</li> <li>External organisations to attend SDO and NGB Forum where appropriate</li> </ul>	Local Authorities NGB Officers Clubs, Coaches , Volunteers	<b>Research &amp; Marketing Officer</b> Supported by: Local Authorities NGB Officers Clubs, Coaches , Volunteers	June 07		
<ul style="list-style-type: none"> <li>Staff to embed equality work through out existing strategies / work programmes produce individual summary action plans to identify key work around equality issues</li> </ul>	<ul style="list-style-type: none"> <li>1:1 meetings with all members of staff complete</li> <li>All staff produced summary plans</li> </ul>	SASSOT Team  (Long Term Local Authorities)	All SASSOT Staff	April 07	£1,000 (Match by staff budgets)	

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**Objective Two:** Provide appropriate education & training

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
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<ul style="list-style-type: none"> <li>Link Equality &amp; Diversity into the training needs analysis process</li> </ul>	<ul style="list-style-type: none"> <li>Analysis completed with Equality content</li> </ul>	Partnership workforce	<b>Workforce Officer</b>	April 07		
<ul style="list-style-type: none"> <li>Establish a list of equity training available and who the key providers are utilising local authority and county resources</li> <li>Provide training session for key partners</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of the following workshops ran annually               <ul style="list-style-type: none"> <li>- 2 'Equity in Your Coaching'</li> <li>- 2 'A club for All'</li> <li>- 1 'Coaching Disabled Performers'                   <ul style="list-style-type: none"> <li>• NGB to identify Sport Specific courses</li> <li>• Provide a list of courses available</li> </ul> </li> </ul> </li> </ul>	SASSOT Team Clubs Coaches Volunteers	<b>Education &amp; Training Officer</b> <b>Club Dev Officer</b> <b>NGBs</b> Sport England EFDS SE County Council	April 07 - Ongoing		
<ul style="list-style-type: none"> <li>Provide ongoing advice and guidance</li> </ul>	<ul style="list-style-type: none"> <li>All relevant information posted on the SASSOT website / newsletter</li> <li>Circulate to Board members</li> </ul>	Core Team LA NGBs Clubs, Coaches & Volunteers	<b>Research &amp; Marketing Officer</b>  Core Team member	Ongoing		
<ul style="list-style-type: none"> <li>Produce an annual training plan for staff</li> </ul>	<ul style="list-style-type: none"> <li>Training plan implemented</li> </ul>	SASSOT Team	<b>Partnership Director</b> Workforce Officer	April 07	£1,000	
<ul style="list-style-type: none"> <li>Conduct further research into barriers and issues.</li> </ul>	<ul style="list-style-type: none"> <li>Disability Research completed and findings implemented</li> </ul>	Under represented groups	<b>Research &amp; Marketing Officer</b>	Jan 07 – Disability Research	£1,400 Funding via County Council Equalities Team	

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**Objective Three:** Advocate equitable recruitment & selection practices

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
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<ul style="list-style-type: none"> <li>Produce good practice recruitment &amp; selection guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Current selection policies reviewed with all key stakeholders</li> <li>Future recruitment to the Board is an inclusive and open process</li> </ul>	SASSOT Team LA Coaches	<b>Partnership Director</b> Stafford Borough Council	July 07		
<ul style="list-style-type: none"> <li>Review equal opportunities knowledge of all members of staff who sit on interview panels. All recruitment panels to include equality trained staff</li> </ul>	<ul style="list-style-type: none"> <li>Staff involved in recruitment to have received Equal Opportunities Training</li> </ul>	SASSOT Team	<b>Workforce Officer</b>	April 07		
<ul style="list-style-type: none"> <li>Ensure new employees attend equity training within the first 3 months of the post</li> </ul>	<ul style="list-style-type: none"> <li>Training requirement written into the terms and conditions of the post and influence external partners to take similar measures</li> <li>All new members of staff complete the E-Learning module (Fairness &amp; Inclusion)</li> </ul>	SASSOT Team LA	<b>Research &amp; Marketing Officer</b> Education & Training Officer	Ongoing		
<ul style="list-style-type: none"> <li>Promote the role / work of the partnership to a wider audience,</li> </ul>	<ul style="list-style-type: none"> <li>Increase number of places where advertisement of job appear</li> <li>Increased promotion of the website</li> </ul>	Under represented groups Equity organisations	<b>Business Manager</b> Research & Marketing Officer Admin Manager	Ongoing		

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**Objective Four:** Advocate equitable policies & strategies

