



SPORT ENGLAND EQUALITY SCHEME
FEBRUARY 2014

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CONTENTS

	PAGE
The Objectives of the scheme	3
What the scheme covers	3
Our duties	3
Sport England	5
Our strategy	5
Our values	7
How we measure and understand success	8
Our commitment to challenging discrimination and inequality	9
Sport England as an employer	9
National Governing Bodies and County Sports Partnerships	10
Impact assessment and monitoring	10
Accessibility	11
Responsibility for the scheme	12
Publication/Reviewing the scheme	13
Suggestions for improvements/complaints	13

Appendices

1. Sport England Equality Group Terms of Reference
2. List of related Organisational Policies

The objectives of the scheme

1. The scheme will deliver:
 - a. increased satisfaction with the delivery of our function irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation;
 - b. the identification of any potential and actual negative equality impacts of our functions or policies;
 - c. the removal of actual negative equality impacts of our functions or policies;
 - d. a workforce that better represents the public it serves; and
 - e. a workforce that recognises Sport England is an equal opportunity employer and an employer of choice.

What the scheme covers

2. Sport England's Equality Scheme provides a combined statement, covering age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, on how we proactively value diversity and promote equality in all that we do (as an organisation, grant maker and employer).

The Law

3. The **Equality Act 2010** is the main, overarching anti-discrimination law which Sport England is required to follow to help ensure that equality of opportunity is promoted across various groups and that diversity is at the heart of all that we do.
4. **Unlawful Discrimination** – It is unlawful for Sport England as an employer, potential employer and in relation to any of its functions to discriminate against persons on the basis of:
 - a. age;
 - b. disability;
 - c. gender reassignment;
 - d. marriage or civil partnership;
 - e. pregnancy or maternity;
 - f. race;
 - g. religion or belief;
 - h. sex; or
 - i. sexual orientation.

The areas listed above in a. – i. are known as ‘the Protected Characteristics’. Groups that are made up of people with the same Protected Characteristic are often referred to as ‘Protected Groups’.

5. **Indirect Discrimination** – Not only is it unlawful for Sport England to directly discriminate against a person on any of the above characteristics, but must also not discriminate indirectly. For example by imposing a condition which might make it hard for a person or a group of people to meet. However, indirect discrimination does not arise where it can be shown that the condition imposed is a proportionate means for achieving a legitimate aim, for example for some jobs high English proficiency might be essential to the proper performance of the role.
6. **Positive Action** – In some cases we can treat a person from a particular group (e.g. a woman) more favourably even where it could be argued by other groups (e.g. men) that they have been discriminated against. For example, the Equality Act permits employers faced with two or more candidates of equal merit to choose a candidate from a protected group that is underrepresented in their workforce. Another example of positive action is where we might provide training or support sessions for persons of Protected Characteristics where we consider that they suffer unfair disadvantage in the sector.
7. **The Public Sector Equality Duty**– The Equality Act requires that Sport England in carrying out its functions have due regard to the need to:
 - a. Eliminate unlawful discrimination, harassment and victimisation
 - b. Advance equality of opportunity between people who share a Protected Characteristic and those who do not
 - c. Foster good relations between people who share a Protected Characteristic and those who do not.

This means that we must go further than merely ensuring a person in a particular instance is not treated less favourably on the basis of their Protected Characteristic. The Public Sector Equality Duty requires us to consider the impact of our strategies, business plans, policies, procedures and key decisions on equality and the removal of discrimination in these areas. It also requires us to take steps to meet the needs of people from protected groups where these are different from the needs of other people and requires us to encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low. In some cases we may need to treat some people more favourably than others in order to comply with the Public Sector Equality Duty.

8. **Pay Secrecy** – The Equality Act renders unenforceable contractual clauses which require employees to keep their pay a secret if employees seek or make a pay disclosure for the purposes of assessing (or enabling someone else to assess) whether there is a connection between pay and

a particular protected characteristic. Sport England itself does not include such clauses in its contracts of employment.

Sport England

9. The English Sports Council (known as Sport England) was established in 1996 by Royal Charter and is a Government funded arms length body and Lottery Distributor. We work in partnership with UK Sport, which has responsibility for elite success, and the Youth Sport Trust, which is focused on PE and school sport. We are accountable to Parliament through the Department for Culture, Media and Sport.

