

Historic England Equality Scheme 2015-18



Foreword

Historic England is the public body that looks after England's historic environment. We champion historic places, helping people understand, value and care for them.

We believe that the historic environment can contribute to positive change in the lives of individuals and communities and we will continue to promote best practice in providing access while meeting conservation needs. This Equality Scheme sets out how we intend to address our legal and moral duty to promote equality of opportunity and tackle illegal discrimination, both in the services we provide and as an employer. The Scheme and Action Plan demonstrate Historic England's plans for achieving equality of access to heritage and inclusion for everyone.



Case Study: Operation Nightingale: working with disabled ex servicemen

This is a national Army project to use archaeology and excavation as a tool for recovery and rehabilitation of disabled service personnel. Our Yorkshire office is supporting the project with training and archaeological expertise as the soldiers excavate an ancient monument.

What we have done to improve Equality already

National Heritage Protection Plan consultations: We carried out extensive consultation with groups who were under-represented in our heritage work, to ensure that our forward programme was as inclusive as possible. This included workshops with African-Caribbean communities, Asian communities, Disabled people, Faith groups (including Buddhist, Hindu, Muslim, Jain, Jewish, Sikh and Black Christian groups), Lesbian, Gay, Bisexual and Transgender (LGBT) people and Women. See the following link for more information:

<http://www.historicengland.org.uk/images-books/publications/responses-from-the-consultation-on-under-represented-heritages/>

Disability, slavery and women's heritage projects: We have created online web portals exploring different aspects of social history and their relationship to the historic environment which shine light on these important parts of our shared heritage. For more information

see: <http://www.historicengland.org.uk/research/inclusive-heritage/>

Impact Assessment: We created a rigorous process for checking the equality impact of all our major projects and ensuring that we consult with groups who may be negatively affected by our work.

HR policies: We offer a range of flexible working options which are open to all staff to request. We provide generous enhanced maternity, paternity and adoption pay provisions, which are equally available to LGBT staff. We introduced an anonymous application process to reduce the risk of unconscious bias affecting who is invited to interview. This increased the number of Black, Asian and Minority Ethnic applicants who made it to interview, in turn increasing the success rate between applying for a job and being offered it. We also offered all managers unconscious bias training to reduce the risk of this impacting on selection processes. We carry out equal pay audits and have found there is no significant difference between the wages of men and women. We have a policy that helps managers to understand how we support disabled employees and how to implement reasonable adjustments. We offer a guaranteed interview scheme for disabled applicants who meet the minimum job criteria. We provide all employees with information about how to support LGBT employees in the workplace and why this is relevant.

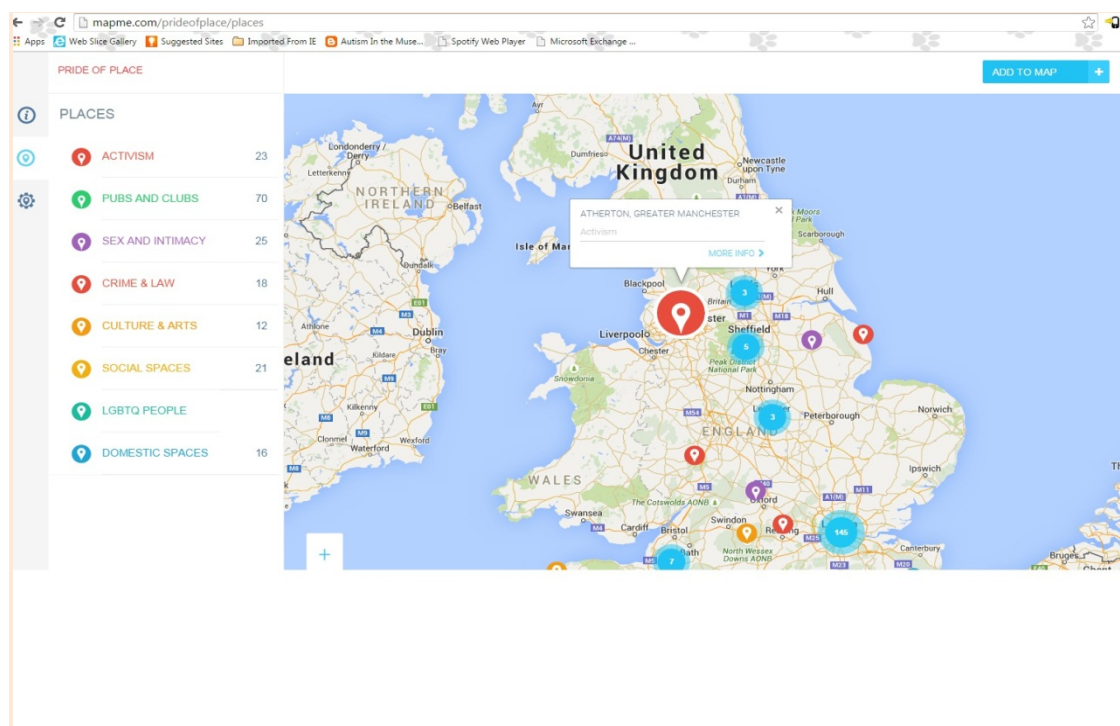
Staff networks: We have established disability, gender, race and LGBT staff network groups which monitor our progress against the Equality Scheme.

