



## Somerset Activity and Sports Partnership's Diversity and Inclusion Plan (DIAP) 2025-2026 – Year 2

### What is SASP's DIAP based on?

SASP's DIAP is based on three core ambitions:

- AMBITION 1: Our people are reflective of Somerset.
- AMBITION 2: We set a positive example for others, taking opportunities to promote diversity and inclusion whilst educating and bettering ourselves and our stakeholders.
- AMBITION 3: Our leaders are committed to fostering and developing an inclusive and empowered culture, putting strong policies and procedures in place, and supporting staff to work towards a shared vision.

Each ambition is underpinned by a set of targeted actions, responsible leads, intended goals and specific timeframes, and covers our Board, Senior Management Team, specific members of staff (such as the EDI Officer and Workforce Development Manager) and the staff as a whole. Any action specifically relating to or apportioned to the Board has been highlighted in orange.

### Who will monitor and progress our DIAP?

The success of SASP's DIAP is the responsibility of every Board member and every member of staff. Every one of these individuals will have the opportunity to shape, challenge and champion the plan and it is hoped, that as knowledge and understanding increases, these valued contributions will become more frequent.

Progress against our DIAP will be monitored by our EDI Officer and Senior Leadership Team, it will also be an agenda item at SLT meetings every quarter. An update on our DIAP will be available to the Board through the dashboard and the Board will formally review the plan and progress against it twice a year, with direct support and challenge from our Board EDI Champion. We will commit to publishing our DIAP and our progress against it annually, highlighting changes and evolvments and sharing the information that led to them.

Approved: April 2025

Last reviewed by SASP Board: April 2025

**AMBITION 1: Our people are reflective of Somerset.**

**Outcomes:**

- We have information and data to support a better understanding of the population we serve.
- We can compare Somerset based data and Southwest regional data.
- We have up to date equality and socio-economic monitoring data for our people and use it to advance representation.
- We have an inclusive recruitment process that allows for equal opportunity of selection at both Board and staff level.

	<b>Action</b>	<b>Lead</b>	<b>Intended goal</b>	<b>Deadline</b>	<b>Progress</b>
<b>Available information and data</b>	1.1 Search for and compile readily available information and data pertaining to the protected characteristics set out in The Equality Act 2010, in particular those not covered by The Public Sector Duties (caring status, educational background, gender reassignment, marriage or civil partnership, religion or belief, sexual orientation, and socio-economic background). For example: Women In Sport’s Dare To Dream: The Gender Dream Deficit In Sport; Activity Alliance’s Annual Disability & Activity Survey Demographic Report 2023, and Moving To Inclusion’s Guidance For Transgender Inclusion In Domestic Sport Review.	EDI Officer	We better understand the barriers and experiences of individuals identifying with one (or more protected characteristics) in a sports/activity context, and take steps to address the hierarchy of equality by concentrating on those protected characteristics not covered by The Public Duties.	Ongoing	

	<p>1.2 Continued use of the Power BI - SASP Equality Insight Dashboard, allowing us to interrogate the data (Census, ONS, Somerset Schools Health and Wellbeing Survey, SASP staff diversity data) by protected characteristic and at regional and county level. To be updated with 2025 staff diversity data when available.</p> <p>To be mindful of 'Local Insight' the platform commissioned by Spark. Will possibly supersede Power BI in the future.</p>	<p>EDI Officer/ Impact and Learning Manager</p>	<p>We know how Somerset's population is comprised by protected characteristic and geography and use this information to inform our EqlA's.</p>	<p>Ongoing</p>	
	<p>1.3 To work with 2BU to gather insight into the challenges and barriers both children and young people, and adults face when trying to access sport and physical activity.</p>	<p>CEO</p>	<p>To provide greater understanding of the barriers and challenges faced by the LGBTQ+ community.</p>	<p>30/08/25</p>	
<p><b>Diversity Monitoring Data</b></p>	<p>1.4 Undertake a diversity monitoring exercise to capture Board member data, completing the data set across all protected characteristics beyond disability, gender, and race and to include caring, marital, and socio-economic status in addition to educational background.</p> <p>To be completed annually or unless there is no change on the Board. This is due to the anonymity of the data and when a Board member leaves it is</p>	<p>HR Manager/ EDI Officer</p>	<p>We know how our Board is comprised and use this data to implement specific percental recruitment targets for under-represented groups including those from a lower socio-economic &amp; educational background. Use data to challenge non-diverse shortlists if applicable.</p>	<p>31/07/25</p>	

