

APPENDIX B3 - GENDER Equality Scheme Action Plan

This action plan details the actions that the British Library will take over the next three years to satisfy the Gender Equality Scheme Duty.

NO.	ACTION	TARGET	IMPACT ASSESSMENT LEVEL
	Employment		
G01	Establish the need for additional resources to support the GES; and also work to establish the extent to which the GES can be delivered within current and future resource constraints	Year 1 Q1	15
G02	Assess the need for a separate Champion for Gender against the current position of the two Diversity Champions for Service and Workforce – (Need for accountability and to ascribe leadership)	Year 1 Q1	15
G03	Assess the need for a Gender Action Group versus a Diversity Action Group and review the remits and terms of reference accordingly.	Year 1 Q1	15
G04	Review the Diversity Policy to ensure this meets all statutory requirements and good practice – review Policy and access to flexible working and continue with cross site improvement initiatives e.g. more use and provision of VCR facilities	Year 1 Q1	15
G05	Establish qualitative monitoring of all HR policies to ensure that organisational development needs are achieved	Year 1 Q1	15
G06	Continue building stronger networks and relations with Gender and Equality organisations to enable greater insight into national and local initiatives	Year 2 Q1	15
G07	Continue the review of the Diversity website and ensure that this holds relevant and informative information which is easily accessible – ensure that this is cascaded to staff who do not use the intranet	Year 1 Q2	15
G08	Establish a regular managers newsletter to ensure that case law updates are brought to managers attention and that current legislation issues are brought to their attention with good practice examples – keep staff updated with new information	Year 1 Q3	15
G9	Establish a monitoring system for all flexible working requests for men and women so that this can be reviewed and common issues be proactively addressed	Year 1 Q1	15
G10	Identify all staff training needs and method of training in Gender and Equality issues and roll out the training	Year 1 and ongoing	13
G11	Launch Gender Equality on line training tool	Year 1 Q3	15
G12	Ensure that Impact Assessment Training is made and delivered to managers	Year 2 Q2	15

G13	Improve workforce knowledge of, and commitment to the GES by continued use of internal communications etc	Year 1 and ongoing	13
Impact Assessment			
G14	Ensure that a record of all policies and procedures which are deemed to have a high, medium or low relevance are available for reporting	Year 1 Q4	15
G15	Develop a corporate strategy which includes a corporate approach to impact assessment, evidence gathering and stakeholder involvement and develop corporate guidelines and ensure that managers are aware of how to apply the guidelines	Year 1 Q4	15
G16	Produce end of year monitoring data and analysis and ensure this is published	Year 1 Q4	15
Buildings – environment etc			
G17	Monitor and act on feedback with regards to gender issues within the premises e.g. Reader services, the BIPC, conference centre and main building	Ongoing	15
G18	To log issues any issues and where necessary and practicable plan a programme of improvement for corporate and public events in terms of gender accessibility and support as part of a wider diversity approach	Year 1 Q1	12
G19	Continue to ensure that design and planning stages of facilities projects take account of gender needs and consultation	Ongoing	10
Website - Publications - Marketing Material and External Communications / Events			
G20	Continue to work with key stakeholders in designing and publishing marketing materials to ensure a responsive approach to gender needs and recognition	Ongoing	15
G21	Continue to identify and hold events in BIPC for entrepreneurs of different gender and to plan public and corporate events that reflect commitment to the GES and to Gender Equality	Year 1 Q2	15
G22	Ensure that BIPC corporate and public events take account of gender needs when planning events and establish new measures for the events team support	Year 1 and ongoing	10
G23	Continue to improve the new website content, working with key stakeholders to ensure a responsive approach to gender needs/recognition	Year 1 Q2	15
G24	Improve service user/ stakeholder knowledge of our commitment to the GES/ Gender Equality by continued use of external communications etc such as use of the Reader E Bulletin, plasma screens, leaflets and website updates	Year 1 and ongoing	13
G25	Identify which key service communications	Year 2 Q2	15

	mechanisms will be used and when and how and what information can be provided on request.		
Engagement			
G26	Aim to secure a representative for GE on the Collections Advisory groups for direct involvement in service and collection development by working with appropriate community / action / pressure groups identify representatives etc.	Late 2007 – early 2008 - S&C	10
G27	Employees from the scholarship and collection team to be or continue to be involved in supporting potential users by being members of advisory groups and to keep the GE issue live and secure experience and knowledge for both parties	Years 1-2 and on going – S&C	10
G28	Engage in bench marking with other similar institutions to ensure that BL is at least as good as others in terms of user services and also to share experience and knowledge both from an internal and external perspective	Years 1-3 and ongoing O&S	12
G29	Measure the numbers of readers and visitors of different gender to each site	Years 1-3 & on going S&C	12
G30	Build on existing arrangements and initiatives with the Welcome Team and other front line staff to welcome and educate both remote and non remote readers and visitors of different gender to the BL advising them of how best to access our services and products	Year 1-3 and on going	11
Collection Development			
G31	To take into consideration gender equality issues as one of the many factors in the active selection and collection development of purchased and donated materials.	Report end of financial year	15
G32	Adding Gender to the archiving of Diversity websites – a current initiative that the Library has undertaken as a repository of information. A work plan needs to be completed and confirmed	Year 1 for the work plan – S&C	10
Access to the Collections			
G33	Continuing to build the digital research structure and the 21 st Century Curator project exploring skill sets needed to benefit wider audiences including people of different gender	Ongoing > progress Year 1-3 – S&C	10
G34	Continuing to build the digital research structure. Contributing to digitisation projects and selection of links to relevant digital resources that reflect people of different genders	Dec 2006 – S&C	15
G35	Transforming search and navigation. Web pages, thematic collections, style of content and layout reflect gender equality.	Year 1 & ongoing S&C	15

G36	The Sound Archive Web pages to have continued involvement with the wider community and external stakeholders	Ongoing S&C	15
G37	Continue external talks on the collections (London regionally) and the work with social inclusion and regional initiatives to improve on these in terms of broad gender audiences	Year 1-3 and ongoing S&C	15
	Corporate Procurement		
G38	Gender Equality training in terms of goods and services for procurement lead for policy and practice.	May 2007	11
G39	Review of systems to ensure that selection of providers of goods and services identify those who support equality and diversity requirements and that they meet expectations	Year 1	11
	General		
G40	Look at the need for gender support networks	Ongoing	11
G41	Complete current Equal Pay Review and schedule any actions and targets required in line with the GES and GES action plan. Indicative findings and report to be published which will inform objectives	May – July 2007 On going	15
G42	Work with DCMS on DCMS initiatives with other NDPB's re increasing reach and communication by combining efforts – e.g. DCMS Capability review, increasing board level representation and diversity in general – reviewing collective approach to governance and recruitment etc - <i>The Secretary of State has asked NDPB Chairs to draw up strategic plans to maintain or increase board diversity over the next 5 years, to be prepared by 1 June 2007.</i>	On going	12
G43	Reporting and planning in line with DCMS new funding agreements to reflect responsibilities, reporting and business planning elements of diversity -	On going	13