

GENDER EQUALITY AND TRANSGENDER ACTION PLAN 2010 – 2013

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

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 & accountability for Gender Equality and Sexual Orientation progress will continue to be 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>		
G1	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 PRIORITY TWO	Human Resources
G2	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 PRIORITY TWO	Human Resources
G3	(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	Year 1-3 PRIORITY	Human Resources & Strategic Marketing & Communications

	(2) Continue to build relevant networks and relationship with organisations for Domestic Abuse and Transgender to enable greater insight into national and local initiatives	ONE	
	New Policy Development and Awareness Areas		
G4	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.	Year 1-2 PRIORITY ONE	Human Resources
G5	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.	Year 1-2 PRIORITY ONE	Human Resources
G6	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 PRIORITY TWO	Human Resources
G7	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 PRIORITY ONE	HR (employment areas) - Business & Intellectual Property Centre – Directorate Comms Leads - Reader Bulletin and Newsletter Editors etc
	Impact assessment and Monitoring		
G8	Continue to monitor and analyse HR data in relation to Gender Equality, produce end of year monitoring data and if required take	Year 1-3 PRIORITY	Human Resources

	action based on the analysis to ensure equality of opportunity.	ONE	
G9	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 PRIORITY ONE	Estates / Operations & Services / Business & Intellectual Property Centre
	Buildings and Environment		
G10	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 PRIORITY TWO	Estates
	Website - Publications - Marketing Material and External Communications / Events/ Business & Intellectual Property Centre		
G11	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 PRIORITY ONE	Design Office & Website Services
G12	Business & Intellectual Property Centre and corporate and public events to take account of gender and sexual orientation needs (1) Business & 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.	Year 1 PRIORITY ONE	Business & Intellectual Property Centre & Strategic Marketing & Communications - Social Inclusion
	Engagement		
G13	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	Year 1-3 PRIORITY ONE	Scholarship & Collections & Operations & Services

	diversity good practice obtained through external representation or involvement internally.		
G14	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.	Year 1-3 PRIORITY ONE	Scholarship & Collections - Operations & Services - Strategic Marketing & Communications
	Collection Development		
G15	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	Year 2-3 PRIORITY TWO	Scholarship and Collections
G16	Sound Archive to consider the development of oral histories from the Transgender community to raise the awareness and inclusion.	Year 2-3 PRIORITY TWO	Scholarship and Collections
	Access to the collections		
G17	Continuing to build digital research structure: (1) and the C21 st 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 PRIORITY ONE	Scholarship and Collections
G18	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 PRIORITY ONE	Scholarship and Collections/ e-Strategy & Information Systems /Design Office
G19	Explore how privacy can be better improved when viewing items e.g. rare collection that need supervision or text / content that needs to be	Year 1-3	Collection Security/Reader Services

	kept discreet to the reader	PRIORITY TWO	
G20	Improve front-line staff awareness (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	Year 2 PRIORITY TWO	Front Line Services Diversity Group
	Reading Services and Welcome Team		
G21	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 PRIORITY TWO	Operations and Services
G22	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 PRIORITY THREE	Reader Services
	Trade Union Side		
G23	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 PRIORITY ONE	TUS
	Corporate Procurement		
G24	Contract managers to continue to monitor suppliers performance on diversity including Gender Equality, Transgender and Sexual Orientation	Year 1 PRIORITY ONE	CPU
G25	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 PRIORITY ONE	CPU
G26	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 ON GOING	Executive Team - Human Resources- & Strategic leads