

Appendix 3: Equalities in Employment Action Plan 2016/17

<u>Outcome</u>	<u>Equality Strand</u>	<u>Action</u>	<u>Lead Officer</u>	<u>Date</u>	<u>Comment</u>	<u>Activities</u>
Ensure that ELC offer a non-discriminatory package of employee benefits	ALL	1. Analysis of the equality profile of the uptake and participation in Employee benefits	Policy & Performance Team	Ongoing		
ELC Employees will have increased understanding of Equal Opportunities	ALL	2. Promote the Online Equalities Training Programme, including advertising and communication with managers	Policy & Performance Team	Ongoing	Equalities Training is embedded within the Induction programme	
		3. Continue to implement Equalities Training Plan	SC/PR	Annually		
		4. Deliver Annual Employment Law seminar for Business Managers	Policy & Performance team in conjunction with HR	Annually		
ELC will aim to eliminate discrimination in all employment practices	ALL	5. Develop a programme of equalities in employment awareness raising events, promoting understanding of 'protected characteristics'				
		6. Undertake Equality Impact Assessment on all high priority employment policies and practices	RS /WMcN	Ongoing	Priority given to new and revised employment policies.	EQIA –ongoing on all new policies
		7. Report the findings of EQIA within all council committee reports	ALL	Ongoing		
8. Monitor grievances to identify any equalities issues and seek to improve performance	SC	Ongoing				

Supporting young people into the workforce	AGE	9. Offer work experience opportunities to ELC High School pupils.	SC	NOV/ DEC Annually		
		10. Career evenings in ELC High Schools.	SC	Annually		
		11. Modern Apprentice (Business Admin)	East Lothian Works	Ongoing		
		12. Graduate Interns. 13. Paid Work Experience 14. Achieve Investors In Young People status				
ELC eliminates discrimination in employment, education and training on the basis of age	AGE	15. Monitor the impact of the removal of the default retirement age	HR	Annual Equalities Monitoring Data	See Key Findings within the Equality in Employment Monitoring Report	
ELC will be an employer of choice for Disabled People	DISABILITY	16. Retain and promote Disability Confident	WMcN	Annual		
		17. Refresh guidance for managers on recruitment and selection of disabled people including the use of the Guaranteed Interview Scheme.	SC	Reviewed Annually		
		18. Retain and promote the Mental Health Commendation Award.	WMcN	Annually		
		19. Retain and promote the Healthy working Lives Gold Award.	WMcN	Annually		
		20. Include alternative format application packs via myjobscotland site (Currently detailed on ELC website and application forms)	WMcN	AUG 2016	Complete	

ELC to ensure gender equality in employment	GENDER	21. Produce an annual Equal Pay Audit analysing the 'pay gap' within the Local Government Employee Group.	CP/AC/SC	30 June Annually	Complete	
		22. Analysis of equal pay gaps between different pay groups (LGE, Craft, Teaching) by occupant gender.	SC/AC/CP	30 March Annually	Complete	
ELC to be an Employer of Choice for LGBT people	LGBT	23. Support Stonewall Diversity Champions Programme	RS/SC	Ongoing	Annual assessment undertaken.	
		24. Review Employment Practice using Stonewall's Employment Index Questionnaire	RS	Ongoing		
		25. Development session with Human Resources Employees on Gender Reassignment Awareness	RS/SC	31 March Annually	Annual Assessment outcome	
ELC has a system in place to support employees who are experiencing domestic abuse	GENDER	26. Continue to Implement the Domestic Abuse Workplace Policy	ALL Managers	Ongoing		Employee Assistance programme is used as a proactive tool in supporting employees and managers
		27. Continue to offer training and awareness opportunities for managers to deal with Domestic Abuse in the workplace	RS	Ongoing		
		28. East Lothian Council to promote sign the White Ribbon Campaign Pledge and offer employees the opportunity to take the pledge	RS	Ongoing		

<p>ELC will engage with employees to improve our understanding of their experience in the workplace</p>	<p>ALL</p>	<p>29. EAP Awareness Session 30. Raise profile of EIS Benevolent fund to (ex)Members</p>	<p>WMcN/GG/SK GG/JN</p>	<p>Ongoing Ongoing</p>		
<p>The Council will be fully aware of the makeup of its workforce</p>	<p>ALL</p>	<p>31. Produce Annual Employment Equalities Monitoring Report information to Corporate Management Team and relevant committees (JCC and PPR Committee) a. Publish information on ELC Website and Intranet</p>	<p>SC/WMcN/CP WMcN/CP</p>	<p>Annually – subject to availability of data Following approval at JCC</p>	<p>Data required from myjobscotland /COSLA</p>	<p>Age and gender demographic information is provided to ELC leadership teams on a Monthly basis</p>