

**THE BRITISH LIBRARY – GENDER EQUALITY SCHEME**  
**GENDER EQUALITY ACTION PLAN**

**PROGRESS REPORT YEAR 1 - [June 2007 – May 2008]**

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**Foreword**

*I joined the Library in June 2003, prior to which I had a number of senior management positions in local Government, with responsibility for developing people strategies to facilitate organisational change. I have been the Library's Workforce Diversity Champion since 2006 and became the Gender Champion in 2007 when the Gender Equality Scheme was published.*

*As a woman I am proud to have been appointed to this highly important role, and as the Gender Champion and a director I intend to demonstrate top level involvement and commitment by ensuring that gender equality is a high priority on the ET and Board's agenda. I am committed to working with the Gender Action Group by encouraging and harnessing ideas and energy to deliver a pro-active Gender Action Plan. I want to achieve genuine equality for people of different gender inclusive of transgendered men and women, within the Library workforce and services, also to be an ambassador for, and promoter of, the Library as a preferred employer and service for everyone. I am excited by the challenges ahead.*

*In this first action plan year we have seen real developments especially in training initiatives and in an Equal Pay Audit.*

*In the second year 2008-2009 we plan to take on a much greater plan of action than before and have the commitment of the Diversity Team, the Gender Action Group and Trade Union Staff Side to help drive initiatives that will improve services for people of different gender.*



*I am pleased with the commitment and progress to date and here are the results of this year's work. We hope that you will be pleased with our achievements to date too.*

*Of course, there is still much to do in broadening awareness and we still have a great deal planned for following through on the other challenging actions we have set ourselves, together with our stakeholders. Thus we are looking forward to progressing the second year of the action plan and hope to achieve every success with this.*

**Mary Canavan**

**Gender Champion**

Workforce Diversity Champion  
 Director of Human Resources  
 The British Library

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**Introduction**

**Purpose of the scheme; and our commitment to the statutory duties**

Published in April 2007, the Library’s Gender Equality Scheme is a three year strategy with an annual review process that has incorporated practical and measurable actions designed to address any associated weaknesses and also to demonstrate how active we are in promoting gender equality and challenging any related institutional discrimination.

The scheme holds a comprehensive framework for compliance across all Library functions and set out how we planned to meet these requirements. This includes a

detailed action plan that was the product of much listening and discussion with gender and transgender stakeholders, inside and outside the Library: for more information see;

- The main Generic Unified Scheme Document for Disability, Gender and Race <http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/>

and the specific gender scheme areas under;

- B1 - The Legal Background for Gender Equality <http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/appendixb1/genderlegalbackground.pdf>
- B2 - Gender Consultation Report <http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/appendixb2/genderconsultation.pdf>
- B3 - Gender Action Plan <http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/appendixb3/genderactionplan.pdf>

In developing our Scheme we sought not just to fulfil our legal obligations but, to make the Library a place where everyone feels welcome and able to make the most of our rich resources. This included commitment to positive actions that support both wider public access and to ensure we are an employer that is seen as welcoming to all men and women and transgendered men and women.

The Library's strategy was explained in Part 1 Section 1.1 of the Generic Unified Scheme Document, which also identified how our mission, vision, strategic priorities and organisational values reflect the general duty and how the Library has aimed to carry this throughout our scheme process and within the Action Plan.

### **Summary of Progress since June 2007**

Our mission, values, strategic priorities, and organisational values are consistent with, and have a solid basis for, meeting the expectations and responsibilities of the Scheme, Duty and The Act which cover broad areas from employment, goods and services, to facilities and other provisions.