Our Strategy

10. Sport England is focused on building a sporting habit for life. The 2012-17 Youth and Community Strategy for Sport England, entitled 'a sporting habit for life' was launched in January 2012. The strategy comprises over £1billion of investment, comprising lottery and exchequer awards over the five year period.
11. This Youth and Community strategy will:
 - a. see more people taking on and keeping a sporting habit for life;
 - b. create more opportunities for young people;
 - c. nurture and develop talent;
 - d. provide the right facilities in the right places;
 - e. support local authorities and unlock local funding; and
 - f. ensure real opportunities for communities.
12. Developing sporting opportunities for girls and women, disability sport and reaching out to diverse communities is not an optional extra. Rather it is a vital part of the creation of a world leading community sports system and essential to help more young people build a sporting habit for life.
13. Our overall ambition is to grow participation by young people and adults and reduce drop-off. NGBs, and others who we invest in, will have participation targets as part of their performance management with a requirement to deliver one or more of the following outcomes:
 - a. a growth in participation in the 14-25 age range;
 - b. a growth in participation across the adult population;

- c. an excellent sporting experience for existing participants to keep them playing sport;
 - d. high quality talent development which creates a strong England talent pathway to link with UK Sport elite programmes; or
 - e. a growth in participation by people who have disabilities, including those with talent.
14. In addition, we have committed to delivering the following outcomes.
- a. Every one of the 4,000 secondary schools in England will be offered a **community sport club** on its site with a direct link to one or more NGBs, depending on the local clubs in its area.
 - b. **County sports partnerships** will be given new resources to create effective links locally between schools and sport in the community.
 - c. All **secondary schools** who wish to do so will be supported to open up, or keep open, their sports facilities for local community use and at least a third of these will receive additional funding to make this happen.
 - d. At least 150 **further education colleges** will benefit from full-time sports professional who will act as a College Sport Maker.
 - e. Three quarters of **university students** aged 18-24 will get the chance to take up a new sport or continue playing a sport they played at school or college.
 - f. A thousand of our most **disadvantaged** local communities will get a Door Step Club.
 - g. Two thousand young people on the **margins of society** will be supported by the Dame Kelly Holmes Legacy Trust into sport and to gain new life skills.
 - h. Building on the early success of Places People Play, a further **£100m will be invested in facilities** for the most popular sports, for example new artificial pitches and upgrading local swimming pools
 - i. A minimum of 30 sports will have enhanced **England Talent Pathways** to ensure young people and others fulfil their potential.
15. Sport England's wider role within the sporting landscape is to provide expertise and support in the following areas:
- a. Research, intelligence and tools for those delivering Sport England

- b. Governance
- c. Local support and delivery through CSPs and local partners
- d. Sporting workforce
- e. Statutory planning

Our Values

16. Our values define the way we, as an organisation, work and the behaviours we appreciate and expect in our colleagues. Unique to Sport England, our values underpin our approach to what we do and those we work with – from colleagues and partners to customers and suppliers. By living the values we create not only a great place to work, but an organisation we believe in, are proud of, and which delivers results. Our values are also designed to promote equality.



Positive – We are positive about our mission, and our people. We take pride in doing the right thing, and being accountable for our actions.

- We nurture and celebrate the good things in our colleagues and partners
- We are prepared to be creative in what we do and how we do it
- We will take measured risks and be accountable for our decisions



United – We work as one organisation, with a common purpose.

- We are cooperative, collaborate and constructive
- We work across sport England and have a common purpose
- We are all behind what Sport England stands for



Expert – We value expertise and seek to provide definitive leadership in sport development.

- We set high standards for the service we provide to colleagues and partners
- We want to foster innovation, to find solutions that deliver quicker, smarter results
- We invest in improving our knowledge so that we can make sound decisions



Focused – We have a clear direction, are outcome driven and have the right people in the right places to deliver.

