



# Equality and Diversity Action Plan

Updated - July 2020

## **ABOUT US**

Active Cornwall is one of 43 Active Partnerships across England joined by a common purpose to increase engagement in sport and physical activity. In Cornwall and the Isles of Scilly we are aiming for **50,000 people doing more activity by 2020.**

As a hosted organisation with Cornwall Council (CC) our policies and procedures are governed by CC. Our Diversity Action Plan is very much linked to [Cornwall Councils Equality and Diversity Framework](#) and their [Equality of Opportunity Policy](#).

Active Cornwall is the leading organisation working across Cornwall and the Isles of Scilly solely dedicated to reducing inactivity through physical activity and sport to transform lives.

We **understand, influence, connect and support** others to unlock the wider benefits that physical activity and sport can have to improve the quality of life for the people of Cornwall, specifically for PEOPLE who would benefit the most in PLACES that need it most.

By working together WE can create the right conditions and opportunities for people to live an active, healthy and happy life.

**Vision: EVERYONE** in Cornwall has the opportunity to live an active, healthy and happy life.

**Mission:** To bring organisations, people and places together to improve the conditions that unlock the power of physical activity and sport.

## **Message from Our Chair**

Our effectiveness in reducing inactivity requires that as an organisation we are influenced by the diverse range of people we serve, if we are to be successful.

We are committed to ensuring that for people of whatever background, that we make it easy for them to engage with us so that we can improve services for them.

While there are a number of protected characteristics that we are obliged to take into account, we want to reach beyond these to ensure that we also include people of lower economic status. We are also intent on engaging with people who might bring us other different perspectives because they think in different ways.

We will ensure that people are aware of our approach by publishing our intentions and progress on our website.

Louise Osborne, Chair – Active Cornwall



<h2>Recruitment</h2>		Code for Sports Governance					
<p>How the organisation will attract an increasingly diverse range of candidates</p>	<p>Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board</p>	<p>Demonstrate a strong and public commitment to progressing to wards gender parity and greater diversity generally on its board</p>	<p>Demonstrate a strong and public commitment to progressing to wards achieving greater diversity (including but not limited to BAME, disability, LGBT and socio-economic)</p>	<p>Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Reg 2.1</p>	<p>The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)</p>	<p>The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified in Reg 2.2</p>	
	<p><b>Objective:</b> Embed good diversity and inclusion practice into our recruitment activities and decision making processes</p>			<p>✓</p>	<p>✓</p>		
Priorities	Actions			Person(s) Responsible	Completion Date		
<p><b>Short term:</b> Ensure we provide equality of opportunity to all in employment. We need a workforce which reflects the community we serve to make sure that we provide appropriate services to all our diverse communities.</p>	<p>Complete an equality profile on all staff and Board members and map against the Cornwall profile.</p> <p>All managers involved in recruitment must attend and maintain recruitment and selection training.</p> <p>Adhere to our hosts, Cornwall Councils, 'Equality in Employment' procedures.</p> <p>Distribution of recruitment packs to stakeholder groups</p> <p>The inclusion of an equality statement on recruitment packs for Board members</p>			<p>TM</p> <p>SLT</p> <p>SLT</p> <p>MT</p> <p>MT</p>	<p>March Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>		

