

BOCCIA ENGLAND DIVERSITY ACTION PLAN 2017 – 2020

**IF YOU REQUIRE THIS PLAN IN ANOTHER FORMAT PLEASE CONTACT
OFFICE@BOCCIAENGLAND.ORG.UK OR CALL 0115 967 8455**

ABOUT US

We are the National Governing Body (NGB) for boccia in England. We are responsible for all aspects of the sport in this country, from beginner to expert, providing for all levels of participation.

The sport has grown significantly in recent years, with more opportunities to take part in the sport than ever before. We are determined to continue with this trend and we are working hard to offer more opportunities for people to get involved in our sport, whether as a participant, coach, official or volunteer. We are also committed to providing guidance and support structures to ensure everyone has the opportunity to achieve their potential within the sport.

We are working hard to professionalise and modernise the game in this country and in the past few years we have improved the event feel and atmosphere at competitions, developed a scoring/timing app that is accessible for everyone and launched regular e-newsletter to keep people up to date. We will continue to innovate and offer a sport that people are excited and proud to be a part of.

We aspire to be a high performing NGB and are committed to implementing the highest standards of sports governance which includes being an organisation that recruits and engages people with appropriate diversity, independence, skills, experience and knowledge to take effective decisions that further the organisation goals.

OUR MISSION

There are five key priorities to help us achieve our major goals and is intended to help us to operate effectively and efficiently as a world class governing body and business. They include:

- Promote participation in the sport;
- Empower our athletes to achieve their full potential;
- Provide a sustainable future for the sport;
- Support and develop our staff and volunteers;
- Develop and govern the sport

OUR VISION

Playing Boccia – Changing Lives

Driven by our belief that through the power and inspiration of boccia, real change can be achieved to people's lives.

OUR VALUES

To be:

- Inclusive,
- Ambitious,
- Professional,
- Excellent,
- Honest,
- Respectful
- Fair

COMMITMENT STATEMENT FROM OUR BOARD CHAIR

Boccia England is fully committed to the principles of equality of opportunity and is committed to ensuring that no-one in the sport is unlawfully discriminated against regardless of individual circumstances or background. Boccia England is committed to ensuring that the sport of boccia is accessible to all and that there are no barriers to participation across the organisation, from players and volunteers to staff and Board members. In our strategy to increase involvement, we will continue to focus on making boccia available to individuals and groups who are currently not fully involved in our sport.

Boccia England recognises that individuals who share one or more protected characteristics may find it challenging to participate fully in sports related activities and accepts that a more pro-active approach needs to be adopted towards those individuals and groups who do not traditionally access boccia.

We will encourage partner organisations including members, clubs, affiliated associations, suppliers, sponsors and customers to adopt and demonstrate their commitment to the principles and practice of equality as set out in our Diversity policy and action plan.

A key aim of the Boccia England Board is to achieve greater diversity on our Board including but not limited to gender, age, Black, Asian, Minority Ethnicities (BAME) and disability, with a view for its profile to represent its member base. As part of this, we maintain a target of having a minimum of 30% of each gender on the Board, are committed to progressing towards achieving gender parity, continuing to have a variety of ages and increasing our disabled and BAME representation.

As the National Governing Body for a disability sport we recognise diversity and we value everyone's individual differences. We strive to maintain and continuously improve our working practices to benefit all those who participate in our sport. Anyone who has the desire to be involved in the sport of boccia should be encouraged to take up the opportunity and coached and nurtured to reach their potential.

Mike Walker, Board Chair

BOARD COMPOSITION

Name	Role	Elected Date	End of Term
Mike Walker	Chair Independent	May-18	2022
Janie Frampton	Vice Chair	Feb-19	2023
Owen Watson	Director - Treasurer/ Senior Independent	Jun-18	2022
Lauren Templeton	Director - Member	Nov-15	2019
Dan Newton	Director - Independent	Aug-16	2020
Jonathan Rudge	Director- Independent	Nov-17	2021
Liz Moulam	Director-Member	Jun-18	2022
Dan Bentley	Player Advocate (Member)		
Chris Lee	Director- Independent	May-19	2023

BOARD DIVERSITY

May 2019: Female 33% Male 67% 100% White 11% Disabled

Dec 2018: Female 37% Male 63% 100% White 13% Disabled
(1 Director vacancy)

