

## Chapter Three Employment action plan

We will ensure that all our employment opportunities are provided with equity and fairness to everyone. We will achieve this through the following actions.

Objective: To collect data and information to assess how our policies and practice affect different groups	Action	How it will be achieved/ measured	Target date	Service area	Responsibility
	Carry out a staff survey and focus group meeting annually to investigate equality issues and implement any actions as necessary to improve equality.	Carry out the staff survey and focus group meetings and follow up actions as necessary. Results to be reported back to ECG and the focus group.	<b>March 2008</b>	<b>All</b>	<b>HHR</b>
	Continue to collect, monitor and report	Continue to monitor by equality group:	<b>Ongoing</b>	<b>Human Resources</b>	<b>HHR</b>

	on employment data on an annual basis.	<p>Number of candidates appointed, number shortlisted, training offered, promotion, grievances, disciplinary action, number of staff retained by providing reasonable adjustments, number of leavers, (differentials between staff to be identified).</p> <p>These will be assessed annually and the results of this will inform relevant audits and impact assessments.</p> <p>Exit interview information to be analysed and results to be followed up.</p>			
	Measuring the effects of our policies and working practices by asking staff for their views.	We will invite employees to comment on employment practices through the Employee Consultative Group/ wealdnet/surveys/focus groups.	<b>Ongoing</b>	<b>Human Resources</b>	<b>HHR</b>

<b>Objective: To eliminate discrimination or harassment in the provision of our services and employment.</b>	<b>Action</b>	<b>How it will be achieved/ measured</b>	<b>Target date</b>	<b>Service area</b>	<b>Responsibility</b>
	Better promote Wealden District Council's policy for dealing with harassment and appropriate disciplinary actions.	The Harassment Policy is to be updated to reflect the equality duties.  Anonomised data on incidents of harassment to be collected and assessed for trends.	<b>December 2007</b>	<b>Human Resources</b>	<b>HHR</b>
		Consult with the community to determine experience and best practice to eliminate harassment in recruitment and employment policies.	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>

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	Promote a culture of respect for the dignity of individuals	Through equality training and promotion of HR policies and practices promote a culture of respect for the dignity of individuals.	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>

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	Investigate the possible reasons for the low percentage of women in senior management compared to the national BVPI figure with a view to improving this.	Staff survey/focus group to find out possible reasons. Monitor numbers of women applying for posts and those undergoing management training. Follow up any problems with the processes. Improvement should be seen in BVPI 11a over the next 3 years. Continue to encourage managers to open up vacancies to people working part-time, job-share or on a flexible basis.	<b>December 2007</b>	<b>All</b>	<b>HHR</b>
			<b>March 2008</b>		



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<p><b>To continue to improve the accessibility of employment opportunities so that no group is disadvantaged.</b></p>	<p>Investigate the possibility of advertising Wealden District Council jobs through local voluntary community organisations' newsletters to target disabled people.</p>	<p>Identify if this has been possible and the success of the initiative. Did the numbers of disabled people applying for jobs increase?</p>	<p><b>March 2008</b></p>	<p><b>Human Resources</b></p>	<p><b>HHR</b></p>
	<p>Consideration to be given to encourage more applicants to apply via the website e.g. poster in doctors surgeries/ community centres.</p>	<p>Practicalities to be considered and if decided upon, implemented.</p>	<p><b>March 2008</b></p>	<p><b>Human Resources</b></p>	<p><b>HHR</b></p>

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	Investigate how disabled people can be better supported through the recruitment process.	Identify how disabled people can be better supported. Has this increased the number of disabled people applying for jobs?	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>
	Disabled interviewees to be sent a survey after the recruitment process to establish how they found the experience and where they recommend any changes to policy or practice.	The results of the survey will inform relevant audits and impact assessments.	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>

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	Post more information on the website, within the application pack and at interview about access and equality of opportunity for employees	Assess if this has been achieved and seek views from candidates through surveys.	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>
	Promote work placement offers for disabled people.	Assess how this could be promoted and see if the number of work placements offered increase.	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>
	Seek to engage disabled employees of the Council to identify any barriers in employment and possible solutions that may be introduced.	Seek to establish a mechanism for disabled employees to feel comfortable to feedback their views.	<b>December 2008</b>	<b>Human Resources</b>	<b>HHR</b>

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	Promote the help that the Council, as an employer, can provide to disabled employees.	Is there evidence of more staff feeling able to declare a disability?	March 2009	Human Resources	HHR
	Consideration to be given to a central pot of funding for maternity/paternity cover to allow all sections to provide cover even when a large number of staff have maternity leave.	To be investigated by Human Resources.	March 2008	Human resources/ Finance	HHR

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	Consideration of finding funds for overlap for job sharers to promote good communication and improve the success of job share arrangements.	To be investigated by Human Resources.	<b>March 2008</b>	<b>Human resources/ Finance</b>	<b>HHR</b>
	Consider setting up a Council creche.	To be investigated by Human Resources.	<b>March 2008</b>	<b>Human Resources</b>	<b>HHR</b>
	Consider annualised hours	To be investigated by Human Resources.	<b>June 2008</b>	<b>Human Resources</b>	<b>HHR</b>
	Look at the timing of Committee Meetings to consider any gender/childcare implications	To be investigated by Human Resources.	<b>October 2007</b>	<b>Human Resources/ Democratic and legal Service.</b>	<b>HHR</b>

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	Investigate the number of part time workers in terms of gender balance, and consider if we are doing enough to encourage males to work flexibly, this could free up time for females to work/ seek promotion.	<p>Assess if the numbers of male to female part time workers are similar in WDC to other Councils and the Wealden community. Communicate flexible working opportunities widely and monitor the uptake of these opportunities comparing women to men.</p> <p>Ensure that there is accessible guidance that clearly explains</p> <p>flexible working policy to all staff.</p> <p>Investigate if both men and women work</p>	<b>March 2008</b>	<b>All</b>	<b>HHR</b>

Objective	Action	How it will be achieved/ measured	Target date	Service area	Responsibility
	Training to be accessed equally by all staff including those working full time/part time.	<p>To be monitored within teams by the Learning and Development Manager.</p> <p>Regularly audit the skills of all employees, including those who work part-time and flexibly.</p> <p>Ensure that training takes place on a variety of days.</p>	October 2007	All	HHR/ Learning and Development Manager