

Inclusive Workplaces Action Plan					
Commitment	Desired outcome	Progress to date	Actions	Lead officer	Timescale
EDI 3.01 - Improve the diversity of our organisation at all levels to be representative of our communities	The demographics of each level of the council's workforce broadly mirror those of the District and the United Kingdom	Employees are able to record their sensitive data within the self-service area of our HR/Payroll system  Statistics relating to our workforce demographic are reviewed on a quarterly basis and compared to the demographics of the District	Identify additional ways to recruit new staff and promote our job opportunities so that they are brought to the attention of all members of local communities	Assistant Director of HR (with support from the Communities Directorate)	Q.3 2023/24
			Ensure the recruitment process facilitates a diverse workforce	Assistant Director of HR	Q.3 2023/24
			Split out the workforce statistics used for the comparison with the demographics of the district by grade and department	Assistant Director of HR / Performance and Insight Team Leader	Q.3 2023/24
EDI 3.02 – Celebrate and promote diversity in our workforce	All staff can see people like them reflected in the council's communications	We have recently implemented Viva Engage which is a virtual platform that offers various groups that employees can access for causes or topics relevant or if interest to them. These groups can be for anything from useful IT tips and sharing photos of pets or more topically raising awareness of menopause	Promote Viva Engage as a means for employees to set up virtual social groups or employee networks for causes that are important to them. Invite employees to set up such groups and provide a commitment that the council will engage with them if requested	Assistant Director of HR	Q.3 2023/24

## Appendix 4

		We ensure internal communications acknowledge all religious holidays and national and international awareness days such as PRIDE month and national women's day	Continue to recognise, acknowledge and celebrate diversity via the Chief Executive's weekly updates and other similar channels	Communications and Marketing Manager	Ongoing
EDI 3.03 - Provide a supportive environment so all staff can reach their potential	Staff satisfaction is consistently high across all backgrounds and identities. They routinely go on to achieve both internal and external promotions	We have recently updated our exit interview process with the intention of capturing useful information around why employees leave, allowing us opportunity to aid retention	Use the Pulse survey (or a similar mechanism) to track over time and across demographics how supported members of staff perceive themselves to be	Assistant Director of HR / Performance and Insight Team Leader	Q.2 2023/24
		We always advertise our vacancies internally and where there is a skills gap, we will advertise externally	Develop and agree a comms plan for promoting the development opportunities we have on offer to our employees to aid their career progression	Assistant Director of HR / Communications and Marketing Manager	Q.2 2023/24
		We offer a wide range of training and development opportunities and capitalise on the apprenticeship levy and have a dedicated resource to facilitate, co-ordinate and promote this	Continue to ensure all vacancies are advertised internally	Assistant Director of HR	Ongoing
EDI 3.04 - Identify and tackle discrimination in all its forms	Efforts to tackle discrimination are robust, evidence-based and dynamic	<p>Employees complete mandatory e-learning on equality and diversity</p> <p>Our Employee Code of Conduct sets out expectations around the behaviours of our employees</p> <p>We have a grievance policy and procedure in place that provides employees with a mechanism to raise such issues</p>	Review the processes in place for investigating and taking necessary action in response to potential issues of discrimination being brought to HR's attention	Assistant Director of HR	Q.3 2023/24

## Appendix 4

EDI 3.05 - Provide managers with the skills to support employees with different needs and plan inclusive services	All our clients and staff feel that the council treats them with respect and is responsive to their needs	Our Employee Code of Conduct sets out expectations around the behaviours of our employees	Use the Pulse survey (or similar mechanisms) to track employee's perceptions on these issues over time	Assistant Director of HR / Performance and Insight Team Leader	Beginning in Q.2 2023/24
		As a Council we do our utmost to support any reasonable adjustments that employees may need due to health reasons or to support their work/life balance	Offer training to managers on how to ensure inclusivity within their teams and services	Assistant Director of HR	Q.4 2023/24
EDI 3.06 – Train our staff to identify and avoid unconscious bias and deliver inclusive services.	Our staff are proactive in questioning their own assumptions and looking for ways to make service delivery more inclusive.	We ensure all managers that conduct recruitment are appropriately trained. This training includes a focus on recognising unconscious bias.	Offer further training specifically on unconscious bias across the workforce	Assistant Director of HR / Learning and Development Manager	Q.3 2023/24