



## Equality Action Plan Year 2 (April 06/07) and Year 3 (April 07/08)

| <b>BADMINTON England understands the issues and barriers faced by under-represented groups and seeks to improve research into these groups and to develop, implement and share good equity practice</b> |  |  |                    |                      |  |
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| <b>Objectives</b>   | <b>Measurable Targets</b>                                      | <b>Who</b>   | <b>Time Frame</b>  | <b>Resources</b>     | <b>Outcome</b>   |
| Analyse demographic data from audit from professional staff, volunteers and membership  | Demographic data analysed                                      | NDD  | Year 2             | Staff time           | Data analysed.   |
| Write a research report investigating issues & barriers   | Report written and distributed to all staff and key volunteers | NDD  | Year 2<br>Year 3   | Staff time           | Report written and distributed                                     |
| Establish positive action scheme to increase diversity of staff and Board Members   | Membership of staff and Board to be more diverse               | CE<br>NDD<br>Chairman of<br>BADMINTON<br>England<br>CSM<br>HR Policy Group | Year 3             | Staff time<br>Budget |  |
| Continue to develop programmes to maintain diversity of participants  | Programmes developed and delivered                             | NDD<br>RDMs<br>BDOs  | Year 2 and ongoing | Staff time<br>Budget | Programmes embedded in work schedules for regional and local staff |

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| Develop and promote more opportunities for people with disabilities   | Opportunities developed and good practice shared  | CE<br>NDD<br>RDMs<br>BDOs<br>Disability Working Party led by RDM<br>S/SE | Year 2 and ongoing | Staff time<br>Budget | Disability Working Group set up<br>Training in place for relevant staff<br>Leading Welsh Officer supporting activities in Norfolk<br>Programmes ongoing in Northumberland |
| Develop promote and deliver programmes that target women and girls  | Programmes developed and delivered and good practice shared (LTAD and new schools' resources) | NDD<br>RDMs<br>BDOs  | Year 2 and ongoing | Staff time<br>Budget |   |
| Develop promote and deliver coach education courses that are female only where needs arise                          | Courses delivered and female coaches promoted   | Coaching Dept<br>NDD<br>RDMs<br>BDOs                                     | Year 3             | Staff time<br>Budget |   |
| Develop promote and deliver programmes that target BMEs   | Programmes developed and delivered and good practice shared                                   | NDD<br>Coaching<br>RDMs<br>BDOs  | Year 2 and ongoing | Staff time<br>Budget |   |
| Forge quality relationships with targeted Leisure Centres that understand the needs of females from BEM backgrounds | Leisure Centres identified  | NDD<br>RDMs<br>BDOs  | Year 3             | Staff time<br>Budget |   |
| Actively seek out funding opportunities to support priority groups  | Funding streams identified and bids submitted   | NDD<br>RDM Midlands<br>RDMs<br>BDOs                                      | Year 2<br>Year 3   | Staff time<br>Budget |   |

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| Ensure that HR policies and procedures comply with legislation and are equitable and are regularly reviewed | HR policies and procedures comply with legislation and are reviewed annually | CE<br>HR Policy Group<br>CSM | Year 2 and ongoing | Staff time<br>Budget |  |
| Establish a mechanism to support unsuccessful interview candidates from BEM backgrounds                     | Mechanism established<br>Implemented in year 3                               | NDD<br>CSM                   | Year 2<br>Year 3   | Staff time<br>Budget |  |
|   |  |                              |                    |                      |  |