Sept 2018: Female 37.5%: Male 62.5%; 100% White; 12.5% Disabled
(1 end of term in November to be replaced & a Vice-Chair position to be recruited)

June 2018: Female 37.5%: Male 62.5%; 100% White; 12.5% Disabled
(May: 3 resignations from Board (Chair & Treasurer & 1 Chair appointment
June: 2 appointments (incl. Treasurer)

March 2018: Female 55.5% : Male 44.5%; 11% Mixed race: 89% White; 11% Disabled

Recruitment How the organisation will attract an increasingly diverse range of candidates	Code for Sports Governance					
	minimum of 30% of	Adopt a target of, and take all appropriate actions to encourage, a	Demonstrate a strong and public commitment to progressing towards gender parity and	generally/including	Demonstrate a strong and public commitment to progressing towards achieving greater diversity	Each organisation shall identify proportionate and appropriate actions to be taken to
Objective: Review, monitor and revise recruitment and selection practices of all stakeholders to enhance the diversity of all those involved with Boccia England	✓	✓	✓			
Priorities	Actions			Person(s) Responsible		Completion Date
Short Term: Revise and implement organisational recruitment and selection policies for staff, volunteers & Board to ensure all groups including BAME and disabled are targeted using open advertising & evaluating the skills/ knowledge required. <i>Recruitment & Selection Policy</i> <i>Workforce Policy</i> <i>Social media & media strategy</i>	<ul style="list-style-type: none"> Revise staff recruitment and selection policy, Recruitment processes ensure a diverse target area which is evidenced by the diverse candidates. Recruitment policies to be written by summer 2019. 			Head of Business Support		1/12/2017
	<ul style="list-style-type: none"> Revise Board recruitment & selection policy- all appointments to be made after carrying out open advertising Recruitment processes ensure a diverse target area which is evidenced by the diverse candidates. 			Head of Business Support		1/2/2018

	<p>Recruitment policies to be written by summer 2019.</p> <ul style="list-style-type: none"> • Revise volunteers' recruitment & selection policy Recruitment policies to be written by summer 2019. • Highlight a targeted approach to ethnic & diverse communities through appropriate media channels/ locations E&D monitoring evidences a diverse selection of candidates although further work is needed to increase BAME applicants for staffing roles. • Job advert wording to include an E&D statement highlighting our encouragement of applications from all backgrounds, disabilities & beliefs. Wording has been added to our template. • Develop E&D specific interview Questions. All interviews have E&D questions • All applicants to be provided an E&D monitoring form to collate applicant data Email issued upon each application. 	<p>Head of Business Support Development</p> <p>Head of Business Support</p> <p>Head of Business Support</p> <p>Head of Business Support</p> <p>Head of Business Support</p>	<p>1/4/2018</p> <p>1/4/2018</p> <p>1/2/2018</p> <p>1/2/2018</p> <p>1/2/2018</p>
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<p>Make links with volunteer centres & external organisations across the country to improve numbers and diversity of volunteer workforce</p>	<ul style="list-style-type: none"> • Compile a list of volunteer services in England A database is currently used based on the locations of our competitions. The list will be reviewed regularly and added to as the workforce is expanded. 	<p>Workforce Manager</p>	<p>1/12/2018</p>
<p><i>Workforce Policy Development Strategy</i></p>	<ul style="list-style-type: none"> • Establish a link with each centre advising them of our volunteer roles & advertising them. This is done currently and the database updated as contacts change. 	<p>Workforce Manager</p>	<p>1/5/2019</p>
	<ul style="list-style-type: none"> • Maintain regular contact with centres in order to obtain volunteers This is done currently and the database updated as contacts change 	<p>Workforce Manager</p>	<p>1/7/2019</p>
	<ul style="list-style-type: none"> • Analyse the output of volunteers from each centre to assess ongoing use or more targeted approaches 	<p>Workforce Manager</p>	<p>1/12/2019</p>
<p>Review person specifications/ role profiles for job roles to ensure they are open to all.</p>	<ul style="list-style-type: none"> • Person specifications/ role profiles to be reviewed for each job role to ensure there are no requirements preventing any individuals from applying All person specifications updated and checked for non-discrimination criteria. 	<p>Head of Business Support</p>	<p>1/12/2017</p>
<p><i>Remuneration policy Performance review & appraisal policy</i></p>			