- We have a clear direction and are guided by the pursuit of our outcomes
- We have a good understanding of the environment in which we work
- We are committed to succeeding and to making a difference

How we measure and understand success

17. Set out below are the primary tools we use to measure and understand the delivery of our current commitments.

Adult Participation

- a. **Active People Survey** measures sports participation (including volunteering in sport, club membership, involvement in competition and those in receipt of sports tutoring or coaching). This is our current primary tool for measuring delivery against our ambition to achieve a year on year increase in the proportion of people (adults and young people in particular) who play sport once a week for at least 30 minutes. It is also used to performance manage the NGB Whole Sport Plan delivery, as a way of managing the grow targets for around 30 sports. The survey identifies how participation varies sport by sport, from place to place and between different groups in the population including those traditionally under-represented in sport (women, BME and those with disabilities). The sample size is 160,000 people per year. The survey is conducted on an ongoing basis (with the sample gathered and surveyed everyday) and results are published bi-annually and meets Official Statistics guidance.
- b. Our measurement is used primarily in two ways. First, to measure and assess performance against specific targets. Second, to inform delivery by identifying gaps in service provision or take up and how they might be addressed. By putting all of this information in the public domain Sport England is seeking to ensure transparency and also to encourage all partners and potential partners to apply the best possible intelligence in addressing the issues facing sports provision.

Young People

- c. Sport England commissions a number of **independent impact studies** on its programmes and areas of work targeting young people (for example **Sportivate, Satellite Clubs, School Games, Further Education**) which provide evidence on what works and

what doesn't. These studies reflect on how successful the programmes are at engaging and retaining youngsters from the groups which traditionally have been under-represented in sport.

Our commitment to challenging discrimination and inequality

18. Equality and valuing diversity are at the heart of what we do. Sport England is committed to proactively challenging discrimination and inequality in all forms and at all levels.
19. Sport England specifically challenges NGBs, and others it funds, to consider how they can encourage the participation of people who traditionally do not participate in sport – girls and women, people who have a black and ethnic minority background, people who have a disability and those from deprived backgrounds. We work with bodies such as the English Federation of Disability Sport, Sporting Equals and the Women's Sport and Fitness Foundation who are funded to support the National Governing Bodies of Sport and others, to deliver increased opportunities for these priority groups.
20. In addition, Sport England will identify further opportunities via its open alternative investment streams – for example small grants – to support sport participation by these priority groups. We will seek to fund projects which take innovative approaches to tackle the issues that prevent disabled people, people from a BME group and women and girls from participating in sport.

Sport England as an employer

21. Our aim is to ensure that equality runs through everything we do as an employer. We actively seek to ensure that our workforce reflects the communities we serve whilst also ensuring the right people are in the right place to deliver our strategic outcomes. Where appropriate we will take positive action and make reasonable adjustments. However, we are not allowed – by law – to recruit or promote people on the basis that they are from a certain group.
22. We monitor and analyse a range of workforce diversity metrics – age, disability, gender, ethnicity and disability – around recruitment, retention and reward. A report on these metrics is provided to Sport England's Executive Group each quarter. All new staff are encouraged to complete a diversity questionnaire when they first join Sport England.
23. Bi-annually we undertake an equal pay audit across Sport England. This audit extends across the diversity spectrum including the Protected Characteristics.

24. We ensure that new colleagues across Sport England are fully aware of their responsibilities by delivering mandatory equality and diversity training online.
25. One key area of development will be to take further steps to ensure our workforce better reflects the diversity of the communities we serve. This will build on the significant steps we have taken to improve the diversity of the Sport England Board.

National Governing Bodies/County Sports Partnerships

26. Sport England has made it a condition of grant that National Governing Bodies in receipt of 2013-17 funding achieve a level of the Equality Standard. All sports which received Whole Sport Plan funding between 2009-13 hold a level of the Equality Standard. Sports new to this funding accredited to the Foundation level as part of their self-assurance. We actively support sports to continue to progress through the levels.
27. Likewise, as a condition of previous grants, all County Sports Partnerships were required and have achieved at least the Foundation level of the Equality Standard in 2013. We encourage County Sports Partnerships to continue to progress through the levels.
28. In January 2013 Sport England achieved the Intermediate Level of the UK Equality Standard. We are the only organisation in England to do so, and one of only eleven organisations in the UK. By embedding diversity and equality further in our organisation we will make progress towards the standards required for achieving the Advanced Level.

