# Communications Equality Audit

**Name of person/s completing the audit: Peter Hybart Date: 29th January 2014**

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| **Policy and guidelines** | **Immediate measures** | **Progressive measures** | **Current Position/Action** |
| The organisation has a written communications policy/plan | The policy/plan shows how the organisation will seek to promote equality through its communications work. | The policy/plan is reviewed every three years as a minimum. | No written plan. No Action at this stage |
| **Accessible publications policy and guidelines are produced** | Recognition that people need to access publications in a range of formats because of their different needs.Takes action to ensure that publications are accessible in a range of formats because people:* Are visually impaired
* Have a learning impairment such as dyslexia or a learning disability
* Have a low standard of literacy
* May not have English as their first language
* Have any combination of these.
 | An Accessible Publications Policy and guidelines are produced which is reviewed every three years as a minimum.Guidelines cover issues such as: point size, font, line spacing, left justify, word spacing, margins, pictures and images.A consultative group is set up to support the organisation to develop appropriate policies and guidelines for people from all communities. The group has people from a range of communities including;* Ethnic minorities
* Disabled people
* Women and girls
* Men and boys
* Religion or faith
 | No written policy. No Action at this stage |
| **Reviews of published materials are carried out covering accessibility** | Published material is reviewed by the author for;* Inappropriate or out of date language
* Discrimination (direct or indirect)
* Unnecessary emphasis on one gender.
 | A publications peer review group is set up to review a range of published materials annually with actions taken as a result of any issues identified. | No reviews currently undertaken. No action planned at this stage.. |
| **The organisation has undertaken an equality impact assessment on its communications procedures/processes** |  | Equality impact assessments carried out in line with your relevant level of the Equality Standard. | No equality impact assessment undertaken to date. No action planned at this stage. |
| **Training is provided for staff with regards to accessible publications** | Training delivered to key staff with regards to the corporate communication plan and how this seeks to promote equality. | Training delivered to all staff involved in the production of publications to ensure accessibility is always considered.  | No training planned at this stage. |
| **Communicating with the organisation** | **Immediate measures** | **Progressive measures** | **Current Position/Action** |
| **There are a range of options that allow people to contact the organisation**  | A range of options are available e.g. phone, email, letter, textphone, fax, Minicom, text enabled phones, hearing loops.These methods are publicised on letter heads, compliment slips, email footers, documents, website, etc. | The organisation demonstrates excellence in customer service including how people communicate with it. | Customers can contact Cricket Wales via letter, phone and email. Details are included on letter-heads and email footers.No action planned at this stage. |
| **The particular needs of people attending events run by the organisation are identified and considered** | Standard text is added to all event information asking for people to state any special requirements they may have, and the appropriate support is provided. | Key events eg AGM and NGB annual conference have signers provided automatically. | No action planned at this stage |
| **Written material/cd roms/DVDs** | **Immediate measures** | **Progressive measures** | **Current Position/Action** |
| **The organisation offers published materials in alternative formats/languages** | Standard text is added to all published material stating that the information is available in alternative formats and how to access it; the appropriate support is provided.The organisation is aware what alternative languages are appropriate and when to use them. | Organisation has a clear policy on what material will automatically be produced in alternative formats e.g. AGM document/annual report. | Provision of the Welsh language to be developed in partnership with the Welsh Language Commission. |
| **A clear process is in place to handle requests for alternative formats/languages** | Process is available on printed information and on the website. | The process is reviewed regularly and involving people from those communities who have used/might use the service. | See above |
| **Website** | **Immediate measures** | **Progressive measures** | **Current Position/Action** |
| The website meets a recognised accessibility standard | The organisation’s website has been tested for an accessibility standard.The organisation has an improvement plan in place. | The improvement plan has been implemented.The website is retested for accessibility when major enhancements are made. | Web-site not tested. No Action planned. |
| **Information on website accessibility is publicised**  | The website has an area that explains all accessibility options available to people. |  | No Action planned |
| **Images** | **Immediate measures** | **Progressive measures** | **Current Position/Action** |
| Images used portray people from many different backgrounds | Increase the bank of images by arranging photo shoots at your events/ sessions or sourcing diverse pictures.Images on the walls in the organisation’s premises are diverse. Develop policy and forms for consent to use images, ensure all images of children under the age of 18 comply with your safeguarding policy. | Monitor the range of images used in publications regularly.Ensure all photo shoots run by the organisation have a diverse range of people in them.Develop information to share with all suppliers about the use of images. | Currently good imagery of young people and women/girls.Action – develop imagery of those with a disability and those from ethnic minority groups. |
| **Promoting equality**  | **Immediate measures** | **Progressive measures** | **Current Position/Action** |
| The organisation runs articles or feature pieces on people from under-represented groups in publications and on the website | Articles are current (within six months) and cover core groups. | Articles cover people from many different backgrounds and in many different roles. | Action – to develop more web features/stories that reflect Equality and Diversity |
| The organisation promotes programmes or initiatives designed to embed equality or increase diversity in its publications | Articles are current (within six months) and covers core groups. Publications include medium such as newsletters or web articles. | Articles cover people from many different backgrounds and in many different roles.Publications include examples of wider organisational commitment to equality; such as Chairman’s introductions in programmes. | As above |

**Additional information about images**

1. **Range of images**

This is about ensuring that there are a range of images portraying people from many different backgrounds in all your publications. Obviously not all groups can be represented easily in images nor may it be appropriate to do this, e.g. maternity, marriage, sexual orientation, etc. The main groups that you should consider when undertaking the range of images are:

* Women and girls
* Disabled people
* Ethnic background
* Age.

Moving forward you may wish to refine this to consider images relating to additional groups.

1. **Range of existing publications**

Develop a checklist of your key publications – this could include website, handbooks, hard copy resources, posters and flyers, training manuals etc.

1. **Review the publications for visible presence of different groups of people**

Review a range of the publications and consider where there are specific images of the core groups of people or not.

1. **Images used**

If you need to use more images of the core groups of people try to show them in different activities e.g. if you have a coaching publication try and use images of coaches from different backgrounds not just white men. If it is aimed at a particular group eg young girls then ensure the images reflect this. Visible disabilities can be portrayed using wheelchair users, amputee, rollators. Modest clothing is very important for many religious groups so always ensure there are images of people with head coverings e.g. caps, both short and long sleeves, and both short and long leg coverings.