

# 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		
2			Head of Recruitment to review the recruitment process and reporting (ESR) 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			
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 roll out to managers for all staff including BME staff group to be reported to E&D Group in Oct-17	Current indicate (like hood 1.11 white in comparison to 1 BME) improve by 0.5	Oct-17	Head of Learning & Development Academy		
4			To ensure that the Training and CPD panel memberships is reflective of all staff groups.		Sep-17			
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 (like hood 1.67 white in comparison to 1 BME) improve to 1.5	Jan-18	Head of Recruitment		
6			Training to be provided to recruiting managers on diversity, culture and bias to be reported to Equality & Diversity Group.		Oct-17		Current review underway, action to be agreed following the review in October 2017 to be agreed	
7			Consider options to support all applicants during recruitment process		Oct-17			
8			Introduction of an annual audit of applicants unsuccessful at shortlisting and interview with analysis of results to be reported to HR Team for review and learning		Jan-18			
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 all employees equally	Current indicate (like hood 0.60 BME in comparison to 1 white) improve to 1	Mar-18	HR Business Partners		
10	Discrimination from manager or colleagues	To reduce the percentage of BME employees experiencing discrimination from their manager or colleague	HR to formulate additional measures to support employees experiencing bullying and harassment (such as consideration of BME committee) for discussion at the E&D Group to include potential benefits and resources implications. This needs to align to the national call for action and work underway by Employee Partnership Forum & HR	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		
11			BME representation to be secured on the Freedom to speak up campaign and Raising awareness of Freedom to Speak Up Campaign		Jan-18			
12			Formulate additional proposals to raise awareness of the Freedom to Speak up campaign to include E&D concerns		Jan-18			
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 all staff	Current score for BME staff 82.86% improved to 85% for 2018	Jan-18	Head of Learning & Development Academy		
14			Academy to raise awareness with managers and Divisions of career development programmes in the Academy through additional promotion via site comms and other communication mechanisms to include an on-going programme of reminders and updates		Oct-17		improve gap between white and BME start (89.18%white)	
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		