



# Diversity and Inclusion Action Plan 2023–2027

# Diversity and Inclusion Action Plan

## Background

MSP is the Active Partnership for Liverpool City Region, one of 42 Active Partnerships in England. Our role is to connect and influence our local network to remove barriers and increase opportunities for the people of Merseyside and Halton to lead an active life.

At MSP we are working toward a region where all communities, groups and residents have equal access to opportunities to be active. Helping to improve lives whilst working together as a whole system to embed movement, physical activity and sport in our region can make this happen.

Our region, the Liverpool City Region, consisting of the six Local Authority areas of Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral have many amazing strengths that are currently helping 1.6m residents access opportunities to be more active. Sadly, however, opportunities are not equally available for all. Of the 30.3% of people who are currently inactive, we know that if you are female, from an ethnically diverse background, have a disability or long term health condition, a different sexual orientation to straight, or are in lower socio-economic groups, you are less likely to be active! We want to tackle that social injustice through leading by example.

This document will set out our commitment to diversity and inclusion across the whole organisation, including our Board. All Board members have a responsibility to promote diversity and inclusion and Tom Pedersen Smith is the Board Champion expected to champion wider equality issues at Board level. The Board is supported by the MSP Director, Leadership Team and our MSP team's Equality, Diversity and Inclusion Group.

This plan is developed, owned and maintained by the whole MSP Board and team and is guided by the UK Code for Sports Governance.

## Diversity and Inclusion Action Plan

**Objective:** MSP demonstrates a clear commitment to equality and diversity.

REQUIREMENTS	EVIDENCE	ACTIONS
<p>MSP sets responsibility for equality at the highest level in the organisation. The Board, Director and Liverpool City Council (host organisation) has responsibility steering the organisation's commitments to equality and diversity.</p>	<p>Written evidence the board has nominated or appointed a lead officer and board member with responsibility for equality e.g. job descriptions; written into policy; terms of reference; board meeting minutes.</p>	<p>Tom Pedersen-Smith is the nominated MSP Board member for equality, diversity and inclusion. The Board needs to consider succession plans for this role as we transition to a new Board.</p> <p>MSP to nominate a lead officer and ensure the Lead Officer has received mandatory training through LCC. This role will connect the team to the Board and engage the MSP Board Member for equality, diversity and inclusion in the development of this action plan and EDI Group.</p> <p>An MSP EDI Group to be established to ensure that equality and diversity is connected at every level across all functions; taking responsibility in the team for the DIAP.</p>
	<p>Specific Board Diversity Action Plan commitments contained within the overall plan.</p>	<p>There is a role description in place for the MSP Board member who has responsibilities for equality, diversity and inclusion.</p>
		<p>Equality included as an item in the 'General Duties of Board Members' roles and responsibilities.</p>
		<p>Board Diversity Action Plan reviewed on an annual basis.</p>
<p>Deliver training and support to engage senior staff and board members on equality and its relevance to increasing participation in sport and physical activity</p>	<p>Briefing session notes and/or presentations delivered to the board and staff on equality.</p>	<p>Evidence of equality discussions at Board level in last 12 months</p>
	<p>Minutes from Board and Team meetings.</p>	<p>Diversity and Inclusion included as agenda items at Team meetings and other meetings in the last 12 months.</p>
	<p>Mandatory staff training.</p>	<p>All staff to attend LCC equality training and to be familiar with the EDI standards and journey of LCC and MSP.</p>

		Regular review of training and its effectiveness to our EDI journey. EDI training for the MSP Board to be considered.
Ensure that all those involved in the organisation are aware of its commitment to equality and diversity	Equality and diversity statement on website and/or written material.	Publish the Diversity and Inclusion policy on the website and make sure it is accessible to all staff.
	All staff have the opportunity to join the MSP EDI Group, or are connected to it through their line managers, peers and team meetings.	Discussion and action notes available to all team members and EDI forms a regular agenda at team meetings.
A public commitment to addressing inequalities and preventing discrimination	Staff survey results to monitor dignity at work policy.	Dignity at work is monitored through annual staff satisfaction surveys. The staff satisfaction survey is part of our Governance Code and therefore mandatory for all staff to complete.
A zero tolerance approach to harassment and unfair treatment is demonstrated	Grievance procedure available through our Host Authority, Liverpool City Council.	All new staff will be made aware of our policies and procedures during inductions
	Board Diversity Action Plan completed.	Full Diversity and Inclusion Action Plan available on the 'governance' section of the website.

