

LEAD - Benefits/Outcomes for CSP:

- A shared vision and mission for disability sport and the inclusion ethos.
- Understanding of where achievements and development have been made
- Understand of where improvements are needed
- A team approach and an opportunity to understand and support other colleagues on improving their inclusive offer in individual work areas
- An opportunity to start changes to the culture of the CSP to one that's more inclusive.
- An identified plan which can cut across all work areas and inform any future strategies, plans, or projects.
- The choice of a 'suite of solutions' provided by EFDS to help support the achievements set out in the improvement plan.
- Increase in participation by disabled people of all ages.

Guide to Capacity Commitment

- Initial meeting to establish self-assessment/improvement team and plan the programme
- Completion of organisation model template by senior staff
- Completion of Vision setting session by potentially board members/senior staff
- Self-assessment session, a facilitated workshop over one day (could be completed in smaller segments)
- Improvement plan, meeting to develop draft improvement plan based on self-assessment

Development of the LEAD Toolkit

The English Federation of Disability Sport (EFDS) exists to make active lives possible and ensure that millions of disabled people can lead active lifestyles. Dedicated to disabled people in sport and physical activity, EFDS supports a wide range of organisations to include disabled people more effectively. The national charity looks to a better future where everyone can enjoy the opportunities available. Established in September 1998, EFDS has a vision that **disabled people are active for life**.

The LEAD Toolkit has been developed by EFDS in conjunction with County Sport Partnership Network (CSPN) and Sport England and it is based on the Culture & Sport Improvement Toolkit (CSIT).

Designed to support County Sports Partnerships (CSPs) in their delivery of best practice in disability equality, it utilises the eight themes of CSIT (leadership, strategy, community engagement, resource management, partnership working, people management, service development/ marketing/ delivery and performance measurement), with an additional theme of facilities.

Pilot Phase

The toolkit was piloted in 2014 across three CSPs- Active Gloucestershire, Active Devon and Active Cheshire. These CSPs have and will continue to benefit from:

- A stakeholder team day with the opportunity to bring together key partners who need to be regularly involved in developments.
- A shared vision and mission for disability sport and the inclusion ethos.
- A clear understanding of where achievements and development have been made and where improvements are needed.
- A team approach and an opportunity to understand and support other colleagues on improving their inclusive offer in individual work areas.
- An opportunity to start change the culture of the CSP to one that's more inclusive.
- An identified plan which can cut across all work areas and inform any future strategies, plans, or projects.
- The choice of a 'suite of solutions' provided by EFDS to help support the achievements set out in the improvement plan.
- An increase in participation by disabled people of all ages.
- An annual review of the improvement plan and a Bi-annual Self-Assessment Day which will show progress made and impact.

Quote

The EFDS Toolkit has enabled our CSP to evaluate our organisation with regard to the services for people with impairments and to explore new ways in which we can continue to improve these. The process is especially useful in that it utilises a 'whole team' approach with all team members able to think about and contribute to creating a more accessible and inclusive CSP.' Active Gloucestershire

The recommended LEAD Process

The steps below outline the toolkit process from start to finish. EFDS will provide support throughout the process.

1. **Establish the self-assessment and improvement team** – this will include a facilitator (someone trained by EFDS) and potentially a 'critical friend' (e.g. a peer from a local or national disability organisation or network, National Governing Body of sport or County Sports Partnership etc.), but certainly should include your leaders, Chair/board member, key staff, key partners and representatives potentially from paid and volunteer staff and disabled people's organisations.
2. **Plan the programme** of vision setting, reviewing your organisational model, self-assessment and improvement planning sessions as dedicated sessions. (These could be planned to be completed as part of normal management team or partnership meetings)
3. **Clarify and agree your organisational model** (template shown in appendix 1), including key terms used in the characteristics of excellent disability sport organisations
4. **Conduct Vision setting session(s)** (template shown in appendix 2) reaching consensus on a clear and compelling future for the organisation/partnership/area.
5. **Conduct Self-assessment session(s)** (see below for further detail). Will usually take a complete day via a facilitated workshop however this can be delivered in more than one session.
6. **Conduct improvement planning session** agreeing and planning actions and secure resources and support to implement these. The improvement plan produced does not have to work on all areas for improvement. In fact it is unlikely that you will have the capacity/resources to do this.
7. **Document and communicate** the improvement actions and maybe embed them as part of your business plan or team delivery plans