

English Heritage Gender Equality Scheme

UPDATE 14.10.09

FOREWORD FROM CHAIR AND CEO

English Heritage is committed to encouraging equality of opportunity for men and women both as an employer and as a provider of advice and services to the public. We believe that achieving gender equality in all we do will improve the experience of those who work for us and enhance our ability to help people understand, value, care for and enjoy England's historic environment.

This full Gender Equality Scheme sets out what we are already doing towards that end and what further actions we shall be taking over the next three years. The Scheme will be updated regularly and we shall use it to measure our progress.

Priorities for English Heritage are addressing any pay gaps that current research reveals through our reform of the EH pay structure between 2009-11, updating employment policies in relevant areas including promoting equal opportunities in professional training, raising staff awareness of gender and transgender equality issues and training staff to manage these well. We shall continue to ensure that our sites provide a warm and accessible welcome to all carers, most of whom, research has shown, are women, and shall improve and increase family-friendly services and events over the coming years. In future, new English Heritage initiatives will be assessed at the planning stage, using our Impact Assessment for Equalities procedure, to ensure they do not impact unfairly on either gender.

The Equality Duty which came into force in April 2007 puts the onus on organisations to promote equality rather than relying on individuals to challenge acts of discrimination. English Heritage is proud to be honouring that duty. In producing this document, English Heritage has assessed all its areas of activity to see where action should be taken. Our Gender Equality

Scheme sits alongside our Disability Equality Scheme and we intend to review our Race Equality Scheme in 2009.

Simon Thurley, Chief Executive of English Heritage
Baroness Andrews, Chair, English Heritage

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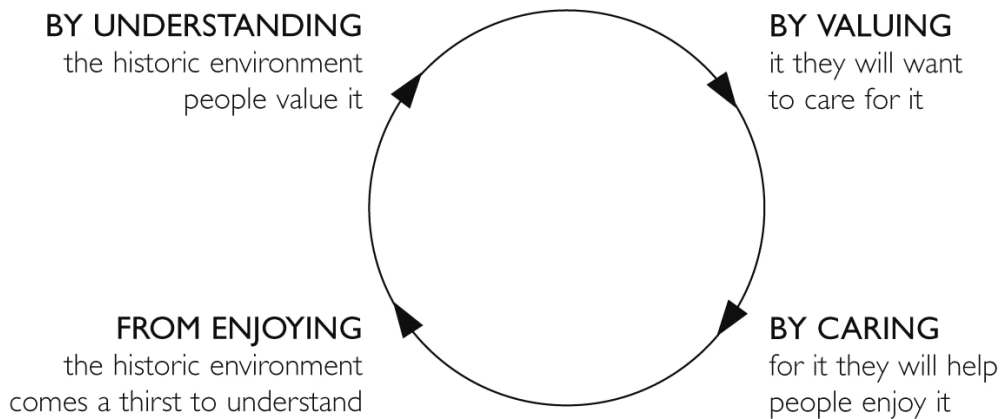
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ENGLISH HERITAGE

English Heritage is the government's designated lead body for the historic environment, with responsibility for all aspects of its protection and promotion. We are a non-departmental public body sponsored by the Department for Culture, Media and Sport. We are also a membership organisation and also raise income through charging for admission and events at some of our properties. We were established in 1983 and employ approximately 2,000 people. We look after more than 400 historic properties and monuments including Stonehenge and Dover Castle, and therefore play a strong part in the tourism industry.

As the government's adviser on the historic environment, we work with a number of government departments. We give conservation grants and provide advisory and education services. We identify buildings, monuments and landscapes for protection and make our research available through publications and our website.

'Making the Past Part of our Future, the English Heritage Strategy 2005–10' provides the vision and framework in which English Heritage operates. This illustrates the four aspects of the Heritage Cycle, a way of demonstrating how the historic environment can become an integral part of people's lives through understanding, valuing, caring for and enjoying it.



