

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
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
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 (like hood 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
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 (like hood 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.	A
6			Training recruiting managers on diversity, culture and bias to be approved by of Equality & Diversity Group.		Oct-17		Current review underway, action to be agreed 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
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. Whilst a survey is not feasible due to the high numbers of unsuccessful applicants, further exploratory work will be done to understand if the data can capture information relevant to this objective.	A
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 (like hood 0.60 BME in comparison to 1 white) improve to 1	Mar-18	HR Business Partners		A
10			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		Discussion in Oct-17 and action Jan-18			A

11	Discrimination from manager or colleagues	To reduce the percentage of BME employees experience discrimination from their manager or colleague	BME representation to be secured on the Freedom to speak up campaign and Raising awareness of Freedom to Speak Up Campaign	Improve the percentage for both white (6.21%) and BME staff (9.26%)	Jan-18	Deputy Director of HR - reporting into E&D Group and Freedom to Speak Up Group		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 intranet page.	G
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 start (89.18%white)		Oct-17	Updates are communicated on a regular basis via site comms and managers
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 is being developed	A