

Gender Equality Scheme Action Plan 2009-2012

Updated 15.10.09

Implementing the Scheme

Action	Outcome	Responsibility	Timescale
1. Review the Equality Scheme and ensure it remains fit for purpose.	<p>Continuous improvement in equality of opportunity for E.H. employees and service users.</p> <p>Measurable actions and outcomes identified and evaluated.</p>	Gender Group Social Inclusion and Diversity Programme Board	Annually. By April.
2. Monitor performance against the Action Plan.	Ensure that appropriate action is taken and evaluate how far it meets the identified aim.	Gender Group Social Inclusion and Diversity Programme Board	<p>Through Gender Group meetings at least 3 times each year.</p> <p>Annual report by Gender Group to SID Prog Board. April/May.</p>
3. Assess the future Action Plan and prioritise action based on Equality Impact Assessments.	Action Plan updated annually.	Gender Group Social Inclusion and Diversity Programme Board.	Annual report by Gender Group to SID Prog Board. April/May.

Gender Equality in English Heritage Public Services			
4. Review the implementation of the Access Assessment template section on family-friendly facilities on the first 20 sites covered in 2009-10. Review Visitor Operations Managers Training on family-friendly issues– Gender Group member to attend as observer	Ensure that the different needs of men and women are being considered effectively.	Richard Freeland, VOD London for P&O Susan Thornton for training	By March 2010.
Gender Equality in Employment			
5. Make reforms to the EH pay structure that reduce the likelihood of gender-related pay inequality. Conduct an equal pay audit to ensure that this is the case.	Equal pay for work of equal value regardless of gender. Transparency and fairness in the award of pay.	James Brereton, Reward Analyst	A “health-check” on pay reform progress will be undertaken in September 2009; a full equal pay analysis will then take place after year 3 implementation in April 2010.
6. Develop means of monitoring the award of Temporary Promotion Allowances (TPAs), Additional Responsibility Allowances (ARAs) and bonus payments as part of the EH pay reform process and using the HRS system, to ensure equality of opportunity.	Transparency and fairness in the award of promotions and additional payments. A report on the HRS which allows monitoring of TPAs, ARAs and bonuses by gender. Investigation of the viability of creating a report on the HRS that monitors internal promotion by	James Brereton, Reward Analyst	TPAs, ARAs and bonus payments will be specifically included in a baseline assessment (currently underway), as well as in the September 2009 “health-check” and the summer 2010 full analysis referred to in item 5 above.

	<p>gender. If this is not possible, then identify alternative means to achieve this.</p> <p>Identify any gender gap in internal promotions and, if found, decide how this will be addressed.</p>		
7. Conduct an Equalities Impact Assessment on Recruitment policies and practices, as part of the EH Resourcing Strategy or singly.	Identify any action needed to promote gender equality, or any gender identity impact, and how this will be addressed.	Tom Godbehere, HR Policy and Employee Relations Manager	By April 2011
8. Monitor statistics on the take up of flexible working options across EH Groups, Departments and Grades by gender.	Ensure EH staff have fair access to flexible working in line with EH policy.	Simon Nicholson, HR Systems Manager and John Davies, Policy Economist.	By April 2010
9. Conduct an Equalities Impact Assessment on policies relating to leave.	<p>Identify any action needed to promote gender equality, or any gender identity impact, and how this will be addressed.</p> <p>Ensure that all staff have access to informed advice on parental leave and related benefits such as the Childcare Voucher Scheme.</p>	Tom Godbehere, HR Policy and Employee Relations Manager	By April 2010

