

WORKFORCE RACE EQUALITY STANDARD ACTION PLAN

Action Plan to be monitored by Equality Diversity Group

| Ref | Area | Objectives | Actions | Desired Outcome Including KPI | Action due date | Person Responsible | Progress against KPI/Target | Status |
|-----|----------------------------|--|--|--|-----------------|---|--|----------|
| 1 | Reporting of ethnicity | To increase % of staff reporting their ethnicity | Options and proposals to encourage staff reporting of ethnicity to be developed by the Head of Recruitment, considered by the HR Team and reported to the E&D Group, including a trajectory of percentage improvement | Current score 93% target 95% for 2018 | Oct-17 | Head of Recruitment and Head of Payroll | Recruitment process has been reviewed and data now captured to monitor diversity of applicants over 12 month period. The 'E&D Monitoring Information' section of the Trust Application records ethnic origin subject to candidate consent to disclosure. Further clarifying information can be provided by the recruitment team to candidates on request about the rationale for completion of ethnicity information to enable accurate monitoring. It should be noted that disclosure is not compulsory and so the team will act with discretion. | G Closed |
| 2 | | | Head of Recruitment to review the recruitment process to ensure that adequate information is provided around the need for ethnicity reporting and consideration of points in the recruitment process when this information should be requested | | Nov-17 | | As above | G Closed |
| 3 | Training and CPD | To increase likelihood indicator of BME staff accessing non mandatory training | Academy to develop an awareness plan of training and CPD opportunities to BME staff group to be reported to E&D Group in Oct-17 | Current indicate (likelihood 1.11 white in comparison to 1 BME) improve by 0.5 | Oct-17 | Head of Learning & Development Academy | CPD opportunities are published to managers and staff on a regular basis | G Closed |
| 4 | | | To ensure membership of BME on the Training and CPD panel | | Sep-17 | | Panel membership is being reviewed and is being changed to reflect different groups of staff | G |
| 5 | Shortlisting of candidates | To increase likelihood indicator of BME employees being appointed following shortlisting | Head of recruitment to review interview process to ensure E&D is considered positively as part of the recruitment process. | Current indicate (likelihood 1.67 white in comparison to 1 BME) improve to 1.5 | Jan-18 | Head of Recruitment | Recruiting Managers currently short list without any sight of the E&D information to ensure objective recruitment without unfair bias or discrimination. Regular data capture of the E&D statistics will be introduced to allow review of this area. | G Closed |
| 6 | | | Training recruiting managers on diversity, culture and bias to be approved by of Equality & Diversity Group. | | Oct-17 | | Current review underway, action following the review in October 2017 to be agreed | A |
| 7 | | | Consider options to support BME applicants during recruitment process | | Oct-17 | | Support is offered to all candidates and candidates can contact the recruitment team to specify the support required. | G Closed |
| 8 | | | Introduction of survey for applicants unsuccessful at shortlisting and interview with analysis of results to be reported to HR Team for review and learning | | Jan-18 | | Over the last 12 month period there have been circa 14,000 unsuccessful applicants. Every unsuccessful candidate should be offered interview feedback and recruitment training will refresh this advice to Recruiting Managers. A survey is not feasible due to the high numbers of unsuccessful applicants but the recruitment team continue to engage with unsuccessful candidates to offer them feedback as appropriate. | G Closed |

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| 9 | Likelihood of staff entering the formal disciplinary process | To improve the comparable likelihood of BME employees who enter formal disciplinary procedures | Include E&D in the 100 days to management course to ensure managers feel confident managing BME and white employee equally | Current indicate (likelihood 0.60 BME in comparison to 1 white) improve to 1 | Mar-18 | HR Business Partners | 100 Days to Management Course currently in design phase. E&D will be included as part of the HR module. | A On track |
| 10 | Discrimination from manager or colleagues | To reduce the percentage of BME employees experience discrimination from their manager or colleague | HR to formulate additional measures to support BME employees experiencing bullying and harassment (such as BME committee etc) for discussion at the E&D Group to include potential benefits and resources implications | Improve the percentage for both white (6.21%) and BME staff (9.26%) | Discussion in Oct 17 and action Jan-18 | Deputy Director of HR - reporting into E&D Group and Freedom to Speak Up Group | | A |
| 11 | | | BME representation to be secured on the Freedom to speak up campaign and Raising awareness of Freedom to Speak Up Campaign | | Jan-18 | | | A |
| 12 | | | HR to formulate proposals to raise awareness of the Freedom to Speak up campaign to include E&D concerns | | Jan-18 | | | A |
| 13 | Equal opportunities for career progression and promotion | To increase % of BME staff who believe there are equal opportunities for career progression and promotion | Academy to introduce formalised acting up/ shadowing programme for BME staff | Current score for BME staff 82.86% improved to 85% for 2018 | Jan-18 | Academy - Vanessa Ongley & Equality & Diversity Group | Shadowing as development opportunities process confirmed and communicated to Trust via poster and leaflet campaign and is on the intranet page. | G Closed |
| 14 | | | Academy to raise awareness of career development programmes in the Academy through additional promotion via site comms and other communication mechanisms to include an ongoing programme of reminders and updates | improve gap between white and BME staff (89.18%white) | Oct-17 | | Updates are communicated on a regular basis via site comms and managers | G Closed |
| 15 | Board voting membership and overall workforce | To encourage reporting of ethnicity at Board level | To develop template and implement census of Board members | 4 board members ethnicity unknown | Jan-18 | Director of HR | Template developed, completed by the 4 individuals and inputted onto ESR | G Closed |