#### **Action Plan 0708**

- We have a detailed action plan to cover these broad areas, the action plan can be viewed at; <http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/appendixb3/genderactionplan.pdf>

On this plan there were 43 actions out of which we have<sup>1</sup>:

- 1 action where we have exceeded our targets for this year<sup>2</sup>
- 35 actions where we have completed our targets for this year<sup>3</sup>
- 1 action we had planned for year 2 and 3 which has been completed early<sup>4</sup>
- 6 actions postponed or still work in progress until next year 2008-2009 as these need to follow other actions to be implemented successfully (e.g.; it was determined to implement Equality Impact Assessment (EIA) Training, before the finalisation of EIA plans and policy)<sup>5</sup>

A new action (no 43) has been added to the action plan for 2008-2009 which is to look at Domestic Violence Policy as a Library, national and DCMS initiative under Gender policy. The need for a Domestic Violence Policy was also pinpointed by the Trade Union Staff Side during the development of the Library's Managing Attendance Guidance.

### **Key Strategic Areas 0708**

The action plan covered broad areas, but within the text of the scheme we had also identified several important strategic areas as a key priority, particularly for this initial year of the scheme and for advancing the Library as a service and employer of choice for people of different gender. These were;

- **Leadership and commitment from the top –**
- **Ascribing Leadership in the directorates – Business Planning Strategy -**  
Ascribing leadership and accountability was deemed essential to the successful delivery of the action plan.
- **Engagement and communication**
- **Development and People Strategy –** Developing our people was a major driver of the gender agenda for embedding equality and creating gender confidence.
- **Gender Confidence –** we recognise the importance of Gender Confidence and the strategic business case for developing, including understanding how gender affects every aspect of the business.

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<sup>1</sup> REFERRING TO NUMBERS ON THE ACTION PLAN AS LISTED BELOW:

<sup>2</sup> Number G21

<sup>3</sup> All numbers excluding G21 / G12/ G05 / G08 / G14 / G15 / G16 and G26

<sup>4</sup> Number G12

<sup>5</sup> Numbers; G05 / G08 / G14 / G15 / G16 and G26

**Embedding the duty** - The Library has strived to relate and generate an understanding of the scheme, the duty and of our commitment, and to embed this into all aspects of the organisation. This includes giving 'due regard' to the need to promote gender equality in proportion to its relevance to gender. We have made adjustments to enable specific individuals to contribute – as employees, customers and partners; and promoted the benefits to strategic, commercial, legal, ethical, societal and professional aspects of the business

### **Additional Areas Achieved**

We also achieved more actions than listed due to extra funding for diversity initiatives for this year, some unexpected initiatives and also due to a list of hoped for additional actions held within each directorate, some of which have now been completed and many of these are listed in the highlights below. We took a flexible approach to actions to get the best results for this year.

## **Overview and Main General Highlights**

We have linked some of the progress from the action plan, the key strategic areas and the additional areas achieved into an overview of and synopsis of the main general highlights of the year which are as follows.

### ➤ **Leadership and commitment from the top**

The main highlights for the year commence with how we addressed our strategic driver that meeting expectations and responsibilities of the duty would require top level leadership and example to be cascaded down the organisation.

Our Gender Champion is an executive director and leads the Gender Action Group and delivery of the action plan. Gender actions are reported in the quarterly business plan to the Executive Team and Board and this is supported by our other champion directors (e.g. over Service, Workforce, Disability and Race Diversity)

The Executive Team and Board secured an extra £250,000 one off funding in 2007/08 year to support diversity initiatives which have mainly been utilised on embedding equality schemes and access. The Executive team have also openly supported and attended diversity initiatives and will be attending the Library's Equality Impact Assessment Training in 2008.

### ➤ **Ascribing Leadership in the directorates**

Ascribing leadership and accountability was deemed essential to the successful delivery of the action plan and the link in of this to business planning strategy.

The Gender Action Group members (circa 15 from all sections of the Library) are accountable for feeding and cascading information between the action group and the directorates / departments. Their roles are clearly defined within the revised Terms of Reference for this group including who is going to own and lead the duty within their department / directorate and be accountable for the success of their actions and for the contribution to a corporate approach.

