



**THE BRITISH LIBRARY - RACE EQUALITY SCHEME**  
**RACE EQUALITY ACTION PLAN**  
**PROGRESS REPORT YEAR 1 – [November 2008 - October 2009]**

---

## **Foreword**

*I am delighted to present our 1<sup>st</sup> annual report on the progress of race equality at the Library. As the Race champion, I am excited and committed about embedding race equality within the Library and the benefits this will bring.*

*The public sector duty to promote race equality was one of the first public sector duties and placed the importance of promoting race equality in employment and service delivery across the public sector.*

*Since that introduction the Library has taken positive steps to be a diverse and inclusive organisation which embraces the rich diversity of our workforce and the UK cultural heritage.*

*"Given the Library's role to provide stewardship of the world's knowledge, it seems to me especially important that all staff and users, of whatever race, experience the Library as an organisation that seeks to meet their needs and requirements with equity and fairness. Our diversity is one of our great strengths, and it is something in which we should take enormous pride and ensure that we continue to build upon in the future*

*The Race Action Group was set up to ensure implementation of the Library's Race Action Plan and to continue to create an organisation which has strong positive relationships between people of different races and cultural backgrounds. The Group has worked hard over the year to meet these requirements and this has been reflected in the enthusiasm and commitment to the plan and to event such as the Black History Month Programme which have also been actively supported by the trade unions.*

**Steve Morris**

Equality Officer contact details: Diane Brown – 020 7412 7127

[hr.diversity-team@bl.uk](mailto:hr.diversity-team@bl.uk)

## Report Contents

No.	Item	Page Number
1	Foreword – (from our Race Champion Steve Morris - Director of Finance and Corporate Services)	1
2	Introduction	2-5
3	Summary of Progress since November 2008	5-7
4	Overview and Main General Highlights	7-15
5	An overview of the Scheme Planning for Year 2 - November 2009 - October 2010	15-16
	<b>Appendix</b>	
A	Results of Year 1 Action Plan – November 2008 - October 2009 LINK >>>>>>>>	
B	As at 30 September 2009 equal opportunities data	

## Introduction

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

### Background

### The Race Equality Duty

The Race Relations (Amendment) Act 2000 places a statutory General Duty on all listed public authorities such as the British Library to promote race equality when carrying out its functions, under the duty. This includes having due regard to the

need to:

- eliminate unlawful racial discrimination;
- promote equality of opportunity; and;
- promote good relations between people of different racial groups.

It also includes specific duties under the Race Relations Act 1976 (Statutory Duties) Order 2001, in which there is a requirement to publish a Race Equality Scheme, Action Plan and an annual report containing a summary of the steps that have been taken to meet and fulfil the race equality duty.

The Library was not listed as having a statutory requirement to produce a Race Scheme but recognises and is committed to the importance of meeting the General and Specific duties and has produced a Race Scheme and action plan.

In meeting the Library's duty for race equality a consultation process was undertaken in November 2007, with the key stakeholders, the public and staff. The findings of the consultation exercise resulted in 53 actions.

A Race Action Group was formed, chaired by our Race Champion, Steve Morris, who is also Director for Finance and Corporate Services, with members of staff from the Directorates as representatives. The Race Action Group was tasked with implementing the Race Action Plan and embedding the general and specific duties across the Library. The Race Action Plan has a three year remit 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 race equality and challenging any related institutional discrimination.

In 2008, we published our new Unified Generic Equality Scheme which included our specific focus and commitment to Race Equality as well as our work on promoting gender and disability equality for our other public sector duties.

Our Unified Generic Equality Scheme brings together into one document our commitment to equality across our public duties, (disability, gender and race) and the common generic areas that highlight the initiatives and interrelatedness across the diversity strands. However, it also importantly recognises the different and separate areas of race, disability and gender which may require different approaches to achieve equality. For this reason, and also to ensure that race equality is effectively embedded, the action plans, legislation and consultations are bespoke and specific to the strand and there are separate action groups.

Our aim in undertaking this approach will prepares us for the Single Equality Duty and ensuring we take a holistic approach covering the other diversity strands such as religion and belief, sexual orientation and age. The Library has also promoted the benefits to strategic, commercial, legal, ethical, societal and professional aspects of the business for race equality.