	unknown which diversity data is linked to them.				
	<p>1.5 Undertake a diversity monitoring exercise to capture staff data, including position held within SASP (using grading to categorise).</p> <p>To be completed annually. This is due to the anonymity of the data and when a staff member leaves it is unknown which diversity data is linked to them.</p>	Workforce Manager	We know how our Staff is comprised and use this data to implement specific percental recruitment targets for under-represented groups. Data is used to challenge non-diverse shortlists if applicable.	When Staff Survey is sent – May/June	
<b>Recruitment &amp; Selection</b>	1.6 Collect and review diversity data of all applicants applying for roles at SASP and record where they exit the recruitment process.	HR Officer/ EDI Officer	Understand and baseline the diversity of applicants for all roles (Board & staff), across all levels of the organisation. Data is used to challenge non-diverse shortlists and to enforce changes to the recruitment & selection process if applicable, mitigating against the potential for bias or disadvantage.	Ongoing from 01/04/24	
	1.7 Carry out an equality impact assessment (EqIA) on SASP's recruitment and selection policy to include: how and where job adverts are placed; how job descriptions and person specifications are decided; how an interview panel is formed, and what an interview comprises. Identify	HR Officer/ EDI Officer	Recruitment processes are inclusive with opportunities to maximise EDI embedded and maximised throughout. Candidates feel valued and supported throughout the process and any opportunity for bias and/or disadvantage are identified and removed.	31/05/24	

	<p>opportunities to maximise diversity at each stage of the process.</p> <p>This will be carried out in conjunction with a discussion at SLT regarding the differing requirements of EDI and Safe Recruitment and the need to balance these sometimes conflicting agendas.</p>				
	<p>1.8 Ensure new members of Board and staff are offered an accessible, full, formal induction within two weeks of joining.</p>	<p>HR Officer/CEO</p>	<p>Board members experience an open and inclusive environment which enables them to contribute to Board discussion and decision making.</p>	<p>Ongoing</p>	
	<p>1.9 Provide recruitment and selection training for any staff or Board member likely to be involved in the interview process. Ensure that these staff are supported and well versed in SASP's recruitment and selection policy, including the positive action process when required. This will form part of the review into our Line Manager training.</p>	<p>HR Officer/ Workforce Manager</p>	<p>Those involved in interviewing are aware of the potential for unconscious bias and understand the options available to achieve greater representation throughout our people.</p>	<p>30/09/25</p>	

**AMBITION 2: We set a positive example for others, taking opportunities to promote diversity and inclusion whilst educating and bettering ourselves and our stakeholders.**

**Outcomes:**

- SASP Board members and staff have greater awareness and understanding of all aspects of diversity and inclusion.
- We actively seek opportunities to promote diversity and inclusion in all that we do.

- We positively influence those that we fund, supporting and encouraging them to look at diversity and inclusion in their own practices.

	<b>Action</b>	<b>Lead</b>	<b>Intended goal</b>	<b>Deadline</b>	<b>Progress</b>
<b>Training</b>	2.1 Identify EDI training opportunities for new Board members, this could be via modular training or via the Sports Governance Academy (SGA)	CEO	Our people understand the moral, business, and legal case for EDI and take opportunities to increase and promote equality of opportunity through their work.	Ongoing	
	2.2 Hold 5 informal staff 'Growing Minds' sessions to feature different guest speakers, speaking about their lived experience. To align, where possible, with the Factsheets being produced (2.3).	EDI Officer	Our staff better understand the barriers and everyday experiences of individuals who identify with one (or more) protected characteristics. Our people take this learning in to their work and are confident in sharing their knowledge.	Monthly - Ongoing	
	2.3 Continue the short, engaging fact sheets. To be emailed to staff on a monthly basis and placed on the staff noticeboard.  To align, where possible, with the sessions in 2.2. However, topics that have been identified and sheets developed include neurodiversity, breast feeding, menopause, asylum seekers, migrants & refugees and gender reassignment.	EDI Officer	Our people are empowered to request information on EDI and have access to the information in different formats. Our people have an increased understanding and knowledge of specific topics.	Monthly from 01/04/25	

