

***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)		

BOARD DIVERSITY

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	Code for Sports Governance					
<p>How the organisation will attract an increasingly diverse range of candidates</p>	<p>Adopt a target of, and take all appropriate actions to encourage, a minimum of 30% of</p>	<p>gender parity and</p>	<p>progressing towards achieving greater diversity</p>	<p>appropriate actions to be taken to</p>	<p>publish on its website information</p>	<p>ensure the organisation publishes on its website information</p>
<p>Objective: Review, monitor and revise recruitment and selection practices of all stakeholders to enhance the diversity of all those involved with Boccia England</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>			
Priorities	Actions			Person(s) Responsible		Completion Date
<p>Short Term:</p> <p>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.</p> <p><i>Recruitment & Selection Policy</i> <i>Workforce Policy</i> <i>Social media & media strategy</i></p>	<ul style="list-style-type: none"> Revise staff recruitment and selection policy, Recruitment processes ensured a diverse target area which is evidenced by the diverse candidates. Recruitment policies to be written by end of 2018. Revise Board recruitment & selection policy- all appointments to be made after carrying out open advertising Recruitment processes ensured a diverse target area which is evidenced by the diverse candidates. 			<p>Head of Business Support</p> <p>Head of Business Support</p>		<p>1/12/2017</p> <p>1/2/2018</p>

<p>Make links with volunteer centres & external organisations across the country to improve numbers and diversity of volunteer workforce</p>	<p>Recruitment policies to be written by end of 2018.</p>	Head of Business Support Development	1/4/2018
	<ul style="list-style-type: none"> • Revise volunteers' recruitment & selection policy Recruitment policies to be written by end of 2018/19. 	Head of Business Support	1/4/2018
	<ul style="list-style-type: none"> • 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. 	Head of Business Support	1/2/2018
	<ul style="list-style-type: none"> • 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. 	Head of Business Support	1/2/2018
	<ul style="list-style-type: none"> • Develop E&D specific interview Questions. All interviews have E&D questions 	Head of Business Support	1/2/2018
	<ul style="list-style-type: none"> • All applicants to be provided an E&D monitoring form to collate applicant data Email issued upon each application. 	Workforce Manager	1/12/2018

<p>Retain a diverse profile of Board members</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>	<p>Board Chair/ CEO</p>	<p>1/4/2018</p>
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<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>1/12/2020</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 	<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					
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	Adopt a target of, and take all appropriate actions to encourage, a	Demonstrate a strong and public commitment to progressing towards gender	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally/includin	Each organisation shall identify proportionate and appropriate actions to be	The board shall ensure that the organisation prepared and publish on its website	The board shall ensure the organisation prepared and publishes on its website
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, LGB&T groups List provided in the policy as to who the policy covers. • Publish the E&D action plan on our the website complete • Ensure BE Codes of Conduct are considered with reference to protected characteristics and linked to the E&D policy Codes list protected characteristics non- discrimination but 			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>Establish Board commitment to equality & diversity</p>	<p>requires a link to E&D policy- to be revised March 2019</p> <ul style="list-style-type: none"> E&D training provided to all staff and Board members <i>E-learning training completed by staff and to be completed by Board by Dec</i> Principles of E&D included in volunteer agreements <i>E&D policy is provided to all volunteers, Volunteer agreements to be developed by March 2019</i> E&D principles to be covered in inductions as a standard item <i>Diversity plan is covered as part of induction.</i> Quarterly newsletters to include an E&D article <i>Added to newsletter schedule.</i> E&D becomes a standard agenda item on 121s and team meetings <i>added to agenda and circulated to line managers</i> 	<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>Head of Business Support</p> <p>Board Chair/ 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> <p>30/12/2018</p> <p>1/3/2018</p> <p>1/3/2018</p>
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<p>Establish the current participation E&D profile in order to address any under representation from different groups</p>	<ul style="list-style-type: none"> Annual surveys to include E&D questions All surveys included E&D questions. 	Head of Business Support	1/3/2018
	<ul style="list-style-type: none"> Publish an endorsement from the Board Chair of the organisation's promotion of its commitment to E&D complete- posted on website 	Head of Business Support	1/4/2018
	<ul style="list-style-type: none"> E&D impact statement to be included on each Board paper Each Board paper template includes a E&D impact section 	Board Chair/ CEO	1/12/2017
	<ul style="list-style-type: none"> Regular Board updates on the progress of the E&D action plan and any associated risks Added to Board forward plan for each quarterly meeting and discussed at Board 	Head of Business Support	1/2/2018
	<ul style="list-style-type: none"> E&D actions to be signed off at the highest level- Board ongoing- complete 	Head of Business Support	1/3/2018
	<ul style="list-style-type: none"> E&D monitoring form to be sent to all members Only 40 members responded therefore profile would not be accurate. Data obtained by membership platform 	Head of Business Support	1/4/2018
		Head of Business Support	1/4/2018
			1/4/2018

<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 • Analyse trends and gaps in gathered E&D profile data to address any under representation from different groups Analysis carried out • Report to Board Board report Dec 2018 	<p>Competition Manager</p> <p>Competition Manager</p> <p>Competition Manager</p>	<p>1/8/2018</p> <p>1/8/2018</p>
<p>Develop links with schools and universities to ensure a steady uptake of boccia</p> <p><i>School- Club link project Delivery plan</i></p>	<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 for the 2019 • All events to have a register of all participants to analyse the profile of those taking part to identify any trends or gaps Ongoing • Adaptations and reasonable adjustments are to be considered and made to ensure all who wish to participate, can. ongoing 	<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>