This cycle is underpinned by six strategic aims:

1. Understanding: Help people develop their understanding of the historic environment
2. Valuing: Get the historic environment on people's agendas
3. Valuing: Enable and promote sustainable change to England's historic environment
4. Caring: Help local communities to care for their historic environment
5. Enjoying: Stimulate and harness enthusiasm for England's historic environment
6. Make the most effective use of the assets in our care

ENGLISH HERITAGE AND GENDER EQUALITY

This scheme covers English Heritage's activities as an employer and as a public service provider.

English Heritage believes all staff are entitled to equal dignity and respect regardless of gender, of gender identity, marital or family status, or sexual orientation. Researching and addressing any gender pay gaps that current research reveals, through our reform of the EH pay structure (Action Point 6), is a priority for EH. We have extended the statutory right to request flexible working to all employees. Parental and dependent's leave are made readily available to staff with childcare or other caring responsibilities and a childcare voucher scheme is in operation. Recruitment, retention and training policies

are currently being assessed to ensure equality of opportunity and there are procedures in place to deal with complaints that relate to discrimination, harassment or victimisation.

English Heritage wants a warm welcome to be extended to all who visit our sites or make use of our advice and services, regardless of their gender. In practical terms, EH has produced and continues to develop guidance on easy access for those with prams, pushchairs or wheelchairs and our Outreach department runs heritage projects to engage groups often excluded by several different factors, including gender.

THE WIDER CONTEXT

In considering how English Heritage can ensure that its activities serve fairly both men and women, including those who identify as transgender and transsexual¹, we shall take account of the broader national context.

There are persistent inequalities between women and men in many areas of life as the research findings below indicate. The following statistics are taken from Equal Opportunities Commission reports²:

- employment rates in Britain are 79% for men and 70% for women
- women earn on average 17% per hour less than men for full-time work
- women in part-time work earn 38% less per hour than men in full-time work
- women hold two-fifths of professional jobs
- two-thirds of mothers with dependent children work and 55% of those with children under five

¹ For a definition of these terms please see "Meeting the Gender Duty for Transsexual Staff. Guidance for Public Bodies" EOC Feb. 2007 p.2 at: http://www.equalityhumanrights.com/en/forbusinessesandorganisation/publicauthorities/Gender_equality_duty/Pages/Genderequalitydutydocuments.aspx

² Points from 'Facts About Men and Women in Great Britain 2006' EOC, 'Moving on up? The Way Forward' EOC, 'The Pay Gap' EOC website Aug 2007. <http://www.eoc.org.uk/Default.aspx?page=20050>

- 57% of women who work do so with some kind of flexible hours arrangement, but only 23% of working men have flexible hours
- women from Pakistani, Bangladeshi and Caribbean backgrounds are more likely to experience unemployment and barriers to promotion than any other population groups
- Pakistani and Bangladeshi women face the biggest pay gap of any group and are clustered in a narrow range of workplaces, jobs, sectors and local labour markets
- women's retirement income is 40% lower than men's, often owing to low pay during working life.

In 2007, 'Fairness and Freedom', the final report of the Equalities Review³, included new research showing that becoming a mother was the single biggest factor in women's inequality in the labour market. Partnered mothers of young children are 40% less likely to be employed than partnered men in 2002. In contrast, men's employment rates are not affected by fatherhood.

