

Human Resources Equality and Diversity Action Plan 2012 - 2015

Overview

The Equality Act 2010 covers the access to goods and services as well as employment matters and was introduced as an umbrella piece of legislation to bring together the previous separate pieces of equality legislation. The Act places general duties and specific duties on public bodies in regards to Equality and Diversity.

This Action Plan details the actions required in terms of the workforce of CRC and does not cover the general and specific duties as detailed in the Equality Act 2010 in relation to the provision of/access to education.

In order to achieve these general and specific duties, the Human Resources Department has developed a Equality and Diversity Action Plan 2012-2015. This plan encompasses all the protected characteristics covered by the Equality Act 2010 as detailed below. Furthermore it features other characteristics which although legally may not be protected as a best practice employer the College wishes to include.

The Strategic plan for 2011-14 includes: *Goal 5: Be recognised as an excellent employer*

Being fully committed to an employee Equality and Diversity action plan is part of this journey to becoming an exemplar employer. The HR Action Plan 2012-15 will deliver this goal by continuing to support CRC achieve it's legislative requirements under the Equality Act 2010.

Protected characteristics under the Equality Act 2010

- Age
- Gender
- Race
- Disability
- Sexual orientation
- Religion/belief
- Marriage/civil partnerships
- Transgender/gender reassignment
- Pregnancy/maternity

Governance

- HR will report to the Equality and Diversity Group, this will include:
 - Action Plan progress (each meeting)
 - Equality statistics regarding recruitment (bi-annually)
 - Equality statistics regarding current work force (bi-annually)
 - Equality statistics on labour turnover (bi-annually)
 - Equality statistics on formal case management (including disciplinary, grievances, bullying and harassment and change management projects such as redundancy) (bi-annually)
 - Equal Pay Audit (annually)
- HR will report annually to the SMT meetings as to the overall progress made

	<ol style="list-style-type: none"> 3. Review line manager knowledge of E&D issues and around recruitment and selection – design and deliver HR training 4. Carry out Equality Impact Assessments on all new and revised policies and procedures 5. Ensure HR Department are well informed and knowledgeable regarding the Equality Act 2010 and the matters relating to employees 6. Review current HR information in the intranet and internet pages to ensure information is relevant
<p>General Duty</p> <p>Advance equality of opportunity</p>	<p>Increase overall awareness within workforce of College:</p> <ol style="list-style-type: none"> 1. Write and publish a HR Equality and Diversity strategy/policy 2. Publish strategy and communicate strategy 3. Carry out staff survey and include questions relating to E&D – amend action plan following feedback 4. Review Corporate induction to ensure appropriate information is given to all new starters 5. Review line manager training/coaching with regards to HR matters for E&D

	<ul style="list-style-type: none"> 6. Review mandatory training module 7. Review staff hand book and reference to E&D 8. Review Job descriptions to ensure all new JD's have a reference to equality and diversity 9. Amend Appraisal form to include reference to behaviours relating to E&D 10. Review employment statistics of work force, leavers and applicants to identity areas of action eg: targeted recruitment 11. Equality and Diversity data cleanse. 12. Review retirement policy/procedures
<p>General Duty</p> <p>Foster good relations</p>	<ul style="list-style-type: none"> 1. Explore attending/setting up external Equality and Diversity working group for example with other public bodies 2. Research and contact other equality and diversity leads in relevant organisations to encourage sharing of best practice 3. Work towards achieving a relevant Equality and Diversity accreditation/standard 4. Explore partnering with a equality and diversity body such as Age Concern or Stonewall

Equality and Diversity Specific Duty

- 1. Publish information by 31st January 2012 which details work towards the Equality Duties listed above**
- 2. Publish information annually on the progress made towards Equality Duties**
- 3. Publish specific, measurable and stretching objectives in relation to fulfilling the 3 general duties**
- 4. Publish information annually on workforce characteristics and trends**
- 5. Ensure information is widely available, free and possible to access in different formats.**