Impact assessment and monitoring

29. Sport England monitors the impact of its actions, including proposed policy changes, on different groups. In formulating new policies we consider what steps can be taken to remove or prevent an adverse impact on and persons within protected groups. Action is taken, wherever possible, to adapt and change proposals in the light of these assessments.
30. We deploy a number of tools including:
 - a. monitoring through stakeholder surveys who use our and our partners services and their satisfaction with them;
 - b. our Active People Survey;
 - c. Equality Impact Assessments (undertaken before new policies or programmes are introduced or where major changes are made);
 - d. research (including desk-based analysis);

- e. focus groups; and
 - f. work with our recognised union (PCS¹).
31. **Equality Impact Assessments** – is a process by which an organisation can work out the impact of its policies and practices on equality. It is designed in particular to spotlight any negative impacts and to deal with these, while identifying ways to proactively promote equality. Sport England is working to ensure that colleagues are supported to undertake assessments of these policies and processes, they have lead responsibility for, in line with good practice. This aids Sport England in our objective to ensure that groups are not disadvantaged by any of our decisions or activities, and that equality of opportunity is promoted within our work.
32. Sport England will continue to ensure that any significant changes within our organisation, its policies, practices and funding streams are assessed for their impact on equality. .

Accessibility

33. Our offices are accessible to wheelchair users and others with mobility impairments. This includes car parks, toilets, entrances and all meeting rooms. The exception is Bisham Abbey National Sports Centre, a grade A listed building, where some office areas are not accessible to wheelchair users.
34. We also only book conference or event venues which offer a similar level of accessibility. We take any reasonable steps – for example providing a communication support worker – to facilitate the individual needs of our guests.
35. Key support workers or carers are able to attend meetings and events as and when requested. We also take all reasonable steps to support our employees who have a disability or impairment for example through the deployment of key support workers.
36. All documents and information we publish – digitally or in print - can be provided in alternative languages, or formats such as large print, Braille, tape and on disc upon request. We strive to ensure our website continually meets the Level AA of the W3C Web Content Accessibility Guidelines 2.0

¹ Public and Commercial Services Union

Responsibility for the scheme

37. The ultimate responsibility for ensuring the equality scheme is successfully implemented lies with Rona Chester our Chief Operating Officer. Implementation is overseen by **Sport England Equality Group**. The group is made up of colleagues drawn from across the organisation and our recognised trade union (PCS). The membership of the group is set out at **appendix 1**. The group will normally meets at least four times a year.
38. The group will draw up an annual action plan, a summary of which will be published on the Sport England website. The action plan for will be published and will include taking steps to:
- a. gain a better picture of the diversity of our workforce;
 - b. review recruitment processes to encourage more applicants and as a consequence more colleagues from BME groups to better reflect the diversity of the communities we serve.
39. At an operational level every member of staff – including contractors, secondees, volunteers and agency staff working at our offices – is involved and responsible for helping to implement the equality scheme.
40. The Chair of the Sport England Equality Group will work in partnership with Hanif Malik who a non-executive member of the Sport England Board. Hanif has been asked to oversee equality issues on behalf of the Board.

Publication/Reviewing the scheme

41. Sport England's current Equality Scheme will be published on our website. We will review our Equality Scheme every year but undertake a formal and more detailed review every three years. The next formal review will take place in 2017 and will tie in with the review of the 2012-2017 Strategy.

Suggestions for improvements/complaints

42. We welcome suggestions from our employees, partners and members of the public on how Sport England's Equality Scheme, and its implementation can be improved.
43. Suggestions, comments and complaints should be send to:

Rona Chester
Chief Operating Officer
Sport England
Victoria House (Third Floor)

Bloomsbury Square
London
WC1B 4SE

or

sportenglandexecutive@sportengland.org

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APPENDIX 1 – SPORT ENGLAND EQUALITY GROUP TERMS OF REFERENCE

Purpose of Group

The group is responsible for overseeing the development, implementation and review of Sport England's Equality Scheme.

The group provides advice and reports to the Sport England Executive Group on the formulation and operation of Sport England's Equality Scheme.

Membership

Rona Chester	Chairperson and Chief Operating Officer
Mike Diaper	Youth and Communities
Cathy Hughes	NGB and Sport
Tanya Joseph	Business Partnerships
Nicola Gray	Human Resources and Development
Chip Hamer	PCS
Charles Johnston	Facilities and Property

Others attend at the invitation of the Chairperson.

Frequency of Meetings

The group will meet at least four times a year.

Reporting

The Chairperson will provide a report to Hanif Malik (a non-executive member of the Sport England Board) and the Executive Group after each meeting.

Papers

Papers will be circulated at least 5 working days ahead of the group meeting.

APPENDIX 2 – RELATED SPORT ENGLAND POLICIES

Code of Conduct

Dignity at Work Policy

Family Friendly Policy

Disciplinary and Grievance Policies

Mediation Policy

IT Acceptable Use and Security Policy