



YOUTH SPORT TRUST

DIVERSITY ACTION PLAN 2017-2020

September 2019 progress update



YOUTH
SPORT
TRUST

Recruitment Short term

How the organisation will attract an increasingly diverse range of candidates.

Code for Sports Governance

Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board

Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board

Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally (including but not limited to BAME, disability, LGBTQ and socio-economic)

Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Req 2.1

The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)

The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified in Req 2.2

Objective: Embed good diversity and inclusion practice into our recruitment activities and decision making processes of our YST Board.



Priorities

Actions

Person(s) responsible

Completion date

Progress by September 2019

Short term

Our Board will consist of a minimum of 30% of each gender. YST will demonstrate a strong commitment internally and externally to achieving greater diversity of the YST Board.

The Nominations, Governance and Remuneration Committee was set up earlier this year. In order to ensure we achieve diversity on the Board we have made sure that each gender is represented fairly on the Committee.

Update the HR management system to formally and systematically monitor the diversity profile of the YST Board taking into consideration protected characteristics and diversity of thought including personal experience and skills.

Director of Finance and Governance and Head of HR

December 2017

Completed. Report will be run once a year in November.

Terms of reference for YST Board to be amended and formally agreed to include a commitment to achieving a minimum of 30% gender parity.

Director of Finance and Governance

November 2017

Completed.

Publish a clear statement including our diversity action plan on our website demonstrating our commitment of Board diversity.

Head of Corporate Communications

December 2017

Completed.

Publish progress against actions on an annual basis.

Director of Finance and Governance

First update November 2018

Completed/ongoing.

Ensure recruitment and selection policies are scrutinised to by the Board.

Review existing recruitment and selection policy and procedures and update as necessary.

Head of HR

March 2018

Completed and reviewed annually. Next Review April 20.

Gain Board Approval to the recruitment and selection policy and procedures

Director of Finance and Governance

July 2018

Completed.







Board continue to scrutinise recruitment and selection policy and regularly monitor the diversity stats for the organisation.

Director of Finance and Governance and Board Diversity Champion

Benchmark metrics will be set with November 17 data and reviewed annually from there on in.

Completed. Benchmark metrics were set with Nov 17 data and will be reviewed annually in November.

Recruitment Medium term

How the organisation will attract an increasingly diverse range of candidates.	Code for Sports Governance						
	Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of each gender on its board	Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally(including but not limited to BAME, disability, LGBTQ and socio-economic)	Each organisation shall identify proportionate and appropriate actions to be taken to support and/or maintain (as appropriate) the diversity targets set out in Req 2.1	The board shall ensure that the organisation prepared and publish on its website information (approved by the Board) about its work to foster all aspects of diversity with its leadership and decision making)	The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified in Req 2.2	
Objective: Embed good diversity and inclusion practice into our recruitment activities and decision making processes of our YST Board.							
Priorities	Actions				Person(s) responsible	Completion date	Progress by September 2019
Medium term							
Use equality and diversity data to inform Board recruitment.	The current Board already has gender diversity and meets the minimum 30% of each gender. However, in order to get greater diversity in respect of the other diversity attributes we will advertise Board vacancies in a broad and targeted media i.e. Sporting Equals website.				NGR Committee with Head of HR	Immediate	Completed. Minimum diversity stats have been met. Recruitment for Board members focuses on attracting and diverse range of candidates through targeted media.
	Characteristics questionnaire to determine Board diversity has been set up. We will actively seek and encourage applicants from under representative groups including disability, BAME, LGBTQ etc.					2018 onwards	Completed/ongoing.

Engagement Short term

Ensuring that your organisation's commitment to diversity is communicated through internal practices and externally

Code for Sports Governance

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Demonstrate a strong and public commitment to progressing towards gender parity and greater diversity generally on its board

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The board shall ensure the organisation prepared and publishes on its website information (approved by the Board) including an annual update on progress against actions identified in Req 2.2

Objective: Ensure that all those involved in the organisation* understand its commitment to Diversity, and this commitment is clearly communicated to all YST Customers and Stakeholders.
*Staff, board, consultants, volunteers



Priorities	Actions	Person(s) responsible	Completion date	Progress by September 2019
Short term				
Set responsibility for diversity at the highest level within the organisation.	Appoint a Board champion for equality and diversity with a clear role description and communicate this internally and externally.	Chief Executive	TH already appointed – need for comms and roles descriptor – December 17	Completed/ongoing. Reviewed as part of Code of Governance Annual Review Process. Board Champion reviews and assesses equality training needs of the Board. This has led to all new board members completing Equality & Diversity eLearning. Additionally, the entire Board have received Equality & Diversity training in November 2018.
	Equality and diversity strategy group with representation from senior leaders and staff with clear responsibility for driving diversity internally and reporting progress to Board on a regular basis.	Head of HR and Head of Inclusion	Group already set up – regular reporting to be implemented from 2018.	Ongoing.
The Youth Sport Trust's commitment and stance on equality is made clear to all staff and partners.	Clear statement on our website	Head of Corporate Communications	March 2018	Completed.
	Clear policy which is communicated throughout the organisation and includes mandatory training for all staff and informed by our equality partners.	Chief Executive and Head of HR	July 2018	Completed. Mandatory training introduced and completed by all staff (100%).
	The Board regularly promote the work we do with young people and the inclusive nature of our work.	Chair	July 2018 onwards	Needs to be considered in communications action plan.