For more information see:

<http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/unifyingdocument.pdf>

The Unifying Generic Equality Scheme holds a comprehensive framework for compliance across all Library functions and sets out how we planned to meet these requirements. This includes a detailed action plan that was the product of much listening and discussion with internal and external stakeholders for the Library - For more information see

<http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/finalscheme.pdf>. Part 4

In developing our Unifying Generic Equality Scheme we sought not just to fulfil our legal obligations but, to make the Library a place where everyone who wants to do research or seek advancement of their knowledge is able to make the most of our rich resources.

The Library has 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 races, ethnicity or cultural backgrounds can learn and work together whilst still retaining their distinct identities in an atmosphere of mutual respect and understanding.

The scheme intends to ensure that we are all united in eliminating discrimination to, and harassment of, people of different ability, gender race, different cultural perspectives, and religions and beliefs, and that we promote positive attitudes towards everyone, encouraging full participation in public life.

The Library's strategy was explained in Part 1 Section 1.1 of the Scheme 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.

Our new strategic priorities 2008 -2011 are both challenging and forward-thinking building on the progress of redefining the Library for the 21<sup>st</sup> century.

Our strategic priorities are:

- Capture extensively and store UK digital publications
- Connect our users with content
- Transform access and preservation for newspapers
- Support UK research with innovative services and integrated processes
- Build our digital infrastructure
- Integrate storage and preservation of physical collections

- Develop as an organisation

We believe these strategic priorities will ensure we meet the needs of all people in using our services and continuing to strengthen our reputation as an employer of choice.

## **Summary of Progress since November 2008**

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

### **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 the need to promote the general and specific duties for the Library.

### **Action Plan 2008**

We have a detailed action plan to cover these broad areas which can be viewed at: <http://www.bl.uk/aboutus/stratpolprog/diversity/schemes/disabilityeqstatrep.pdf>

On this plan there were 53 actions out of which we have:

- 12 Actions where we have completed our targets so far
- 31 Actions are being implemented and remain on-going work
- 10 Actions in planning stage to be implemented

### **Key Strategic Areas 2008**

The action plan broadly covered the Library and its workforce and services to ensure we had engagement and accountability from departments to meet our action plan. We identified several important strategic areas as a key priority, particularly for this initial year of the action plan and for advancing the Library as a service and employer of choice. These were;

- **Demonstrating leadership and accountability from the top** – The Race Champion is a member of the Executive Team and is able to champion race equality at ET and Board level
- **Ascribing Leadership in the directorates – Business Planning Strategy** - Ascribing leadership and accountability was deemed essential to the successful delivery of the action plan. We have maintained our strategic focus on achieving race equality by ensuring our action plans are linked to our corporate business plan each year.

- **Engagement and communication** – Communicating the Library’s vision on race equality and getting engagement from staff and the Directorates.
- **Developing our People Strategy** – Developing our people is a major driver and embedding race equality and creating race equality confidence.
- **Embedding the duty** - The Library has strived to relate and generate an understanding of the Unifying Generic Equality scheme, the duty and of our commitment, and to embed this into all aspects of the organisation.

## **Overview and Main General Highlights**

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

### ➤ **Demonstrating Leadership and accountability from the top**

Our Race Champion is a Director and chairs the Race Action Group and is accountable for the delivery of the action plan. Race 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 Gender &, Workforce & Disability).

The Chair of the Race Action Group ensures race equality remains on ET’s and the Board agendas. Maggie Semple OBE, Board member, attended a race action meeting on 15<sup>th</sup> October 2009 which highlighted the importance and value the Board placed on equality and diversity and the work the Library was doing in this area. The presentation was very well received by the members of the Group and TUS representatives.

The Executive Team and Board approved funding during 2008-9 to support diversity initiatives for example, race and cultural awareness training, employee investigation training, Equality on line Training , and the implementation of a career development programme targeted at ethnic minority staff.

### ➤ **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 Race Action Group members (circa 20 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 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 raising engagement, championing race equality in our directorates and delivering on our action plan.