This has helped meet our organisational objectives of maintaining engagement, championing gender equality in our directorates and delivering on our action plan.

➤ **Delivering on the Action Plan – Finance, Funding & Gender Equality Being High Profile**

With the leadership and commitment coming from the top and cascading down the organisation it has not just been the work of the Gender Action Group and the Champion but also the work of many of our employees and contacts across the Library. The extra funding for this year and the commitment helped to deliver on the action plan and also on the key strategic areas and additional areas not on the plan.

➤ **Engagement and communication**

This is a key area for ensuring gender confidence, embedding the duty and ensuring participations and commitment

**Internally** - We continue to focus on engaging employees - creating and sustaining an effective communications system for staff, including intranet, email, staff magazine, a team briefing system with regular briefings from the Executive Team. The Library sustains regular colleague opinion surveys which help to measure key drivers such as diversity and gender. Efforts have and will continue to be made to make information available in an accessible format if required.

There have been several initiatives in this area such as;

- The Front Line Services Diversity Group
- Several sub groups
  - HR teamed up with web services to improve the diversity website and intranet information and also to look at accessibility. The Trade Union Staff Side also had input in improvements to content and structure of the Library's Equality & Diversity Intranet pages for staff.

**Externally** – as reported within the action plan results and within this report and highlights, we have made progress in external engagement in several ways. For example;

- In the Business and Intellectual Property Centre (BIPC)

- Establishing new groups such as the Readers Group and the BIPC Service Users Group which have a focus on gender needs and view-points.
- Increasing interest in our on line general reader bulletin which has increased from 11,000 to 33,000 readers in just over a year and reports on all activities;
- Via the initial improvements to our corporate procurement policy and standards
- Activities and events that have occurred across the Library directorates and departments examples of which follow on the next page

➤ **Supporting and Promoting Gender Initiatives across the directorates and Improvements to Accessible Products and Services**

These are samples of some of the highlights of this year;

- **Equality Impact Assessment Training** - One action was to ensure that corporate and bespoke Equality Impact Assessment training was given to the Library's key decision and policy makers. This was brought forward from year 2 of the plan as it was deemed more appropriate to train before implementing policy and plans. In early 2008 105 employees were trained and are ready to assess the impact of their decisions and policies.
- **Equal Pay Audit** - an equal pay audit for gender equality has been completed to enhance work completed in this area in 2004. The next stage is to set up the Equal Pay Sub Group to act upon this information.
- **The Business and Intellectual Property Centre – The BIPC;**
  - Supports women and BAME women in business and also entrepreneurs of all genders. This year saw the delivery of 2000 plus business advice sessions comprising 55% women and 40% BAME groups.
  - Hosts campaigns to support women and BAME women, for instance “Mothers of Invention” to celebrate international women’s month.
  - Partners different groups who support events and initiatives for all genders. For instance; the “African Caribbean Business Network - Association of Community Based Business Advice” (ACBBA) who provide resources to enable grass root organisations to offer business support to entrepreneurs in their communities or; “Everywoman”, a leading provider of training, resources & support services for women in business (with a large black membership)

- The BIPC won the corporate category of the Black Women in Business Awards (BIBAs) 2007- nominated by the African & Caribbean Business Network.
- Actively engage with audiences of different gender and meet gender targets set by funding agreements with the London Development Agency.
- **Improving Accessible Toilet Facilities** - Adding another accessible toilet facility west side of St Pancras where an improvement need was identified.
- **NB: Further information about Library activities around gender and diversity can be found (a) in the Annual Progress Report to the Equalities Commission Northern Ireland ECNI – which can be found on the Library website under diversity and (b) in the full 2007 -2008 GES Action Progress report at Appendix A of this report.**

➤ **Development and People Strategy** – Developing our people was a major driver of the gender agenda for embedding equality and creating gender confidence.