**Objective: MSP has a policy for equality and diversity that has been communicated to Staff (paid and unpaid), Board members and wider stakeholders.**

REQUIREMENTS	EVIDENCE	ACTIONS
Implement a policy for equality and diversity.	A written up to date policy reviewed on an annual basis which complies current legislation and LCC standards.	Equality and diversity policy reviewed in line with the Code for Sports Governance and annual review
	<p>EDI to create EDI policy with team involvement and Board check and challenge before submitting to Board for approval.</p> <p>Board minutes demonstrate that the policy was approved.</p>	Ensure the equality & diversity policy (if changed) gains Board approval.
Ensure all staff and Board members have an opportunity to contribute to the policy development.	Evidence to demonstrate that the policy has been circulated to all staff (paid and unpaid) and Board members for an opportunity to contribute, with responses collated and considered.	Ensure there is a paperwork trail to prove that Staff and Board members have contributed to the policy review.
	Email, board minutes, newsletter or similar circulation of the policy is acceptable as long as this is supported by the coalition of any responses.	Ensure there is a paperwork trail to prove that Staff and Board members have contributed to the policy review.
Disseminate and communicate the policy for diversity and inclusion throughout the organisation.	Diversity and Inclusion policy and action plan accessible on MSPs website.	Continue to publish the Equality & Diversity policy on the website and make sure it is accessible to all staff.
	Evidence that staff have been referred to the policy as they are inducted.	Policy statements included in all recruitment activities for staff, Board members and volunteers.
		Evidence in the induction process that staff are referred to the Policy when starting.
All staff to complete LCC Mandatory Equality and Diversity e-Learning.		

		EDI training for the MSP Board to be considered.
	Where relevant, a policy statement should be included in: Recruitment/Induction packs Direct emails to all those consulted during the policy's development Funding agreements with partners	
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**Objective: MSP is aware of its current profile and position in terms of equality and diversity**

REQUIREMENTS	EVIDENCE	ACTIONS
Conduct an annual audit of staff (paid and unpaid) and Board members.	A complete equality and diversity profile of the staff (paid and unpaid) and Board to be conducted against all categories relevant to the legislation and LCC standards	Equality and diversity audit of staff members completed annually alongside staff satisfaction survey
Present and summarise the findings of the profile audit in an accessible format and communicate to the Board, staff (paid or unpaid) and to stakeholders where relevant.	Findings of the audit collated and presented with a comparison against national and local data where available.	Present findings of the profile audit to the Board and staff
	Evidenced through Board minutes, staff (paid or unpaid) briefing notes, correspondence and website.	Items for discussion to be placed on the staff reps meeting agenda.  Audit findings to be used in future Board and staff recruitment action planning.

## Objective: Recruiting talent from a diverse background

REQUIREMENTS	EVIDENCE	ACTIONS
<p>Conduct recruitment process in line with LCCs recruitment policy.</p>	<p>Findings of the data collated and presented with a comparison against local demographic data where available.</p>	<p>Equality profile of all applicants to MSP sourced through LCC HR after blind recruitment is conducted and successful candidates completed. reported to board</p>
		<p>Areas of under representation defined and actions to improve specified including positive action (recruiting differently e.g. video, adverts in global majority group press e.g. Asian Express or Local Radio etc) in consultation with MSPs HR and Recruitment Business Partner at Liverpool City Council.</p>
<p>Conduct regular reviews of the images MSP portray on our digital media</p>	<p>Collate data and consider making more diverse “friendly” and encouraging for applicants.</p>	<p>Ensure these images celebrate having a diverse workforce and our diverse communities.</p>
		<p>Check the images fit with MSPs and Liverpool City Councils values</p>
		<p>Consider a “this is what it’s like to work here” promotion from team members as part of our recruitment procedure.</p>
<p>Review language on website, job description, personal specifications and adverts for friendliness and perceptions and barriers to selection; whilst ensuring they are inclusive, appealing to our local communities and aligned to Liverpool City Council recruitment policy.</p>	<p>Audit process captured.</p>	<p>Language and content must encourage underrepresented groups to apply to us.</p>
		<p>Consultation with Liverpool City Council HR Recruitment Business Partner and actions reflected in our digital media to position MSP as an organisation people can see themselves working for.</p>
<p>Review process for recruitment from a disability friendly perspective</p>	<p>Audit process captured.</p>	<p>MSP should reassure disabled people from the outset that they could work for us.</p>
		<p>MSP will align to and be guided by Liverpool City Councils recruitment policy.</p>

		During the recruitment process, MSP will consider what positive help we can give to applicants at all stages of the process.
Review with new employees how inclusive we are	Questionnaire three months following appointment	Make improvements to MSPs recruitment onboarding experience of new recruits
		Results included on D&I review

