

## GENDER EQUALITY AND TRANSGENDER ACTION PLAN 2010 – 2013

The delivery of actions will be undertaken within current and future resources

**KEY: P- PLANNING, I - IMPELEMENATION, C- COMPLETED, E- EVAULATED**

NO	ACTION	<u>TARGET DATE</u>	RESPONSIBILITY/ COMMENTS/ NOTATIONS
<p>The Gender Champion and Gender Action Group (GAG) will continue to implement and mainstream gender equality on annual business plans - Sexual Orientation will be championed by the Gender Champion with accountability and leadership from Sexual Orientation Sub-Group Chair (SO) Reviewing progress &amp; accountability for Gender Equality and Sexual Orientation progress will continue to done @ Executive Team/Board level - signing of annual /statutory progress reports – Directorates will continue to look at how funding can be sourced and best utilised</p> <p>The Library will continue to consider and review what additional staff training is required and methods of delivery on Gender Equality and Transgender.</p>			
<b>G1</b>	Ensure increased awareness of managers e.g. when approving staff annual leave requests to consider all requests fairly based on when submitted / individual circumstances / wider than childcare responsibilities	Year 1 <b>PRIORITY TWO COMPLETED</b>	<b>Human Resources</b> Managers are encouraged to consider all leave request fairly in line with the Library’s policies and procedures.
<b>G2</b>	Equal Pay – to refer to the work of the Equal Pay Sub Group on any recommendations or areas of action around equal pay	Year 1-3 <b>PRIORITY TWO IMPLEMENTATION</b>	<b>Human Resources</b> The Equal Pay Audit Report was agreed in late 2010 confirming that any differences are under the 5% as recommended by the Equality and Human Rights Commission. An updated Equal Pay report for 2011 is currently being

			developed and will compare the results from last year report.
<b>G3</b>	<p>(1) As a member of “Opportunity Now” build stronger relationship with member organisations to keep abreast of best-practice and take part in Opportunity Now initiatives</p> <p>(2) Continue to build relevant networks and relationship with organisations for Domestic Abuse and Transgender to enable greater insight into national and local initiatives</p>	<p>Year 1-3</p> <p><b>PRIORITY ONE IMPLEMENTATION</b></p>	<p><b>Human Resources &amp; Strategic Marketing &amp; Communications</b></p> <p>(1) The Library is operating with reduced funding and how to consider and prioritise the resources available to meet needs. The Library is no longer a member with Opportunity Now however, Human Resources still keeps abreast of gender equality issues through other best-practice professional networks, publications, employer updates and the internet. SM&amp;C – BIPC continues to engage with organisations to promote women entrepreneurs in our partner programme such as Everywoman and Women Unlimited.</p> <p>(2) Human Resources keep abreast of national and local initiatives in regards to Domestic Abuse and Transgender.</p>
	<b>New Policy Development and Awareness Areas</b>		
<b>G4</b>	Progress Domestic Abuse Policy ensuring best practice and inclusive to all men, women, transgendered men and women, whatever their sexual orientation and cultural groups. Ensure the policy is appropriately communicated to all staff and awareness is raised.	<p>Year 1-2</p> <p><b>PRIORITY ONE COMPLETED</b></p>	<p><b>Human Resources</b></p> <p>The Domestic Abuse policy was developed ensuring best-practice and inclusive to equality groups. The policy was launched on 6 May 2011 to employees.</p>
<b>G5</b>	Continue work to develop a Flexible Working Policy with clear procedures and practices for requesting to work flexibly and the alternative methods of flexible working available to staff. Ensure the policy is appropriately communicated to all staff and awareness is raised.	<p>Year 1-2</p> <p><b>PRIORITY ONE PLANNING</b></p>	<p><b>Human Resources</b></p> <p>The Coalition Government has consulted with stakeholders under the Modern Workplaces consultation on the aim of facilitating a culture of flexible, family-friendly employment practices whilst still giving employers the flexibility to recruit and retain the skilled labour required for their businesses. The consultation consists of four elements - a system of flexible parental leave; a right for all employees to request</p>

