

APPENDIX A – GENDER EQUALITY SCHEME STATUTORY RECORD OF YEAR THREE ACTIONS

APPENDIX A - Gender Equality Scheme Action Plan June 2009 - May 2010

KEY: P- PLANNING, I - IMPLEMENTATION, C- COMPLETED

NO	ACTION	TARGET DATE	RESPONSIBILITY COMMENTS / NOTATIONS	REVIEWED TARGET DATE
	Employment			
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	HR Completed for 0708 – had extra funding GE training initiatives for 0708 & 0809 –	Completed
GO2	Assess the need for a Gender Champion - accountability and leadership	Year 1 Q1	HR COMPLETED – Have Gender Champion who is an executive director	Completed
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	HR COMPLETED – Have Gender Action Group and Pay Equality Sub Group	Completed
G04	Review Diversity Policy - ensure this meets all statutory requirements / good practice – review Policy / access to flexible working and continue with cross site improvement initiatives e.g. more use and provision of VCR facilities	Year 1 Q1 Year 2 Q1	Diversity policy reviewed / agreed with TUS New Equality & Diversity policy due. Increased VCR facilities introduced e.g. eIS and F/CS. Y2 - WIP / Flexible working review EIA is WIP in progress with TUS	Completed & ??
G05	Establish qualitative monitoring of all HR policies to ensure that organisational	Year 1 Q1 and	HR - EIA of key HR policies being undertaken to screen for impacts on equality	Implementation

	development needs are achieved	ongoing	groups / Gender. Recruitment and Career development monitoring will also include gender monitoring	
G06	Continue building stronger networks and relations with Gender and Equality organisations to enable greater insight into national and local initiatives	<u>Year 2</u> <u>Q1</u>	HR – SM&C especially BIPC Relationships continue to be developed with organisations on Gender Equality	Completed
G07	Continue review of Diversity website - ensure 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	HR - completed – diversity website updated after consultation/ input from Trade Union Side – to continue. Diversity newsletter WIP to ensure all staff are aware of Library's equality and diversity activities	Completed
G08	Establish regular managers newsletter so case law updates, new information, current legislation issues are brought to managers attention with good practice examples	Year 1 Q3 <u>Year 2</u> <u>Q2</u>	HR - Completed SLT newsletter on employment law published	Completed
G9	Establish a monitoring system for all flexible working requests for men and women so that this can be reviewed / common issues be proactively addressed	Yr 1 Q1 <u>Yr 2 Q3</u> to improve	HR – Completed . Now have monitoring system enabling better use of information.	Completed
G10	Identify all staff training needs and method of training in Gender and Equality issues and roll out the training	Yr 1 & on-going	HR – Completed Equality online training rolled out in 2009 includes Gender Equality	Completed
G11	Launch Gender Equality on line training tool	Yr 1 Q3 <u>Yr 2 Q2</u>	HR – Completed Equality online training rolled out in 2009 includes Gender Equality	Completed
G12	Ensure that Impact Assessment Training is made and delivered to managers	<u>Year 2</u> <u>Q2</u>	HR – Completed – Feb 2008 to March 2008 - 6 months ahead of schedule – 116 managers and Executive Team now trained. Courses to be arranged as required for new managers	Completed

