



<b>Item name:</b>	<b>6- Equality Action Plan</b>
<b>Date of meeting:</b>	Board – 11 February 2016
<b>Report written by:</b>	Laura Kentfield
<b>Status:</b>	Approval
<b>Rationale summary:</b>	Welsh Rowing is aiming to achieve the Preliminary standard of the Equality Standard for Sport in March 2016, this plan forms the basis for our future work in this area.



## **Contents**

	<b>Page Number</b>
Introduction	3
Objectives	4
Equality Working Group	5
External Consultation	
Monitoring and Evaluation	5
Priorities for Welsh Rowing	5
Action Plan	6 - 14
Abbreviations	15
Appendix A: Statement of Intent for Inclusion	16-17

## Introduction

Welsh Rowing is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, volunteer, employee or job applicant receives less favourable treatment on the ground of age, disability, gender reassignment, marriage or civil partnership, race, parental or marital status, pregnancy, religion, sex, social status, sexual orientation or political belief. Welsh Rowing will ensure that everyone who wishes to has an equal opportunity to participate in the sport of rowing at all levels and in all roles, whether as a beginner, participant, performer, or as a coach, manager, employee, administrator or official.

Welsh Rowing achieved the Foundation Level of the Equality Standard for Sport in January 2013. The aim is for Welsh Rowing to achieve the Preliminary level by March 2016 and the Intermediate Level by December 2018. Alongside this work, we will be striving towards achieving the Ribbon award of the Disability Sport Wales Insport NGB programme.

Welsh Rowing believe that a commitment to equality in the sport will bring multiple benefits including:

- Creating a positive image
- Creating more opportunities for anyone to be involved in the sport, as a result, increasing participation and increasing the number of coaches, officials and volunteers
- Making rowing more attractive to potential sponsors and funding submissions
- Ensure (WR) meets its legal duties
- Rowing is a non-traditional sport that can engage people who may not be attracted to more traditional sports generally offered in schools

In order to provide direction for the Equality Action Plan, Welsh Rowing undertook several audits including members, staff, Board and key volunteers. Findings from the audit indicated the following needed to be addressed:

Members: Key findings

- 44% Female, 56% Male
- 67% under 24 and only 21% over 45
- 1% disability
- 57.4% White British, 38.9% preferred not to say, only 3.7% declared an ethnicity other than White British

Board and Staff: Key findings

- 33.3% are Male
- 46.7% are aged between 25-34 and 40% are aged between 45-54
- 100% are White British
- 6.7% disability of which 100% are female and aged between 25 and 34
- 86.7% of responses were Heterosexual with 13.3% undisclosed
- 20% understand spoken Welsh and can speak Welsh, 6.7% can read and write Welsh

Key volunteers

- 30% are Male

## Objectives

The main objectives are:

- To achieve the Preliminary Level of the Equality Standard for sport by March 2016
- To achieve the Intermediate Level of the Equality Standard for sport by March 2019

### Objective 1 – Insight

To review our membership structure to enable us to contact our members directly, this will allow us to gain more valid information for future audits and where practical, cover the 9 characteristics. To maintain a current coaches and officials database. Until we have a better understanding of our membership we are unable to set specific targets

### Objective 2 – Maintain momentum

In order to maintain momentum an equality working group will be established to support the current staff and board members to review policy and carry out projects.

### Objective 3 – Monitoring and Evaluation

To ensure monitoring and evaluation procedures are in place when carrying out future and existing projects.

### Objective 4 – Training and Development

Training and development will take place for all staff and board to improve their knowledge and understanding, and to improve the awareness of Welsh Rowing's commitment to equality to all existing and new partners/members.

### Objective 5 – Policies

Welsh Rowing must ensure all policies, existing and future strategies promote an equal opportunity for all and ensure advertisements reach a wider audience.

### Objective 6 – Communication and Marketing

To evaluate all communication and marketing methods presently used by Welsh Rowing, ensuring methods are accessible to all and reach an inclusive audience.

### Objective 7 – Activities

Create equality projects in order to improve under-represented groups, particularly on membership, Board and staff, around age and disability.

All the objectives outlined above have a number of actions that are associated with them, all the actions are covered in the Equality Action Plan.