Within English Heritage specifically, at March 2007 the workforce was 57.3% female. Women were 64.6% of temporary workers and made up 72.89% of part-time workers in the permanent staff. At present there are five formal job-shares within the organisation. Although there are clear differences in the gender profile between higher and lower pay grades, with men forming a majority in many of the higher bands and a minority in the lower, there are some positive signs of balance in the mid-range grades – 15% of staff (420) are included in Band B and here the gender balance is 45% female to 55% male. The new HR software system is allowing EH for the first time a more detailed understanding of the staff profile and HR will be providing reports to the Gender Group annually so that we can continue to monitor any issues regarding equal pay. (See Appendix 3 and Action Points 6,7,9,16,19)

Professional training and development schemes operated by English Heritage offer opportunities to ensure a gender balance among new entrants to

³ 'Fairness and Freedom' published by The Cabinet Office 06 LD 04440/a

heritage careers. IN 2008, we began running the Historic Environment Trainee scheme, a two-year training scheme in expert historic buildings and areas skills and archaeology. This is in addition to our existing English Heritage Professional Placements In Conservation scheme (EPPIC), run annually since 2004. We also have an advisory role in the HLF bursary schemes in traditional craft skills and horticulture. We shall monitor all these schemes. Our EPPIC scheme has had a majority of female successful applicants, for example in Architectural and Archaeological Investigation posts.

To make sure that we are serving people fairly, we need to know who engages with the heritage nationally and who uses English Heritage services. The Government's Taking Part national survey of engagement with the historic environment shows that there is no significant difference in gender participation at heritage sites.⁴ This is also true for museums, but arts attendance and arts participation and attendance at libraries are significantly higher for females and attendance at archives is significantly higher for males. Where all other factors are equal, women are more likely to visit heritage sites than men, although what is influencing this is not clear from the survey. Taking Part does suggest that people are more likely to visit a heritage site when there is more than one adult in the household. Two-parent families are more likely to visit than single-parent families. Women have less access to cars than men. The proportion of trips made by car, as a driver, increases with age to a peak of 68 per cent of trips among men aged 50–59 and 55 per cent among women aged 40–49, and then declines in older age groups⁵.

English Heritage monitors its visitors through an annual survey. The results of the summer 2007 survey reveal that 52% of visitors were female and 48% male.

⁴ Taking Part: the National Survey of culture, Leisure and sport Annual Report 2005/6 p.22.

⁵ National Travel Survey 2006.

WHAT THE LAW SAYS

The principal legislation governing gender equality began with the Sex Discrimination Act 1975 (SDA) and the Equal Pay Act 1976. The main legislation for sexual orientation is the Employment Equality (Sexual Orientation) Regulation SI 2003/1661. In addition there is the Human Rights Act which protects the dignity of the individual, the right to privacy and the right to family life. It is unlawful to discriminate on the grounds of sex or gender reassignment or because people are married or in a Civil Partnership. It applies equally to men and women. The following actions are outlawed:

Direct Discrimination Where an individual is treated unfairly on one of the prohibited grounds

Indirect Discrimination Where a provision criterion or practice applies equally to all but has or would have a disproportionate impact on a particular group due to sex, sexual orientation or gender reassignment

Harassment Unwanted conduct which has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, humiliating or offensive environment for that person because of their sex, sexual orientation or gender re-assignment

Victimisation Where an individual suffers less favourable treatment because they have carried out a 'protected act', e.g. complained about discrimination

Unreasonable failure to make adjustments for sex/sexual orientation The Equality Act established a new Commission for Equality and Human Rights (CEHR) with effect from October 2007. The CEHR will have very considerable

powers to investigate claims of discrimination, to issue lawful act notices and to require organisations to carry out equality action plans

The Gender Recognition Act 2004

The Gender Recognition Act 2004 (“GRA”) established that transgender people should be afforded legal status in the sex that they lived in. In order to get such legal recognition an application is made to the Gender Recognition Panel. Once such a certificate is issued the transsexual person will for all purposes be regarded as being of the acquired gender. It should in particular be noted, that Section 14 of the GRA makes it unlawful to discriminate against anyone on the basis that they intend to undergo, are undergoing or have undergone gender reassignment. Further Section 22 provides that it is a criminal offence to disclose any information acquired whilst acting in any official capacity about the gender history of a person without their prior consent.

The Equality Act 2006

The Equality Act created the Gender Equality Duty for the public sector. The Duty has two parts: the ‘general duty’ and the ‘specific duty’.

