

**DIVERSITY ACTION PLAN 2021 Refresh**

**ABOUT US**

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| Active Essex is the Sport and Physical Activity Partnership for Greater Essex and One of 43 Active Partnerships across England.  Active Essex is a publicly funded organisation, hosted by Essex County Council, with the aim to make sport and physical activity accessible to all Essex residents.  Active Essex’s current strategy ‘Changing 1 Million Lives to Get Essex Active’ highlights 4 strategic priorities to get 1 million people in Essex active by 2021. We have 14 local Active Networks plugged into each Local Authority area and work dynamically with partners right across the Essex Eco-system to create an active, healthier county. |

**OUR VISION**

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| To get 1 million people active by driving and sustaining participation in physical activity and sport.  Working with our partners we will create the opportunities and resources to achieve this, reducing inactivity and developing positive attitudes to health and wellbeing in communities across Greater Essex. |

**OUR VALUES**

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| Active Essex values are effective collaboration and delivery with partners and localities, being innovative in how we work, making positive, measurable impacts in what we do and using our insight, passion and commitment to make a difference. |

Message from Our Chair

**COMMITMENT STATEMENT FROM AZEEM AKHTAR**

It is central to the Active Essex ethos that physical activity and sport should be open and accessible to everybody. We strongly value diversity and strive to ensure that opportunities are available to all but do recognize that there are inequalities in participation opportunities which affect specific sections of our communities.

Equality and the needs of our population are given full regard in all aspects of our work. Active Essex will embed equalities into the development of the annual Delivery Plan that accompanies this Strategic Plan. We are committed to working with our key partners to ensure that actions are in line with good practice so that equality is and remains an integral part of all aspects of our work.

The Active Essex Board is committed to maintaining gender parity and greater diversity on its Board, including but not limited to Black, Asian, Minority Ethnic diversity, LGBT, age and disability. A minimum of 30% of each gender have been recruited to the Active Essex Board

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| **Recruitment**  How the organisation will attract an increasingly diverse range of candidates | | **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 generally(including but not limited to BAME, disability, LGB&T 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 Req 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 in Req 2.2** |
| **Objective:** Embed good diversity and inclusion practiceinto our recruitment activities and decision making processes | |  |  |  | |  |  | |  |
| **Priorities** | **Actions** | | | | **Person(s) Responsible** | | | **Completion Date** | |
| **Short Term:**   * Ensure a minimum of 30% of each gender have been recruited to the Active Essex Board. * Follow processes outlined for latest recruitment to support greater diversity on the Board, including but not limited to Black, Asian and Minority Ethnic, LGBT, age and disability | * Review the current Board Membership and compliance with board targets and identify any gaps or skills shortages * Ensure all board member details on Active Essex website are accurate and updated * Provide a clear brief, including diversity targets, to any recruitment firm supporting the process * Board Nomination Committee to ensure we are reaching the widest possible candidate pool by using a range of recruitment methods and positive action. * Ensure recruitment panel members undertake ECC Diversity and Equality in Recruitment training and Unconscious Bias Training * Where possible, ensure recruitment panels are representative * Add Unconscious Bias training to induction training for new board members and staff, along with Mandatory ECC Equality and Diversity course. | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Azeem Akhtar, Chair of Active Essex  Board Nomination Committee  Simon King, Thematic Lead for Workforce | | | First review July 2018  New board member recruitment Sept 2019  New board member recruitment planned for Jan 2021 – Feb 2021 | |
| **Medium Term:**   * Maintain board diversity * Diversify Stakeholder List to reach new audiences when recruiting * Embed the Race Equality Code actions | * Active Essex will work with increasingly more diverse organisations and networks and increase diverse organisations on stakeholder list, including an annual target within delivery plan * Continue to use targeted promotion through diverse stakeholders for all future recruitment * Assess any new candidates against the role specification in a consistent way throughout the process and continue to use processes listed in short term actions for future recruitment * Embed actions established from the Race Equality Code assessment, to strive for greater diversity. | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Azeem Akhtar, Chair of Active Essex  Hayley Chapman, Thematic Lead for Inclusion | | | 2021 - 2022 | |
| **Long Term:**   * Annual Review * Strive to exceed minimum targets | * Undertake an annual review of the diversity of the Active Essex board and senior leadership team and recruitment policies to ensure future candidates are recruited from a wide range of backgrounds. * Ensure board diversity targets are being maintained and strive to exceed minimum targets. | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Azeem Akhtar, Chair of Active Essex  Hayley Chapman, Thematic Lead for Inclusion | | | Annual | |