	<p>Board applicants: 43% from BAME background, 36% female, 14% disabled, at least 1 application for each age group from 16-65+</p> <p>Current Board profile on page 2</p> <p>Current Members (Individuals): 5% BAME, 33% female, 92% disabled, Age range 6-86.</p> <p>Staff applicants: 6% from BAME background, 36% female, 15% disabled, at least 7 applications for each age group from 16-64</p> <p>Current staff 100% White British, 80% female, 20% disabled, a range of ages 24-54</p> <p>New Volunteers: 100% White British, 50% female, 36% disabled, a range of ages 20-50</p> <p>Current volunteers (from survey 2018 53% response rate): 6% BAME, 53% female, 17% disabled, at least 8% in each age range 16-65+</p>		
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Retain a diverse profile of Board members	<ul style="list-style-type: none"> Report to Board Results provided to December 2018 Board When Board vacancies occur, assess the profile and skills of Board to assess GAPS to drive targeted recruitment This is done and various advertising platforms are used including those for specialist skills wanted incl. legal or financial. <p>Current Board profile on page 2</p>	<p>Head of Business Support</p> <p>Board Chair/ CEO</p>	<p>12/12/2019</p> <p>1/4/2018</p>
<p>Medium Term:</p> <p>Use profile data to inform recruitment practices</p>	<ul style="list-style-type: none"> Analyse trends and gaps in gathered E&D profile data to address any under representation from different groups for staff, volunteers and Board Use recruitment data to highlight trends and gaps throughout the application process and provide areas for improvement. Baseline data of staff collected Feb-April 2018 with a good diversity of candidates applying. <p>Board recruitment- few candidates applied highlighting the need to</p>	<p>Head of Business Support</p> <p>Head of Business Support</p>	<p>1/12/2020</p> <p>1/12/2019</p>

<p>Recruit a diverse profile of Board members</p> <p><i>Recruitment policy</i> <i>Board skills matrix</i> <i>Board profile</i></p>	<p>advertise on more platforms which is being done, including Women on Boards, NED, LinkedIn and Reach.</p> <ul style="list-style-type: none"> • Use leaver data to highlight trends and gaps of involvement • Board to comprise of at least 1 Board member from a BAME background, 2 disabled and at least 30% female. Whenever a resignation or end of term occurs, both the composition and skills need of the Board are considered. • Publish the E&D compilation of the Board on the website This will be done when the new website is implemented in 2019. 	<p>Head of Business Support</p> <p>Board Chair/ CEO</p> <p>Head of Business Support</p>	<p>1/12/2020</p> <p>1/12/2020</p> <p>1/4/2019</p>
<p>Long Term:</p> <p>Increase the leadership & accountability of Board members to retain their interest</p>	<ul style="list-style-type: none"> • Use the annual skills matrix of Board members to utilise their skills and give them an operational area to focus on to retain their interest Members are being assigned to committees and groups 	<p>Board Chair/CEO</p>	<p>1/5/2021</p>

Engagement Ensuring that your organisation's commitment to diversity is communicated through internal practices and externally	Code for Sports Governance					
	The board shall ensure the organisation prepared and publishes on its website information	The board shall ensure that the organisation prepared and publish on its website information	Each organisation shall identify proportionate and appropriate actions to be	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally/including	Demonstrate a strong and public commitment to progressing towards gender	Adopt a target of, and take all appropriate actions to encourage, a
Objective: Be committed to the principles of equal opportunities and to ensure that the culture, philosophy and processes within the organisation and the game are free from bias and discrimination	✓	✓	✓	✓		
Priorities	Actions			Person(s) Responsible		Completion Date
Short Term: Review & implement the E&D policy and action plan <i>Code of conduct</i> <i>Communication plan</i> <i>Delivery plan</i>	<ul style="list-style-type: none"> Include a section on all backgrounds incl. BAME, disabled, LGBT groups <i>List provided in the policy as to who the policy covers.</i> Publish the E&D action plan on our the website <i>complete</i> Ensure BE Codes of Conduct are considered with reference to protected characteristics and linked to the E&D 			Head of Business Support Head of Business Support Head of Development /Board		1/12/2017 15/12/2017 1/12/2017