The general duty places a legal duty on EH to:

1. eliminate unlawful discrimination and harassment
2. promote equality of opportunity between men and women.

The Act also requires us to have due regard to eliminate unlawful discrimination and harassment in employment and vocational training for people who are at any stage in the process of gender re-assignment.

The specific duty requires EH to:

1. produce a Gender Equality Scheme
2. monitor and review progress

3. review the scheme every three years
4. conduct and publish Gender Impact Assessments of all major policy development and publish its criteria for conducting such assessments.

WHAT IS A GENDER EQUALITY SCHEME?

A Gender Equality Scheme is a document which lays out how English Heritage intends to meet the General and the Specific Duties on Gender Equality, set out in the Equality Act 2006. It is the record of our policies and action plan to ensure fairness towards all men and women in what we do. It sets out what we shall do, how we shall measure the results and how we consult people about our performance.

The main points of the scheme are to publish:

- our gender equality objectives
- what we shall do to identify any gender pay gap or to address the causes of any gap we may find
- how we shall gather and use information on the ways in which our policies and practices affect gender equality in the workforce and in the delivery of services
- how we shall consult stakeholders, (employees, service users, trade unions and others), and take account of relevant information in order to determine our gender equality objectives
- how we shall assess the impact of our current and proposed policies and practices on gender equality
- a three-year action plan to achieve our objectives
- plans to report against the scheme every year and review it at least every three years.

We cannot work for gender equality in isolation; we need to work in the context of the different experiences and complex forms of discrimination that people face. English Heritage intends that its Gender Equality Scheme should inter-connect with the aims published in our Disability Equality Scheme and our Equality and Diversity Policy.

WHO IS RESPONSIBLE FOR THE GENDER EQUALITY SCHEME?

English Heritage's Commission has overall responsibility for the Gender Equality Scheme. A **Commissioner** is appointed with particular expertise in diversity issues, available to advise the Commission and the Executive Board. The Chief Executive and Executive Board are responsible for ensuring that this Scheme is put into action across the organisation. English Heritage employees and colleagues in partner organisations all have a role to play in meeting the duty to promote gender equality. The arrangements described below ensure that we co-ordinate the work involved in putting the Scheme into practice.

Social Inclusion and Diversity Programme Board

This board of senior managers from all English Heritage groups exists to oversee development of all equality issues and ensure effective action is taken to promote equality and reduce disadvantage. The Chair is a member of English Heritage's Executive Board. The Social Inclusion and Diversity Programme Board reports on progress to the Executive Board at least twice a year.

English Heritage Gender Group

The Gender Group supports the work of the Social Inclusion and Diversity Programme Board on gender equality issues. It is made up of employees including Trade Union representatives. It provides a conduit to address comments from staff and visitors which reflect on a matter of policy or strategy. It is responsible for overseeing the production and monitoring progress of the Gender Equality Scheme. The Chair is a member of the Social Inclusion and Diversity Programme Board.

The Gender Equality Scheme is prepared by a working group of the Gender Group, discussed with the Social Inclusion and Diversity Programme Board and endorsed and adopted by the Executive Board and Commission.

How can you get involved?

Every member of staff has a key role in promoting gender equality in the workplace and in the delivery of services. In recognising the importance of listening to the different views of staff and valuing their individual contributions, we have established mechanisms to keep our staff appropriately informed, and be informed by them, through, for example, regular team meetings; one-to-one meetings; away days and conferences; learning and development opportunities; our in-house magazine; regular communications through our Intranet.

Involvement begins with general awareness of gender equality issues in our own working environments and by personal commitment to ensuring gender equality in daily interactions. Staff who feel they need further training on gender awareness issues have a responsibility to ask their line managers for this. It will be included in HR's training programme. (Action Point 18)
Colleagues who wish to contribute to the work of the Gender Group should contact Rachel Hasted, Head of Social Inclusion and Diversity Policy, on ext 3827.