<b>Communication</b>	2.4 To distribute the newly developed SASP Marketing and Communications Plan out to staff. Two areas to look at: <ul style="list-style-type: none"> <li>• To agree on a way to distribute and inform current staff.</li> <li>• For new staff – to include as part of the Comms induction.</li> </ul>	EDI Officer/ Communications Manager	Our communications are accessible for everyone. Areas for improvement/potential for disadvantage are identified and changes put in place.	31/05/24	
	2.5 Continuation of social media posts and physical posters to celebrate and highlight key dates and events pertaining to diversity and inclusion. For example: World Autism Awareness Day; Eid; Malcolm X Day; International Day of Friendship etc.	EDI Officer/ Comms Team	Take opportunities to promote and celebrate EDI across our social media platforms, expanding our reach throughout Somerset and beyond.	Bi-weekly from 01/04/25	
	2.6 To develop a short video for current and new staff (as part of induction) to sit on the Intranet, explaining the importance of EDI within the organisation and what our ambitions in the DIAP set out.	EDI Officer/ Comms Team	To ensure that new staff are fully aware on our EDI position and the ambitions of the organisation.	31/10/25	
	2.7 To keep the EDI areas of the Intranet and website up to date with relevant information such as; contacts, awareness days, factsheets, training sessions etc.	EDI Officer/ Comms Team	To ensure that staff and those accessing our website are given up-to-date and relevant information on our activity.	Ongoing	
<b>Funding</b>	2.8 Develop a checklist to form part of our fund giving activities, to include assurances around key areas such as EDI, safeguarding, and organisation identity (for example). As a minimum, request an E&D Policy and ask whether staff receive E&D training. In Year 2 we will be starting on one	EDI Officer/ CEO/ HAF Team	The organisations we fund understand that we take EDI seriously and that we will encourage them to advance their work around EDI too.	31/07/24	INCOMPLETE  This will be carried forward into the Year 2 plan with a focus on HAF activities.

	project as a pilot – HAF. Provide a template to support this ask, needing to be signed off and adopted by the organisation.				
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**AMBITION 3: Our leaders are committed to fostering and developing an inclusive and empowered culture, putting strong policies and procedures in place, and supporting staff to work towards a shared vision.**

**Outcomes:**

- SASP’s Board represents and reflects the diversity of Somerset (refer to AMBITION 1: Our people are reflective of Somerset).
- Our DIAP is fully embedded within SASP with progress being monitored and shared regularly.
- Our Board EDI Champion works with the CEO and EDI Officer to drive SASP forward on equality, diversity, and inclusion.
- Our staff and Board members strive to develop and sustain an inclusive culture throughout the organisation.
- Our policies and procedures are equality impact assessed and maximise opportunities to advance equality, diversity, and inclusion.

	<b>Action</b>	<b>Lead</b>	<b>Intended goal</b>	<b>Deadline</b>	<b>Progress</b>
<b>Board and Finance &amp; Governance Group</b>	3.1 The Finance & Governance Group will commit to a dedicated EDI budget based on projected costs, for the life of the DIAP.	Finance & Governance Group/ Board/ CEO	Our DIAP is suitably funded and allows for targeted projects/ activities in relation to our priority groups.	31/07/25	
	3.2 The Board EDI Champion, CEO and the EDI Officer will stay in regular contact to share progress made on SASP’s DIAP, reporting back through the Dashboard for quarterly Board meetings.	Board EDI Champion/ CEO	The Board is fully briefed on the progress of the DIAP and prepared to challenge if necessary.	Ongoing	
	3.3 The Board will formally review the DIAP bi-annually (mid-way through the plan and on conclusion). Progress against the DIAP will be published annually along with any updates to the DIAP itself.	Board/ Board EDI Champion	The Board fully considers and incorporates EDI in its decision making, reviews the DIAP and publishes outcomes.	October 2025 April 2026	