- **Ownership** - Through encouragement of ownership and understanding of gender the approach and initiatives have become more integrated across the Library.
- **Managing Change and progress** - Consideration has been given to management of forthcoming changes to gender in employment and services and how we focus and integrate this into to all activities. This will be followed through from June 2008 onwards for instance when we address areas around recruitment, promotion and other employment aspects that have been highlighted nationally for improvement and not just for the Library.
- **Partnering Internally** - There has been increased partnering of HR, Trade Union Staff Side and service leads in liaising over diversity requirements and initiatives and a continuing high level of involvement from the Trade Union Staff Side in development and progress. HR management and the trade unions shared an away day to discuss the way forward for diversity in the organisation.
- **Partnering Externally** - The Library employees have worked in partnership with many organisations and communities nationally and locally in helping to shape the knowledge provision of the future and in building and developing a Library service where people from different backgrounds can learn and work together whilst still retaining their distinct identities in an atmosphere of mutual respect and understanding.

- **Training and Development** - Development of managers and front line services has been particularly high on the agenda in 0708 as an initial target area to ensure that there is support for the organisation internally and externally in following the Gender Equality change programme. This warranted a separate heading so see Training and Awareness and Equality Impact Assessments EIA – Training & Review of Corporate Policy

➤ **Training and Awareness**

Equality Impact Assessment Training for managers who influence decision making and policy has been implemented between January and March 2008. (This has included most of the Executive Team, and the remaining team members will receive training later in 2008 - Further information and statistics for this training can be sourced in the Northern Ireland Report on the diversity section of the Library website [www.bl.uk](http://www.bl.uk))

In 2007- 2008 the online diversity training provision which is accessible to all employees has been reviewed. From mid 2008 on line diversity and gender equality training will be implemented for all employees. Further information and statistics for this training will be produced in the Action Plan Progress Report for 2008/09.

➤ **Equality Impact Assessments EIA – Training & Review of Corporate Policy**

The scheme requires Public Authorities to have their policies and services designed from the start with the needs of disabled people in mind and also to value the experiences of and enable the contributions disabled people bring to society.

This was in our action plan for 2008. We have looked at how we assess the impact of activities of the Library on gender equality and how we will carry these out in the future and improve them where necessary. This included keeping gender distinct from other areas of diversity because of the similarities and the differences.

The Policy to support this will be finalised and updated following feedback from these courses and will be implemented in 2008. This will help to ensure that the service, policies and practice are designed with full recognition of the diversity of people of different gender who might wish to make use of them and the need for flexibility to ensure satisfactory access and outcomes for all groups.

➤ **Gender Confidence**

We recognise the importance of Gender Confidence and the strategic business case for developing, including understanding how gender affects every aspect of the business.

We have enhanced our culture of inclusion and worked at removing any barriers for people of different gender; be it for individuals, markets, communities, suppliers or stakeholders. We have made adjustments to enable specific individuals to contribute – as employees, customers and partners; and promoted the benefits to strategic, commercial, legal, ethical, societal and professional aspects of the business. This work is demonstrated within the action plan and also in the main highlights and work will continue to make improvements in this area.

### ➤ **Embedding the duty**

The Library has strived to relate and generate an understanding of the scheme, the duty and of our commitment, and to embed this into all aspects of the organisation. This includes giving ‘due regard’ to the need to promote gender equality.

The Library has promoted the benefits to strategic, commercial, legal, ethical, societal and professional aspects of the business (for instance, in the work done by the Business and Intellectual Property Centre).