	<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>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 • Annual report to Board on E&D issues identified throughout the year & 	<p>Head of Development</p> <p>Head of Development</p> <p>Head of Business Support</p> <p>Head of Development</p> <p>Head of Business Support</p>	<p>1/2/2020</p> <p>1/7/2020</p> <p>1/10/2019</p> <p>1/3/2020</p> <p>1/12/2018</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>	<p>achievements made report to Board Dec 2018.</p> <ul style="list-style-type: none"> • Utilise services including linked in, conferences, meetings etc. to make contact with relevant personnel • Link with other disability sports • Set up meetings/ working groups to identify different methods to target under represented groups • Share best practice with Boccia Scotland, Wales and UK Boccia 	<p>Head of Development</p> <p>Head of Development</p> <p>Head of Development</p> <p>Head of Development</p>	<p>1/5/2020</p> <p>1/5/2020</p> <p>1/10/2020</p> <p>1/12/2020</p>
<p>Promote Boccia England to increase awareness and participation in the sport</p> <p><i>Development strategy</i> <i>Communication plan</i></p>	<ul style="list-style-type: none"> • Targeted grant applications and fundraising initiatives to support our E&D aims • Target gaps by attending local events and publishing press articles • Publicise major events and news at Boccia England Marketing plan to be created for 18/19 in order to enable promotion of news and events 	<p>Fundraising Manager</p> <p>Head of Development</p> <p>Head of Business Support</p>	<p>1/12/2019</p> <p>1/12/2020</p> <p>1/7/2020</p>

<p>Ensure all marketing material is user-friendly and inclusive</p> <p><i>Communication plan</i></p>	<ul style="list-style-type: none"> Utilise media and social media to reflect all groups we work with and to promote take up from less-represented groups Analysis to be carried out in 2018/19 on who are audiences are on social media to then identify who is actively involved and who isn't to do targeted campaigns to increase involvement from under-represented groups. Develop website in order to have a dedicated page to E&D, including our aims and actions to increase participation from all groups and our progress Website review taking place Nov-Jan Review all branding to ensure user-friendly Obtain members' communication preferences and follow accordingly Offer alternative communication methods e.g. braille or large print limited currently due to lack of funding 	<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>Head of Business Support</p> <p>Head of Business Support</p>	<p>1/11/2020</p> <p>1/10/2019</p> <p>1/4/2020</p> <p>1/5/2020</p> <p>1/6/2020</p> <p>1/6/2020</p>
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	<ul style="list-style-type: none"> Ensure website is accessible to all To be done as part of website review in 2018/19 		
<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> <p>Establish a working group to focus on different methods to increase participation and assess the effectiveness of each campaign</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 commenced Elect a member of staff to be a dedicated E&D Officer 	<p>CEO</p> <p>Head of Business Support</p> <p>Head of Business Support</p> <p>Head of Development</p> <p>Board Chair</p> <p>CEO</p> <p>CEO</p>	<p>1/8/2021</p> <p>1/12/2021</p> <p>1/8/2021</p> <p>1/12/2021</p> <p>1/10/2020</p> <p>1/5/2021</p> <p>1/7/2021</p>

<p>Every Boccia England competition held to have participants of at least 10% BAME and at least 30% of each gender</p> <p><i>Competition review</i></p> <p>Talent Pathway to include a diverse set of members including 1 from BAME background</p> <p><i>Talent strategy</i></p>	<ul style="list-style-type: none"> • Decide terms of reference for the group and the compilation • Working group to consist of staff and members LT from Board elected Board rep on the E&D working group once established • Obtain members of the working group • Revise club and competition rules review taking place 2018-19 season • Communicate to members • Selection processes to be revised 	<p>CEO</p> <p>Head of Development</p> <p>Head of Development</p> <p>Talent Manager</p>	<p>1/11/2021</p> <p>1/7/2022</p> <p>1/10/2022</p> <p>1/12/2022</p>
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<p>Progressing talent from Within</p>	<p>Code for Sports Governance</p>
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A focus on developing a strong internal pipeline of diverse talent to populate decision making and other structures.	Adopt a target of, and take all appropriate actions to encourage, a	Demonstrate a strong and public commitment to progressing towards gender	Demonstrate a strong and public commitment to progressing towards achieving greater diversity generally/includin	Each organisation shall identify proportionate and appropriate actions to be	The board shall ensure that the organisation prepared and publish on its website information	The board shall ensure the organisation prepared and publishes on its website
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. Establish a progression map by creating a list of courses and sections of the workforce they're applicable to Pathways are in use Assess gaps in current course structure Gaps identified . review of coaching award 			Workforce Manager Workforce Manager Workforce Manager		1/4/2018 1/12/2018 1/4/2019

<p>Establish staff career aspirations</p>	<p>completed, review of leaders award to commence and coach advance programme being implemented 2019.</p> <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. 	<p>Head of Business Support</p>	<p>1/2/2018</p>
<p>Medium Term:</p> <p>Develop courses to fill development gaps</p> <p>Establish workforce's aspirations for progression</p>	<ul style="list-style-type: none"> Using the gap analysis, develop courses to provide a thorough development route for the workforce Use best practice from other sports' organisations Circulate development questionnaire Development questions are included in annual surveys. To be developed into its own survey. Carry out skills analysis of individuals and progress where relevant 	<p>Workforce Manager</p> <p>Workforce Manager</p> <p>Workforce Manager</p> <p>Workforce Manager</p> <p>Workforce Manager</p>	<p>1/12/2020</p> <p>1/7/2020</p> <p>1/12/2019</p> <p>1/6/2020</p> <p>1/12/2020</p>

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.