|  |
| --- |
| **It’s not just cricket in Suffolk !**  |
| **Recruit, retain and support a diverse workforce**KPI: Policies reviewed by 30/09/22Owner: ***Rob Jones / Board*** | **Cricket offers to meet Suffolk’s diverse needs, abilities**KPI: Survey completionOwner:  ***Rob Jones / Urban Lead*** | **Leadership & Education**KPI: % EDI trainedOwner: ***Rob Jones / Board / EDI Lead*** | **Monitoring, reviewing and reporting**KPI: Quarterly appraisals for employeesOwner: ***EDI Lead /*** ***Rob Jones*** |
| Review current recruitment policies & practices  | Engage with relevant communities / organisations to establish fit. | EDI Board training for all Board members & employees | Appraisal system for Board members (?) and employees |
| Formally adopt & implement improved recruitment practices | Address barriers and improve access for all | Designated EDI Board lead | Setting & reviewing programme KPI’s |
| A workforce reflective of Suffolk | Suitable and sustainable cricket offers | Task Group | Reporting  |
| Retention including succession planning | Ensure a welcoming & inclusive culture | Explore synergy with targeted sports / Active Suffolk ***Note: Similar sport/s*** |  |

1. **Recruit, retain and support a diverse workforce**

|  |
| --- |
| **Action: Review current recruitment policies & practices** **Success measure: Retain salaried employees beyond 12 months. Ensure diverse workforce continues to meet ECB recommended percentages****Owner: Rob Jones****Timeframe: 6 – 9 months** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Review language used in policies | Board | 3 months | Policies adopted |
| 2 Recruit specific EDI workforce / volunteers | RJ | Ongoing (possible exception EDI Board lead) | EDI Board lead appointed |
| 3 Update SCL Recruitment Pack for respective vacancy | RJ | 1 month | Pack updated |
| 4 Benchmarking against best practice (eg ECB EDI) | Board | Ongoing | ECB approval |
| 5 Peer reviews ? | Board | Annually | Reviews conducted yearly |
| 6 Staff / Board surveys | RJ / Board | Every 6 – 12 months | Response rate (min 75%) |

|  |
| --- |
| **Action: Formally adopt & implement improved recruitment practices****Success measure: EDI Group created****Owner: Board****Timeframe: upto 6 months** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 EDI Task group (min 3) to check and challenge | Board | 3 – 6 months | Group created |
| 2 SCL Board approval | Board | 1 month | Approval gained |

|  |
| --- |
| **Action: A workforce reflective of Suffolk****Success measure: Diverse workforce / board reflective of Suffolk’s population****Owner: Board****Timeframe: ongoing** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Advertise internally and externally (eg CAS, Suffolk Local Authorities, Active Suffolk) | RJ | As required | Diverse range of applications |
| 2 Additional Board recruitment  | Board  | Initially discuss Board meeting 13/06/22 | Roles agreed and advertised accordingly |

|  |
| --- |
| **Action: Retention including succession planning****Success measure: Employees retained for min 12 months. Succession plan implemented****Owner: RJ / Board****Timeframe: Ongoing** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Quarterly reviews to highlight support required | RJ | Quarterly | Reviews carried out in timely manner |
| 2 Identify areas for succession planning / CPD | RJ | Ongoing | Areas highlighted and CPD arranged as required |
| 3 Recognition for roles (comparison with ECB / neighbouring county boards) | RJ / Board / ECB | 2 months | ECB (CM/ HR) approached to score key roles. Once scored Board review and recognise. |
| 4 Employee / Board satisfaction surveys | RJ / Board | Every 6 – 12 months | Response rate (min 75%) |

1. **Cricket offers to meet Suffolk’s diverse needs, abilities**

|  |
| --- |
| **Action: Engage with relevant communities / organisations to establish fit.****Success measure: Communities & organisations contacted and what cricket looks like discuss and agreed (subject to additional ECB funding)****Owner: Various (see below)****Timeframe: upto 12 months** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Contact relevant communities / organisations / individuals (eg Ipswich urban project, midweek cricket) | RJ / Urban lead | 6 months | Key communities contacted, feedback obtained. |
| 2 Establish what cricket looks like.  | RJ / Urban Lead | 9 months | Agreed formats |
| 3 Look at remit of Suffolk Young Cricketers Foundation (SYCF) | SYCF / SYC Leads / RJ | 9 - 12 months | Remit amend, agreed and then submitted to the Charities Commission for approval |

|  |
| --- |
| **Action: Address barriers and improve access for all****Success measure: Where possible barriers removed (subject to additional ECB funding)****Owner: Board / EDI Lead****Timeframe: by 31/12/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Engage with and understand what are the barriers /needs? | Board / EDI Lead | 31/12/22 | Barriers established and agreed resolutions in place |
| 2 Effective promotion | Board / EDI Lead | 31/12/22 | Feedback from relevant organisations  |
| 3 Resourcing correctly | Board / EDI Lead | 31/07/22 | Minimum EDI Board lead appointed |