G13	Improve workforce knowledge of, and commitment to the GES by continued use of internal communications etc	Yr 1 & on-going	HR – Marketing and Comms - Completed & on-going	Year 2 and ongoing
	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	Yr 1 Q4	HR - EIA training started 6 months earlier to assist people in making such records. HR policies with high relevance are in process of being initially screened	Year 2 and ongoing
G15	Develop corporate strategy / approach to impact assessment, evidence gathering and stakeholder involvement. Corporate guide lines ensure managers know how to apply	Year 1 Q4	HR - EIA policy negotiated with TUS and due to be published	Completed
G16	Produce end of year monitoring data and analysis and ensure this is published	Year 1 Q4	HR initial screenings already started are WIP –not yet published	Year 2 WIP
	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	FCS/O&S/Estates in Mar 2008 – an access audit by independent disability specialist of buildings/services. Sub-group formed to look at recommendations / Gender representation re interlinked areas e.g. which improve gender access & inclusion e.g. push chair, change facilities / accessible toilets	Year 2 and ongoing for review and progression
G18	To log issues - where necessary or practicable plan improvement programme for corporate /public events in terms of gender accessibility and support as part of a wider diversity approach	Year 1 Q1 and on-going	FCS - Estates – Social Inclusion - 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	FCS - Estates – Social Inclusion - See above – the audit forms part of the basis for improvement	Year 2 / ongoing for review and progression
	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	SM&C - Social inclusion – designed gender equality posters, working on appropriate service, exhibition & event marketing e.g. ensure language / 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	SM&C/BIPC supports women / BAME women / entrepreneurs of all gender in business: e.g. In 2009 delivered 2000+ advice sessions with 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 gender events / initiatives e.g. African Caribbean Business Network • Association of Community Based Business Advice (ACBBA) - gives resources to enable grass root organisations to offer support to entrepreneurs in their communities • Everywoman: leading provider of training, resources & support services for women in business (large black membership) - BIPC won 2007 corporate category of Black Women in Business Awards (BIBAs- nominated by the African & Caribbean Business Network. BIPC have ongoing engagement with BAME community in a regular programme of events	Year 2 and ongoing
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	SM&C /social inclusion: BIPC continues to celebrate International Women’s Month with Mothers of Invention Inspiring Entrepreneurs event - BIPC feature women entrepreneurs as Case Study of the Month. Interviews can	Year 2 and on going

			be viewed from the website.	
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	SM&C web services & HR - a great deal of website work has been completed. GES details are readily accessible & well presented. Work continually added. - New upgrade to MSCRM website due which (1) will allow readers to register for limited services online (2) will need personal information incl. gender	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	O&S/ SM&C / Reader Bulletin / HR: widely used to help engage in, develop and promote the scheme. More communications planned for Y2. Features in various internal communication channels incl. intranet / shelf life magazine. - The Gender Action Group featured in 10 years' highlights presentation, Managers Conference, February 2009. Diversity newsletter for all staff includes information on Gender Equality 2009	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	O&S - SM&C - Reader Bulletin – HR - BIPC works with Delivery and Strategic Partners who specialise in supporting women inventors and entrepreneurs. These include Invention Intelligence, Women-unlimited and Everywoman. - Monthly Reader Bulletin informing 65,000 readers/ service users	Year 2 and on going
Engagement				
G26 & G27	S&C staff to promote diversity when representing the BL in collections related matters or when acting in an advisory capacity. - S&C staff to share diversity good practice obtained through external representation or involvement internally.	Yrs 1-2 & on going	S&C - Social Inclusion – S&C representatives on external advisory groups are aware and promote issues 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	Year 2 and on going
G28	Engage in bench marking with other similar	Yrs 1-3 &	O&S/ S&C – members of SM&C have	Year 2 and on

	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	ongoing	attended sector sessions at the V&A museum with regard to diversity / social inclusion in general to compare initiatives & share ideas. HR belong to DCMS / CIPD diversity networks for the same reason. Progress good to date re: engagement, sharing of ideas, possibility of formal bench marking could be looked at if there is sector information - S&C visits to external institutions feedback experiences, and reports summarized in Collection Highlights.	going
G29	Measure the numbers of readers and visitors of different gender to each site	Yrs 1-3 & on going	SM&C/S&C- BIPC & Conservation Centre can measure these statistics but most events & exhibitions are free & attended freely which makes monitoring difficult & provision of this costly – the feasibility / practicalities of this could be reviewed to see if justified improvements could be made - SM&C are looking at developing a more focused approach to targeting audiences for specific exhibitions / events & to identify measures to evaluate success BIPC report monthly male/female percentages of those people attending a workshop, one-to-one meeting or event. This would not include general users of the reading room. Metrics gathered for period Q1 – Q3 2008-09 shows 51.5% of BIPC users as female BLCC has installed visitor counter but cannot distinguish gender demographics. Statistics available for formal visitors, but obviously give incomplete picture.	Year 2 and on going
G30	Build on existing arrangements and	yr 1 & on-	Front line services FLS & social Inclusion	Year 2 and on