10. Conduct an Equalities Impact Assessment on policies relating to progress, training and retention.	Identify any action needed to promote gender equality, or any gender identity impact, and how this will be addressed.	Tom Godbehere, HR Policy and Employee Relations Manager	By April 2011
11. Conduct an Equalities Impact Assessment on policies relating to resignation and retirement.	Identify any action needed to promote gender equality, or any gender identity impact, and how this will be addressed. Ensure that men and women have appropriate access to expert advice on pensions issues to meet their different needs, for example, part-time working and maternity leave.	Tom Godbehere, HR Policy and Employee Relations Manager	By April 2011
12. Conduct an Equalities Impact Assessment on Disciplinary policy including: <ul style="list-style-type: none"> • Code of Conduct • Disciplinary policy, and • Training on managing poor performance/disciplinary 	Identify any action needed to promote gender equality, or any gender identity impact, and how this will be addressed.	Tom Godbehere, HR Policy and Employee Relations Manager/Helen Rushby, Head of People Development	By April 2010
13. Conduct an Equalities Impact	Identify any action needed to	Kate Davies, Education	By April 2010

Assessment on Volunteering policy and practices.	promote gender equality, or any gender identity impact, and how this will be addressed.	Volunteers Manager, P&O	
14. Produce management guidance on supporting transgender staff before, during and after gender re-assignment.	All E.H. managers to have access to practical information on how they should support transgender staff. Specialist advice to be available on pensions for transgender staff.	Tom Godbehere, HR Policy and Employee Relations Manager	November 2009
15. Produce annual statistics on the EH staff profile by gender.	Report to Gender Group on the statistics as shown in the attached Data Collection table at Appendix 2. Use this data to inform Impact Assessments and the review of the Gender Equality Action Plan priorities.	Simon Nicholson, Human Resources Systems Data Manager. All relevant managers. Gender Group	Annual in April.
16. Produce a gender analysis of the EH Staff Survey by Group and Grade.	To identify any apparently gender-related staff issues and concerns within specific areas of the organisation.	Helen French, Internal Communications Manager, HR.	By September 2009
17. Consult with Gender Group on Equality issues for inclusion in the next	To ensure that EH continues to monitor the effectiveness of its	Helen French, Internal Communications	By 2011 (Staff survey is done every other

Staff Survey	policies, practices and procedures as an employer in relation to gender equality.	Manager, HR.	year,)
Training			
18. Ensure that all new managers, undertake the Essentials course on the “Responsibilities of a Manager” covering equality and diversity management skills.	<p>All new managers and supervisors have the skills and confidence to deliver EH policies on equality and diversity.</p> <p>Monitor the uptake of the course through the HRS to ensure new managers attend within 12 months of appointment or promotion. Gender Group member to attend pilot course as observer.</p>	Helen Rushby, People Development Manager, HR	From Sept 09. Monitoring to be reviewed annually. Helen Rushby
19. Develop a specific Induction Guidance on the Intranet for new managers to include Equality and Diversity Training. Alert Line Managers of all new managers to this.	<p>All managers and staff have access to accurate, up-to-date and accessible information on rights, benefits and procedures.</p> <p>Monitor hits on the intranet.</p>	Helen Rushby, People Development Manager, HR	By June 2010.
20. Introduce training workshop, under Management Options, to include Equality and Diversity training for staff managing volunteers	<p>All volunteers are required to abide by EH Equality and Diversity Policy.</p> <p>Women and men are equally</p>	Helen Rushby, People Development Manager, HR	By June 2010

	valued as volunteers.		
21. Review the promotion of the Traditional Building Skills bursary to attract more female candidates.	Aspire to award at least 40% of bursaries to women in line with statutory requirements and CITB-Construction Skills guidelines..	Bob Hook, Head of Training and Standards, R&S Clara Willets, HLF Traditional Craft Skills scheme.	Review statistics regularly until end of project in December 2010
Procurement			
22. Evaluate the content and effectiveness of mandatory training for managers on equality issues in procurement.	Ensure that EH has an effective process for identifying equalities issues in outsourcing and procurement in line with the forthcoming Equalities Bill provisions.	?, Acting Head of Procurement	By Sept 2010

**ENGLISH HERITAGE PLANS TO COLLECT DATA REQUIRED UNDER ANTI-DISCRIMINATION LEGISLATION
10.01.2008**

- 1) The data which we collect and publish will be anonymised. Data is used to improve policies, practices and procedures generally. Staff will always be told this when asked to self-identify.
- 2) We intend that all data collected should be capable of cross-referencing.