An Equality working group will be formed to be made up from:

- Board Member (Equality lead)
- WR Development Officer (Equality lead)
- Development Committee member
- Key volunteer
- Key volunteer

The Equality Action Plan will be monitored on a regular basis with the process as follows:

1. Overall accountability for the implementation of the Equality Action Plan – Welsh Rowing Equality working group, COO and RDO.
2. Ongoing monitoring and evaluation of equality action plan progress – Welsh Rowing Equality working group
3. Implementation progress – Welsh Rowing staff
4. Consultation on progress, assessment of effectiveness and annual report – Welsh Rowing Equality working group, COO and RDO

All staff and volunteers involved have a responsibility for ensuring that the Equality Action Plan is implemented and actions are completed throughout the year.

### **Monitoring and Evaluation**

The Equality Action Plan will be monitored and evaluated on a 6 month basis. The Equality Working Group will be leading on this piece of work however, all staff, volunteers and partners involved have a responsibility for ensuring that the action plan is implemented and actions are achieved. Tasks with partner organisations will be monitored through meetings with minutes recorded.

It will be the responsibility for the Equality Working Group to produce an annual report which will be fed back to the board.

### **Budgets**

The budgets allocated for the Equality Action Plan will come from the Para Rowing budget, the Communications and Marketing budget or from additional funding applications for specific projects supporting under-represented groups.

### **Priorities for Welsh Rowing**

- The audits identified 3 groups as a priority for Welsh Rowing, firstly disability, BME and age (specifically 18-24 representation on staff and board), and females (for membership). Until we have a better understanding of our membership we cannot set specific targets against all 9 protected characteristics. However, we can set targets for gender equality and will be aiming for 50 50 by 2020 in line with Chawarae Teg's campaign. We aim to achieve 50 50 by 2020 for our membership and are delighted that for staff and Board we have already achieved this.
- Develop 2 para rowing hubs in Wales as identified on the Welsh Rowing Development Plan (2015-2019)
- Work towards achieving the NGB InSport Ribbon award, to be achieved by December 2016
- To establish an Equality Working Group (EWG) to ensure that all tasks outlined in the Equality Action Plan (EAP) are achieved and reviewed.
- All Welsh Rowing staff and board members receive basic online training as a minimum.
- The Communications and Marketing Committee will write a Communications Plan that will include an Equality Strand
- Develop a new Welsh Rowing membership system

## Equality Action Plan

<b>Objective 1 - Insight</b>							
<i>Review our membership structure and maintain a current members, coaches and umpire database</i>							
<b>Tasks</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources</b>	<b>Comments</b>	<b>Budget</b>	<b>Progress - June 2016</b>
Collate audits on an annual basis (where possible)	Members information collated from British Rowing	ELO	January 2016 - on an annual basis	Internal	Audits collated into a report every January and reported to the February board meeting.		
	Maintain positive working relationships with British Rowing to ensure they collate equality data for Welsh members	ELO	January 2016 - on an annual basis				
	Staff and Board audits can be completed through an anonymous online survey						
Welsh Rowing membership system	Develop a new Welsh Rowing membership system to include collecting equality monitoring forms. Once the new membership system is up and running this will replace the BR system currently in place for Wales.	COO/RDO	Jan-17	Internal	The new system will allow WR to communicate and monitor members, coaches and volunteers more effectively	£10,000	

**Objective 2 - Maintaining Momentum**

*Create an Equality Working group to support Board and Staff to review major policies and practice*

<b>Tasks</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources</b>	<b>Comments</b>	<b>Budget</b>	<b>Progress - June 2016</b>
Establish an equality working group	Confirm group members and set initial meeting date	ELO	March-April 2016	Internal	The audits have identified a priority of age, disability and BME, the Equality working group will reflect these priorities during initial meetings.		
	Equality working group agrees a terms of reference	EWG	March-April 2016	Internal			
	Main focus on developing this equality action plan and support movement in working towards the intermediate level of the Equality standard.	ELO	April 2016 - Dec 2018	Internal			
	Monitoring and evaluation agreed and meeting dates set	EWG	March-April 2016	Internal			
	Action plan and equality update on agenda in board meetings	EBL, COO	April 2016 - Dec 2018	Internal			

**Objective 3 - Evaluation**

*To ensure monitoring and evaluation procedures are in place when carrying out future and existing projects.*

<b>Tasks</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources</b>	<b>Comments</b>	<b>Budget</b>	<b>Progress - June 2016</b>
Data collection for monitoring of projects	Collate data for members, volunteers and coaches  Staff and Board audits	ELO/RDO	Collate on a project basis then produce an annual report to the board at the first meeting of every year Collate on an annual basis and report to the Board	Internal  Internal	Members can be collected through British Rowing monitoring, volunteers and coaches through the development of the new WR membership system  Through an online anonymous survey such as <a href="http://www.surveymonkey.com">www.surveymonkey.com</a>		
Monitor funding	Keep a record of funding which has a focus on different protected characteristics for example women and girls or disability	COO/RDO					

