

Action Plan – Review of Under-representation of BME Communities in the SBC Workforce

Appendix 1

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
1.	Further work be undertaken to investigate and follow-up on undeclared ethnicity of Council staff, ensuring clarity around why the Council is requesting ethnicity data and what it will be used for, and providing a paper copy of the equality monitoring form for those staff not within a traditional office base.	Equality & Diversity Advisor has had early discussions with Hr OD manager exploring on how to move forward	To be transparent in relation to our understanding of the ethnicity of the workforce with supported data & clarity. Provide equality monitoring form for those staff not within a traditional office base.	Hr Organisational development	July 2019
2.	Discussions be held at Senior Management level to understand variances of BME representation across directorates and encourage shared corporate responsibility in increasing workforce diversity. Consideration be given to directorate-specific Action Plans to identify and promote potential employment opportunities to the BME community.	Open discussion regards with CMT in terms of representation within their directories	Equality & Diversity Advisor to have a discussion with CMT in relation to BME representation and other protected groups in the workforce.	CMT / Equality & Diversity Advisor	October 2019
3.	Senior Management should continue to periodically promote all Council staff forums (including the BME Staff Forum) and take positive action to ensure Officers are supported to attend and engage.	<ul style="list-style-type: none"> • Develop an article for KYIT in August • Explore developing a STS sessions with the new CPM 	Delivering sessions at STS in relation to staff forums. Also support senior officers to release staff wherever possible to attend forum meetings	Equality & Diversity Advisor	October 2019
4.	Interview evaluation be developed to allow any Council job applicant to comment on the interview process (organisation, documentation, interview panel, questions, etc.) which may identify areas for improvement.	Hr OD manager to develop the process and forms for evaluation feedback form with E&D advisor	Develop an interview evaluation feedback form and monitor results for areas of improvements	Hr Organisational development	September 2019

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5	To increase awareness of the Council, what it provides, and potential routes for employment (including apprenticeships, work placements, etc.), SBC promote itself as a diverse employer across a large and varied range of services through multiple mediums (e.g. via social media, in schools / colleges, at targeted job fairs, with established BME community groups).	<ul style="list-style-type: none"> • Send out apprenticeships information to Refugee communities networks 20th of May • Planned awareness session at Marlborough House Mosque at Friday Pray time and the Stockton Sikh temple.(24th & 26th of May) • Raise the awareness at the learning disability partnership board on the 22nd of May • Attended Stockton Sixth form college to promote apprenticeships and SBC jobs 	<p>Promote BME communities to attend apprenticeships fairs on social media networks What app's, emails local Facebook</p> <p>Promote apprenticeships to local Mosques in Stockton and Sikh Temple in Thornaby</p> <p>Information was presented at the learning disability partnership board to encourage people with disabilities to apply</p> <p>Attended with the Hr Team Manager for organisational development and promoted apprenticeships and SBC jobs</p>	Equality & Diversity Advisor	May 2019
6.	A poster / social media campaign be developed (similar to 'Be a Councillor') to promote the diversity of the Council's staff and the roles they undertake.	Equality & Diversity Adviser to develop a range of resources	A Positive poster to be developed representing the diverse work force of SBC and promoted to social media networks, website and Catalyst e-bulletin Newsletter which reaches 800 voluntary and community organisations	Equality & Diversity Advisor	July 2019

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7.	The responses from BME staff to the Employee Survey 2018 are explored, particularly around opportunities to learn, develop and progress.	Hr Organisational development manager in partnership with Equality & Diversity Advisor to extract information from 'Employee Survey 2018'	Extract BME data from 'Employee Survey 2018' to look at opportunities to learn, develop and progress.	Hr Organisational development	September 2019
8.	Subject to a review of who is responsible for each identified action, a final draft BME Staff Forum Action Plan be endorsed by the Council, and the proposed report on progress of this Action Plan be shared with the People Select Committee.	Equality & Diversity Advisor working with BME Staff forum chair & group to identify final actions and shared with People Select Committee	To develop one action plan with set time scales for delivery of Under-representation of BME Communities in the SBC Workforce	Equality & Diversity Advisor	July 2019