	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	going	– FLS have received equality training for people of different gender with a disability and will shortly receive the same for people of different gender / race. Customer service training has also been provided in 0809. Equality On line diversity training rolled out in 2009. Service and product information has been enhanced both for remote / non remote visitors / readers	going
	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 each financial year	O&S /S&C- Social Inclusion SI –SI is driver for collection development / interpretation - is in curatorial professional competencies / monitored at mid / annual performance reviews.	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	S&C: gender websites have been added to the archiving of diversity websites. Worked with Women's Library to add websites to themed collections on UK Web Archive. Domain crawl in 2009 may make this unnecessary	Year 2 and on going
	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 Yr 1-3 –	S&C - Social Inclusion - There is more conscious awareness of this since the Gender Equality process / scheme and this is taken into consideration - Research break awarded to resource discovery project on LGBT materials in the collections. Will input into 2011 Censorship exhibition.	Year 2 and on going
G34	Continuing to build digital research structure. Contributing to digitisation projects and selection of links to relevant digital resources that reflect people of different genders	Dec 2006 onwards	S&C - Social Inclusion - BL Digitisation Strategy has moved towards mass digitization. Dependent on public private partnerships.	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	S&C - New Help for Researchers pages launched: Gender is at http://www.bl.uk/reshelp/findhelpsubject/socsci/sociol/gender/genderstudies.html	Year 2 and on going
G36	The Sound Archive Web pages to have continued involvement with the wider community and external stakeholders	On going	S&C 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 and the language of web pages continues to be monitored for inclusivity.	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	S&C - Social Inclusion – 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. The BIPC have introduced evening workshops to support mum’s who have alternative childcare in the evenings - Taking Liberties curators included gay rights, votes for women in exhibition and web feature– also covered in external talks. - Show and tell for Minister for the Status of Women, Quebec.	Year 2 and ongoing
Corporate Procurement				
G38	Gender Equality training in terms of goods and services for procurement lead for policy and practice.	Yr 1-3 ongoing	FCS – CPU - CPU staff have attended seminars on Disability and Equality and have feed the outcomes into Corporate Procurement Strategy and Policy A Responsible Procurement Policy has been developed for endorsement by ET end March 09. This links CSR issues to Procurement	Ongoing – updates & uplift required

			and seeks to increase contract opportunities to a more diverse supply base including SME's, BME's, Women and voluntary organisations. The policy will be issued to all staff in April 09.	
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	Yr 1-3 ongoing	FCS /CPU: tender evaluation includes confirmation that bidders have equality / diversity policies meeting UK legislation. More work needed for a more detailed assessment of bids in an evaluation process and monitoring of awarded contracts	Ongoing – updates & uplift required
	General			
G40	Look at the need for gender support networks- for year 2	On going	All directorates especially EIS O&S and HR - 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	HR Employee Relations Team – HR Pay Equality Sub Group set up and agreed TOR and area of work and work has begun analysis on key areas in regards to equal pay.	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 June 2007.</i>	On going 	HR, ET & strategic leads: 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	
G43	Reporting and planning in line with DCMS	On going	HR - On going – have fulfilled any reporting	

	new funding agreements to reflect responsibilities, reporting and business planning elements of diversity -		requirements required by DCMS at this stage – year one	
G44	New requirement for 0809 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. A representative from Refuge attended Gender Action Group meeting which has informed the development of the Domestic Abuse Policy	Year 2 and ongoing