



Appendix II

Staff Led Groups

Work Programme



Staff Led Groups – Launch activities

Action	Detail
<p>April 2018 - Re-launch of the 4 Staff Led Groups:</p> <ul style="list-style-type: none">• BMEG – Black and Minority Ethnic Group• LGBT+ - Lesbian, Gay , Bi-sexual and Trans +• DEG – Disabled Employees Group,• YEV – Young Employees’ Voice	<ul style="list-style-type: none">• New Terms of Reference• New structure agreed• SLG Chairs’ roles are fully funded for one day per week with backfill in place.• Admin support in place• Diversity champions appointed to support the SLGs• Costed work plan with agreed priorities• Head of Paid Service appointed as Diversity Champion and meets SLGs regularly• Allocated budget for SLG events• June 2019 – Review of progress due to Corporate Leadership Board

Staff Led Groups – Promotion and engagement

Action	Detail
Communication campaign	<ul style="list-style-type: none">• Online guidance and support• Promotion campaign to encourage membership to SLGs – 20% increase so far• Encourage sign up as SLG allies - 70 so far• Regular briefings and updates, including press release• Series of events – Hot Coffee, Hot Topic sessions, lunch-time learn sessions• Visual promotion on digital screens• Discussion at Leadership Forum• Roadshows at City Hall/ Temple Street and hard to reach areas such as Sandy Park• Support for managers to raise awareness and encourage colleagues to get involved

Staff Led Groups – Update on Current Work Programme

Top Priorities	Status
<ul style="list-style-type: none"> • Review a number of HR Policies • Review Equality & Community Cohesion Policy • Ensure job application forms are accessible, and that there is a method for people to apply without computers, electronically /visually impaired • Explore what support could be put in place to help members of the public who have a disability apply for a job with the council 	<ul style="list-style-type: none"> • Underway, due for completion end of 2019 • Achieved and will review Action Plan when available • On going – liaising with other authorities for benchmark • Hosted RIDI (Recruitment Industry Disability Initiative) event for local employers. Resulted in 2 award nominations

Staff Led Groups – Update on Current Work Programme

Work Plan	Status
<ul style="list-style-type: none"> • Ensure managers are aware of what reasonable adjustments are and how to put them in place • Ensure that all council buildings are fully accessible for staff and members of the public by reviewing and if necessary carrying out accessibility audits • Review what data is being collected and how this can be better used to help support, train and shape the employee life cycle. • Introduce Diversity Champions for each Directorate and Service 	<ul style="list-style-type: none"> • On going • On going • Completed and recommendation for Women’s Group to help close Gender Pay Gap • LGBT+ started and on-going

Staff Led Groups – Update on Current Work Programme

Top Priorities	Status
<ul style="list-style-type: none">• Organise, prepare, chair and attend SLG meetings and promote the work of the Staff Led Groups, what they offer and how staff can join• Sign post equalities issues to the appropriate place• Review how ICT engages with disabled staff when they are considering rolling out new or making changes to existing software/hardware• Raise awareness of what managers and employees should do if a colleague has a mental health or with neuro-diversity	<ul style="list-style-type: none">• On going and key aspect of the role• On going• Achieved generally and on-going for i-Trent Dec 2019• Programme of mental health training underway. Introduced guidance within appropriate policies for supporting colleagues with mental health or neuro-diversity

Staff Led Groups – Update on Current Work Programme

Work Plan	Status
<ul style="list-style-type: none">• Introduce LGBT+ awareness training for all staff• Introduce mental health awareness training for all staff• Review recruitment and selection training to ensure there is a section on unconscious bias in more depth than is currently offered• Review “Stepping Up” and offer positive action training to all staff	<ul style="list-style-type: none">• Achieved• Achieved• Achieved• 45 BCC participants over the two years.

Staff Led Groups – Update on Current Work Programme

Top Priorities	Status
<ul style="list-style-type: none">• Produce a video with staff speaking about equal opportunities and highlighting positive experiences for use in Corporate Induction/The Source• Introduce and promote a calendar of specific awareness days that are recognised by BCC• Improve information on what internal/external support is available on the Source for staff with protected characteristics	<ul style="list-style-type: none">• Done – due for launch in June 2019• Done and on-going• Achieved August 2018 for Young Employee Voice. On going for other SLGs

Staff Led Groups – Update on Current Work Programme

Work Plan	Status
<ul style="list-style-type: none">On-going training plan in place for SLG Chairs and members	<p>Achieved the following:</p> <ul style="list-style-type: none">1 day coaching course (sponsored by YEV) – up to 100 SLG attendees2 days mediation training – sponsored by DEG for 4 chairs and 4 championsDiversity and Inclusion train the trainer – BMEEG core committee and membersThinking Into Results Leadership Programme over 100 members taken part

Staff Led Groups – Longer-term work programme

Priorities

- Review how Occupational Health engages with staff referred for assessment
- Further work on exit questionnaires
- Review how we communicate with staff that do not have access to the Source
- Explore what additional support could be offered to staff who have mental health or neuro-diversity issues
- Introduce a mentoring programme
- Review how Staff Led Groups can be better supported to ensure their voice is heard – with better use of newsletters, allies and other support
- Introduce SMART diversity targets for each Directorate which will be part of the Equality and Strategy Action Plan
- Raise awareness that domestic violence can take on many forms and ensure all staff know what to do if they suspect a colleague or member of the public is at risk