



DRAFT  
**Foundation Level - Equity Action Plan**  
 July 2008



Outcome	Suggested Tasks	Suggested Evidence Required	Actions Required	Due
<b>Your Organisation is committed to equity</b>	Set accountability for equity at the highest level in the organisation both in terms of officers and committee members	Named person accountable for equity.	Appoint a Director responsible for equity and implementation of Equity Standard.	July 2008
	Commit staff time / budget to equity generally and the process of achieving the Equity Standard specifically	Specified budget and staff or volunteer time recorded in minutes, person spec and action plan.	Maintain record of staff/volunteer time. Assign a budget for equity	Ongoing.
	Ensure that all those involved in your organisation are aware of this commitment	Written communication, website pages, internal communication	Article in Scottish Diver and feature on website on equity. Equity briefing included in future BI and RI courses. Presentation at AGM 2009	Autumn 2008 and AGM 2009
<b>Your organisation has a policy for equity that has been communicated and is understood by staff and key volunteers</b>	Draft a policy for equity	A copy of the policy that addresses equity	Draft and approve an equity policy	August 2008
	Develop briefing sessions / training for senior staff and committee members on equity and its relevance to your sport	Training session notes, list of attendees	Board, NDC and staff to receive equity training.	Autumn 2008
	Ensure all staff and key volunteers have an opportunity to contribute to its development	Presentation papers, list of attendees, publications, publications, staff handbook, members handbook, recruitment literature, induction training, minutes of meetings, policies.	Communication to Board, NDC and Branches inviting comments on equity	September 2008
	Disseminate and communicate the policy for equity throughout your organisation		Communicate policy via Branch communications, website and Scottish Diver.	Autumn 2008
<b>Your organisation is aware of its current profile and position in terms of equity</b>	Conduct an audit of : <ul style="list-style-type: none"> <li>• The equity profile of staff, volunteers, board, coaches and officials</li> <li>• HR policies</li> <li>• Marketing and communications</li> <li>• Profile of members, participants</li> </ul>	Statistical data that demonstrates the demographic profile of the organisation to include staff, volunteers, coaches, officials and participants in terms of gender, ethnicity, age, disability. Report and presentations of findings	Amend membership forms to include questions on ethnicity and disability.  Carry out Audit of findings in February 2010.  Conduct an audit of HR, and communications policies.	AGM 2009 (for new form). Audits complete AGM 2010.
	Analyse the findings in terms of trends and equity impact. Present the information in a format that enables the information to be easily used in the development of an equity action plan. (Preliminary level)		Compile report on audit data Present findings at AGM 2010	