## **Scheme Overview and Planning for Year 2 – 2008-09**

### ➤ **Planning for 2008 - 2009**

When creating the GES, the Library identified and outlined within the scheme the links between; the key principles of the general duty and how the scheme evaluation aims to meet these principles; and between the duty, the scheme and the Library’s overall business plan/ strategy. We planned that this would form the basis of how gender equality will feature in business and strategic planning for and in the future and this includes;

- **Facilitation of the involvement of people of different gender** - The Library will continue to promote active engagement of gender stakeholders, in order to secure their key involvement in meeting the DES and to Gender Equality in the Library. This will include continuing to work towards a more sustainable mechanism for involving people of different gender and look at ways of securing open dialogue as well as profiling needs and issues.
- **Mapping, Planning, Consultation and Evidence Gathering to reach the 3 year plan** - The mapping and planning steps taken to implement the general duties and to reach the 3 year plan we have are fully described in Parts 2, 3, and 4 of the scheme. This included the consultation and involvement of people




of different gender, the gathering of evidence and mapping of where we were and where we want to be by each of the directorates which culminated in Part 5 – the summation of the Action Plan which has now been updated in Appendix A of this document.






- **Monitoring and Reviewing** - The above process gave the Library a strong foundation of information and evidence and the methods will be used again in gathering further evidence about progress and performance in the scheme. However, at this stage, where we are approaching year 2 of the 3 year plan we will only partially review the plan to accommodate;
  - New improvement initiatives e.g. looking at a domestic violence policy and reviewing flexible working policy
  - Adjustments for where we had actions planned for year 2 and 3 which have been completed early
  - The actions postponed until this second year that needed with hindsight to follow other actions to be implemented successfully
  - The actions planned for year 2 which may need to be delayed to year 3
  
- **Projects that were not on our original 3 year plan** – The original 3 year plan can be seen on the diversity section of our website at [www.bl.uk](http://www.bl.uk) . As for year 1, we also hope to achieve unexpected initiatives and improvements in 2008. We have already organised several initiatives which include;
  - Setting up a sub group of the Disability Action Group to look at and consider areas of mental health - which considering the statistics portrayed by stakeholder organisations (e.g. the former Disability Rights Commission) will have a wide benefit and impact to people of different gender.
  - Renewed Access Audits of all our main buildings and facilities for service users and the workforce which will inform any improvements required and this will have a wide benefit and impact to people of different gender (e.g. enhancing disabled access will not only improve access for men and women and transgendered men and women who are disabled but will improve access for other strands of diversity e.g. accessible toilets with baby change facilities etc).
  - Further training and awareness initiatives across the strands of diversity
  
- **Subsequent 3 year schemes** – The next 3 year scheme is due from 2012 and will require greater levels of monitoring and review and all the other requisite components listed in the original scheme in order to be effective and meet requirements.









## GENDER EQUALITY SCHEME STATUTORY RECORD OF YEAR ONE ACTIONS 2007- 2008








### Gender Equality Scheme Action Plan



This report based on the action plan, details the actions that the British Library have taken from May 2007 to June 2008 and thus charts progress for year one of the GES action plan







NO	ACTION	<u>TARGET DATE</u>	COMMENTS / NOTATIONS	REVIEWED TARGET DATE
	<b>Employment</b>			
G01 	Establish the need for additional resources to support GES; & also work to establish the extent to which the GES can be delivered within current & future resource constraints	Year 1 Q1	<b>HR</b> Completed for 0708 – had extra funding GE training initiatives for 0708 & future – Ongoing funding analysis needed for future	Review funding Y1 Q3 for Yr 2 of the plan
GO2 	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	<b>HR COMPLETED</b> – Have Gender Champion who is an executive director	As required – Held on list for review as required
GO3 	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	<b>HR COMPLETED</b> – Have Gender Action Group and Pay Equality Sub Group	As required – Held on list for review as required