			flexible working; changes to the Working Time Regulations affecting the interaction of annual leave with sick leave and family-friendly leave; and measures to encourage equal pay for equal work between men and women. The Library has currently put on hold the development of a Flexible Working Policy until the results of the consultation are communicated in late 2011 to ensure the policy incorporates UK legislation and guidance.
<b>G6</b>	Develop a Transgender Policy ensuring that it meets legal requirements and best practice and also covers what procedures should be followed when a member of staff is transitioning. Ensure the policy is appropriately communicated to all staff and awareness raised	Year 1 -2 <b>PRIORITY TWO IMPLEMENTATION</b>	<b>Human Resources</b> A Transgender Policy is being developed to meet legal requirements and best practice. The Policy will be completed in Year 2.
<b>G7</b>	Look at methods of communicating Gender, Transgender, Sexual Orientation news and raising the profile of the Gender Action Group and Sexual Orientation sub-group (1) Ensure new information, current legislation, best practice is brought to managers attention (2) Continue to update the diversity website with relevant information on Gender, Transgender and Sexual Orientation – ensure that this is cascaded to staff who do not use a PC or the intranet via Team brief, Shelflife, news letters (3) Directorates / services raise awareness of activities, events, employee show cases etc (4) Improve service users/stakeholders knowledge of commitment to Gender and Sexual Orientation by the continued use of external communications to readers through use of plasma screen and Reader Bulletin	Year1 <b>PRIORITY ONE COMPLETED</b>	<b>HR (employment areas) - Business &amp; Intellectual Property Centre – Directorate Comms Leads - Reader Bulletin and Newsletter Editors etc</b> (1) The Equality Act 2010 came into effect from 1 <sup>st</sup> October. Legislative changes were incorporated into the Equality and Diversity policy and launched to all staff. (2) The Library celebrated and promoted LGBT/International Women’s month 2010 using the intranet and Shelflife and in What’s on electronically and hard copy for readers and visitors and employees. (3) The BIPC uses it website to promote events targeted at women and uses images on material showcasing both genders.
	<b>Impact assessment and Monitoring</b>		
<b>G8</b>	Continue to monitor and analyse HR data in relation to Gender Equality, produce end of year monitoring data and if required take action based on the analysis to ensure equality of opportunity.	Year 1-3 <b>PRIORITY ONE COMPLETED</b>	<b>Human Resources</b> Human Resources collect and monitors equal opportunity data every 6 months which is shared with TUS at the Equality and Diversity

			Working Group.
<b>G9</b>	Continue to log, monitor and act on feedback from service users on gender and transgender equality areas within the Library premises e.g Reader services, the Business & Intellectual Property Centre, WC's, baby-changing facilities.	Year 1-3 <b>PRIORITY ONE IMPLEMENTATION</b>	<b>Estates / Operations &amp; Services / Business &amp; Intellectual Property Centre</b> Customer Services, Estates and the B&IPC collates and monitors feedback from service users. Service users are encouraged to submit equal opportunities data but this is voluntary.
	<b>Buildings and Environment</b>		
<b>G10</b>	Continue to ensure that design / planning stages of facilities projects take account of Gender, Transgender and Sexual Orientation needs within consultation process.	Year 1-3 <b>PRIORITY TWO IMPLEMENTATION</b>	<b>Estates</b> The Building Services and Services team is responsible for the maintenance and operation of the Library's building and services as well as new building projects. At Gate 3 a ramp was built to increase accessibility for visitors and readers for example, parents with prams and wheelchair users. Future design / planning stages of facilities take account of equality groups.
	<b>Website - Publications - Marketing Material and External Communications / Events/ Business &amp; Intellectual Property Centre</b>		
<b>G11</b>	Continue to (1) promote the Library's events and exhibitions using marketing material which promotes Gender Equality and Sexual Orientation to stakeholders and community groups. (2) work with key stakeholders in designing and publishing material to promote gender equality and sexual orientation (3) improve the new website content, working with key stakeholders to ensure a responsive approach to Gender Equality and Sexual Orientation needs/recognition (Main BL web site)	Year 1 <b>PRIORITY ONE IMPLEMENTATION</b>	<b>Design Office &amp; Website Services SEE G7</b> The Library promotes events and exhibitions using marketing material and takes account of gender equality and sexual orientation stakeholders e.g. International Women's and LGBT Month. BL website using our main catalogue search engine lists our collections relevant to Gender and Sexual Orientation
<b>G12</b>	Business & Intellectual Property Centre and corporate and	Year 1	<b>Business &amp; Intellectual Property Centre</b>

