**CSP Network**

**Equality Policy and Action Plan**

**V4 Approved December 2017**

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8. **Purpose of Plan**

The Equality Policy and Action plan is an internal plan for the CSP Network national team.

The plan will contribute to our mission of the network “transforming lives by growing grassroots sport and championing active lifestyles” and ensuring that **everyone** has the opportunity to be involved in sport and physical activity. The Policy also outlines how CSP Network national team is committed to encouraging equality and diversity amongst its workforce, and eliminating unlawful discrimination.

1. **Context**

**Active Lives Survey**

There are a number of factors that influence sport participation as identified in Sport England’s Active Lives Survey (Oct 16).

**Gender** has a big influence on sports take-up. More men play sport than women. Currently 63% of men undertake 150min+ activity a week, compared to 59.0% of women.

**Age:** There is a clear pattern in activity levels by age. Those aged 16-24 are most likely to be active (75% or 4.7m) and those aged 75+ are least likely to be active (32% or 1.4m).

**Disability -** In terms of activity, there are differences between those with or without a disability; only 36% of those with three or more impairments are active compared with 65% of those without a disability.

**Socioeconomic groups** -There are differences in activity levels between socioeconomic groups. People who are in managerial, administrative and professional occupations (NS SEC 1-2) are most likely to be active (70%) whilst those who are long term unemployed or have never worked (NS SEC 8) are the least likely to be active (49%).

**The Principles of Good Governance for Sport and Recreation** The Sport and Recreation Alliance ‘The Principles of Good Governance for Sport and Recreation’ promotes the recruitment of a balanced, inclusive and skilled board that reflects the diversity of the community it serves. Organisations can improve their decision-making and innovation by bringing together high-calibre individuals with varied experience, with the ability to think differently and the willingness to provide constructive criticism to board and executive colleagues.

*The Principles of Good Governance for Sport and Recreation* promotes the need for having 30% each gender on boards and encourages boards to aim for gender parity in the long run.

1. **Current Status**

The CSP Network national team achieved the Foundation Equality standard in May 2013. All 44 CSPs also achieved the standard, with 5 achieving the prelim standard.

CSPs have secured a 3 ½ year contract with Sport England until 2021 to support the delivery of their strategy and in particular to support the reduction in the number of inactive people particularly from under-represented groups.

1. **Background to CSP Network**

The CSP Network is the national umbrella body (charity) which represents the nationwide network of County Sports Partnerships (CSPs) and supports them to collaborate, sustain, add value and deliver impact. There are 44 CSPs who are all independent bodies with independent Boards. In total they employ approximately 730 staff. Individual CSPs aim to increase participation in sport and physical activity by connecting national and regional policy with local need. They are made up of a collection of local and regional partners.

The CSP network Vision is: “Transforming lives by growing grassroots sport and championing physical active lifestyles”

The CSP Network Mission: Active Lifestyles and Participation in Sport are the New Social Norm for Everyone.

Our strategic outcomes are:

* Quality & Collaboration – continually innovating to improve standards and collaborating to unlock our collective expertise
* Stakeholder Value – providing attractive services to meet identified needs and consistently delivering above expectations
* Financial Sustainability – growing and diversifying funding sources to improve sustainability
* Performance & Impact – creating a value adding service offer, demonstrating impact on outcomes

All our work is underpinned by a collaborative, enterprising and high performance culture. Work is customer focused and equitable, providing everyone with the chance to be take part.

The CSP Network employs seven staff (5.2 FTEs) who are supported by CSP Officers who lead and help coordinate national work strand groups covering specific areas. The five national work strand groups are; Marketing & Communications, Children and Young People, NGB Sport, Physical Activity & Health, CSP Improvement. In addition, there is also a project lead for the Workplace Challenge project.

1. **Equality Statement**

The County Sports Partnership Network (CSP Network) is committed to encouraging equality and diversity within our workforce, in the partnerships we support and in the delivery of sporting activities and programmes.

We oppose all forms of unlawful and unfair discrimination including direct and indirect discrimination, harassment, bullying and victimisation. CSPN recognises our legal obligations and will abide by the requirements of the Equality Act 2010.

We have set a target of ensuring a minimum of 30% of each gender on our Board and will take all appropriate actions to reach and sustain gender parity.

1. **Equality Aims & Objectives**

**Aims**

* For our workforce to be representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.
* Form effective partnerships with external stakeholders to ensure the work of the CSP Network national team, Board and the whole network enables everyone to have the opportunity to be involved in sport and physical activity.

**Objectives**

* Equality work is embedded across all our work streams.
* Develop partnerships with key equality organisations.
* Ensure communication is tailored to targeted audiences.
* Promote work / events linked to specific target groups.
* Ensure all CSPs and CSP Network retain the Equality Standard.
* Ensure there will be a minimum of 30% of each gender on the CSP Network Board and we will take all appropriate actions to maintain this.
* Demonstrate a strong and public commitment to progressing towards achieving gender parity and greater diversity generally on our Board, including, but not limited to, Black, Asian, minority ethnic (BAME) diversity and disability.
* Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

1. **Current Equality Position**

**Lead for equality**

Nicki Couzens, Business Support & Communications Manager is the lead equality officer with support from Adrian Ledbury (Head of Operations for the CSP Network) who oversees all work undertaken by the CSP Network.