<p>All stakeholders understand the general principles of E&D and how it relates to the sport</p> <p><i>Training & Development plan</i> <i>Workforce policy</i> <i>Recruitment & selection policy</i> <i>Communication plan</i> <i>Stakeholder engagement plan</i> <i>Performance review policy</i></p>	<p>policy Codes list protected characteristics non- discrimination but requires a link to E&D policy- to be revised summer 2019</p> <ul style="list-style-type: none"> E&D training provided to all staff and Board members E-learning training completed by staff and Board. Principles of E&D included in volunteer agreements E&D policy is provided to all volunteers, Volunteer agreements to be developed by Summer 2019 E&D principles to be covered in inductions as a standard item Diversity plan is covered as part of induction. Quarterly newsletters to include an E&D article Added to newsletter schedule. E&D becomes a standard agenda item on 121s and team meetings added to agenda and circulated to line managers 	<p>Head of Business Support</p> <p>Head of Development</p> <p>Head of Business Support</p> <p>Head of Business Support</p> <p>Head of Business Support</p>	<p>1/3/2018</p> <p>1/4/2018</p> <p>1/6/2018</p> <p>1/7/2018</p> <p>30/12/2017</p>
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Establish Board commitment to equality & diversity	<ul style="list-style-type: none"> Annual surveys to include E&D questions <i>All surveys included E&D questions.</i> 	Head of Business Support	30/12/2018
	<ul style="list-style-type: none"> Publish an endorsement from the Board Chair of the organisation's promotion of its commitment to E&D <i>complete- posted on website</i> 	Board Chair/ Head of Business Support	1/3/2018
	<ul style="list-style-type: none"> E&D impact statement to be included on each Board paper <i>Each Board paper template includes a E&D impact section</i> 	Head of Business Support	1/3/2018
	<ul style="list-style-type: none"> Regular Board updates on the progress of the E&D action plan and any associated risks <i>Added to Board forward plan for each quarterly meeting and discussed at Board</i> 	Head of Business Support	1/3/2018
	<ul style="list-style-type: none"> E&D actions to be signed off at the highest level- Board <i>ongoing- complete</i> 	Board Chair/ CEO	1/4/2018
Establish the current participation E&D profile in order to address any under representation from different groups	<ul style="list-style-type: none"> E&D monitoring form to be sent to all members <i>Only 40 members responded therefore profile would not be accurate. Data obtained by membership platform</i> 	Head of Business Support	1/12/2017

<p>Establish whether all current competitions and events are inclusive</p> <p><i>Development plan</i></p>	<ul style="list-style-type: none"> • Responses to be logged anonymously and presented graphically to highlight trends and gaps Board report Dec 2018 	Head of Business Support	1/2/2018
	<ul style="list-style-type: none"> • Analyse trends and gaps in gathered E&D profile data to address any under representation from different groups Analysis carried out 	Head of Business Support	1/3/2018
	<ul style="list-style-type: none"> • Report to Board Board report Dec 2018 	Head of Business Support	1/4/2018
	<ul style="list-style-type: none"> • Conduct an equality impact assessment on competitions to ensure E&D issues are explicitly considered Work has commenced on this – to be completed 	Head of Business Support/ Competition Manager	1/4/2018
	<ul style="list-style-type: none"> • All events to have a register of all participants to analyse the profile of those taking part to identify any trends or gaps Ongoing 	Competition Manager	1/8/2018
	<ul style="list-style-type: none"> • Adaptations and reasonable adjustments are to be considered and made to ensure all who wish to participate, can. ongoing 	Competition Manager	1/8/2018

<p>Develop links with schools and universities to ensure a steady uptake of boccia</p> <p><i>School- Club link project</i> <i>Delivery plan</i></p>	<ul style="list-style-type: none"> • Audit schools with potential boccia participation Being carried out as part of the children in need project • Develop school's programme, supporting new schools and developing links with clubs ongoing as part of school-club link programme • Target relevant schools/ universities with low membership takeup 	<p>School Link Officer</p> <p>School Link Officer</p> <p>School Link Officer</p>	<p>1/7/2018</p> <p>1/7/2019</p> <p>1/11/2019</p>
<p>Medium Term:</p> <p>Increase engagement of under-represented groups including BAME</p> <p><i>Development plan</i> <i>Communication plan</i></p>	<ul style="list-style-type: none"> • Audit & establish links with relevant community groups to promote boccia • Targeted mail-out promoting Boccia England and how to get involved, starting with a pilot area • Implement a blog on the website to enhance user participation and interaction to feature on new website • Support clubs to promote themselves and target under-represented groups 	<p>Head of Development</p> <p>Head of Development</p> <p>Head of Business Support</p> <p>Head of Development</p>	<p>1/2/2020</p> <p>1/7/2020</p> <p>1/10/2019</p> <p>1/3/2020</p>