**Objective 4 - Training and Development***Improve the understanding of equality and diversity issues by all staff and Board*

<b>Tasks</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources</b>	<b>Comments</b>	<b>Budget</b>	<b>Progress - June 2016</b>
Provide basic level training for new staff and board.	Provide new staff and board with access to basic level online equality and diversity training, <a href="http://www.acas.org.uk">www.acas.org.uk</a>	COO	March 2016 onwards	Training	To take place as and when new members of staff join		
Internal consultation regarding the Equality Action Plan	Once training is complete, circulate Equality Action plan to all staff and report feedback to the Equality working group.	ELO	Jun-16	Training	For all staff and to be included on the June staff meeting agenda		
Communicate the Equality Action Plan to the rowing community	Include Equality in the Newsletter	RDO	Feb-16	Internal	Opportunity to share the plan with the community		
Provide opportunity for further training and development for group or individual needs	Recruitment and selection equality training for staff involved in recruitment	COO	March 2016 onwards	Training	Case by case	£300	
Create factsheets/information sheets detailing equality and diversity issues	Ensure an online copy and a hard copy is kept up to date on all relevant equality issues available for internal and external use.						
	Produce an annual reminder to all clubs ensuring they are aware this is available to them.	COO/RDO	April 2016 then on an annual basis	Training			£150

**Objective 5 - Policies**

*Welsh Rowing must ensure all policies, existing and future strategies promote an equal opportunity for all and ensure advertisements reach a wider audience*

<b>Tasks</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources</b>	<b>Comments</b>	<b>Budget</b>	<b>Progress - June 2016</b>
Ensure policies are in line with current legislation and undergo Equality Impact Assessment Screening	Ensure recruitment practices and policies seek to advance equality:	COO		Internal	Regular impact assessments		
	The selection criteria is clear, relevant and inclusive						
	- Staff involved in the recruitment process should have received training on equality in recruitment		Jun-16				
	- Interviews are held at appropriate and accessible locations and times		Jun-16				

	Annually monitor all applications to identify if further changes need to be made to the application process and report back to board.		In current policy	Internal	
	Work with relevant organisations to ensure our adverts are widely publicised to reach BME and disabled people.	COO	April 2016 onwards	Internal	£500
			Ongoing		-
Use existing programmes to promote commitment to equality	Ensure a joined up approach to equality between internal programmes	All Staff	Ongoing	Internal	
Use existing communication channels to promote commitment to equality	Use of Welsh Rowing monthly newsletter, Welsh Rowing website, social media and Welsh Rowing high performance athletes to promote equality	ELO/RDO/HPPHC	Ongoing		
Equality working group to review the Welsh Rowing Equality Policy	In line with our policy of reviewing documents we will review the Equality Policy every 2 years	EWG	May 2016 – then every other year	Internal Internal	



Reviews of published materials are carried out covering accessibility	Published material is reviewed by the author for; - Inappropriate or out of date language - Discrimination (direct or indirect) - unnecessary emphasis on one gender	EWG		Internal	
Images used to portray people from many different backgrounds	Increase the bank of images by ensuring photos are taken at events/training sessions. Images must comply with permission and safeguarding policy	All staff	April 2016 - September 2016	Internal	To be addressed in the communications plan
	Monitor the range of images used in publications regularly	ELO All staff			
Promoting Equality	Diverse images displayed at WR premises  Run articles or feature pieces on people from under-represented groups in publications and on the website	COO/RDO/CM C		Internal	This needs to be championed on a more regular basis. The communications and marketing committee can assist with this.
					£600

**Objective 7 - Activities**

*Create equality projects in order to improve under-represented groups, particularly on membership, Board and staff, around age and disability.*