**Board Equality champion**

All Board members are champions of equality, but the Board needs identify an Equality Champions for the whole of the CSP Network and are expected to champion wider equality issues at Board level. The Board is supported by the Chief Executive, Head of Operations and the Business Support & Communications Manager.

**Internal / external equality advisory groups**

The CSP Network closely works with EFDS, Women in Sport and Sporting Equals. The Hub is used to share information and generate discussions linked to these areas.

CSP Network has identified CSP staff to lead and link with National Equality organisations on behalf of CSP Network at a national level.

* Nicki Couzens –Women and Girls
* EFDS & Disability Projects - Graeme Sinnott & Lee Mason
* BME – to be confirmed
* Deprivation - to be confirmed

1. **Equality Action Plan 2017-18**

**CSP Network Board / Staff**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Activity** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| Reapply for equality Standard | Ask SE for guidelines, collect information and complete | Regain standard | Jan 2018 | SE | Nicki |  |
| Monitor make up of board and staff | All board members and staff to complete equality audit questionnaire, report to CSP Network Board | Questionnaire completed | Dec 2017 | From SE to ensure questions match those used for NGB | Nicki | Monitor make up of board and staff |
| Identify an equality board champion | Ask for nomination from Board | Champion identified | Jan 2018 |  |  |  |
| Identify CSP network staff or CSP directors/ staff to link to target organisations | Identify individuals to be direct link for specific equality organisations | Allocated name individual for each organisation | Dec 2017 |  | Nicki |  |
| Ensure a pro-active approach to appropriate representation of board members as part of the Boards modernisation plans | Ensure all recruitment processes give CSP Network best chance of achieving gender split and increasing diversity on board. | 30% gender split | ongoing |  | Lee |  |
| Ensure procedures are in place to deal with complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation’s work activities | Write and inform staff of relevant policies and procedures.  Provide appropriate training where relevant |  |  | HR sub committee | Adrian |  |
| Publish the equality statement on our website and provide a link to the action plan |  | Statement on website with link to action plan | Oct 17 |  | Nicki |  |

**Training**

| **Task** | **Activity** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| --- | --- | --- | --- | --- | --- | --- |
| All staff receive equality training | Identity online training programme  Organise for new staff | All staff completed training | within 3 months of start date |  | Nicki |  |
| Provide appropriate training for CSP board members | Run CSP board training programme  Set up specific hub group  Se to up specific page around sports governance code and supporting resources | Establish training programme  Sign up Board members within 48 hours of receiving request from CSPs.  Page set up on hub | Ongoing  Ongoing  June 17 |  | Nicki  Nicki  Graeme |  |
| Appropriate training incorporated in convention | Work with partners to organise appropriate training at annual convention and other times during the year | Training included where appropriate in convention programme | Dec17 | Sporting Equals  EFDS  Women in Sport | Nicki |  |
| Use hub to promote relevant training | Work with partners to identify appropriate training | Training Courses advertised on calendar | Ongoing | Sporting Equals  EFDS  Women in Sport | Nicki |  |

**Communications & Campaigns**

| **Task** | **Activity** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource/ progress** |
| --- | --- | --- | --- | --- | --- | --- |
| website and hub meet recommended accessibility guidelines | Ensure accessibility guidelines incorporated into the website &hub | Website accessible to different impairment groups | ongoing | EHD | Nicki Couzens | Writing on blocks of colour, ability to read photo  Alternative text |
| Publications meet accessibility guidelines | Check publications meet accessibility guidelines seek advice from Sarah Marl EFDS | Check using EDFS resource guide | ongoing | Sarah Marl EFDS | Nicki |  |
| Promote underrepresented groups through usage of appropriate imagery | Ensure all publications that use appropriate images from across target groups, | That all publications using imagery contain an appropriate proportion of images from underrepresented groups | ongoing |  | Nicki | Impact report 2016  17 photos (8 women, 5 BAEM, 2 disability) |
| Develop a photo library accessible to CSPs on hub containing a range of photos across target groups | Collate from CSPs range of photos & upload to photo library | Photo library developed with selection of images from underrepresented groups | Jan 18 | CSP | Nicki | . |
| Identify communications guidelines from partners & disseminate to CSPs | Contact EFDS, Sporting Equals, Women in Sport, Street Games to identify suitable publications.  Upload to document library on CSP portal | Resource library contains appropriate communication guides | Oct 17 | EFDS  Sporting Equals  Women in Sport | Nicki | EFDS guide uploaded to hub |
| Regular news items on CSP Network website showcasing work with equality partners | Upload CSPs stories and write CSP Network stories at appropriate times. | One news item per quarter | ongoing | EFDS , Sporting Equals, Women in Sport, SE | Nicki | Pass On Your Passion campaign |
| Include work with CSPU re bi-monthly blog | Contact CPSU and ACT at set intervals | Bi monthly blog | July / Sept /Nov 17 | CPSU & ACT | Nicki | First blog uploaded July 17 |
| Use social media to promote partners work when relevant | Retweet / send tweets at appropriate times | Respond to appropriate request with 48 hours | ongoing |  | Nicki |  |
| Provide a platform to promote relevant campaigns e.g. national women’s week. | Coordinate promotion of CSP work  Write national press releases that are promoted on website and social media | Press release and social media posts porduced in timely manner. | Ongoing |  |  | Press releases produced, female impact studies uploaded to website. Social media used to promote work |
| Consider the establishment of KPIs for equality as part of balanced score card. | As part of BSC update consider appropriate equality measures |  | March 2018 | Nicki | Graeme |  |
| Disseminate relevant information through Hub and Workstrand Groups from national organisations | Have contact with main equality organisations  Post information on Hub or through to workstarnd groups |  |  |  |  |  |
| Ensure equality targets included in performance measures in programme reports | Work with programme leads (internal & external) eg sportive to ensure KPIs and targets reported. | Report on gender and disability for SE funding programmes | ongoing | Nicki | Graeme | Promoted gender split for programmes on social media during Women’s Sports Week. |