The forum for staff raising any individual concerns about gender issues at work will continue to be through the grievance and disciplinary procedures already in place, and through the Equality and Diversity policy on dealing with complaints of harassment.

WHAT IS A GENDER IMPACT ASSESSMENT?

Impact Assessment (IA) is a legal requirement of the Disability Discrimination Act 2005, the Race Relations (Amendment) Act 2000 and the Equalities Act 2006. It is a crucial part of the policy-making process to ensure everything that English Heritage does is of high quality for everyone.

From 2008 English Heritage has begun to carry out Equality Impact Assessments, which include a specific focus on gender equality issues, to enable its policy-makers to picture the effects of a given policy on men and women more accurately and to compare and assess the current situation and trends with the expected results of the proposed policy. Equality Impact Assessments will be carried out whenever we are planning new policies, projects, budgets or reports which have significant gender issues. They will be most successful when carried out at an early stage in the decision-making process so that changes and even the redirecting of policies can take place. Where appropriate, we shall consult with relevant stakeholders, for example EH staff, Trade Unions, Gender Group, EH members and visitors, or local and national advocacy bodies, to ensure we properly understand the potential impact of what we are planning on men and women.

EXISTING ENGLISH HERITAGE POLICIES THAT SUPPORT GENDER EQUALITY

EH as an Employer

Flexible Working

English Heritage believes that openness to different patterns of flexible working is a useful way of attracting and retaining high-calibre staff. We have extended the statutory right to request flexible working to all employees, not just those who have children or other dependents. English Heritage managers will give serious consideration to any such requests. In making a decision regarding whether or not to approve a request for flexible working, managers will carefully consider the impact of the request on the team and on business effectiveness. Managers are also encouraged to work with employees to try to find compromises where it is not possible to grant a request because of organisational needs.

A range of different flexible working practices are used at EH, including job-sharing, part-time working, home-working and flexitime.

As well as providing other benefits to the organisation and its employees, flexible working practices can help people who have caring responsibilities to remain in employment. Sticking rigidly to traditional working patterns may inadvertently exclude those people. It is recognised that nationally carers of children, elderly relatives or people with disabilities are currently more likely to be female.

Parental Leave

Employees who are parents of children under the age of six (or 18 if the child is disabled) are able to take up to four weeks unpaid parental leave each year. This leave is granted to allow the employee to spend time with the child.

Up to 13 weeks (or 18 weeks if the child is disabled) can be taken in relation to each child. The leave must be taken in blocks of at least one week.

This can help people better balance their work lives with their childcare responsibilities, which may reduce the likelihood of them feeling unable to continue working having had children.

Special Leave for Dependants

Where an unexpected or sudden emergency happens that affects a dependant, such as an elderly relative or child, an employee can be granted a reasonable amount of paid time off work to deal with the emergency and make any necessary longer term arrangements. This provision for time off is for genuine emergencies and as such there is no limit on the number of occasions that an employee may need time off during any given year. However, in the unlikely event that more than eight days are needed in any rolling twelve month period, then the leave would be unpaid.

Up to eight days unpaid time off may also be granted to allow an employee to actually care for a sick dependant, such as an elderly parent or child who is sick. Again, this will reduce the likelihood of people feeling unable to continue working due to their childcare responsibilities.

Maternity Leave

We provide enhanced maternity pay for employees who have a baby and plan to return to work with us after their maternity leave. This reduces the impact on the employee's earnings of having a baby.

Childcare Voucher Scheme

This is our 'salary sacrifice' scheme. Employees can choose to sacrifice some of their pay in return for childcare vouchers that can be used to pay for registered childcare. Income tax and national insurance is not payable on these vouchers, making them more valuable to the employee. The maximum

amount that each individual employee can take as vouchers is set at £243 per month by HM Revenue and Customs.

