

The Equality Standard: A Framework for Sport Human Resources Policy Foundation Level Audit Template

Guidance Note:

This sample template is provided to assist sports organisations in the audit of their human resources policies for the Foundation level of the Equality Standard. It should not be considered prescriptive, but should be used as a guide which can be adapted to fit the particular circumstances of the organisation. If you have questions about the audit, please contact your Designated Support Lead or Partnership Manager.

1. Type of policy

As a minimum, the recruitment and selection, harassment and bullying, flexible working and grievance policies should be audited. Some organisations may need to add other relevant policies, including disciplinary policies, codes of conduct or policies related to the recruitment of volunteers, as appropriate.

2. Does the organisation have this policy?

Indicate yes or no.

3. Is the policy required?

If the organisation does not have a particular policy, they should indicate whether or not one is required.

4. Date of existing policy

Indicate the date the existing policy was adopted. If it has been reviewed, enter the date of the most recent review and when it was approved by your Board.

5. Action to be taken

Indicate what action is required, e.g. review policy, update in accordance with recent legislation, update in accordance with equality policy, draft new policy, etc. Actions identified need not be completed to achieve Foundation level.

6. Timescale

Indicate when the actions should be complete. Actions identified should be incorporated into your equality action planning at Preliminary level.

Date of Audit: _____ 19th December 2013 _____

Name of person completing the audit: _____ Anne Adams King _____

Role of person completing the audit: _____ CEO of Welsh Cycling _____

Type of HR Policy	Does the organisation have this policy (yes/no)?	Is a policy required (yes/no)? (If no, please explain why not)	Date of existing policy	Action(s) to be taken	Timescale for action
Recruitment and selection	Yes and currently under review	Yes		Currently under review, to be presented to the Board for approval	15/01/14
Harassment and bullying	Yes P51 of staff handbook	Yes	09/2010	To be reviewed and presented to the Board for approval when updated by Sport Wales HR	June 14
Flexible working	No	Yes		To be discussed at next SMT meeting, policy drafted and to be presented to the Board for approval	SMT – 14/01/14 Board – March 2014
Grievance	Yes P47 of staff handbook	Yes	09/2010	To be reviewed and presented to the Board for approval when Sport Wales HR update	By July 14
Disciplinary	Yes P47 of staff handbook	Yes	09/2010	To be reviewed and presented to the Board for	By July 14

				approval when Sport Wales HR update	
--	--	--	--	-------------------------------------	--

For organisations that employ staff (or plan to employ staff within the next 12 months), please complete the following section:

Area	Current Practice	Action(s) to be taken	Timescale for action
HR Policies <ul style="list-style-type: none"> • Recruitment and selection • Harassment and Bullying • Flexible working • Grievance • Disciplinary 	Do your organisation's policies meet the minimum statutory requirements? YES	Flexible Working policy to be written Approved by Board Review of Grievance and disciplinary Policies to be undertaken by Sport Wales	Jan 2014 March 2014 by June 14
Communication with staff	Are your organisation's HR policies provided to, and accessible to, your staff? YES If yes, please outline how.	Yes in the staff handbook that is provided during their induction. Electronic Copy is also available	