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
					Unit Cost	Total
<ul style="list-style-type: none"> <li>Review the equity policy and wider policies</li> </ul>	<ul style="list-style-type: none"> <li>Impact assessment of Equity Policy – Access Across Staffordshire completed</li> </ul>	SASSOT LA	<b>Partnership Director</b> Executive Board Champion Research & Marketing Officer	April 08		
<ul style="list-style-type: none"> <li>Clubs, coaches and volunteers are aware of and utilise the SASSOT Equity Policy</li> </ul>	<ul style="list-style-type: none"> <li>Summary document of 'Access Across Staffordshire' Equity policy produced</li> <li>Summary document circulated to clubs</li> </ul>	Clubs Coaches Volunteers	<b>Research &amp; Marketing Officer</b> Club Development	May 07		
<ul style="list-style-type: none"> <li>Advocate impact assessment of new policies</li> </ul>	<ul style="list-style-type: none"> <li>Impact assessment of Equity Policy – Access Across Staffordshire completed</li> </ul>	LA NGBs	<b>Partnership Director</b> SLCOF	Ongoing		
<ul style="list-style-type: none"> <li>Ensure that equity is addressed in key partnership strategies including Workforce, Club, Marketing &amp; Communication, Facility etc</li> </ul>	<ul style="list-style-type: none"> <li>Review Club Mark – Development Plans contents in reference to Equity</li> <li>Review current strategies of Equality content</li> </ul>	SASOT Team	<b>SASSOT Team</b>	April 07 – Ongoing		
<ul style="list-style-type: none"> <li>Achieve the Preliminary Level of the Equality Standard for Sport</li> </ul>	<ul style="list-style-type: none"> <li>Collate evidence and submit Preliminary folder</li> </ul>	SASSOT Team	<b>SASSOT Team</b>	April 07		

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**Objective Five:** Adopt appropriate and effective marketing & communication practices

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
					Unit Cost	Total
<ul style="list-style-type: none"> <li>Communication &amp; Marketing group to sign up to the Equity Policy and demonstrate understanding advocating the following areas</li> </ul>	<ul style="list-style-type: none"> <li>Action plan and policy communicated to all partners</li> <li>List established of alternative forms of media</li> <li>CSP has systems in place to provide marketing material in various formats (Large print, audio etc)</li> </ul>	All key partners Under represented groups	<b>Business Manger</b>  Marketing & Communications Group	Sept 07	£500	
<ul style="list-style-type: none"> <li>Ensure that the new website meets accessibility requirements and contains the following features</li> </ul>	<ul style="list-style-type: none"> <li>Achieved 'AA' standard</li> <li>Disability Directory Live</li> <li>Club Directory (Stating Accessibility) Live</li> </ul>	Priority Groups	<b>Research &amp; Marketing Officer</b>  Club Dev Officer Admin Manager	Dec 06 Ongoing	£500	

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**Objective Six:** Develop consultation & networking opportunities

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
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<ul style="list-style-type: none"> <li>Local authorities and NGBs to establish the need within the county – the partnership to then co-ordinate consultation where required</li> </ul>	<ul style="list-style-type: none"> <li>Consultation organised when needed</li> <li>Establish links with diversity representatives with local authority</li> <li>List of key county equity contacts established</li> </ul>	LA NGB Officers Clubs	Local Authorities NGBs Supported by SASSOT	May 07 – Ongoing		
<ul style="list-style-type: none"> <li>Engage and work with equality organisations on the implementation of the action plan</li> </ul>	<ul style="list-style-type: none"> <li>Action plan and policy communicated to all Equity partners</li> </ul>	Equality Organisations	SASSOT & EFDS Sporting Equals Racial Equality Council	Ongoing		
<ul style="list-style-type: none"> <li>Take proposals to SLCOF to achieve buy in and commitment of staff time</li> </ul>	<ul style="list-style-type: none"> <li>Staff time committed</li> </ul>	LA	Partnership Director & Research & Marketing Officer	Jan 07		
<ul style="list-style-type: none"> <li>Further consultation opportunities by linking into other forums including SDO and NGB Forum</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion of Equality as agenda items at SDO and NGB Forum</li> <li>Provide guidance documents on how to engage with targeted groups including methods and list of contacts</li> </ul>	NGBs LA	NGBs LA Equity Organisations	Ongoing		

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**Objective Seven:** Implement performance measurement & data collection

Key Actions	Milestones	Target	Who is responsible?	When	Resources	
					Unit Cost	Total
<ul style="list-style-type: none"> <li>Establish a consistent method, potentially utilising census categories</li> </ul>	<ul style="list-style-type: none"> <li>Equity monitoring encompassed in Performance Measurement tool adopted by the partnership</li> </ul>	Disability BME Girls & Women	Business Manager  SASSOT Team	April 07		
<ul style="list-style-type: none"> <li>Use Active People survey results</li> </ul>	<ul style="list-style-type: none"> <li>Review Active People Survey data to establish base line activity data of under-represented groups</li> <li>Regional review to identify areas for improvement</li> </ul>	Disability BME Girls & Women	Sport England	May 06		
<ul style="list-style-type: none"> <li>Use of Youth Sport Trust data</li> </ul>	<ul style="list-style-type: none"> <li>Review the appropriateness of the PESSCL questionnaire and collated data accordingly</li> </ul>	Disability BME Girls & Women	Youth Sport Trust	July 07		
<ul style="list-style-type: none"> <li>Use of various SASSOT application forms</li> </ul>	<ul style="list-style-type: none"> <li>Equity monitoring criteria on all current and new application forms</li> </ul>	Disability BME Girls & Women	SASSOT Team	April 07		
					<b>Total Cost</b>	<b>£ 8,400</b>

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