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| **This Plan is designed to be a “living” document. It will record the Compliance related activities undertaken by the District Compliance Officers. A new plan will be drawn up by the District Compliance Officers at the start of each Rotary year in consultation with the District Executive.**  **This document:**   * covers the period 1st July 2015 to 30th June 2016 and will be periodically updated by the District Compliance Officers to reflect progress and achievements. * is available for the District Executive to monitor what work is being done by the District Compliance Team * will provide a useful documentary record for the District Executive should there be any legal recourse sought by anyone relating to compliance * provides evidence of the activities undertaken in response to issues raised relating to E&D and management of any related risks within the District | | | | | |
| **Ref** | **Key Issue / Priority** | **Actions – What are we going to do?** | **Lead Responsibility** | **Timescale** | **Progress & Outcomes** |
| 1 | RIBI Compliance Statement to be completed by ALL clubs within District | Monitor the system set up to ensure each Club President and Club Secretary signs the Compliance document at the commencement of the Rotary Year | District Secretary  Compliance Officers | System In place at start of Rotary Year 2015/2016 |  |
| 2 | Further recognition of Compliance Team strategic importance within District | Review and adopt Job Descriptions for District Compliance Officer and/or Equality and Diversity Officer, Health and Safety Officer, Safeguarding Officer and Data  Compliance Officer to take an overarching place within District management structure  Review to be undertaken in relation to the placement of Compliance Officers as part of the Administration Committee | District Governor  District Secretary  Leadership Development and Training Chair | At start of Rotary Year 2015/2016 |  |
| 3 | Compliance Officers to proactively become recognised within RIBI structure on behalf of District  to ensure District is kept abreast of Compliance Policy | Compliance Officers available as required | Compliance Officers | Throughout the year |  |
| 4 | To help Clubs improve service offered to members and prospective members who fall within a protected characteristic and also to encourage new members from diverse groups within the Club community | E&D officer to carry out relevant Awareness and training within District  Set up a District Disability Advisory Panel. | Equality and Diversity officer | To continue to set up during Rotary Year 2015/2016 |  |
| 5 | Celebrate Clubs working hard to embrace E &D | Consider District Cup/Award to be awarded to the Club making the best progress annually towards  E & D | Equality and Diversity Officer and District Governor |  |  |
| 6 | To ensure there are no training needs in relation to Compliance within District | Compliance Officer to carry out relevant awareness and training within District | District Training officer |  |  |
| 7 | To ensure District Conference considers Compliance as part of its planning |  | District Conference Manager and District Governor |  |  |
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