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| **Engagement**  Ensuring that your organisation’s commitment to diversity is communicated through internal practices and externally | | **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 generally(including but not limited to BAME, disability, LGB&T 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 Req 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 in Req 2.2** |
| **Objective:** Raise awareness of Active Essex’s commitment to diversity and this has an impact on the sector. | | * **c** |  |  | |  |  | |  |
| **Priorities** | **Actions** | | | | **Person(s) Responsible** | | | **Completion Date** | |
| **Short Term:**   * Internal and external engagement via; Diversity Action Plan, Board Inclusion Champion, inclusive communications training and the Race Equality Code | * Board to review and sign off refreshed Diversity Action Plan April 2021. * Publish Diversity Action Plan on website following board approval. * Board to confirm Inclusion Champion replacing outgoing Inclusion Champion * Activity Alliance Inclusive Communications course delivered to staff July 2019 – Marketing and Communications Officer in attendance * JF part of working group and attending Active Partnership Black Lives Matter and Racial Diversity CEO sessions, Oct 2020 – Jan 2021. Internal staff engagement session using resources from this held Nov 2020. * To continue above improvement journey, Board agreed to adopt The Race Equality Code as a framework to achieve a truly diverse board and organisational senior leadership team | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Azeem Akhtar, Chair of Active Essex  Hayley Chapman, Thematic Lead for Inclusion | | | April 2021  April 2021  July 2019  Oct 2020 – Jan 2021  Jan 2021 | |
| **Medium Term:**   * Quarterly reporting to board of Inclusion workstream within delivery plan * Marketing and Communications to being accessible and inclusive * Adopt the Race Equality Code | * Quarterly reports to the board on progression of the Active Essex Delivery Plan with Inclusion workstream (Priorities: Disability, Black Asian and Minority Ethnic Groups, Faith Groups, Women and Girls) * To continue as members of the Essex Faith Covenant and continue to share case studies of work with faith groups for Essex Partners newsletter and wider. * Ensure that our website and regular publications are in line with accessibility guidelines and imagery reflects representation of all our communities * Ensure Marketing and Communications plan for Inclusion work is implemented, including campaigns for This Girl Can, All Together, We are Undefeatables, Faith, Tackling Inequalities and Essex Cultural Diversity Project work. * Complete The Race Equality Code assessment process and work on recommendations within resulting action plan | | | | Hayley Chapman, Thematic Lead for Inclusion  Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Board Champion for Inclusion  Azeem Akhtar, Chair of Active Essex | | | Quarterly  Ongoing – reporting quarterly into delivery plan  Ongoing – quarterly review  Ongoing – reporting quarterly into delivery plan  Feb 2021 – Dec 2021 (and ongoing) | |
| **Long Term:**   * Annual Review * Continued focus within Active Essex improvement journey | * Annual Active Essex Delivery Plan and Impact Reports to represent Inclusion workstream with focus on Women and Girls, Disability, Black Asian and Minority Ethnic groups and Faith groups. * Active Essex to annually review Diversity Action Plan. * The Race Equality Code to be embedded within Active Essex Improvement journey | | | | Hayley Chapman, Thematic Lead for Inclusion  Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Board Champion for Inclusion  Azeem Akhtar, Chair of Active Essex | | | Annually | |