	<p>public events to take account of gender and sexual orientation needs (1) Business &amp; Intellectual Property Centre to continue to identify and hold events for entrepreneurs of different gender and sexual orientation (2) plan public and corporate events that reflect our commitment to these areas by working in partnership with community groups.</p>	<p><b>PRIORITY ONE COMPLETED</b></p>	<p><b>&amp; Strategic Marketing &amp; Communications - Social Inclusion</b>  The BIPC Continues to support entrepreneurs of different gender and sexual orientation  During 2010, Public events</p> <ul style="list-style-type: none"> <li>• Mothers of Invention Inspiring Entrepreneurs event with guest speakers Natasha Kaplinsky and Sian Sutherland, Mama Mio. 250 people and webcast live online</li> <li>• British Library hosted Camden Women's Forum on International Women's Day, 8 March 2011. 80 women</li> <li>• Ready to take on the world conference with Women Unlimited. 250 women</li> <li>• Launch of new 'peer coaching' sessions with Women Unlimited Business Club 30 women per month</li> <li>• Speed mentoring events on Women's Enterprise Day, 17 November 2010 60 women</li> <li>• Ask an Expert one-to-one meetings on branding with former BBC Dragon Rachel Elnaugh 72 people over the year</li> </ul> <p>The Library also offers a programme of activities and events during most school holidays. More information can be found on</p>
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	<b>Engagement</b>		
<b>G13</b>	Scholarship & Collections staff to; (1) promote Gender Equality and Sexual Orientation diversity when representing the Library in collections related matters / acting in an advisory capacity; (2) share diversity good practice obtained through external representation or involvement internally.	<p>Year 1-3</p> <p><b>PRIORITY ONE IMPLEMENTATION</b></p>	<p><b>Scholarship &amp; Collections &amp; Operations &amp; Services</b></p> <p>A reference and research specialist undertook a LGBT – research discovery project researching the BL collections items. The outcome of the research project resulted on talks to staff, public and with wider LGBT networks. Curators have built up extensive relationships with relevant organisations in regards to Gender and attending conferences, workshops i.e. Arts/Humanities, Social Sciences.</p>
<b>G14</b>	Look at how the numbers of readers and visitors of different Gender and Sexual Orientation can be appropriately measured for performance monitoring data and continue to measure this to each site.	<p>Year 1-3</p> <p><b>PRIORITY ONE IMPLEMENTATION</b></p>	<p><b>Scholarship &amp; Collections -Operations &amp; Services - Strategic Marketing &amp; Communications</b></p> <p>The Library (Welcome Team, BLCC, BIPC, Public Events Team) currently collects equal opportunity data on gender, disability, race and age for reader registration but this does not currently include sexual orientation or religion or belief.</p>
	<b>Collection Development</b>		
<b>G15</b>	Adding Transgender and Sexual Orientation to the archiving of Diversity websites. (Current initiative that the BL has undertaken as a repository of information). A work plan needs to be completed and confirmed	<p>Year 2-3</p> <p><b>PRIORITY TWO</b></p>	<p><b>Scholarship and Collections</b></p> <p><b>YEAR TWO</b></p> <p>(The activities of the Web Archiving</p>