| <b>BADMINTON England has a plan to ensure that staff and key volunteers understand equality</b> |   |  |   |                                    |   |
|---|---|--|---|------------------------------------|---|
| Equality Policies reviewed annually and all procedures pay due regard to diversity              | Annual review taken place   | CE<br>NDD<br>OWBG                                      | Annually (Feb 07)   | Staff time<br>Volunteer time       |   |
| Internal and external partners invited to shape Action Plan yr 2 & 3                            | Invitations sent out  | NDD<br>Development Dept                                | Year 2  | Staff time                         | Invitations send out<br>Replies collated        |
| Promote action plan and policy  | Action Plan and Policy communicated/promoted  | CE<br>NDD<br>M&MM<br>Commercial Manager                | Annually  | Staff time<br>Budget               |   |
| Ensure all key staff and volunteers have equality training                                      | Training set up and attended  | CE<br>NDD<br>Management Team<br>Independent consultant | Year 2  | Staff time<br>Budget               | Training held 10 May                            |
| Ensure all staff at local level have equality training  | Training set up and attended  | NDD<br>RDMs<br>BDOs                                    | Year 2  | Staff time<br>Budget               | Midlands/East<br>Training held on 2<br>May 06   |
| Ensure all new staff and key volunteers have equality training                                  | Training set up and attended  | NDD<br>CSM<br>HR Group                                 | Year 3  |                                    |   |
| Ensure all new staff have information around equality and diversity in their induction          | Information produced<br>Policy included in the pack supported by letter confirming understanding and need | CSM<br>NDD   | Year 2  | Staff time                         |   |
| Measure the understanding of the principles of equality and diversity                           | Principles measured by results of first 'quiz'  | Consultant<br>NDD                                      | Year 2 for managers and admin staff<br>Year 3 for Council Members | Staff time<br>Budget<br>Stationery | Head Office Staff underwent quiz on 28 April 06 |
|   |   |  |   |                                    |   |

| <b>Staff and volunteers understand the principles of equality and their role in delivering against the plan</b> |  |  |                    |   |   |
|---|--|--|--------------------|---|---|
| Undertake a training needs analysis for staff, managers and BoD   | Data received and analysed   | NDD                                    | Year 2             | Staff time                                  | Target achieved                             |
| Set up training for staff to ensure principles are understood at appropriate levels                             | Training set up and attended by staff Management Team, BoD Admin Staff | NDD                                    | Year 2<br>Year 3   | Staff time<br>External Consultant<br>Budget | Target achieved for Management Team and BoD |
| Put training in place to ensure that all lead officers/volunteers understand their role in delivering the plan  | Training/induction for lead officers has taken place                   | NDD                                    | Year 2             | Staff time                                  | Target achieved                             |
| Review HR policies  | HR policies reviewed   | HR policy group                        | Annually           | Staff time<br>Budget                        | Target achieved                             |
| All recruitment panels to include equality trained staff  | Panels appointed in line with policies                                 | HR policy group<br>CE<br>NDD<br>CSM    | Year 2 and ongoing |   |   |
| Include information in all application packs  | Information included   | CSM                                    | Year 2             | Staff time<br>Printing                      | Target achieved                             |
| Gather information about alternative media  | Information gathered   | CSM<br>NDD<br>M&M<br>RDMS              | Year 2 & 3         | Staff time                                  | Target achieved                             |
| Put in place robust disciplinary and complaints procedures  | Procedures in place  | CE<br>CSM<br>BoD                       | Year 2             | Staff time<br>Budget if consultant needed   | Target achieved                             |
| Ensure all marketing and commercial materials reflect equality and diversity                                    | Marketing and commercial documents reflect equality and diversity      | NDD<br>CM<br>M&M<br>Commercial Manager | Year 2 and ongoing | Staff time<br>Budget<br>Printing costs      | Target achieved                             |
|   |  |  |                    |   |   |

| <b>Partner Organisations and new audiences are aware and engaged in the delivery of the action plan</b> |   |   |              |  |  |
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| Promote the action plan to internal and external partners   | Plan promoted   | NDD<br>Development<br>Department<br>CSM<br>CEO<br>Development Board             | Annually     | Staff time<br>Volunteer time<br>Budget |  |
| Review the Action Plan  | Plan reviewed   | NDD<br>One World<br>Badminton Group<br>CEO                                      | Annually     | Staff time<br>Volunteer time<br>Budget |  |
| Engage and work with equality organisations on the implementation of the action plan                    | Equality organisations engaged. Working relationships developed | NDD<br>One World<br>Badminton Group<br>EFDS<br>CRE<br>WSF<br>New media contacts | Year 2 and 3 | Staff time<br>Volunteer time<br>Budget |  |