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 <b><u>Year 2 Q1</u></b>	<b>HR Pay Equality Sub Group</b> Areas completed, WIP, or for Y2. Increased number of VCR. Y2 Diversity policy review is WIP / Flexible working review from August 2008	Year 2 and ongoing
G05 	Establish qualitative monitoring of all HR policies to ensure that organisational development needs are achieved	Year 1 Q1 and ongoing	<b>HR</b> - On-going - has been some improvement by Q3 - further expected with EIA course & as result of planned OD actions in 0809	Year 2 and ongoing
G06 	Continue building stronger networks and relations with Gender and Equality organisations to enable greater insight into national and local initiatives	<b><u>Year 2 Q1</u></b>	<b>HR – SM&amp;C especially BIPC</b> On-going – this has started as WIP but further improvements required – <b>scheduled for Y2+Q1</b>	Year 2 and ongoing
G07 	Continue review of Diversity website ensuring this holds relevant & informative information which is easily accessible – ensure that this is cascaded to staff who do not use the intranet	Year 1 Q2	<b>HR</b> - completed & on-going WIP – diversity website has been updated following consultation with and input from the Trade Union Side & will continue. Team brief cascades continue – up to date for year 1 – reviews will occur again as required	Year 2 and ongoing for review
G08 	Establish regular managers newsletter ensuring case law updates, new information and current legislation issues are brought to managers attention with good practice examples	Year 1 Q3 <b><u>Year 2 Q2</u></b>	<b>HR</b> - WIP but running a bit behind schedule for first publication due to design input requirement @ August 2008	Year 2 and ongoing





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	Yr 1 Q1 <b>Yr 2 Q3</b> to improve	<b>HR</b> – completed. Now have monitoring system but better use of information needed plus revision of FW policy ensuring all logged & agreed formally etc	Year 2 and ongoing
G10 	Identify all staff training needs and method of training in Gender and Equality issues and roll out the training	Yr 1 & on-going	<b>HR</b> - Completed for Y1 and WIP for year 2 on-going requirement	Year 2 and ongoing
G11 	Launch Gender Equality on line training tool	Yr 1 Q3 Yr 1 Q4- <b>Yr 2 Q2</b>	<b>HR</b> - Delayed on Y1 schedule but on line training WIP for completion / launch early 2008	Year 2 progress & outcome monitoring
G12 	Ensure that Impact Assessment Training is made and delivered to managers	<b>Year 2 Q2</b> 	<b>HR</b> - Launched in Feb 2008 - employees completion by end of March 2008 - 6 months <b>ahead of schedule</b>	Year 2 progress & outcome monitoring
G13 	Improve workforce knowledge of, and commitment to the GES by continued use of internal communications etc	Yr 1 & on-going	<b>HR – Marketing and Comms</b> Completed & on-going	Year 2 and ongoing
<b>Impact Assessment</b>				
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	Yr 1 Q4 	<b>HR</b> - EIA training started 6 months earlier to assist people in making such records. This has delayed completion date for constructive reasons but WIP	Year 2 and ongoing






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 	<b>HR</b> - EIA training started 6 months earlier to assist in formulating corporate strategy and guidelines so delay to completion date for constructive reasons but WIP	Year 2 review progress & outcome monitoring
G16 	Produce end of year monitoring data and analysis and ensure this is published	Year 1 Q4 	<b>HR</b> WIP – data produced but not yet published	Year 2 improve and publish as to requirements
<b>Buildings – environment etc</b>				
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	<b>FCS/O&amp;S/Estates</b> commissioned Mar-April 2008 independent specialist access audit of buildings/services. improves access & inclusion for all e.g. push chair, change facilities / accessible toilets	Year 2 and ongoing for review and progression
G18 	To log 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 and on-going	<b>FCS - Estates – Social Inclusion</b> - See above – the audit forms part of the basis for improvement	Year 2 and ongoing for review and progression
G19 	Continue to ensure that design / planning stages of facilities projects take account of gender needs and consultation	On-going	<b>FCS - Estates – Social Inclusion</b> - See above – the audit forms part of the basis for improvement	Year 2 and ongoing for review and progression