Stonewall Diversity Champions: we are an active member of the Stonewall Diversity Champions programme and have increased our ranking in the Workplace Equality Index every year since 2011.

Offering alternative formats for every publication: we have worked to ensure we communicate in an accessible way as possible from the font we use to offering alternative formats for all our publications.

Equality objectives of Historic England 2015-18

- Ensure that the work of Historic England is relevant to, reflective of and engaged with the diversity of the population of England today
- Engage with communities who may have felt excluded by traditional views of heritage to ensure that future heritage protection includes them
- Listen and learn from the public about what is significant and why
- Provide information and guidance that is accessible to everyone
- Raise Historic England staff awareness of equality and diversity issues
- Continue equal pay and reward for work of equal value
- Strengthen leadership and management competencies on equality issues
- Work to diversify Historic England staff, volunteers, committees and panels



Case Study: *Pride of Place* is a major crowd sourced project that recognises that our LGBTQ (lesbian, gay, bisexual, transgender and queer) heritage needs to be identified, recorded, understood, cared-for, and celebrated, as part our national identity. The project runs from April 2015- Autumn 2016 and will culminate in an online exhibition and greater recognition of LGBTQ heritage locally and nationally.

Who is responsible for the Equality Scheme?

The Commission has overall responsibility for the Equality Scheme and Historic England meeting its duties under the Equality Act 2012.



The Chief Executive and Historic England Executive Board are responsible for ensuring that the Equality Scheme is put into action across the organisation and that all staff work in the spirit of embracing diversity. The Social Inclusion and Diversity Review group reports to Executive Board twice annually, on progress against this scheme and workforce diversity issues.



The Social Inclusion and Diversity Review Group comprises senior managers and the chairs of the race, gender, disability and LGBT networks as well as Trade Union representation. It meets two weeks before every public engagement board and discusses progress on the equality scheme and action plan, public engagement with protected groups and workforce diversity issues and initiatives. Speakers from national advocacy bodies (for instance Stonewall, Runnymede Trust) will be invited to present to the group to ensure we stay abreast of best practice in equality and diversity.



The Disability, Race, Gender and LGBT (lesbian, gay bisexual and transgender) Staff Networks are virtual peer support networks that also meet when particular issues around diversity arise (for instance the race network might meet to advise on a new workforce diversity strategy). They also put on annual networking events for all staff who are interested in meeting each other or learning more about race, gender, disability or sexual orientation issues.

4. The Law

The Equality Act 2010 requires all public bodies, including Historic England, to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation advance equality of opportunity between different groups; and foster good relations between different groups.

The characteristics protected by the law are:

Age, Disability, Gender re-assignment, Race, Religion or belief, Sex, Sexual orientation, Marriage and civil partnership, and Pregnancy and maternity.

5. Staff Training for Equalities

All staff at Historic England have access to training on equality and diversity. For supervisors and managers, we offer essential training on managing diversity. In addition, all new employees are required to become familiar with our policies on equality and diversity as part of their Induction. Volunteers also receive basic equality training.

6. Processes

Historic England operates a corporate checking process to help make sure that our policies and activities are as fair as possible to everyone. We ensure that we evaluate major policies which could have a disproportionate or negative effect on groups protected by the Equalities Act, and take action to rectify this. Where possible we consult with any groups affected and encourage staff to build relationships with people and groups representing the diversity of England today in their local areas. This means that staff at Historic England seek advice and opinions from an increasingly diverse group of people, and consider their needs as a regular part of our planning, positively promoting equality and diversity in our day to day work.



Case Study: The 'Assessment and Protection of Jewish Cemeteries'. This project will enhance the protection of Jewish cemeteries in England through designation, local listing, the enhancement of Historic Environment Records and the promotion of understanding of their significance and heritage values. In assessing the overall heritage values of Jewish cemeteries this internal project will consider their significance and appropriateness of their designation status. Also as part of this assessment a separate study involving consultation with diverse Jewish communities will lead to better appreciation of the communal values held within Jewish groups and communities about these sites.

