

Appendix 3 - Inclusive Workplaces Action Plan 2024/25

Commitment	Desired outcome	Proposed action for 2024/25	Timescale	Owner
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	1 . Introduce a yearly report to Personnel Committee, which splits the demographic information on the council's workforce by grade and department.	Q3 24/25	AD of Human Resources
EDI 3.02 – Celebrate and promote diversity in our workforce	All staff can see people like them reflected in the council's communications	2. Within the annual report referenced above under EDI 3.01, include a short update on the networks and virtual social groups for employees interested in particular causes.	Q3 24/25	Communications and Marketing Manager
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	3. Deliver the new communication plan which promotes development opportunities for the council's workforce.	Q4 24/25	Communications and Marketing Manager
		4. Conduct an access audit on Castle Quay and other major council buildings.	Q2 24/25	AD of Property
EDI 3.04 - Identify and tackle discrimination in all its forms	Efforts to tackle discrimination are robust, evidence-based, and dynamic	5. Complete the review and approval by Personnel Committee of the remaining HR policies.	Q4 24/25	AD of Human Resources
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	6. Integrate additional inclusion training for managers into the mandatory e-learning suite.	Q2 24/25	Learning and Development Manager

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.	7. Provide an update on the roll out of unconscious bias training and to what extent the council has been able to gauge its effectiveness.	Q4 24/25	Learning and Development Manager
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