<b>Website - Publications - Marketing Material and External Communications / Events</b>				
G20 	Continue to work with key stakeholders in designing and publishing marketing materials to ensure a responsive approach to gender needs and recognition	Ongoing	<b>SM&amp;C</b> - Social inclusion – designed gender equality posters and working with colleagues on appropriate service, exhibition and event marketing – Help to ensure that language and media used in exhibition labels, panels interactives, leaflets and audio guides etc is inclusive and accessible	Year 2 and on going
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 On-going	<b>SM&amp;C</b> - BIPC supports women / BAME women in business / entrepreneurs of all genders: e.g. this year delivered 2000 + business advice sessions comprising 55% women / 40% BAME groups. Also campaigns to support women / BAME women e.g. “Mothers of Invention” to celebrate international women’s month. BIPC partner different groups who support events / initiatives for all genders e.g. <b>African Caribbean Business Network • Association of Community Based Business Advice (ACBBA)</b> - provides resources to enable grass root organisations to offer business support to entrepreneurs in their communities • <b>Everywoman:</b> leading provider of training, resources & support services for women in business (with a large black	Year 2 and ongoing


			membership) - The BIPC won the corporate category <b>of the Black Women in Business Awards (BIBAs) 2007-nominated by the African &amp; Caribbean Business Network.</b>	
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	Yr 1 & ongoing	<b>SM&amp;C - social inclusion</b> – see the response above	Year 2 and on going
G23 	Continue to improve the new website content, working with key stakeholders to ensure a responsive approach to gender needs/recognition (Main web site)	Yr 1 Q2 & on going	<b>SM&amp;C web services &amp; HR</b> a great deal of website work has been completed & the GES details are readily accessible & well presented. Work is continually added	Year 2 and on going
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	Yr 1 & on-going	<b>O&amp;S - SM&amp;C - Reader Bulletin - HR</b> - These tools were widely used to help engage in, develop and promote the scheme – more communications are planned for Y2	Year 2 and on going
G25 	Identify which key service communications mechanisms will be used and when and how and what information can be provided on request.	Yr 2 Q2 On going	<b>O&amp;S - SM&amp;C - Reader Bulletin – HR</b> - see response above	Year 2 and on going
	<b>Engagement</b>			
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.	Yrs 1-2 & on going	<b>S&amp;C/Social Inclusion:</b> apart from the regular gender representation on collection groups there is no specific champion. To be reviewed in year 2	Year 2 and on going

<p>G27</p> 	<p>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</p>	<p>Yrs 1-2 &amp; on going</p>	<p><b>S&amp;C - Social Inclusion</b> – This is an on going long term commitment to different groups and also to new groups as and when required and subject to annual review -</p>	<p>Year 2 and on going</p>
<p>G28</p> 	<p>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</p>	<p>Yrs 1-3 &amp; ongoing</p> 	<p><b>O&amp;S/ S&amp;C</b> – members of SM&amp;C have attended sector sessions at the V&amp;A museum with regard to diversity / social inclusion in general to compare initiatives &amp; share ideas. HR belong to DCMS / CIPD diversity networks for the same reason. Progress has been good to date in that there is engagement and sharing of ideas – also the possibility of formal benchmarking could be looked at if information is available in the sector</p>	<p>Year 2 and on going</p>
<p>G29</p> 	<p>Measure the numbers of readers and visitors of different gender to each site</p>	<p>Yrs 1-3 &amp; on going</p> 	<p><b>SM&amp;C/S&amp;C-</b> The BIPC &amp; Conservation Centre can measure these statistics but most events &amp; exhibitions are free &amp; attended freely which makes monitoring difficult &amp; provision of this costly – the feasibility / practicalities of this could be reviewed to see if justified improvements could be made - SM&amp;C are looking at developing a more focused approach to targeting audiences for specific exhibitions / events &amp; to identify measures to evaluate success</p>	<p>Year 2 and on going</p>