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| **Progressing talent from Within**  A focus on developing a strong internal pipeline of diverse talent to populate decision making and other structures. | | **Code for Sports Governance** | | | | | | | |
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| **Objective:** Ensure that skills, knowledge and experience is built upon from our talent pool and interest is strong from a diverse pool of people. | |  |  |  | |  |  | |  |
| **Priorities** | **Actions** | | | | **Person(s) Responsible** | | | **Completion Date** | |
| **Short Term:**   * Create development opportunities for diverse talent * Ensure leadership development opportunities for staff * Ensure staff and board receive equality and diversity training, supporting decision making and creating an inclusive workforce | * 2 Youth Board members recruited in Dec 2019 providing opportunity to develop skills and knowledge. 1 female member, 1 member with a long-term health condition. * Diverse stakeholders targeted for promotion of latest Coach Core apprentice recruitment: 40% Female, 25% from Black, Asian and Minority Ethnic backgrounds, 20% Disabled. LSEG areas targeted. Diversity has improved from previous cohort. * Active Essex registered as Disability Confident in Feb 2020. * Sport England and Active Partnership Network Leadership training opportunities to be offered to staff * Ensure staff receive equality and diversity training to create inclusive workforce and workplace. Staff have attended:   + LGBT training (April 2019)   + Inclusive Communications (Disability) Training (July 2019)   + Equality and Diversity Training (Mandatory upon induction and renewed every 2 years)   + Cultural Awareness Training (Sept 2020) * SK & HC to additionally organise Unconscious Bias training for staff * Review Equality and Diversity Training opportunities delivered to the Board | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Hayley Chapman, Thematic Lead for Inclusion  Simon King, Thematic Lead for Workforce  Board Champion for Inclusion  Azeem Akhtar, Chair of Active Essex | | | Dec 2019  Jan 2021  Feb 2020  New leadership courses shared Jan 2021 and ongoing  2019 - 2020  Jan - March 2021  Jan - April 2021 | |
| **Medium Term:**   * Maintain commitments within Disability Confident status. * Continue to review and update staff and board training * Continue to support staff development though annual personal development plans review | * Maintain commitments within Disability Confident status:   + inclusive and accessible recruitment   + communicating vacancies through a range of channels   + offering an interview to disabled people (providing the essential job criteria is met)   + providing reasonable adjustments   + supporting existing employees   + offering work experience opportunities * Mandatory training for Coach Core apprentices to include Activity Alliance Inclusive Activity Programme * SK & HC to continue to review ongoing staff equality and diversity training opportunities and refresh of learning * Board members to complete any identified equality and diversity training needs, based on review within short term priorities * Staff Personal Development Plans to continue to be refreshed annually | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Simon King, Thematic Lead for Workforce  Hayley Chapman, Thematic Lead for Inclusion  Board Champion for Inclusion | | | Ongoing, review status annually (Feb)  April 2021  April 2021 and ongoing (annual review)  April 2021 - Sept 2021  Annually (April) | |
| **Long Term:**   * Ensure continued staff development * Increased pipeline of diverse talent | * Staff Personal Development Plans to continue to identify long-term career goals, with training provided to support aspirations * Continue to use targeted promotion through diverse stakeholders for future recruitment of apprentices, staff and board members and track improvements. | | | | Jason Fergus, Director  Rob Hayne, Strategic Lead for Business Operations  Simon King, Thematic Lead for Workforce  Hayley Chapman, Thematic Lead for Inclusion  Board Champion for Inclusion | | | Annual review | |

Key Questions

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

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| The Diversity Action Plan supports our ongoing compliance with the Code for Sports Governance and is aligned to our strategy and our annual delivery plans which achieve our strategy aims.  It supports our ongoing improvement journey for staff and board and as a full organisation |

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

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| Everyone at Active Essex has the responsibility for ensuring equality and diversity in their roles. There are key individuals with specific remits to ensure the delivery of the plan too:   * Active Essex Director * Active Essex Chair * Strategic Lead for Business Operations * Board Champion for Inclusion * Thematic Lead for Inclusion * Thematic Lead for Workforce |

**How will we measure overall success?**

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| Success will be measured by achieving the actions outlined in the Diversity Action Plan, including annual review of board (achieving diversity targets) and workforce diversity and improve diversity in the people our work supports.  Whilst remaining UK Code of Governance Compliant, Disability Confident and adopting the Race Equality Code. |

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

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| The diversity plan will:   * Be embedded in Recruitment policy and documentation * Link into specific thematic work of Inclusion Lead * Incorporated on the Risk Register matrix * Be aligned to Disability Confident Scheme * Be aligned The Race Equality Code. |