Engagement Medium and long term

Ensuring that your organisation's commitment to diversity is communicated through internal practices and externally

Code for Sports Governance

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*Staff, board, consultants, volunteers









Priorities	Actions	Person(s) responsible	Completion date	Progress by September 2019
Medium term				
To achieve an industry recognised equality standard.	To work towards fulfilling the criteria currently set out in the Advanced level in the Equality Standard for Sport framework.	Equality and Diversity Strategy Group	Immediate	Ongoing. Foundation & Preliminary Standards completed.
	To work with our equality partners to influence internal practise and the practice of others in sport.	Equality and Diversity Strategy Group, Head of Inclusion		Good working relationships established with WIS, Stonewall, Sporting Equals and Activity Alliance. Insight and partnership interventions run with all lead equality organisations for sport.
	Annual completion of the Stonewall Equality Index to benchmark our practices.	Equality and Diversity Strategy Group	2018 onwards	Completed 2017 and 2018.
Long term				
Youth Sport Trust is acknowledged across the sport and education sectors as a knowledgeable and influential partner in addressing inequalities and promoting diversity in sport.	Share knowledge, understanding and good practice of equality with landscape partners at both national and international forums.	Chief Executive, Senior Team and Head of Inclusion	2020	Dedicated Inclusion Team with strong evidence of sharing knowledge, understanding and good practice with partnership at both national and international forums. This work is ongoing.







Progressing talent from within Short term

A focus on developing a strong internal pipeline of diverse talent to populate decision making and other structures.	Code for Sports Governance						
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Objective: To have a Board that is diverse in its composition but also is knowledgeable and experienced in equality and diversity.	✓	✓	✓	✓	✓	✓	
Priorities	Actions				Person(s) responsible	Completion date	Progress by September 2019
Short term							
To ensure all Board members are clear and understand their legal responsibilities as clarified in the Equality Act and obligations in relation to the Code of Governance.	The Board are provided with training in understanding their legal and moral obligations around diversity. This will include the Board's effectiveness, unconscious bias and diversity of thought. They will also be given an understanding of the range of protected diversity including protected diversity that exists including gender, sexual orientation, BAME etc.				Chair & Board Equality & Diversity Champion	July 2018	Completed. New Board members have undertaken Diversity eLearning. Additional Bespoke Board CPD Workshop took place in November 2018 for all Board members.
	The Board Champion for Equality and Diversity works with the Equality and Diversity Strategic Group to ensure all Board members have an appropriate level of knowledge to fulfil their role.				Board Champion supported by Equality & Diversity Strategy Group	July 2018	Completed/ongoing. Reviewed as part of Code of Governance Annual Review Process. Board Champion reviews and assesses equality training needs of the Board. This has led to all new board members completing Equality & Diversity eLearning. Additionally the entire Board have received Equality & Diversity training in November 2018.
	The Board has a regular agenda item focused on equality and diversity.				Chair and Chief Executive	November 2018 onwards	E&D is a standing item at all board meetings alongside regular board update reports.

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Objective: To have a Board that is diverse in its composition but also is knowledgeable and experienced in equality and diversity.							
Priorities	Actions				Person(s) responsible	Completion date	Progress by September 2019
Short term							
Our Youth Board will consist of a minimum of 30% of each gender. YST will demonstrate a strong commitment internally and externally to achieving greater diversity of the YST Youth Board.	Update the HR management system to formally and systematically monitor the diversity profile of the YST Youth Board taking into consideration protected characteristics and diversity of thought including personal experience and skills.				Head of HR	January 2018	HR to liaise with the Youth Board Chair to collect this information
	Terms of reference for YST Youth Board to be amended and formally agreed to include a commitment to achieving a minimum of 30% gender parity and greater diversity.				Director of Finance & Governance	March 2018	Under review.
	Publish progress against actions on an annual basis.				Director of Finance & Governance & Head of Corporate Communications	December 18 onwards (first comparison data will be made available in November 18)	Completed/ongoing.

Progressing talent from within Medium term

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Priorities	Actions				Person(s) responsible	Completion date	Progress by September 2019
Medium term							
Grow the expertise of the Youth Board to develop a strong leadership pipeline.	A mentor programme to be established where YST Board members mentor YST Youth Board members.				Chair, Director of Finance & Governance, & Head of HR	January 2019	Active Mentor Programme in Place for Youth Board Chair – Currently mentored by Sally Munday. To be reviewed by as part of code of governance review process and potentially extended to other members of the Youth Board.
Develop a pipeline of diverse talent from our networks and partners.	Communicate opportunities to our network and take active steps to encourage applications from members of our network with diverse characteristics i.e. Headteacher Ambassadors, Community organisational partners.				Chief Executive	January 2019	Completed/ongoing. Utilise a variety of avenues and partners to support recruitment. Example – Breaking Boundaries.

Progressing talent from within Medium term

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Long term				
The Chair of the Youth Board to be an observer of the YST full Board.	Design and agree a talent programme with the Board.	Chair, Director of Finance & Governance, & Head of HR	July 2019	YST internal leadership/ Talent programme established (2 cohort recruited September 2018). Staff members are mentored by Members of SLT and undertaken leadership programmes to drive YST business goals and leadership potential. Programme to be reviewed as part of code of governance annual review process in December 2019.