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	yr 1 & on-going	<b>Front line services &amp; social Inclusion</b> - front line services have received equality training for people of different gender with a disability and will shortly receive the same for people of different gender and race. Customer service training has also been provided – on 0809 – on line diversity training / awareness will be available. Service and product information has been enhanced both for remote and non remote visitors / readers	Year 2 and on going
<b>Collection Development</b>				
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 each financial year	<b>O&amp;S /S&amp;C- Social Inclusion</b> – There is more conscious awareness of this since the Gender Equality process / scheme and this is taken into consideration	Year 2 and on going
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	Yr 1 for work plan	<b>S&amp;C:</b> gender websites have been added to the archiving of diversity websites. Gaining permissions from web site owners can be a barrier. A work plan needs to be completed for year 2	Year 2 and on going
<b>Access to the Collections</b>				
G33 	Continuing to build the digital research structure and the 21 <sup>st</sup> Century Curator project exploring skill sets needed to benefit wider audiences including people of different gender	Ongoing > progress Yr 1-3 –	<b>S&amp;C - Social Inclusion</b> - There is more conscious awareness of this since the Gender Equality process / scheme and this is taken into consideration	Year 2 and on going

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 onwards	<b>S&amp;C - Social Inclusion</b> - There is more conscious awareness of this since the Gender Equality process / scheme and this is taken into consideration	Year 2 and on going
G35 	Transforming search and navigation. Web pages, thematic collections, style of content and layout reflect gender equality.	Yr 1 & on going	<b>S&amp;C</b> - There is more conscious awareness of this since the Gender Equality process / scheme and this is taken into consideration	Year 2 and on going
G36 	The Sound Archive Web pages to have continued involvement with the wider community and external stakeholders	On going	<b>S&amp;C</b> the web pages continue to involve people of different gender from the wider community / external stakeholders SM&C Web services help to ensure that language used etc is inclusive	Year 2 and on going
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	Yr 1-3 ongoing	<b>S&amp;C - Social Inclusion</b> – Events for families, educational, community activities and in regional locations are continually being developed with gender needs across all age groups considered. These also support primary carers which are proportionally a higher level of women. E.g. Sacred on Location	Year 2 and ongoing
	<b>Corporate Procurement</b>			
G38 	Gender Equality training in terms of goods and services for procurement lead for policy and practice.	May 07	FCS – CPU - CPU staff have attended seminars on Disability and Equality and have feed the outcomes into Corporate Procurement Strategy and Policy	Ongoing – updates & uplift required
G39	Review of systems to ensure that selection of	May 07	FCS /CPU: tender evaluation includes	Ongoing –

	providers of goods and services identify those who support equality and diversity requirements and that they meet expectations		confirmation that bidders have equality / diversity policies meeting UK legislation. There is WIP to extend this evaluation process to assess bidder's ability to meet the BL's diversity expectations.	updates & uplift required
	<b>General</b>			
G40 	Look at the need for gender support networks- for year 2	On going	<b>All directorates especially EIS O&amp;S and HR</b> - The gender action group will consider the need and interest for this and be instrumental in helping set support networks up	Year 2 and on going
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	2007 On going	<b>HR Employee Relations Team</b> – The Equal Pay Review has been completed which addresses gender. An Equal Pay Sub Group will be formed in 0809 to address the report of the review and plan any actions required	Year 2 and on going
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</i>	On going 	<b>HR, ET &amp; strategic leads:</b> 06/ 07 executive applicant specifications for 5 board vacancies welcomed women / BAME/ people with disabilities. Amongst appointees were women & BAME applicants. Board has 12 members of which 7 are female. CEO is also female	

	<i>June 2007.</i>			
G43 	Reporting and planning in line with DCMS new funding agreements to reflect responsibilities, reporting and business planning elements of diversity -	On going	<b>HR</b> - On going – have fulfilled any reporting requirements required by DCMS at this stage – year one	
G44	<b>New requirement for 0809</b> to look at the basis of a Domestic Violence Policy as a DCMS initiative. This was also pinpointed as a need by Trade Union Side as part of the work on the Managing Attendance Guidance.	Year 2 and on going	HR and the Gender Action Group followed by internal management and TUS processes	Year 2 and ongoing