<p>Create partnerships with officials and coaches in other sports working with under-represented groups to share best practice</p> <p><i>Development strategy</i></p>	<ul style="list-style-type: none"> Annual report to Board on E&D issues identified throughout the year & achievements made report to Board Dec 2018- no issues identified. 	Head of Business Support	1/12/2018
	<ul style="list-style-type: none"> Utilise services including linked in, conferences, meetings etc. to make contact with relevant personnel 	Head of Development	1/5/2020
	<ul style="list-style-type: none"> Link with other disability sports 	Head of Development	1/5/2020
	<ul style="list-style-type: none"> Set up meetings/ working groups to identify different methods to target under represented groups 	Head of Development	1/10/2020
	<ul style="list-style-type: none"> Share best practice with Boccia Scotland, Wales and UK Boccia 	Head of Development	1/12/2020
<p>Promote Boccia England to increase awareness and participation in the sport</p> <p><i>Development strategy</i></p> <p><i>Communication plan</i></p>	<ul style="list-style-type: none"> Targeted grant applications and fundraising initiatives to support our E&D aims 	Fundraising Manager	1/12/2019
	<ul style="list-style-type: none"> Target gaps by attending local events and publishing press articles 	Head of Development	1/12/2020
	<ul style="list-style-type: none"> Publicise major events and news at Boccia England Marketing plan to be 	Head of Business Support	1/7/2020

	<ul style="list-style-type: none"> Obtain members' communication preferences and follow accordingly Offer alternative communication methods e.g. braille or large print limited currently due to lack of funding Ensure website is accessible to all To be done as part of website review in 2018/19 	<p>Head of Business Support</p> <p>Head of Business Support</p> <p>Head of Business Support</p>	<p>1/5/2020</p> <p>1/6/2020</p> <p>1/6/2020</p>
<p>Long Term:</p> <p>Boccia England to attend and sponsor relevant conferences and events to promote the organisation to the wider audience and support key initiatives</p> <p><i>Development strategy</i> <i>Fundraising strategy</i> <i>Communication plan</i></p>	<ul style="list-style-type: none"> Boccia England to sponsor relevant local events to promote the organisation Boccia England to attend and have a stand at relevant conferences/ local events to promote the organisation incl. BAME, LG&BT A member of the Board to attend every event where Boccia England has a presence Board issued with the season's competition dates in order to select their attendance for 18/19 Set up "have a go" boccia sessions countrywide focussing on less represented geographical areas 	<p>CEO</p> <p>Head of Business Support</p> <p>Head of Business Support</p> <p>Head of Development</p>	<p>1/8/2021</p> <p>1/12/2021</p> <p>1/8/2021</p> <p>1/12/2021</p>

Establish a working group to focus on different methods to increase participation and assess the effectiveness of each campaign	commenced		1/10/2020
	<ul style="list-style-type: none"> Elect a member of staff to be a dedicated E&D Officer 	Head of Business Support	1/5/2021
	<ul style="list-style-type: none"> Decide terms of reference for the group and the compilation 	Head of Business Support	1/7/2021
	<ul style="list-style-type: none"> Working group to consist of staff and members LT from Board elected Board rep on the E&D working group once established 	Head of Business Support	1/11/2021
Every Boccia England competition held to have participants of at least 10% BAME and at least 30% of each gender <i>Competition review</i>	<ul style="list-style-type: none"> Obtain members of the working group 	Head of Business Support	1/7/2022
	<ul style="list-style-type: none"> Revise club and competition rules review taking place 2018-19 season 	Head of Development	1/10/2022
	<ul style="list-style-type: none"> Communicate to members 	Head of Development	1/12/2022
Talent Pathway to include a diverse set of members including 1 from BAME background <i>Talent strategy</i>	<ul style="list-style-type: none"> Selection processes to be revised 	Talent Manager	

