



Foundation Level – Principle: your organisation is committed to Equality
A. Developing Your Organisation

Outcome	Suggested Key Tasks	Suggested Evidence	In Place	Evidence	Not In Place	Comments
Your organisation is committed to equality.	Set accountability for equality at the highest level in the organisation both in terms of officers and committee members.	Named person or group accountable for equality.	Yes	- Minutes of meetings - Establish regional working group - Job Descriptions - Interview questions - RB (SDO) committed to achieving the foundation level of the Equality Standard for the Partnership	RB RR KC	
	Commit staff time/budget to equality generally and the process of achieving the Equality Standard specifically.	Specified budget and staff or volunteer time recorded in meeting minutes, person specification, and individual action plan.	Yes	- Sub-Group Minutes & Terms of Ref. - Action Plan and budget - Reference in Policy to achieving standard.		
	Ensure that all those involved in your organisation are aware of this commitment.	Written communication, E-mails, HSP website pages, E-Bulletin, internal & external communication.	Yes	- Recruitment process - Job Descriptions - Equality is standard agenda item on all meeting agendas - Equality Policy - Equality Statement leaflet	RB	

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Your organisation has a policy for equality that has been communicated and is understood by staff and key volunteers.	Draft a policy for equality.	A copy of the policy that addresses equality.	Yes	HSP Statement policy	Yes	
	Develop briefing sessions/training for senior staff and committee members on equality and its relevance to your sport.	Training session notes, list of attendees and evaluations.	No	<ul style="list-style-type: none"> -Evaluations from Coach Education -Evaluations from Step into Sport -Minutes -E-mails -LA information (Summer programmes etc..) 	No	
	Ensure all staff and key volunteers have an opportunity to contribute to its development.	Publications or promotional materials, staff handbook, members' handbook, recruitment literature, induction training, minutes of meetings, advertisements, recruitment materials, policies and procedures, staff training, members' information.	No	<p>Each LA rep to bring copies of induction manuals for coaches and employees to next meeting (Action all LA reps)</p> <p>Need to develop promotional materials that encourage feedback on the Equality policy.</p> <p>All Goodwin information to promote the Equality Policy</p>	No	

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	Disseminate and communicate the policy for equality throughout your organisation.			<ul style="list-style-type: none"> -Policy to be added to website -All promotional materials -Evaluations - Induction evidence. -Policy to be control document with recorded distribution list. Send out to all coaches -Carry out consultation on Policy with coaches, organisations, clubs, SAGs, Regional bodies (SE, FSDO, WSF, Sporting Equals, SSCOs, PDM,s) 	No	

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Outcome	Suggested Key Tasks	Suggested Evidence	In Place	Evidence	Not In Place	Comments
<p>Your organisation is aware of its current profile and position in terms of equality.</p>	<p>Conduct an audit of:</p> <ul style="list-style-type: none"> - the equality profile of staff, volunteers, board, coaches and officials - human resources policies - marketing and communications - profile of members, participants, service users - profile of elite performers. <p>Analyse the findings in terms of trends and equality impact. Present the information in a format that enables the information to be easily used in the development of an equality action plan (see Preliminary level).</p>	<p>Statistical data that demonstrate the demographic profile of the organisation to include staff, all volunteers, coaches, officials and participants, in terms of gender, ethnicity, age, disability and sexual orientation (staff only).</p> <p>Report and presentation of the findings.</p>	<p>yes</p>	<p>-HSP Team -Goodwin Team -All key Partners -Baseline data for key staff</p>	<p>No</p> <p>No</p>	<p>To be complete when Profiling and audits have taken place</p>