<p><b>Medium Term:</b> Have a skilled and motivated workforce that reflects the profile of the community and is confident at delivering high quality customer services.</p>	<p>Ensure that our recruitment and selection policies and procedures are equitable and fair so that the best people are appointed to deliver our services.</p> <p>Only consider applicants for jobs on the basis of their relevant experience, skills and abilities unless a 'Genuine Occupational Requirement' (GOR) exists for specific posts.</p> <p>Consider disabled applicants for employment within the 'Two Ticks – Positive about Disabled people' commitment</p> <p>Offer an interview to a disabled applicant who has "partially demonstrated" all the required behaviours, competencies or qualifications/ training (and any other requirements) at the application form stage</p> <p>Ensure that disabled people are provided with all reasonable support, equipment and facilities in their employment</p> <p>Make reasonable adjustments to working arrangements and/or physical features of premises where they cause a disadvantage to an employee with a disability</p> <p>Ensure that disability or any other protected characteristic is not used as a criterion for redundancy.</p> <p>Annual review the duties and working conditions of disabled employees under the Personal Development</p>	SLT	March Annually
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	<p>Scheme (PDS)</p> <p>Use appropriate lawful methods, including positive action, to address the under-representation of any group which our hosts identify as being under-represented in particular types of jobs;</p> <p>Support the development and running of employee forums and networks for protected characteristic groups (e.g. disability, race, carers, lesbian/gay/bisexual and transgender) and non-protected groups including lower socio-economic groups.</p> <p>Ensuring that all employees receive fair and equal treatment in relation to their employment, regardless of whether they are part-time, full-time or employed on a temporary basis;</p> <p>Ensure that employment policies and opportunities are of the highest possible quality, therefore equality, equity and consistency are embedded in practices, pay and conditions;</p> <p>Make sure that we give equal consideration to people's needs and develop flexible and responsive employment opportunities to tackle those needs</p> <p>Take appropriate action against incidents of harassment, bullying or discrimination, and offering support and advice to victims or witnesses to incidents;</p> <p>Take disciplinary action against employees who discriminate against people who work for the council</p>		
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<p>The organisation including the Board increasingly seeks input from beyond the protected characteristics, to those from different backgrounds and who think in different ways.</p>	<p>or who seek employment with the council – we will take action (including legal action if appropriate) against employees who are found guilty of harassment.</p> <p>Review current methods of engagement with a view to obtaining a greater diversity of input into the CSP priorities at officer and board level.</p> <p><i>Our aim is to achieve and maintain gender parity by having no less than 30% of each gender on the board and achieving gender diversity including but not limited to Black, Asian, minority ethnic (BAME) diversity and disability.</i></p>	<p>SLT/ Board</p>	<p>Ongoing</p>
<p><b>Long Term:</b> Ensure all diversity and inclusion practices for recruitment are embedded within our organisation and annual monitoring, evaluation and review takes place.</p>	<p>Self-evaluation taken place on above actions and internal report completed.</p> <p>Recruitment packs to be available in different formats – investigation required</p>	<p>JD</p> <p>MT</p>	<p>Annually aligned to Q4 reporting.</p> <p>By April 2021</p>

<h2>Engagement</h2> <p>Ensuring that your organisation's commitment to diversity is communicated through internal practices and externally</p>	<b>Code for Sports Governance</b>					
	<p>Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board</p>	<p>Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board</p>	<p>Demonstrate a strong and public commitment to progressing towards achieving greater diversity (including but not limited to BAME, disability, LGBT and socio-economic)</p>	<p>Demonstrate a strong and public commitment to progressing towards achieving greater diversity (including but not limited to BAME, disability, LGBT and socio-economic)</p>	<p>Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Reg 2.1</p>	<p>The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)</p>
<p><b>Objective:</b> Promote our commitment to diversity through core CSP communication channels internally and externally.</p>						
<b>Priorities</b>	<b>Actions</b>			<b>Person(s) Responsible</b>	<b>Completion Date</b>	
<p>Short Term:</p> <p>Raise awareness of our Diversity Action Plan</p> <p>Ensure all communications demonstrate our commitment to diversity.</p>	<p>Publish our Diversity Action Plan on our Website.</p> <p>Develop a equality and diversity section on website that includes information on</p> <ul style="list-style-type: none"> <li>• Inequalities in sport participation</li> <li>• Links to host and partners</li> <li>• Advice on equality polices</li> <li>• Up to date demographic information</li> <li>• Information on opportunities to participate by underrepresented groups</li> </ul> <p>Communicate policy on equality and its impact to staff, board members, key stakeholders, partners, funded</p>			<p>SM</p> <p>SM</p> <p>TM/SM – All Staff</p>	<p>March Annually</p> <p>March Annually</p> <p>Ongoing</p>	