This may make it more affordable for people to return to work by helping to reduce the overall cost of childcare to the employee.

New Parents' Leave

This is our equivalent of paternity leave. It provides two weeks' paid leave for people whose partner has given birth or adopted a child. This is open to people regardless of their gender or sexual orientation. We provide full pay, whereas the statutory right is to Statutory Paternity Pay (£123.06 per week). This is available equally to all employees regardless of their gender.

Adoption Leave

We provide enhanced adoption pay for employees who are the primary adopter of a child and plan to return to work with us after their adoption leave. A person can be nominated as the primary adopter regardless of their gender. This reduces the impact on the employee's earnings of adopting a child.

Recruitment and Retention

Our recruitment procedures are designed to ensure that all job applicants are treated equally. Recruitment, retention and training policies are currently being assessed to ensure equality of opportunity. (Action Point 11)

Equality and Diversity Policy

Among other commitments, our Equality and Diversity Policy states that we will promote equality of opportunity and ensure that no person, whether an employee, a member of the public or a job applicant will receive less favourable treatment by reason of gender reassignment, gender, marital or family status, or sexual orientation.

Bullying and Harassment Policy

The EH Bullying and Harassment policy states that this kind of behaviour is unacceptable in the workplace and will not be tolerated at EH. Harassment includes offensive or unwanted conduct related to sex, gender identity, marital or family status, or sexual orientation.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Managers have a key role in establishing the working environment and culture. They must act as a role model for appropriate behaviour. They should take proactive steps to ensure that an inappropriate culture does not develop. The policy lays out the different options open to staff who want to raise issues of possible bullying or harassment and a process map shows the actions that managers and staff need to take.

Domestic Violence or Abuse - guidelines

This guidance, published in the Health & Wellbeing section of the HR Manual, outlines the support that can be provided to an employee who is experiencing domestic violence. It also provides guidance on the actions that should be considered to maximise the safety of the employee and other staff.

It also provides advice on the approach that should be taken by a manager or colleague to whom an employee discloses that they are experiencing domestic violence or abuse.

Lone Worker Training

We are rolling out Lone Worker Safety training for staff as appropriate. Staff in the Heritage Protection Department have participated in a tailored course that addresses issues of visiting sites as a lone worker and other matters of urban and rural safety for both women and men. London Region has undergone customised external training with the Suzy Lamplugh Trust. Other

departments, such as at EH properties, will consider training programmes as necessary.

EH as a Public Service Provider

EH aims to promote equal opportunities and to be family-friendly. In our role as custodian of over 400 historic sites and also as adviser on the historic environment we promote innovative solutions to access issues that can create barriers for carers, the majority of whom are women⁶. Our achievements to date include:

Properties Access for All policy

This corporate policy commits English Heritage to providing the fullest access possible to properties for all of our visitors. All visitors can reasonably expect to enjoy independent, supported and dignified access to all of our properties. They can expect accurate and detailed visitor information, high standards of customer care, access to a range of public events, a willingness to anticipate a range of access requirements and a choice of interpretation.

We will achieve this by removing the common barriers experienced by visitors in the heritage environment: attitudinal, physical, sensory and intellectual .

We may all have different access needs at different times in our lives, Pregnancy, parenthood, caring responsibilities, illness or just our age, can affect the facilities we need. This policy covers how we will address the wide range of visitors' needs and ensure that our sites offer the widest possible access for all.

Alongside the policy there is an access Assessment template which is being used over five years at all EH staffed properties and which includes an assessment of the family friendly facilities at each site. This will enable EH to prioritise better where we use our resources to support access for carers and families.

⁶ Office of National Statistics 7.5.2003 Using Census 2001 data 24.6% of women aged 50-59 provide care compared to 17.9% of men. More than half of carers are aged over 55. See www.statistics.gov.uk/cci/nugget.asp?id=347

Access Guide to English Heritage Properties

Provides information for carers on the accessibility and facilities available at all EH sites where an entry fee is charged. The guide was updated and published in 2009 and is available in print, on the EH website and in large print, tape, disc or Braille on request.

