

## HUMAN RESOURCES DIVERSITY ACTIONS FOR JUNE 2004 – JUNE 2005.

Broad Areas	The Issue	Action proposed	Progress to Date	Target date for completion	Lead Officer
<b>Staff Attitude Survey</b>	The statistical data produced from the 2003 Staff Attitude Survey highlighted some areas of variance between the Survey's data and the workforce data produced from the HR system. E.g. disability.	Review variance between data produced by the 2003 Staff Attitude Survey and that produced by the HR system and develop actions.	Review Completed Sept 2004. The review highlighted variation in the number of employees declaring themselves disabled. New data will be collected from all employees as part of the validation process for the new HR system to be completed in 2005	Sept 2004 <b>Completed</b>	KP
<b>Age Profile &amp; Legislation</b>	Increasing the numbers of employees in the 16-24 age group.	Explore joint bid with neighbouring district Councils for funding to implement the National Graduate Recruitment Scheme for 2005/06.	Discussions with other Cambridgeshire Authorities have started to set up a joint graduate scheme for 2005. CCC participation will depend on bid submitted in Service Plan for consideration in the January budget cycle	Oct 2004	LH
	1/3 of Council workforce will be approaching retirement age in next 10 years	Develop & implement workforce planning to ensure the Council has the skills, capacity and development opportunities, required for the future.	Programme to develop and implement workforce plan agreed. Draft due to be completed by March/April 2005.	March 2005 (National timescale)	LH
	Review Council Policy & Procedures in anticipation of Age Discrimination Legislation in 2006	Identify issues and action plan to comply with Age Discrimination Legislation		Oct 2005	KP
<b>DDA</b>	Review Disability Discrimination Legislation	Review changes to DDA to come into effect from 1 <sup>st</sup> October 2004 and implement changes.	Review completed issues addressed.	Oct 2004 <b>Completed</b>	KP

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<b>Turnover</b>	It would appear that some new recruits leave the Council due to their expectations not matching the reality of the job and the culture.	Develop recommendations to improve retention of staff with less than 12 months service.	To be incorporated in actions following development of a Recruitment & Retention Strategy due Dec 2004	Dec 2005	KP
		Include reason for leaving as discussion point for Staff Survey Focus Groups.	Staff Focus Groups taking place in November 2004	Sept 2004	LH
		Introduce a more robust exit interview process.	To be incorporated in actions following development of a Recruitment & Retention Strategy due Dec 2004	March 2005	BM/KP
<b>Learning, Training &amp; Development</b>	Continue to provide & encourage attendance at the corporate Learning & Development programme. In particular the following courses: An Introduction to Equal Opportunities and Recruitment & Selection training for managers.	Review Learning & Development programme annually to ensure appropriateness of training courses in relation to equalities issues	Review started for 2005/06 programme. Diversity training is being reviewed in liaison with Sigrid Fisher, meeting arranged between Sigrid & HR in November 2004	Feb (annually)	VMD
	Review training & development needs of staff within under-represented groups to ensure that they are being adequately met & have equal access to training.	Provide guidance for managers & staff to cover all under-represented groups to ensure that staff receives equal access to training in consultation with BME Group and Learning & Development Working Group.	Consultation with BME staff to start when HoHR attends BME staff group on 4 <sup>th</sup> November 2004.	Dec 2004	VMD/ KP
<b>Recruitment &amp; Workforce Diversity</b>	Encourage use of minority/alternative press and Internet sites for recruitment advertising.	Continue to research publications and sites available to ensure job opportunities within the Council reach a diverse audience.	Used Yourable .com and Fyne times for advertising in 2004. Need to review effectiveness of adverts in 2005.	On Going	LH/BM

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	Develop Recruitment & Retention Strategy	Develop Recruitment & Retention Strategy	Strategy due for completion in Dec 2004.	Dec 2004	LH
	Encourage applications from all areas of the community to ensure a diverse workforce profile.	Consult with local community groups to identify potential barriers to recruitment of under-represented groups & develop actions.	Agreed with Community Development to use their links to ask community groups questions relating to barriers in recruitment. Meeting arranged to progress work on 12 <sup>th</sup> November 2004.	Started 2003 & On Going	KP/IB
		Research and Review actions taken by other organisations to improve diversity within the workforce. Develop recommendations for Cambridge City Council.		Oct 2004	KP
		Research why applications are not returned and why applicants from under-represented groups are not appointed.	Review form and process used by DPA's as part of recruitment process mapping for HR system to start in November 2004.	Sept 2004 and on-going	KP/BM
		Develop proposals for Access courses to increase recruitment opportunities for under-represented groups.	To be developed following consultation with Local Communities.	Dec 2004	VMD/ KP/BM
		Improve quality of recruitment pack to attract high quality applicants.	Review & update recruitment packs and develop on-line recruitment information.	On Line application form and enhanced recruitment info developed and implemented. Further improvements may follow introduction of the Recruitment & Retention Strategy due Dec 2004.	Sept 2004
		Improve job design & job descriptions to increase retention of high quality applicants.		June 2005	LH

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		Develop trainee positions/career grades working in partnership to develop professionals	Career Grades developed. Trainee positions will be picked up within workforce planning.	June 2004 & On going <b>Partly Completed</b>	VMD
		Review & develop work life balance policy and flexible working opportunities to attract more applicants.		March 2005	KP
<b>Equal Pay</b>	Results of Job Evaluation Scheme would need to be monitored to ensure no discrimination	Initial analysis of job evaluation results shows no apparent issues for gender or race bias. However new City Pay Bands will continue to be monitored in respect of gender, race, age & disability to ensure that there is no indirect discrimination in future. (An Equal Pay audit will be conducted regularly from march 2005.)		March 2005	LH