7 How do we monitor equality outcomes?

7.1 Staff Survey

Historic England carries out regular, anonymous Staff Surveys which are managed by an external provider. The results of our Staff Surveys are communicated to all staff. Equality and diversity related analysis of the results is discussed at the Social Inclusion and Diversity Review Group.

7.2 Staff profile and recruitment monitoring

The Human Resources Department collects confidential data that helps Historic England to check for any disparities in the treatment of employees and job applicants by age, disability, ethnicity, gender and sexual orientation.

7.3 Anonymous reports from our Employee Assistance Programme

Historic England provides employees with free access to an independent Employee Assistance Programme, which provides them with confidential advice and counselling on a wide range of issues. Historic England monitors anonymous statistical information about the general types of call that our Employee Assistance Programme receives for indications of equality issues.

7.4 The Historic England Equality Action Groups and the LGBT Staff Network

These groups, covering race, disability, sexual orientation and gender equality, are open to all staff who wish to take part in discussion of the priorities for addressing equality within Historic England. More detail on their role is given in the section above on “Who is Responsible for the Equality Scheme?”

7.5 Volunteers

We have many volunteers helping us out in lots of different aspects of our work. We monitor diversity data to ensure that we are recruiting volunteers from all parts of society.

7.6 Education

Our Heritage Schools project helps to widen participation in built environment education by children from schools in areas of high deprivation. Data is collected to monitor participation.

8. Tell Us What You Think

8.1 How to contact Historic England

We welcome feedback on this document and on all aspects of our work as an employer and service provider. This document is the next step in a change process Historic England has been committed to for a number of years. We shall consider all feedback when reviewing our Equality Scheme each year and use the monitoring of comments as one way of gathering further information to see whether we are promoting equality effectively.

You can e-mail feedback to: heritageforall@historicengland.org.uk or contact Historic England via the Customer Services Department (see details below).

We are always keen to hear about your experience of our service and you can comment through our Corporate Comments procedure accessed via our website, www.HistoricEngland.org.uk or by contacting our Customer Services department at PO Box 569, Swindon SN2 2YP. Equally, if you feel that you have experienced discrimination in the way that Historic England has treated you, you can complain in the same way.

8.2 Complaints procedures for staff

We have an Equality and Diversity policy that sets out our expectations of all employees. We also have a Bullying and Harassment policy which sets out what is unacceptable and how employees can raise a complaint if they experience bullying or harassment. Additionally, we have a Whistleblowing policy, which provides protection for employees against victimisation if a member of staff wants to report bad practice and also provides routes for anonymous reporting. More information about these is available on our corporate Intranet, in the Human Resources Manual or directly from the Human Resources department.

We take all complaints seriously and will not tolerate any form of discriminatory behaviour.

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0370 333 0607

Textphone: 0800 015 0516

E-mail: customers@HistoricEngland.org.uk

Appendix 1

Equality Priority Actions 2015-18

By 2018 Historic England will have:

Aim 1: Champion England's heritage

- Used the Heritage Schools programme to enthuse a diverse range of young people with their local heritage
- Ensured that the campaign to recognise and protect World War One heritage is mindful of the contributions of colonial troops, women, and disabled people.

Aim 2: Identify and Protect England's most Important Heritage

- Completed the Pride of Place LGBTQ Heritage Project and identified and recognised a range of places significant to LGBTQ history
- Recognised the importance of the heritage of diverse groups in its research, designation and heritage at risk programmes
- Involved a range of diverse groups in the Enriching The List programme ensuring a range of opinions and values are recorded
- Supported a Deaf Heritage PhD

Aim 3: Support Change through constructive conservation

- Ensured that our work in Heritage Action Zones to inspire heritage-led regeneration engages with diverse groups in localities
- Engaged with a variety of non- heritage groups and diverse users of historic buildings to ensure they have access to the support and expertise of Historic England when making conservation decisions

Aim 4: Support owners and local authorities to have the expertise to look after England's heritage

- Provided guidance and support for local authorities to protect a diverse range of heritage assets

Aim 5: Achieve Excellence, openness and efficiency in all we do

- Engaged more regularly with diverse media outlets and ensured that more diversity heritage stories are promoted in mainstream media
- Aimed to promote or recruit more women to senior management roles based on achievement and effort
- Made improving workforce diversity for protected groups a priority in our resourcing strategy
- Continued to improve in the Stonewall Workplace Equality Index ratings year on year