**Objective: Embedding our values of diversity and inclusion into our culture.**

REQUIREMENTS	EVIDENCE	ACTIONS
MSP needs to be clear on what our values and diversity and inclusion culture means and how this affects our behaviours in our everyday work.	Make internal meetings places for discussions, check and challenge and share best practice, training, knowledge and experiences.	An open agenda item on all internal meetings. A narrative captured from the team as part of an annual DIAP review of how our culture has developed.
Promotion of the work we achieve or collaborate with through our digital media and communications with stakeholders.	It is clear that MSP has diversity and inclusion embedded in all our promotional material	Collect and promote relevant stories from our sector.
		Check content on website, with particular reference to team and Board bios, to support our inclusivity message
All team members to raise profile of diversity and inclusion within their work which is monitored at PRD	Each team member has diversity and inclusion included within their own appraisal	Diversity and inclusion is cascaded through the business through the Board and EDI group
		Examples of achievement are showcased internally and where relevant externally
		Promote internal schemes such as buddying up with critical friends and mentors to check and challenge views/perceptions
Ensure the MSP EDI Group has terms of reference and accountability	TOR, Group's discussion / action notes and EDI Group actions against DIAP	EDI Group to work on changes required throughout the organisation to improve our diversity and inclusion culture.
		Ensure we collect views from relevant stakeholders about our



		diversity and inclusion action plan (run check and challenge meetings at least yearly)
Training and Development	A rolling programme of equalities training to be delivered to all staff and Board members	Use specialists where appropriate to ensure our knowledge is fresh; including but not exclusive to Liverpool City Councils Equality and Diversity
		Consider as part of bridging the empathy gap; visits to Faith places, visits to short break providers to look at the issues disabled people face etc.
		Use, team meetings, Board meetings and 'team away days' to raise issues, share learning and share knowledge
		MSP to include in the appraisal process.
	Increase understanding and awareness of antiracism within the team	Invite a range of speakers at whole-team briefings and encourage on-line learning
		Carry out unconscious bias training
		Support personal learning of history of immigration in Britain and Merseyside

**Objective: Making a public commitment to anti-discrimination practices.**

REQUIREMENTS	EVIDENCE	ACTIONS
Public statement on the website	Visible public statement on MSP website	Create a public statement.
Review of all MSP digital media	Audit and findings of review.	MSP digital media guidance in place for ongoing development
All team members to promote anti-racist practices	Documented discussion on ways to challenge poor practice	Anti-racist practices promoted within our professional and organisational behaviours

Create a positive action approach to targeting programmes e.g. TIF at specific communities based on insight and learning.	Ensure our targeted communities work continues.	Monitoring data showing diversity in attendance at activities and programmes
	Check and challenge providers to ensure activities and programmes are accessible	
Promote anti-racist practice in organisations we commission to deliver activities	Discussions with providers on anti-racist practices	Greater awareness of anti-racist practice in deliverers

**Objective: An MSP team and Board that is reflective of the population of which we serve**

REQUIREMENTS	EVIDENCE	ACTIONS	
Take appropriate actions to progress towards gender parity and greater diversity generally on the Board (including but not limited to ethnically diverse community, disability, LGBT and socio-economic status) to achieve our clear ambitions to ensure its leadership represents and reflects the diversity of the local and/or national community.	An MSP team and Board that is reflective of the population of which we serve	Board discussion and exploration of what being reflective of the population means to MSP.	
		Reviews of recruitment processes (included in other parts of this plan) as each round of recruitment begins.	
		Take positive action to promote and support access across a culturally diverse community.	
		Ensure our stakeholder and partnership groups we lead are reflective of our population.	
	Ensure the Board monitoring reports and annual updates on actions are produced and published on the website.	A complete equality and diversity profile of the Board members will be conducted on an annual basis.	Use equality and diversity data to inform Board recruitment
			Identify any additional skills and knowledge that are required on the Board.

		Create Board approved recruitment policies for nominated members. Implement and communicate internally and externally.
	Ensure the Board monitoring reports and annual updates on actions are produced and published on the website.	Board has a detailed understanding and commitment to the Equality and Diversity policy.
Ensure information is prepared and published on our website (and other appropriate documents) about the work to foster all aspects of equality and diversity across the organisation.	Monitor and review the equality and diversity action plan on an annual basis and publish details on the website.	Produce an annual update on our work around equality and diversity resulting in an updated action plan.
	Add an equality and diversity section to our annual Impact Report to share with staff and stakeholders	Ensuring that our organisational commitment to equality and diversity is communicated through internal and external channels.
Actively work to try to make our workforce truly representative of all sections of society and those we engage with and everyone feels respected and able to give their best.	Create a working environment that promotes dignity and respect for all.	Ensure any recruitment is open to equal opportunity procedures and follows the Disability Confident guidance.
	Become a responsible employer by striving to ensure we achieve a workforce which is representative of the population in the area.	Continue to work with our host's Equality and Diversity Lead to check and challenge our procedures.
		Take positive action to target advertising for vacant posts to underrepresented groups.