			programme have been aligned with the new Legal Deposit Implementation programme, The Library is awaiting new government regulation for legal deposit includes web archiving).
<b>G16</b>	Sound Archive to consider the development of oral histories from the Transgender community to raise the awareness and inclusion.	Year 2-3 <b>PRIORITY TWO</b>	<b>Scholarship and Collections YEAR TWO</b>
	<b>Access to the collections</b>		
<b>G17</b>	Continuing to build digital research structure: (1) and the C21 <sup>st</sup> Curator project exploring skill sets needed to benefit wider audiences including the Transgender and Sexual Orientation community (2) Contributing to digitisation projects / selection of links to relevant digital resources that reflect on Gender, Transgender and Sexual Orientation	Year 1-3 <b>PRIORITY ONE PLANNING</b>	<b>Scholarship and Collections YEAR TWO</b>  The C21st Curatorship project arranges professional development talks and seminars for S&C colleagues, providing a forum for keeping up with new developments and emerging technologies in archives, librarianship, bibliography and museology. Further talks on LGBT and curatorial skills sets will be considered.
<b>G18</b>	Promote and explore ways in which Transgender and Sexual Orientation items of interest are made accessible e.g. in reading lists, catalogues and internal and remote access. Take into consideration (1) any potential barriers and solutions to access around graphic material and firewalls or other systems that can make topics excluded. (2) ensure remote access to reading list and catalogues so users know what is available. Consider the introduction of a multi-disciplinary Transgender resources list available remotely and non-remotely.	Year 1-3 <b>PRIORITY ONE</b>	<b>Scholarship and Collections/ e- Strategy &amp; Information Systems /Design Office YEAR TWO</b>
<b>G19</b>	Explore how privacy can be better improved when viewing items e.g. rare collection that need supervision or text / content that needs to be kept discreet to the reader	Year 1-3 <b>PRIORITY TWO</b>	<b>Collection Security/Reader Services YEAR TWO</b>
<b>G20</b>	Improve front-line staff awareness	Year 2	<b>Front Line Services Diversity Group</b>

	(1) of the Transgender community and ensure service delivery is accessible and inclusive to all. (2) Ensure all front-line staff are aware of how to deal with issues of Domestic Abuse occurring on Library sites or services	<b>PRIORITY TWO</b>	<b>G20 is planned for YEAR TWO</b> (A new Front line diversity training course was developed in 2010 and three courses were delivered in 2011. The course was delivered to front-line staff which included practical awareness and knowledge of the Library's approach to diversity and included specific diversity strand information. Further courses will be offered if required to new entrants).
	<b>Reading Services and Welcome Team</b>		
<b>G21</b>	Review reader registration procedures in relation to the Transgender community / readers in transition to ensure the procedure is handled appropriately and sensitively with guidance for Welcome Team	Year 2 <b>PRIORITY TWO</b>	<b>Operations and Services YEAR TWO</b>
<b>G22</b>	Ensure that readers and service users are aware that transphobia or homophobic behaviour within the Library sites once reported will be taken seriously.	Year 2 <b>PRIORITY THREE</b>	<b>Reader Services YEAR THREE</b>
	<b>Trade Union Side</b>		
<b>G23</b>	Trade Union Side – to continue to actively promote Gender Equality / Transgender and Sexual Orientation initiatives in the BL by improving communications to members about the work TUS has been doing and continues to do to promote equality within the Library	Year 1-3 <b>PRIORITY ONE IMPLEMENTATION</b>	<b>TUS</b> The Unions have continued to update members on related areas via newsletters and general communications including consultation on subjects such as restrictions in the operation of the Library's Flexible Working Hours System, and on sexual orientation monitoring
	<b>Corporate Procurement</b>		
<b>G24</b>	Contract managers to continue to monitor suppliers performance on diversity including Gender Equality, Transgender and Sexual Orientation	Year 1 <b>PRORITY ONE COMPLETED</b>	<b>CPU</b> .The Library's key outsourced Contract providers are performance managed against this requirement e.g. Catering, Engineering & Estates, Cleaning
<b>G25</b>	Review the training needs of those responsible for procurement as required to meet new obligations under the Equality Act 2010 in relation to Gender Equality	Year 1 <b>PRIORITY ONE COMPLETED</b>	<b>CPU</b> Equality Act 2010 now in force and information and guidance on the new legislative changes

			has been communicated to CPU.
<b>G26</b>	Work on government and sector initiatives with other NDPB's e.g. to increase reach and communication by combining efforts, increasing diverse board level representation and diversity initiatives in general.	Year 1- 3 <b>ON GOING</b>	<b>Executive Team - Human Resources- &amp; Strategic leads</b> The Library has an on-going dialogue with other NDPB's and keeps abreast of sector and diversity initiatives of relevance to the Library.