**Target Groups**

Women & Girls

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| --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Activity** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| Coordinate information from SE on TCG across work areas | * Liaise with SE on TCG updates * Raise at Team Meetings as appropriate * Distribute Media plan & updates from SE to CSPs | Report produced learnings and presented to CSPs  Links with Katie Higson at SE – SE questions group on hub | June 17 | Charlie Crane  Graeme Sinnott | Nicki Couzens | Number of TCG stories promoted through website and on social media.  Attended TGC day in London  Learnings and insight report circulated to CSPs |
| Promote This Girl Can campaign through national network | * Facilitate sharing of good practice on campaign through CSP Network * Produce evaluation report on learnings of implementing campaign | Arrange meetings as appropriate.  Write brief for project  Report produced in a timely manner | ongoing  Nov 17 | SE  Citydesk | Nicki Couzens | Arranged informal networking at Convention |
| Identify national campaigns which CSPs can link to raise publicity and promotion of work | * Identify campaigns eg women’s sports week * Distribute information to SPs |  |  |  |  | 3 press releases written – 1 on programmes designed by CSPs encouraging participation, one on coaching, one on WPC. |
| Promote coaching and volunteering campaigns supporting underrepresented groups. | * Identify CSP campaigns and promote through CSP network website and social media * Promote through enews | Press story feature in enews and website | ongoing | Lee B | Nicki | Pass on Your Passion promoted |
| Promote relevant Women and Girls Resources | * Identify resources that would be useful to CSP work | Promote Women in Sport CSP resource hub on portal | May15 . ongoing | CSPs | Nicki Couzens | Promoted and attended women in sport insight tour 2016 |
| Regular Communication with Women In Sport to identify joint areas | * Meet / call Women In Sport to identify some agreed priorities /actions for forthcoming year | Meeting held and joint agreement produced | Nov 17 | Women in Sport | Nicki Couzens |  |

Black & Ethnic Minorities

| **Task** | **Activity** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource / progress** |
| --- | --- | --- | --- | --- | --- | --- |
| Identify any joint work areas with Sporting Equals | Meeting sporting Equals to identify joint areas of work | Meeting held and joint areas identified  Partnership agreement produced | Dec 2017 | NC | Adrian Ledbury |  |

Disability Sport

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| **Task** | **Activity** | **Performance Measure** | **When** | **Support** | **Lead** | **Resource/ progress** |
| Partnership agreement with EFDS 17-18 | look at collaboration opportunities.   * Maximising national disability audience research in local decision making * Aligning improvement resources of the 2 organisations to support CSPs in being inclusive organisations * Advocacy of the EFDS inclusive principles * supporting EFDS on the performance management of the engagement advisors) | Partnership agreement produced  BI monthly Meeting held and joint areas identified |  | Graeme Sinnott | Adrian Ledbury |  |
| Put relevant news stories from EFDS onto website & portal groups | Identify all relevant stories written by EFDS to promote to CSPs | One a quarter? | ongoing | Sarah Marl EFDS | Nicki |  |
| Board decision making guide. | Pilot with a couple of CSPs a board decision making guide which seeks to ensure the views of the communities being targeted are represented in the decision-making processes of the CSP. | Report on pilot produced | March 2018 | Ray Ashley EFDS | Graeme Sinnott |  |

**Appendix One Equality Profile of CSPN Board / Staff and CSP Leadership Team**

**Figure 1:** Gender profile of CSP Network Board, CSP Leadership Team compared with general population. July 2017

In 2013 All members were asked to complete a monitoring form to enable the Equality Profile of the CSPN to be established. The Questions were not compulsory and the summary below obviously only takes into account the people who answered the questions

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| --- | --- |
| **Figure 2:** Race profile | **Figure 3:** Disability |
|  | The 2009 Disability Rights Commission indicated that 19% of the population had a disability |