Sexual Orientation, Religion & Belief and Gender Identity

We are not obliged to and do not wish to gather individual staff monitoring data on Sexual Orientation, Religion & Belief or Gender Identity in the same way. However, there are two actions that we will carry out to watch for harassment or discrimination on these grounds:

- 1) Monitor independent counselling service CareFirst for indications of discrimination issues generally We can monitor the quarterly information provided to us by CareFirst for indications of equality issues: however we are unable to obtain detailed information on specific issues as this would breach confidentiality.
- 2) Review appropriate use of Staff Survey or third party survey to check for bullying and harassment, effective implementation of policies and issues for consideration under employer's duty of care.

Age

We are not obliged to gather monitoring data about age. However, this information could be useful, so we will be considering the appropriateness of gathering information relating to training, recruitment and promotion alongside our work on race, gender and disability.

INDICATOR	RACE EQUALITY – By ethnic group (top level census categories)	DISABILITY EQUALITY – By self-definition of disabled status (DDA05 definition)	GENDER EQUALITY – Self-defined: Male Female
Applications for jobs, temporary and permanent, advertised and non-advertised. Success rates at each stage of the process.	1) Currently collected manually on a spreadsheet on S-Drive: to capture recruitment data on all permanent staff by ethnic origin. From January 2008 the Web Recruitment System will start providing reports on ethnic origin showing the number of applicants and success at each stage. We cannot collect data on jobs that have not been advertised - all jobs should be advertised	1) Currently collected manually on a spreadsheet on S-Drive: to capture recruitment data on all permanent staff by disability. From January 2008 the Web Recruitment System will start providing reports on disability showing the number of applicants and success at each stage. We cannot collect data on jobs that have not been advertised - all jobs should be advertised	1) Currently collected manually on a spreadsheet on S-Drive: to capture recruitment data on all permanent staff by gender. From January 2008 the Web Recruitment System will start providing reports on gender showing the number of applicants and success at each stage. We cannot collect data on jobs that have not been advertised - all jobs should be advertised

	<p>2) Ian Harrington (Head of Procurement) is to investigate the compliance of recruitment agencies and what information they can report to EH. However, it is the agencies' responsibility to comply with the relevant legislation.</p> <p>3) HR to plan methods of requesting self-identification by all existing staff. Actively promote the reasons for requesting ethnicity information.</p>	<p>2) Ian Harrington (Head of Procurement) is to investigate the compliance of recruitment agencies and what information they can report to EH. However, it is the agencies' responsibility to comply with the relevant legislation</p> <p>3) HR to plan methods of requesting self-identification by all existing staff. Actively promote the reasons for disclosure of disability by individual staff.</p>	<p>2) Ian Harrington (Head of Procurement) is to investigate the compliance of recruitment agencies and what information they can report to EH. However, it is the agencies' responsibility to comply with the relevant legislation.</p>
<p>Distribution of workers in the organisation, by type of job, location and grade.</p>	<p>We cannot report on "Job Types". There is no definition of what these are, nor a field in the HRS system for them. We can use Department and Grade as a close comparator for this.</p> <p>We can report on Ethnic Origin by Location. A report will be developed that uses the Government Office Regions as the basis for location (this is more useful than by individual sites).</p> <p>The HRS system can report on employees by ethnic origin against grade.</p>	<p>We cannot report on "Job Types". There is no definition of what these are, nor a field in the HRS system for them. We can use Department and Grade as a close comparator for this.</p> <p>We can report on disability by Location. A report will be developed that uses the Government Office Regions as the basis for location (this is more useful than by individual sites).</p> <p>The HRS system can report on employees by self-defined disability against grade.</p>	<p>We cannot report on "Job Types". There is no definition of what these are, nor a field in the HRS system for them. We can use Department and Grade as a close comparator for this</p> <p>We can report on gender by Location. A report will be developed that uses the Government Office Regions as the basis for location (this is more useful than by individual sites).</p> <p>The HRS system can report on employees by gender against grade.</p>
<p>Applications for promotion, transfer and training, and success rates in each.</p>	<p>HRS reports can be produced on who transfers and who is promoted, by ethnic origin</p> <p>The new Web Recruitment system can capture who applied for jobs by ethnic origin. We do not designate jobs as being only suitable as a promotion opportunity.</p> <p>We cannot capture those employees who have applied individually for training from their manager and been refused, unless raised as a</p>	<p>HRS reports can be produced on who transfers and who is promoted, by disability</p> <p>The new Web Recruitment system can capture who applied for jobs by disability. We do not designate jobs as being only suitable as a promotion opportunity.</p> <p>We cannot capture those employees who have applied individually for training from their manager and been refused, unless raised as a</p>	<p>HRS reports can be produced on who transfers and who is promoted, by gender</p> <p>The new Web Recruitment system can capture who applied for jobs by gender. We do not designate jobs as being only suitable as a promotion opportunity.</p> <p>We cannot capture those employees who have applied individually for training from their manager and been refused, unless raised as a</p>