	<p>organisations through:</p> <ul style="list-style-type: none"> <li>• Team meetings</li> <li>• Board meetings</li> <li>• Web pages</li> <li>• Network meetings</li> <li>• Bulletins</li> </ul> <p>This plan will be updated annually on the AC website</p>		
<p>Medium Term: Develop and Integrate equality and diversity requirements into our consultation and engagement processes.</p>	<p>Explore approaches to create more formal engagement mechanisms with hard to reach groups.</p> <p>Explore how we can use volunteer members of the community that represent these groups to support engagement activity through the current development of local focus groups.</p> <p>Demonstration that outcomes from consultation and engagement shape priorities and inform service design and delivery.</p> <p>Collate examples of where engagement and consultation has made a difference and has been communicated back to the communities involved</p> <p>Appoint a Board champion who will have input into the annual review of the Diversity Action Plan</p>	<p>TM</p> <p>MT</p>	<p>June 2021</p>

	<p>Review the best way of ensuring that diversity becomes integrated into how we work</p> <p>Diversity Action Plan to be available in different formats.</p>	<p>MT</p> <p>SM</p>	<p>April 2021</p>
<p>Long Term: Measure the outcomes and impact of internal and external engagement and consultation.</p>	<p>Evidence the above through the completion of an Equality Impact Assessment.</p> <p>Review how we measure the success of our Diversity Action Plan and amend accordingly.</p>	<p>TM</p> <p>MT</p>	<p>April 2021</p> <p>October 2020</p>

<h2>Progressing talent from Within</h2> <p>A focus on developing a strong internal pipeline of diverse talent to populate decision making and other structures.</p>		Code for Sports Governance					
		Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board	Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board	Demonstrate a strong and public commitment to progressing towards achieving greater diversity (including but not limited to BAME, disability, LGBT and socio-economic)	Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Reg 2.1	The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)	The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified
<p><b>Objective:</b> Encourage and support employees to reach their full potential within the resources we have available.</p>							
Priorities	Actions	Person(s) Responsible			Completion Date		
<p>Short Term: Ensure all staff have completed a Personal Development Plan (PDP)</p>	<p>Embed into Oracle Goals and line managers to sign off all PDPs and feed into SLT for joint outcomes and areas of development to develop and team development plan.</p> <p>Understand expectations and aspirations of all staff and Board members.</p> <p>Continue to identify opportunities to mentor staff</p>	<p>SLT</p> <p>MT</p>			<p>March 2021</p> <p>Ongoing</p>		
<p>Medium Term: Ensure decisions are made in a representative way from all areas of our community profile.</p>	<p>Identify areas of decision making and representation not reflective of our community – SLT, Board, Project Groups.</p>	<p>SLT</p>			<p>June 2021</p>		

	<p>Consider and explore process to develop Board Members and staff through available professional development – mentoring etc...</p> <p>Review the possibility of observer opportunities from within the team and wider partners</p>	MT	Ongoing
<p>Long Term: Measure the outcomes and impact of progressing talent from within.</p>	<p>Evidence the above through the completion of an Impact Assessment.</p>	SMT	March 2019

# Key Questions

## **How does this feed into our broader governance plan?**

Having an ongoing diversity of input into our work is very important to how well we can understand the needs of our various communities. Our approach will demonstrate our commitment to diversity, though we continue to be required to appoint the best person for any particular role. Therefore we will seek to ensure diverse views can be heard for communities that at any one time might not be represented or be in the employment of Active Cornwall.

## **Who are the key people responsible for the delivery of this plan?**

This plan will be overseen by the Director of the organisation, managed by an identified member of our Senior Leadership Team in conjunction. All staff and Board members will have a responsibility for the outcomes as this action plan becomes integrated into our core business.

## **How will we measure overall success?**

Our staff, board members, local community, the voluntary and community Sector feel involved, heard and understood and feedback helps shape our equality objectives and priorities.

Therefore moving from a position of disengagement with the community and voluntary sector to one which sees an equal partnership being fostered which is supportive, listening and influential.

## **How does your Diversity Action Plan (DAP) cross-reference other parts of the code or other relevant equality or diversity monitoring standards/framework?**

As a hosted organisation our DAP cross references with Cornwall Councils Equality and Diversity framework which cross references with Equality Frameworks for Local Government and Public Sector Equality Duty Compliance.