Progressing talent from Within A focus on developing a strong internal pipeline of diverse talent to populate decision making and other structures.	Code for Sports Governance					
	The board shall ensure the organisation prepared and publishes on its website	The board shall ensure that the organisation prepared and publish on its website	Each organisation shall identify proportionate and appropriate actions to be	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally/including	Demonstrate a strong and public commitment to progressing towards gender	Adopt a target of, and take all appropriate actions to encourage, a
Objective: Develop processes and initiatives to ensure all staff and volunteers can reach their potential			√	√		
Priorities	Actions			Person(s) Responsible		Completion Date
Short Term: Establish a training programme for volunteers to progress	<ul style="list-style-type: none"> Develop role profiles & person specifications for each volunteer role Basic versions of these are in use which are to be formatted and standardised. 			Workforce Manager		1/4/2018

Establish staff career aspirations	<ul style="list-style-type: none"> Establish a progression map by creating a list of courses and sections of the workforce they're applicable to Pathways are in use 	Workforce Manager	1/12/2018
	<ul style="list-style-type: none"> Assess gaps in current course structure Gaps identified . review of coaching award completed, review of leaders award to commence and coach advance programme being implemented 2019. 	Workforce Manager	1/4/2019
	<ul style="list-style-type: none"> Annual appraisals to include a review of career aspirations, skills analysis & development potential Appraisal policy revised and approved by Board Feb 2018. 	Head of Business Support	1/2/2018
Medium Term:			
Develop courses to fill development gaps	<ul style="list-style-type: none"> Using the gap analysis, develop courses to provide a thorough development route for the workforce 	Workforce Manager	1/12/2020
	<ul style="list-style-type: none"> Use best practice from other sports' organisations 	Workforce Manager	1/7/2020
Establish workforce's aspirations for progression	<ul style="list-style-type: none"> Circulate development questionnaire Development questions are included in annual surveys. To be developed into its own survey. 	Workforce Manager	1/12/2019

Establish a mentoring programme	<ul style="list-style-type: none"> • Carry out skills analysis of individuals and progress where relevant 	Workforce Manager	1/6/2020
	<ul style="list-style-type: none"> • Map each member of the workforce on where on the progression map they sit and where they want/ can be 	Workforce Manager	1/12/2020
	<ul style="list-style-type: none"> • Using skills analysis, partner more knowledgeable/ experienced individuals with those learning 	Head of Business Support	1/12/2020
	<ul style="list-style-type: none"> • Include work shadowing 	Head of Business Support	1/12/2020
Develop staff personal development plans to suit their individual needs and aspirations	<ul style="list-style-type: none"> • Using information from appraisals map each individual on where they are and where they want to be within Boccia. Complete and ongoing 		1/11/2019
	<ul style="list-style-type: none"> • Individuals to go on relevant training, where possible, to develop their skills 		1/12/2020
Long Term:			

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Key Questions

How does this feed into our broader governance plan?

This action plan will be incorporated into all job roles within the organisation and link to all policies, ensuring equality and diversity is considered across all areas of the business so that effective decisions are taken that further our E&D goals.

Who are the key people responsible for the delivery of this plan?

The CEO has overall responsibility to ensure the staff meet the deadlines within the action plan, and to obtain regular updates on progress. It is also the CEO's responsibility to ensure regular updates are provided to Board for their final sign off and feedback towards the plan.

How will we measure overall success?

Overall success will be measured by comparing the baseline statistics of our current stakeholders against those at the end of 2020 and analysing whether there has been an increase in participation in the sport from individuals and areas from those currently less-represented. Similarly, career/ role progression will be compared from current situation to the end of 2020 to assess whether a substantial number of individuals have progressed.

How does your Diversity Action Plan (DAP) cross-reference other parts of the code or other relevant equality or diversity monitoring standards/framework?

This policy revolves around people and our transparent workings to be inclusive, and therefore we will communicate regularly on our work on E&D and our progress in achieving our aspirations of inclusivity. This work will impact our policies and processes which in turn will affect our standards and conducts and our organisational structure, ensuring we operate effectively.