	<u>grievance.</u>	<u>grievance..</u>	<u>grievance.</u>
Staff receiving training	HRS will record all training carried out through People Dev., Finance, ICT etc.	HRS will record all training carried out through People Dev., Finance, ICT etc.	HRS will record all training carried out through People Dev., Finance, ICT etc.
Results of performance appraisals	This is not collectable; Performance Appraisals do not produce “measurable” results ie there are no “box markings.”	This is not collectable; Performance Appraisals do not produce “measurable” results ie there are no “box markings.”	This is not collectable; Performance Appraisals do not produce “measurable” results ie there are no “box markings.”
Staff who benefit or suffer detriment from performance assessment	1) HR to collect the data on pay bonuses awarded in a spreadsheet until it is possible to include in the new HRS from April 2008.	1) HR to collect the data on pay bonuses awarded in a spreadsheet until it is possible to include in the new HRS from April 2008.	1) HR to collect the data on pay bonuses awarded in a spreadsheet until it is possible to include in the new HRS from April 2008.
Grievances and disciplinary action, including the results, and tribunal decisions involving claims of discrimination or harassment	HR will provide an annual narrative update on cases relating to discrimination or harassment	HR will provide an annual narrative update on cases relating to discrimination or harassment	HR will provide an annual narrative update on cases relating to discrimination or harassment
Terminations of contract (for whatever reason)	Can currently run a leavers report by ethnic origin against a wide range of reasons for leaving.	Can currently run a leavers report by disability against a wide range of reasons for leaving.	Can currently run a leavers report by gender against a wide range of reasons for leaving.
Flexible working	The HRS can report on numbers of homeworkers by ethnicity.	The HRS can report on numbers of homeworkers by disability.	The HRS can report on numbers of homeworkers by gender.
Part-time working	The HRS can report on numbers of full/time + part-time workers by ethnic origin,	The HRS can report on numbers of full/time + part-time workers by disability.	The HRS can report on numbers of full/time + part-time workers by gender.
Leave for parents and carers	We do not currently record “paid” leave on HRS system, and do not specify the reasons for “unpaid” leave. This information cannot be provided from without HRS development, and this has not yet been specified. ACTION: HR will review any viable means of monitoring take up of parental/carers’ leave by	We do not currently record “paid” leave on HRS system, and do not specify the reasons for “unpaid” leave. This information cannot be provided from without HRS development, and this has not yet been specified. ACTION: HR will review any viable means of monitoring take up of parental/carers’ leave by	We do not currently record “paid” leave on HRS system, and do not specify the reasons for “unpaid” leave. This information cannot be provided from without HRS development, and this has not yet been specified. ACTION: HR will review any viable means of monitoring take up of parental/carers’ leave by

	March 2009.	March 2009.	March 2009.
Equal pay	The new HRS can report on this.	The new HRS can report on this.	The new HRS can report on this.

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