Easy Access Guides

English Heritage will continue to develop access guides for the owners and managers of many very different historic houses, gardens and properties offering creative solutions to access for all.

Family-Friendly Events

The majority of English Heritage's events held at our sites aim to provide entertainment and education for families. Activities are specially programmed for the holiday periods and we have introduced a comprehensive programme of 'summer schools' that run every day during the school holidays at our key sites.

Outreach Strategy

The EH Outreach Department runs approximately 65–80 projects per year which actively engage under-represented groups with heritage. Some of these are particularly targeted at men or women, but the reasons for this relate to a particular situation and usually involve other factors of exclusion rather than gender alone. For example: working with a Young Offender Institution which is only for young men, or working with a black women's group in Birmingham on women slave trade abolitionists.

Volunteers Policy

English Heritage recognises the importance of encouraging diversity and achieving equality among volunteers. Volunteers are actively encouraged to help ensure that our many different properties are relevant and accessible to an increasingly diverse range of people.

MEETING THE DUTIES

Our Gender Equality Objectives

Our key goals for Gender Equality in 2009-12 are:

- identifying and addressing any pay gaps that current research reveals through the reform of the EH pay structure (Action Point 6)
- updating employment policies in relevant areas including promoting equal opportunities in professional training (Action Points 8-12, 20)
- raising staff awareness of gender and transgender equality issues and training staff to manage them well (Action Points 17,18, 22)
- introducing impact assessments for new plans, policies and activities to address gender issues and reviewing existing key policies (Action Points 8-13)

We set out our specific objectives in the attached Gender Action Plan (Appendix 1) along with the action we shall take to achieve them. These objectives have been informed by the information we have gathered about our current performance. They have also been chosen with the involvement of the EH Gender Group.

What we shall do to identify any gender pay gap or to address the causes of any gap we may find

Our first equal pay review was undertaken in 2004. Measures aimed at addressing many of our perceived and potential equal pay issues are being implemented as part of our current pay deal (which runs from 01 April 2008 until 31 March 2011). A project to analyse equal pay will be undertaken in summer 2010. The results of this will inform pay proposals for 01 April 2011 onwards.

A fundamental element of our pay reform is the need better to report upon the award of bonuses and any remaining allowances and to address any concerns about transparency in their allocation. There will be new policies, procedures and processes to support this and better management information will be made available subject to systems capability and the need to report without disclosing sensitive personal data. .

How we shall gather and use information on the ways in which our policies and practices affect gender equality in the workforce and in the delivery of services

- **Staff Survey**

Human Resources are working with the external suppliers of the 2009 Staff Survey to ensure that the responses are analysed by gender to identify any issues that disproportionately affect either women or men. Results will be reported to EB and the Gender Group for discussion as part of the development of the EH Gender Equality Scheme.

- **Staff profile monitoring**

Human Resources have agreed plans for the Human Resources System (HRS) to collect data that allows English Heritage to check for any disparities in the treatment of men and women as employees. The full table showing what equalities data we plan to collect is published with our Gender Equality Scheme at Appendix 2.

- **Anonymous reports from Carefirst**

EH will monitor the quarterly information provided by our independent counselling service Carefirst for indications of equality issues.

However, we are unable to obtain detailed information on this as it would breach individual confidentiality. Human Resources raise any general issues flagged by Carefirst with each Territory management team on a quarterly basis.

The EH Gender Group will also have the anonymised quarterly reports from Carefirst for discussion at their meetings.