|  |
| --- |
| **Action: Suitable and sustainable cricket offers****Success measure: Appropriate formats and resources in place (subject to additional ECB funding)****Owner: RJ / Urban Lead****Timeframe: by 31/12/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Establish right format for community (including secondary schools) / players  | RJ / Urban Lead | 31/12/22  | Agreed community formats in place |
| 2 Qualified coach / volunteers to deliver | Urban Lead | 31/12/22 | Min 1 Coach(es) and min 1 volunteer(s) recruited  |
| 3 Empower local resources | Urban Lead | 31/12/22 | Local group / committee formed to create sustainability  |

|  |
| --- |
| **Action: Ensure a welcoming & inclusive culture****Success measure: (Subject to additional ECB funding)****Owner: Urban Lead****Timeframe: 31/03/23** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Establish what “welcoming / inclusive” looks like for local community | Urban Lead | 31/01/23 | xx% Survey responses |
| 2 Formation of diverse group | Urban Lead | 31/03/23 | Diverse group / committee formed |

1. **Leadership & Education**

|  |
| --- |
| **Action: EDI Board training for all Board members & employees****Success measure:** **Owner:****Timeframe:** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 ECB EDI training for Board and employees | Board / RJ | Immediately | All salaried and Board members complete EDI training |
| 2 External EDI training (eg ACAS) | RJ | Immediately | All salaried employees completed training |
| 3 Board and all employees complete ongoing EDI training | RJ / Board | Ongoing | Continued completion |

|  |
| --- |
| **Action: Designated EDI Board lead****Success measure: EDI Board lead appointed****Owner: Board****Timeframe: 31/07/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Agree and appoint EDI Board Lead | Board | 31/07/22 | Lead appointed |
| 2 EDI Board lead oversees this Action Plan | EDI Board Lead | Ongoing | Review every 6 months to ensure on track |

|  |
| --- |
| **Action: Task Group****Success measure: Group formed with minimum 3 people****Owner: EDI Board Lead / Board****Timeframe: 30/09/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Discuss and appoint EDI Task Group (minimum 3 people) | EDI Board Lead | 30/09/22 | Task group created |
| 2 Advertise internally and externally  | EDI Board Lead | 31/08/22 | Advertisements published |
| 3 Ensure minimum one external person on Task Group | EDI Board Lead | 30/09/22 | Makeup of Task group |

|  |
| --- |
| **Action: Explore synergy with targeted sports / Active Suffolk** **Success measure: Actively engaging with two other organisations / sports****Owner: EDI Board Lead****Timeframe: by 31/12/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Contact similar sports / organisations (eg Suffolk FA, Active Suffolk) | RJ / EDI Board Lead | 31/08/22 | Minimum two organisations / sports contacted |
| 2 Learning from above | EDI Board Lead | 30/09/22 | Information collated  |
| 3 Establish and adopt best practices | EDI Board Lead | 31/12/22 | Agreed best practices adopted |

1. **Monitoring, reviewing and reporting**

|  |
| --- |
| **Action: Appraisal system for Board members & employees****Success measure: Agreed appraisal system in place****Owner: EDI Board Lead****Timeframe: 31/12/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 SCL to discuss “appraisal system” for its Board members  | EDI Board Lead | 30/09/22 | Discussed and approved at Board meeting |
| 2 Review and expand current employee appraisal system to include EDI | EDI Board Lead / RJ | 30/09/22 | EDI implemented into employees appraisal with their approval |
| 3 Implement as required | EDI Board Lead / RJ | 31/12/22 | Appraisal system adopted by end of year |

|  |
| --- |
| **Action: Setting & reviewing programme KPI’s****Success measure: KPI’s agreed and reviewed****Owner: RJ /EDI Board Lead / Board****Timeframe: 31/12/22** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Discuss and agree EDI KPI’s | RJ / EDI Board Lead | 30/11/22 | Discuss and agree with employees ahead of end of year reviews |
| 2 Include EDI KPI’s for employees and Board members | RJ / EDI Board Lead | 31/12/22 | Implement KPI’s as part of employees end of year reviews |
| 3 Regular review of above | RJ / EDI Board Lead | 31/03/23 | KPI’s being met after 3 months from implementation |

|  |
| --- |
| **Action: Reporting****Success measure: Scheduled published reports****Owner: EDI Board Lead** **Timeframe: Ongoing** |
| **Task** | **Owner** | **Timeframe** | **Success measure** |
| 1 Interim reports (eg quarterly / as required) | EDI Board Lead | Every 3 months | Quarterly publication |
| 2 Annual report and stakeholder survey | EDI Board Lead | Annually | Annual publication |
| 3 Publish report (eg website, cricket community, key partners / stakeholders) | EDI Board Lead | Minimum annually | SCL website and communications as required |
| 4 Review survey (implement any changes)  | EDI Board Lead |  | Key stakeholders consulted changes implemented |