**Diversity Practice Assessment**

A quick assessment to support you to determine where your organisation is on diversity practice including on trustee recruitment.

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| 1. **Diversity is on the agenda**
 | **Yes** | **No** | **N/A** | **Total**  | **Actions required** |
| **Does your organisation:**1. Have an equality policy?
2. Have a public statement on equality, diversity and inclusion (ED&I)?
3. Undertake equality monitoring for staff and volunteer recruitment?
4. Undertake equality monitoring for trustee recruitment?
5. Undertake equality monitoring on service take up?
6. Review the equality policy annually?
7. Provide equality monitoring reports to your trustees?
8. Have an equality action plan that clearly sets out your targets and equality outcomes?
9. Review your equality action plan annually?
10. Annually publish the progress on your equality plan?
11. Build the competency of the whole organisation on ED&I by accessing appropriate training and information regularly?
12. Ask your partners and stakeholders how they rate the outcomes you achieve on ED&I?
13. Implement recommendations from partners and stakeholders?
14. Share best practice you have developed with other organisations?
 |  |  |  | Yes=No=N/A= |  |
| 1. **Good governance**
 | **Yes** | **No** | **N/A** | **Total**  | **Actions required** |
| 1. Are your trustees aware of good governance principles of the Charity Governance Code?
2. Has your board formally adopted the Charity Governance Code?
3. Does your board monitor their progress annually?
4. Have you developed your own Code of Practice for your trustees?
5. Do you proactively recognise and resolve ethical issues and conflicts as recommended by NCVO’s ‘Charity ethical principles’ framework?
 |  |  |  | Yes=No=N/A= |  |
| 1. **Trustee Recruitment**
 | **Yes** | **No** | **N/A** | **Total**  | **Actions required** |
| 1. Does your governance document define how trustees are elected, nominated or selected and the term they can serve?
2. Do you have role profiles for trustees based on the skills, experience and qualities required?
3. Have you conducted an equality audit of your board and identified opportunities and barriers that affect trustee recruitment?
4. Have you assessed accessibility issues in relation to attendance at meetings and in dealing with organisation’s business?
5. Do you publicity state your commitment to increasing diversity on your board?
6. Do you have a formal recruitment process that includes advertising externally and interviewing prospective candidates?
7. Do you advertise trustee vacancies on your website?
8. Do you use other trustee recruitment sites?
9. Do you use a recruitment agency to recruit trustees?
10. Do you involve service users, staff or volunteers in the recruitment process?
11. Do you conduct all due diligence checks including eligibility to be a trustee, take up references and undertake DRB checks before new trustees are appointed?
12. Do you have a robust induction programme for all new trustees?
13. Do you regularly review your trustee recruitment processes?
 |  |  |  | Yes=No=N/A= |  |

Your answers will help you determine where you are on a scale of 1-5.

1. **Yet to start** (ED&I is not on the agenda; there are no clear policies and processes for implementation).
2. **Complying with legal and funding requirements** (a policy exists and equality monitoring is undertaken).
3. **Proactively implementing ED&I** (the organisation is clear about personal and organisational responsibilities; equality is a key part of organisational delivery and there is ongoing development).
4. **Positive outcomes are demonstrated** (the organisation has been working inclusively for some time and can demonstrate the positive outcomes achieved for service users, staff, volunteers and trustees).
5. **Best practice is shared with others** ( the organisation has developed innovative approaches and are now encouraging other organisations to implement the same).