

## Workforce Equalities Action Plan 2013-2016

This three year plan has been developed as a direct response to the Race Equality in Employment report commissioned for BHCC in 2013. We are taking the opportunity to address wider equalities issues affecting our workforce, both current and prospective.

<b>Area of Work:</b>	<b>Workforce Data and Analysis</b>	<b>Recruitment and Retention</b>	<b>Training and Development</b>	<b>Policies</b>
<b>Overall objective across 3 years:</b>	To capture more extensive and better quality workforce and recruitment data for use by Executive Leadership Team, Directorate Management Teams, and service areas including Human Resources so we can take action to promote positive trends and tackle areas requiring improvement	To work with different communities of interest/identity across the City to increase their confidence in seeking employment with the City council and creating a working environment that will encourage them to stay and to enable them to fulfil their potential	To equip managers, staff and Councillors to better understand diversity and their role in promoting equality through a comprehensive, high-quality programme of learning and development that all staff have access to, that is mandatory as appropriate.	To ensure managers have a comprehensive suite of policies and procedures that they can use to enable them to manage diversity within their services effectively and to a standard higher than that required by legislation
<b>To Do:</b>	<ul style="list-style-type: none"> <li>• Develop an approach to improve the capture, quality and analysis of equalities workforce and recruitment information</li> <li>• Produce regular quarterly management information reports (including recruitment data) to the Workforce Equalities Group and senior management highlighting issues/trends</li> <li>• Produce and publish an annual equalities report detailing progress against the Workforce Equalities Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an approach to improve the council's image as an employer to enable it to recruit and retain individuals from under represented groups within all levels of the organisation</li> <li>• To monitor and regularly review recruitment data both external and internal</li> <li>• To monitor progress towards achieving a diverse workforce that more closely reflects the economically active communities</li> <li>• To promote positive trends and address areas requiring improvement</li> </ul>	<ul style="list-style-type: none"> <li>• To regularly review all training, including elearning, to ensure that all managers, staff and councillors have a good understanding of Equality and Diversity Issues</li> <li>• To ensure we have a comprehensive, high quality training programme that meets the identified needs of the organisation in a cost effective and accessible way</li> </ul>	<ul style="list-style-type: none"> <li>• Keep policies and procedures under regular review to ensure they continue to comply with legislation and best practice</li> <li>• Use the findings from Equality Impact Assessments and feedback from Workers Forums and trade unions to inform those reviews</li> <li>• Ensure all managers have access to current policies and procedures and any changes are effectively communicated to all managers and staff</li> </ul>
<b>Success measures:</b>	<ul style="list-style-type: none"> <li>• Significant reduction in the percentage of the workforce and job applicants who have not declared their personal equality information</li> <li>• Ability to carry out better analysis of workforce and recruitment data so that equality issues/trends can be identified and acted upon</li> <li>• Increased diversity of the workforce profile at all levels which better reflects the City's economically active community profile</li> </ul>	<ul style="list-style-type: none"> <li>• To develop and maintain an increased diverse workforce profile at all levels which better reflects the City's economically active community profile</li> <li>• An increase in staff feeling that promotion prospects are good through the staff survey</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are able to access a comprehensive programme of learning and development appropriate to their needs</li> <li>• An increase in positive feedback through the staff survey, training evaluation and exit data</li> <li>• Evidence of the embedding of the values and behaviours (and therefore equalities and diversity) via evaluation of staff survey results and PDP practices</li> <li>• Mandatory learning and development is attended as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• An increase in staff reporting feeling valued / communication methods well used / being treated well by their managers via the staff survey</li> </ul>