- **The EH Gender Group**

This group is open to all staff who wish to take part in discussion of the priorities for addressing gender equality within English Heritage. The group advises the EH Social Inclusion and Diversity Programme Board, at a strategic level, on all issues relating to promoting equality between men and women and ensuring the rights of transgender people are respected. The Gender Group is responsible for updating the EH Gender Equality Scheme annually and for monitoring progress in delivering the actions which that Scheme identifies as priorities to meet legal duties. (Action Points 1-3)

- **Annual Visitor Survey**

This survey is carried out each summer at our most popular 20 sites. English Heritage will monitor the responses to the survey by gender to identify any disparities in satisfaction between women and men. We shall continue to look for information about how family-friendly our sites are.

- **Education**

English Heritage routinely monitors and evaluates Discovery Visits, visits by schools to our properties, to make sure that all have an equal chance to benefit from the experience regardless of ability, gender or learning difficulties.

- **Properties Access Group**

This is an operational group made up of key staff considering the development of our Site Access Strategy and hence access opportunities for all visitors to our sites open to the public. Improvements to access benefit a wide range of people, including carers for children and elderly or disabled people. This has a direct

impact on gender equality as the patterns of care responsibilities for men and women are different.

- **Access Assessments**

English Heritage will continue to undertake access assessments of its properties and prioritise improvements that will benefit a wide range of people. Access Assessments will include consideration of the different needs of men and women, and also the needs of carers with young children. (Action Point 4)

How we shall consult stakeholders (employees, service users, trade unions and others) and take account of relevant information in order to determine our gender-equality objectives

See Staff Survey, EH Gender Group and Annual Visitor Survey above. The Whitley Equal Opportunities Committee exists to discuss equalities issues between the Trades Unions and employers.

How we shall assess the impact of our current and proposed policies and practices on gender equality

See What is a Gender Impact Assessment, page 11.

A three-year action plan to achieve our objectives

We set this out in the Action Plan at Appendix 1.

Plans to report against the scheme every year and review it at least every three years

We set out the reporting structure on pages 9-10. The EH Gender Group will monitor and review progress against the Scheme by the end of each financial year and report to the Social Inclusion & Diversity Programme Board. Reports on issues arising will go to the Executive Board from the Programme Board as appropriate, as well as a regular general review of the work of the Equalities Action Groups.

The Gender Group will be responsible for drafting a revised Action Plan for approval by the Programme Board and Executive Board by the end of each financial year. (Action Points 1-3)

It is possible that, during the three-year period before review of the Scheme, a combined Equalities Scheme may be introduced to meet new legislative requirements. The Gender Group and the Social Inclusion and Diversity Programme Board will review the Scheme at this point or in 2010 at the latest.

TELL US WHAT YOU THINK

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 English Heritage has been committed to for a number of years. We shall consider all feedback when reviewing our Gender Equality Scheme each year and use the monitoring of comments as one way of gathering further information to see whether we are promoting gender equality.

If you feel that you have experienced gender discrimination in the way that English Heritage has treated you, you can complain through our Corporate Comments procedure accessed via our website, www.english-heritage.org.uk or by contacting our Customer Services department at PO Box 569, Swindon SN2 2YP. Equally, if you feel you have experienced good service you can tell us through the same process. We shall learn from these comments and share good practice across the organisation.

The Gender Group will consider all opinions on matters of policy or strategy from staff or visitors and incorporate them into future Action Plans if appropriate. Specific issues will be addressed locally.

Grievance procedures for staff

We have grievance and disciplinary procedures in place and a separate Equality and Diversity policy as well as a policy and procedure on dealing with complaints of Bullying and Harassment relating to employees. We also have a 'whistle-blowing' procedure, which protects you against victimisation as an employee if you want to report bad practice. More information about these is available on our corporate intranet, through 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.

Appendix 1: The EH Gender Equality Scheme Action Plan

Appendix 2: EH Plans to Collect Data Required Under Anti-discrimination Legislation

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

Telephone: 0870 333 1181

Fax: 01793 414926

Textphone: 01793 414878

E-mail: customers@english-heritage.org.uk