

**HR Diversity Action Plan
(June 2006 – March 2007)
To be merged with CEP**

GENERAL DIVERSITY				
Proposed Action	Target date for completion	Comments/Progress to date	Lead Officer	Budget
Help enable recruitment to become more widely accessible by developing a county-wide recruitment portal.	January 2007		BM	
Review Recruitment & Selection processes/procedures for any hidden discrimination or cultural bias, and to encourage increased applications from under-represented communities. Review to include (a) Application Pack and (b) Information provided to applicants	March 2007	Review part complete	BM/MG	
Develop work life balance and flexible working opportunities to attract a more diverse group of applicants	March 2007		BM	
Review and develop Terms of Reference for Diversity Working Group	Summer 2006		DWG	
Develop Jellybean branding as Corporate Diversity Branding including employment related products	Autumn 2006	Design and Print (Jenny Barber) design time (£25/hour) A4 poster (x 250) A3 poster (x 250) A6 postcard (x 250) Bookmarks (x 250) 1000 Frosted Ballpens Wall Planners (x 1000)	MG/BM	£375.00 £104.20 £156.70 £63.37 £63.37 £455.00 £457.00

Review and re-launch Dignity at Work Scheme across Council – recruit new support officers plus retrain existing officers. Link in publicity with anti-harassment message regarding LGBT/BME etc.	October 2006	Half day top up session for 6 existing officers	MG & SC	£600 (plus expenses)
		2 day course for 6 new officers		£2050 (plus expenses)
		Poster		£50 plus £25
HR Investigators - recruit new investigators plus retrain existing investigators	June 2006	Half day top up session for 6 existing investigators	VMD	(£600 plus expenses)
		2 day course for 6 new investigators		(£2050 plus expenses)
Ensure all Equality Monitoring is carried out accurately and consistently in conjunction with Resourcelink	Ongoing	Tie in with introduction of Resourcelink Recruitment Module	MG/MW	
Run Aspiring to Management Course for under-represented groups. Managers to encourage staff to attend as part of their development plan and market courses strongly with positive messages	June 13 th & 14 th 2006	Trainers Catherine Joyce and Emua Ali	VMD	
SEXUAL ORIENTATION				
Work with Community Development and Strategy and Partnerships at "Pink Picnic"	August 2006	Ensure CCC presence	MTG	
Address barriers to recruitment and progression for LGBT staff	2007	Incorporate into Staff Attitude Survey 2007/08	HOHR	
RELIGION				
Work with Community Development and Strategy and Partnerships at Interfaith Fair	October/November 2006	Ensure CCC presence	MTG	

AGE				
Proposed Action	Target date for completion	Comments/Progress to date	Lead Officer	Budget
Ensure Workforce Plan takes into consideration age related issues	January 2007		VMD	
Review all HR policies to ensure compliance with Age legislation	September 2006	Part complete	MG	
Roll out Working Past Age 65 Policy at all DMT's (May to July 2006)	July 2006		MG	
Train all Managers on new Age Equality law	September 2006	Briefing or Training Sessions	MG	
Train DPA's on new Age Equality law – specifically with reference to Job Descriptions and Person Specifications	August 2006	Briefings or Training Sessions	MG	
Information Item in City Briefing together with FAQ's on Bulletin Board for Staff on new Age Equality Regulations	August 2006		MG	
Work with Community Development and Strategy and Partnerships toward International Day of Older People	December 2006	Ensure CCC presence	MG	
Work with Learning and Skills Council on Apprenticeship Scheme for 19 to 24 year olds	Roll out January 2007 for September 2007	Roll out Council- wide as part of Recruitment & Retention Strategy	MG/DWG/HOHR	Launch costs TBC

