



# Appendix I

## Equalities and Inclusion work programme

### Progress update



# Structure and governance

Action	Timeline	Status
Establish core staff structure and resources	June 2019	<ul style="list-style-type: none"><li>• Realignment of existing teams into central team</li><li>• Recruitment for Head of Equalities and Inclusion underway – interviews in May</li><li>• Additional equality and community cohesion posts, taking total team resource to 5 FTE plus 1 apprentice</li></ul>
Establish equality and inclusion champions	Sep 2019	<ul style="list-style-type: none"><li>• Head of Paid Service is Chair of Bristol Race Equality Strategic Leaders Group</li><li>• Head of Paid Service has become senior equality and inclusion champion</li><li>• Each directorate to identify equality and inclusion champions to help implement the strategy</li><li>• Service level champions will help improve quality of Equality Impact Assessments (EQIA)</li><li>• Steering group of champions to be established - will set terms of reference</li><li>• SLGs have regular meetings with senior leaders</li></ul>

# Policy and Strategy

Action	Timeline	Status
Equality action plans – corporate and service-level plans	Jan – Dec 2019	<ul style="list-style-type: none"> <li>• Equality action plans prepared by each service by end 2019</li> <li>• Actions incorporated into service plans as part of annual business planning</li> <li>• Equality objectives to be included in individual performance reviews</li> <li>• Regular progress reports to Corporate Leadership Board</li> <li>• Review and refresh arrangements for publishing statutory equality progress report</li> </ul>
Use our workforce data to address any diversity gaps in our profile.	Jan – Dec 19	<ul style="list-style-type: none"> <li>• leadership programme offered to address representation levels in managerial roles</li> <li>• Recruitment strategy is actively seeking to recruit council staff in wards with disproportionately high levels of unemployment</li> <li>• 10 new reverse mentors in place</li> <li>• 20 new diverse recruiters in place</li> </ul>

# Policy and Strategy

Action	Timeline	Status
Improve the quality of Equality Impact Assessment (EQIA)	Commence in May 2019	<ul style="list-style-type: none"> <li>Working with diversity champions and steering group to establish standard</li> <li>Work underway to set methodology and policy, including for cumulative assessments</li> <li>Roll out of training</li> </ul>
Review of HR policies to identify potential for unconscious bias and make good practice improvements	Sep 2019	<ul style="list-style-type: none"> <li>Consultation workshops underway with managers, TU and staff led groups</li> <li>More time committed to unconscious bias in recruitment training</li> <li>Used in Diverse Recruiter training</li> <li>Incorporated into recruitment guidance notes for Managers</li> </ul>
Support 'Staff Led Groups' (SLG) to have a more influential voice in the organisation.	<ul style="list-style-type: none"> <li>Re-launch June 2018</li> <li>Review May 2019</li> </ul>	<ul style="list-style-type: none"> <li>Re-launch complete and work programme in place (in appendix II)</li> <li>Membership increased by 20%</li> <li>Awareness levels of SLG is increasing - measured through employee survey</li> </ul>

# Learning and Development

Action	Timeline	Status
Review the provision of learning on equalities and inclusion – to build workforce knowledge and skills.	Jan - Sep 2019	<ul style="list-style-type: none"> <li>• Review complete - consultation on refreshed offer underway ready for Sep 2019 launch</li> <li>• Programme of essential training includes unconscious bias awareness</li> <li>• Additional EQIA training in place</li> <li>• Mediation training in place to grow a pool of in-house mediators</li> </ul>
Expand 'Stepping Up' leadership development programme for under-represented groups	Jan – Dec 2019	<ul style="list-style-type: none"> <li>• Cohort 2 launched for BAME, disabled and women</li> <li>• Positive impact: 60% achieved promotion, 1 become a magistrate, 100% expressed increased confidence</li> <li>• Stepping Up: South West Mentoring Award. Short listed for PPMA and Bristol Diversity Awards</li> </ul>
Embed organisational values and behaviours	March 2019	<ul style="list-style-type: none"> <li>• Over 3,000 attended workshops</li> <li>• Regular celebration of values in action</li> <li>• Employee survey indicates high level of awareness and relevance of values</li> </ul>

# Employment opportunities

Action	Timeline	Status
Provide supported internships for young people with disabilities.	Ongoing	10 placements this year
Promote take-up of the West of England 'Future Bright' scheme for staff eligible for in-work benefits	Ongoing	Take up has increased from an average of 14 people a month to over 50 people per month
Promote Bristol City Leadership Programme for high ability and aspiration sixth form students from disadvantage backgrounds.	Ongoing	BCC supports this scheme with publicity and through external city links.

# Employment opportunities

Action	Timeline	Status
Tackling pay gaps – looking at progression, pay, recruitment and flexible working.	Ongoing	<ul style="list-style-type: none"><li>• Incremental reduction in gender pay gap has been achieved</li><li>• The race pay gap is being tackled through positive action initiatives and through tracking workforce data</li><li>• Currently establishing if there is a disability pay gap</li><li>• Success measured by progression statistics</li><li>• L&amp;D programmes in place to help progression and mobility eg: women into leadership, first steps into leadership, Bristol Leads, Stepping Up, literacy skills</li></ul>

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# Communication and engagement

Action	Timeline	Status
<p>Cascade information about the council's equality objectives and progress towards them</p> <p>Develop a clear narrative about how the council's values can be applied to support equality and inclusion and incorporate this into future training on the values</p>	Ongoing	<ul style="list-style-type: none"><li>• Highlight equalities issues (such as recent media story) and actions taken</li><li>• Reminder of equality duties and training available</li><li>• Refresh online support and guidance, including e-learning</li><li>• Mayor's Hot Coffee, Hot Topic events – to discuss equality issues</li><li>• Commission for Race Equality offering staff drop-in sessions</li></ul>



# Communication and engagement

Action	Timeline	Status
Measure awareness and confidence of council's commitment to equalities and inclusion	March 2019	<ul style="list-style-type: none"><li>• Annual employee survey - dedicated sections for wellbeing and diversity and inclusion</li><li>• Focus groups will be invited to collaboratively shape the action plan</li></ul>
Internal communication campaign to encourage inclusivity in the workplace	May/June 2019	<ul style="list-style-type: none"><li>• Promote video on inclusivity</li><li>• Celebrate values in action</li><li>• Promote and celebrate work of SLGs</li></ul>

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