

## Greener Kirkcaldy Equalities Action Plan

Version 1, created January 2023

In 2022, Greener Kirkcaldy joined the Fife Centre for Equalities “Equality Pathfinder” programme. Equality Pathfinders are organisations taking part in a voluntary recognition scheme leading the way in making Fife a fair, equal and inclusive place to live, work and study. We see this initiative as central to our values of social justice and community empowerment.

This action plan sets out the work we will do to improve our diversity and inclusion. Our Equalities Working Group will review this document quarterly to ensure good progress is made. It will also be reviewed annually by all staff.

Abbreviations – RWG is Ravenscraig Walled Gardens, site of our community gardens and training room, LTC is Lang Toun Cycles, our community cycle hub, and EFP is 8 East Fergus Place, our town centre building. FCE is Fife Centre for Equalities.

<i>Theme</i>	<i>Action</i>	<i>Description</i>	<i>Timescale / status</i>
Coordination	Convene an internal Equalities Working Group to lead on and monitor this plan.	Working Group includes staff and volunteers.	Done
Coordination	Work towards <a href="#">Equality Pathfinder</a> accreditation.	We achieved Bronze accreditation in 2022 and aim to achieve Silver by March 2024.	Ongoing
Baseline and monitoring progress	Collate existing equality data and carry out additional surveys to form a baseline for the group’s work. Develop an annual monitoring plan to track improvements.	Collect equality data by surveying the current staff group, members and volunteers to find out how diverse we are as an organisation. Also collect equality data from key projects including Cosy Kingdom.	Do in early 2023, treating 2023-24 as baseline year
Training	Introductory Equalities training for all staff and board members.	Provided by FCE or another external trainer.	Do in 2023-24
Policies	Review and update key policies.	<ul style="list-style-type: none"> <li>● Equal Opportunities policy</li> <li>● Recruitment Policy</li> </ul>	Do in 2023 then annually

Learning from others	Reach out to groups with protected characteristics to learn how we can be more inclusive to them. E.g. identify barriers to participation for minority ethnic people.	This will challenge our assumptions of inclusion and diversity in our organisation and inform the rest of this plan and future plans.	Ongoing
Disability - general	Use the <a href="#">Access Chain</a> developed by Sensory Trust to review our three sites. Then prioritise recommendations and update this Action Plan.	We want people to feel confident that they can access our sites. The Access Chain helps to look at access from the perspective of the visitor and identify access improvements.	Do in 2023-24
Deafness or hearing loss	Invite the Kirkcaldy Hearing Loss Support Group to EFP to find out how we can improve accessibility there and at our online events.	Consider the experience of people coming to in-person events, activities or the Welcome Area, and to online events.	Do in 2023-24
Deafness or hearing loss	Offer and organise interpreters or hearing loops for major events such as our AGM.	FCE offer assistive equipment hire.	Start by April 2023
Deafness or hearing loss	Find out the costs and requirements for installation of hearing loops in the public areas of EFP.	Implementing hearing loops is a longer term aim and may require additional funding.	Do in 2023-24
Blindness or sight loss	Contact Seescape, which offers visual impairment support across Fife, to find out how we can improve.	Consider the experience of people coming to in-person events, activities or the Welcome Area, and to online events.	Do in 2023-24
Blindness or sight loss	Improve the usability of our website and printed materials for people with sight loss.	Review Greener Kirkcaldy website to ensure basic accessibility good practice is followed. Make sure printed and online materials have strong contrast to allow text to be read.	Start by April 2023
General inclusion	Improve the readability of our online and printed communications.	Use <a href="#">Plain English</a> at all times. Use the <a href="#">Hemingway App</a> to check texts for readability. We are aiming for readability score 8.	Start by April 2023

General inclusion	Be inclusive of people with sight loss, dyslexia or learning disabilities at in-person and online events.	Use PowerPoint presentations with care. Avoid lots of words and small text. Offer people the presentation prior to the event. Read any words on the slides aloud.  Do not rely on the chat box for all interaction at online events. Encourage conversation, too.	Start by April 2023
Gender reassignment / trans people	Improve the signage on the loos at our sites to be more welcoming and inclusive.	Check signage on all loos and make it clear where the gender-neutral facilities are.  Ensure sanitary products are available in all toilets	Do in 2023
Gender reassignment / trans people	Encourage staff to state their pronouns in emails and online meetings, if they feel comfortable doing so.	Develop guidance for stating pronouns in email signatures.  Ask people to put their pronouns alongside their name in online meetings.	Do in 2023
Pregnancy and maternity	Sign up to Breast Feeding Friendly Scotland with Fife Health Board.	This signals that we welcome breastfeeding at our sites.	Do in 2023
Religion	Review staff holiday policy regarding time off at religious holidays.	Allow staff who don't celebrate Christmas to use their holiday entitlement at other times. Allow staff to take holiday for their key religious dates.	Do at next review of staff handbook
Religion	Be aware of days of holy obligation for different religions	Take into consideration when setting dates for events. Celebrate, as appropriate, on social media.	Do in 2023-24