<b>Tasks</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Resources</b>	<b>Comments</b>	<b>Budget</b>	<b>Progress - June 2016</b>
Create equality projects in order to improve underrepresented groups, particularly on membership, the Board and Staff around age BME and disability	Ongoing support and initiatives within the Para Rowing section of the Development Plan	RDO, EWG, Disability Lead on the Board, Development Team(Committee )		Internal - Development	Develop 2 Para Rowing Hubs in Wales with the aim of increasing participation and creating an attractive rowing programme. This is part of WR's 4 year development plan.	£1,000	
	Develop bidding process						
	Establish a volunteer/coach workforce						
	Secure funding						
	Develop a Disability Plan	Disability Lead on the Board/AC	Sept 2015 onwards	Internal – Para Rowing	First disability hub complete in 2 years, the second disability hub in 4 years. Disability Plan and statement of intent for inclusion can be found in Appendix A	£1000	
	Complete Insport NGB Ribbon	RDO, EWG	March 2016 - Sept 2016	Internal			
	Events for under-represented groups	RDO/AC	Jul-16	Internal - Development	Welsh Indoor Champs, Local events, HIR 2016 in Cardiff includes an adaptive event		

This Girl Rows – run a series of women and girls learn to row courses	RDO	July 2015-February 2016	Development	156 new female participants leading to approximately 96 new Welsh Rowing members.	£10,000
TGR – CPD for 22 female leaders	RDO			22 females completed an indoor rowing workshop	
BME Project – single sex indoor course in Grangetown.	RDO	Sept 2016	Development	Make links with the Somali community in Grangetown and set up a bi-weekly indoor rowing session.	£500

**Abbreviations:**

COO – Chief Operating Officer

RDO – Rowing Development Officer

EWG – Equality Working Group

ELO – Equality Lead Officer

HPPHC – High Performance Partnership Head Coach

AC – Academy Coach

CMC – Communications and Marketing Committee

## Appendix A: Statement of Intent for inclusion



Welsh Rowing wishes to continue embracing the need for those who have a disability as well as those that do not to have full enjoyment of all human rights and fundamental freedoms without discrimination. We will strive to promote and provide sessions that are valuable, safe and fun for all participants involved.

We will act in a way that is participant centred (as confirmed by the participant) are at the focal point consistently. We will ensure that they are aware of all the options available to them when deciding how to participate.

This statement presents a challenging vision for the further development of inclusive practices in all aspects of rowing provision. Welsh Rowing is committed to working in partnership with all involved and interested in our sport to make this statement of intent a reality.

### **SHORT TERM: balancing supply with demand**

We want to ensure that we can cater for any 'market we create'.

Initial actions:

	Action	Timing
Contact WR waiting list	LK  LL	January 2016?  From this identify a small group that WR can safely work with – March 2016
Locate and inventory where the para equipment is across Wales	LL	February 2016
1 para T&A athlete identified at Wheelchair Spectacular: Welsh Indoors gold, BRIC Silver, Invictus Trials Feb 2016.	Being coached at LRC by WR/LRC	Since September 2015
Equipment sourced for him.	Grant submitted to help funding by DB	Mar Rowing Foundation grant round
Formal classifications required by BR	LL	ASAP
Meet with DSW to exchange information on activities and goals	HT/DB	5/2/16
Training for board and coaches provided by DSW	HT to arrange	ASAP

Shadowing of Tom Dyson offered by BR	For Liz/DB/Nathan? – Liz to find date	Tbc
Get list of LA para dev officers from DSW website	LK	ASAP
Formal classification training for Liz/DB/Sian (physio)	LL to organise	Spring
WR to meet with Nathan Stephens re talent ID	DB/Li/z	Gerwyn Owen offered to introduce
Learn from other bodies: LL spent time with Scottish colleagues	LL	February 2016
DSW have a quality mark for Clubs to encourage para/inclusion	DB to investigate	March 2016
DSW holding talent ID events at LAs that WR can attend	LL	Information from DSW

#### LONGER TERM: Future aims

Strategic buy in	<p>DSW Training and discussion at Board.</p> <p>Board of Directors to sign off terms of reference for above group as well as the statement for inclusion</p> <p>Formally establish a Para-Rowing Steering group with members from the rowing community and DSW – meet half yearly</p>
Skilled workforce	<p>Train coaches/shadowing</p> <p>Wider training - Welsh Rowing to provide (as part of its suite of training materials) awareness training for volunteers and officials on how to make sessions/activities/events inclusive- this may be re-running DSW training events</p>
Participation	<p>Expand the small training group as and when resources are adequate and safe</p> <p>All para-rowers to be given the opportunity to make an informed decision about where they would like to engage in the sport</p> <p>Develop a 3-year plan for two para hubs in Wales as per Development Committee strategic goals.</p>
Performance	<p>Welsh Rowing to disseminate community understanding that the Performance Pathway applies to ALL Rowers both with/without a disability</p> <p>WR to continue to support DSW Wheelchair Spectacular</p>