Support Departments in building links with schools	Ongoing	Tie in with Overall Recruitment Strategy Already working with Environment & Planning Department	MG	
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GENDER				
BVPI		Target 2009/10	Actual 2005/06	
11a	% Top 5% of Earners that are women	34%	30.88%	
Proposed Action	Target date for completion	Comments/Progress to date	Lead Officer	Budget
Work with Community Development and Strategy and Partnerships toward International Women's Day	March 2007	Ensure CCC presence	MG	
Run Women Aspiring to Management Course twice during year	March 2007	Two day course	VMD	
Address barriers to recruitment and progression for female staff	2007	Incorporate into Staff Attitude Survey 2007/08	HOHR	
Ensure HR contribution to and participation in Council's Gender Equality Scheme Duties – including drafting Equal Pay Policy	April 2007	Work with Gender Equality Scheme Working Group	MG	

RACE				
BVPI		Target 2009/10	Actual 2005/06	
11b	% Top 5% of earners from BME communities	4.30%	1%	
BVPI		Target 2006/07	Actual 2005/06	
17 a & b	a) % Employees from ethnic minorities compared to b) % economically active	Awaiting approval to increase to 6.0 % from 5.2 %	5.6 % 11.29 % in local area	
Proposed Action	Target date for completion	Comments/Progress to date	Lead Officer	Budget
Address barriers to recruitment and progression for BME staff	2007	Incorporate into Staff Attitude Survey 2007/08	HOHR	
Raise managers' awareness about potential discrimination during selection process	March 2007	Incorporate into Recruitment Strategy and implementation of Resourcelink Recruitment Module	MW/BM	
Ensure links are developed between Human Resources and BME Staff Group	Ongoing		HOHR/MG	
Work with CECF on Study Circles Project (empowering communities) to address barriers to recruitment and progression and under-representation of BME staff	Ongoing	Pre-launch April 2006, official launch summer 2006	MG	
Work with Community Development and Strategy and Partnerships towards Black History Month	October 2006	Ensure CCC presence	MG	
Support BME Graduate Scheme and investigate similar BME trainee projects	Ongoing	Pilot with Environment & Planning Department	MG	

DISABILITY				
BVPI		Target 2009/10	Actual 2005/06	
11c (New for 2005-06)	% Top 5% of earners that are disabled	2%	0%	
BVPI		Target 2006/07	Actual 2005/06	
16 a & b	a) % Employees declaring that they meet the DDA 1995 disability definition compared to b) % economically active	Awaiting approval to increase to 2.25 % from 2 %	1.94 % 10.7 % in local area	
Proposed Action	Target date for completion	Comments/Progress to date	Lead Officer	Budget
Promote Engaging Employers Scheme with Papworth Trust, initially in Community Services and Environment & Planning, potentially council wide	Ongoing	Recruit disabled staff and support during employment Any costs minimal and to be born by participating departments Launch imminent	MG	
Raise managers' awareness about DDA and attracting disabled candidates, and making adaptations and reasonable adjustments	Ongoing	Disseminate Disability Rights Commission video on recruitment and retention through departments via Link Officers	MG	
Address barriers to recruitment and progression for Disabled staff	2007	Incorporate into Staff Attitude Survey 2007/08	HOHR	
Address access to buildings issues for staff.	June 2006	HoHR to ask Head of Central Services to take this into account when developing Accommodation Strategy	HOHR	
Add Employment section to Council Publication for <i>Disabled and Older Persons</i>	June 2006	Work with AK on this	MG	
Work with Community Development and Strategy and Partnerships towards International Day of Disabled People	December 2006	Ensure CCC presence	MG	

Ensure links are developed between Human Resources and Disabled Staff Group	Ongoing		HOHR/MG	
Ensure HR contribution to and participation in Council's Disability Equality Scheme Duties	October 2006	Work with Disability Equality Scheme Working Group	MG	
Train Link Officers on Disability Equality Scheme	December 2006	10 to 12 delegates (including a couple of Members) HR Equalities Budget subsidises	MG/SD	£50 each per officer (MTG) (£280)
			TOTAL	£7879.64