	3.4 The Board will undertake a skills and satisfaction survey (separate documents) annually, taking the opportunity to feedback on diversity and inclusion and identifying gaps in learning.	Workforce Manager / HR Manager	Our Board members are committed to being positive role models for all our people.	31/09/25	
<b>Senior Management Team and EDI Officer</b>	3.5 The CEO will lead on the implementation of SASP's DIAP, working closely with the EDI Officer, Board EDI Champion, and EDI Action Group.	CEO/ EDI Officer/ Board EDI Champion	The DIAP is influenced, shaped, and championed by a cross section of staff to achieve buy-in and engagement from staff and stakeholders.	Ongoing from 01/04/25	
	3.6 The DIAP will be a standard agenda item at SASP's SLT meetings, quarterly. To check and challenge on the DIAP.	HR Manager/ Senior Leadership Team	SMT carry out quarterly checks and challenges on the DIAP	Quarterly from 01/04/25	
	3.7 The SASP appraisal process has been modified and will now include an EDI reflection question for all staff - <i>Have you specifically addressed diversity, inclusion and/or inequality in your work this year?</i> This is to be implemented during the next round of appraisals – March – May 2025.	All staff	All staff publicly role-model our commitment to EDI, demonstrating accountability and leading by example.	31/05/25	
	3.8 The Workforce Development Manager will devise an annual staff and Board survey (separate documents) to provide an opportunity for staff and Board members to share their views on SASP's culture and how successfully EDI is being embedded.	Workforce Manager	Our people feel psychologically and physically safe, included and valued.	TBC	

	3.9 Explore EDI topics through the newly launched SASP 'Leaning In' podcast - a show dedicated to exploring the difficult but essential conversations around physical activity, health, and wellbeing. Topics such as Ramadan to be discussed.	Board Member / Comms Team / CEO	The podcast's aim is simple: to lean into the uncomfortable and dive deep into the facts, the thoughts, and the feelings. To challenge perspectives and encourage meaningful change.	Ongoing	
<b>Staff</b>	3.10 Staff attendance at EDI activities (including mandatory training) to be recorded and shared with line managers to feed into staff appraisals and staff training plans.	HR Manager/ EDI Officer/ Line Managers	Staff are held accountable for their own learning and development around EDI and understand the importance of EDI in relation to the appraisal process.	Ongoing from 01/04/24	
	3.11 SASP's DIAP to be emailed to staff and an opportunity to discuss the plan to be offered at a staff meeting (September 2025 when 'internal' group led). Staff to be encouraged and empowered to shape, challenge and champion the plan.	Workforce Manager / CEO/ All Staff	Staff are encouraged and empowered to help deliver our DIAP.	30/04/25 and 30/09/25	
<b>Equality Impact Assessments</b>	3.12 Develop an equality impact assessment policy and procedure, complete with an easy-to-use form and supporting guidance. Possibly as a training video.	EDI Officer	We have the tools to carry out a robust and meaningful equality impact assessment.	30/06/25	
	3.13 Devise a schedule of equality impact assessments with the aim to complete 3. For example: recruitment and selection; communication; code of conduct; equality & diversity and bullying &	EDI Officer / HR Manager	Our policies and procedures are regularly reviewed and assessed. Potential for discrimination is identified and removed.	30/03/26	

	<p>harassment. Identify opportunities to maximise diversity across all policies and procedures. Report findings to the CEO and use the information gathered to inform additional actions to ensure all policies reflect and embed SASP's strong position on diversity and inclusion.</p>				
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