

# Equality Action Plan

KEY ISSUE	ACTION REQUIRED	EVIDENCE	RESPONSIBILITY	TIMESCALE
Sustain and improve City Building's performance in the recruitment of individuals from diverse areas	<p>Continually review procedures for recruitment and in particular where we actually advertise to ensure we are reaching all diverse groups.</p> <p>Construction for All initiative set up to encourage young people from minority ethnic and other under represented groups to consider a career in construction. This has been presented at a number of community and business events.</p>	<p>Recruitment analysis from application stage through to appointment for all new entrants. Monitor statistics closely to ensure %ratio is within our target.</p> <p>Monitor performance and effectiveness of Construction for All initiative.</p> <p>Partnership working with EMEC (Ethnic Minority Enterprise Centre)</p>	<p>Directorate Senior Management Team HR Training Marketing</p>	2008 and ongoing
Sustain and improve City Building's performance in the recruitment of individuals with a disability	<p>Continually review procedures for recruitment to ensure individuals with a disability have equality of opportunities for employment.</p> <p>Enhance our current initiatives where possible to target as many disabled employees as we can.</p> <p>Seek further funding to allow our vision to become a reality.</p>	<p>Recruitment analysis from application stage through to appointment for all new entrants. Monitor statistics closely to ensure %ratio is within our target.</p> <p>Accredited with Double Tick Initiative.</p> <p>Our RSBi sheltered workplace offers employment facilities to 250 employees (over 50% of whom are disabled). This includes 104 Workstep training places.</p> <p>RSBi also offers 25 school children mild learning disabilities each year to participate in an SVQ Level 1 in Performing Manufacturing Operations (PMO). Introduction of an RSBi Scholarship which will offer an apprenticeship to school leavers with mild disabilities who would otherwise be excluded from the labour market.</p>	<p>Directorate Senior Management Team HR Lifelong Learning Centre Marketing</p>	2008 and ongoing

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<p>Sustain and improve City Building's performance in the recruitment of women into construction</p>	<p>Continually review procedures for recruitment to ensure females have equality of opportunities for employment in the construction environment.</p> <p>Enhance our current initiatives to target females and lone parent females.</p> <p>Seek further funding to allow our vision to become a reality.</p>	<p>Development of a highly successful training programme aimed at single female parents. The "Female Lone Parents into Construction" programme won a Cosla Award. It has proved highly successful and has allowed a number of single female parents to undertake a specifically designed apprenticeship programme which was tailored around their childcare responsibilities and have a career in the construction industry, thus breaking down barriers of women working in construction.</p> <p>It is our intention to build on this successful programme in 2008 and onwards by including additional numbers and also opening this programme to include male single parents also who perhaps need a tailored programme to fit in with their childcare responsibilities.</p>	<p>Directorate Senior Management Team HR Training Marketing</p>	<p>2008 and ongoing</p>
<p>Ensure City Building applies equality of opportunity to all irrespective of their sex, marriage, gender re-assignment, race, colour, nationality and national origin, disability, sexual orientation, religion or belief and age</p>	<p>Review recruitment procedures to ensure that no one is discriminated or treated less favourably than others for any reason and in particular those areas highlighted.</p>	<p>Recruitment analysis. Monitor statistics. Ensure all persons involved in the recruitment process are trained appropriately on our procedures and responsibilities in this respect. Ensure appropriate training on all related policies such as Harassment and Bullying, Disciplinary and Grievance, etc.</p>	<p>Directorate Senior Management Team HR Training</p>	<p>2008 and ongoing</p>
<p>Ensure City Building has proper processes in place to ensure retention of all employees in particular those within the above categories</p>	<p>Review policies and processes to ensure that equality of opportunity to progress is available to all employees within the organisation irrespective of their race, gender, disability, etc.</p>	<p>Personal Development Plans in draft stage to be implemented in due course Succession Planning Further Education available to all employees Training and Development Policy in place Harassment and Bullying Policy in place</p>	<p>Directorate Senior Management Team HR Training</p>	<p>2008 and ongoing</p>