### ➤ **Engagement and communication**

This is a key area for ensuring race equality confidence, embedding the duty and ensuring participation 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 launched a revised Staff Survey in 2008 to measure key drivers such as diversity. The results from the Staff Survey from ethnic minority staff will be taken forward in 2009-2010 by the Directorates and Human Resources to increase the engagement rates from particular ethnic groups.

There have been several initiatives in this area such as:

- The Front Line Services Diversity Group supported the race and cultural awareness training sessions for managers and front-line staff held during March and April 2009. The training sessions received complementary feedback and 418 members of staff have been trained.
- A Diversity Newsletter was issued to all staff via e-communications and hard copies. The newsletter launched the members of the Race Action Group with a specific article on the Diversity Champions. This was the first Diversity Newsletter aimed to communicate to staff the Library's diversity strategy and to keep staff informed of developments. The newsletter will be a regular communication initiative issued to all staff.
- In celebration of Black History Month, the Library organised and ran various public events during October and November 2009 which involved working with external partners and individuals such as Ben Okri, Booker Prize winner. In addition, a dedicated intranet page was established, an exhibition at the Boston Spa site, three Staff talks, a Black History Month Quiz and also multi-cultural food was offered during the month in the staff restaurants. The celebration was arranged and co-ordinated with trade union representatives and members of the Race Action Group .

**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;

- The Library has become a member of the Race for Opportunity Campaign (RFO). RFO is dedicated to improving race diversity through best-practice and is made up of a number of organisations from both the private and public

- To increase the accessibility of the Library's services and engage with the wider community. Multi-lingual leaflets translating key information about the Library in sixteen different languages can be found on the external website;
- Conservation have partnered with Camberwell College of Arts in developing a Foundation Degree in Book Conservation. The first cohort of students began in October 2007 and graduated in June 2009. The British Library offers placements for up to 5 students from each cohort, a two week placement in their first year and a ten week placement in their second year. The Foundation Degree is aimed at widening participation to the conservation profession for those who may not be able or willing to start a full degree course;  
The Sound Archive Classical music curator runs the Edison Fellowship scheme which attracts people from a diverse ethnic and nationality background. This year students arrived from Taiwan, Israel, USA and Spain to study at the British Library. The programme of oral history training courses (in conjunction with the Oral History Society) attracts a diverse mix of attendees including those from Black, Asian and ethnic minority backgrounds. These course encourage individuals from all backgrounds to use oral history and to help show that the British Library is an inclusive place for all;
- The Business and Intellectual Property Centre (**BIPC**) continues to enhance our position and relationship with key national and local initiatives, working closely with Everywoman, African Caribbean Business Network and Association of Community Based Business Advice. The Business Engagement Manager during 2009 attended "Promoting Enterprise among Bengali Women" Project and to celebrate Black History Month 2009 ,the BIPC, featured Geraldine Mattis, a female BAME entrepreneur as a case study;
- Ensuring the Library remains relevant to the UK community and internationally the Library has implemented the 21<sup>st</sup> Century Curator project to ensure curators have the key skill sets required to ensure the collections are reaching and engaging a more diverse audience. British Library staff have attended various seminars or given presentations to various groups for example, a presentation on Black and Asian holdings to Spread the Word, a poetry collective, a seminar on the (UK) Negro Welfare association, 1931-1937, the Trinidad & Tobago High Commission launch of the Trinidad Noir short stories collections, to an appearance on the BB4 Radio programme " Dirty Dozens" presented by Benjamin Zephaniah, to compare and contrast British and

- The Library's Public and Learning Engagement Strategy is aimed to broaden the Library's core audience base in a focused and strategic way. In engaging new audiences the Library has developed an inclusive approach to the development of the learning programme and exhibitions workshops. In most cases, if there is a direct link or interest targeted marketing is used to encourage particular community groups to visit the exhibition. For example, for the *Ramayana* exhibition Asian audiences were targeted with tours conducted in Hindi and Gujarati and for *Sacred* where a number of faith groups were directly marketed to;
- The Learning Team work with Primary and Secondary schools and families across London as part of its outreach programme. Workshops and programmes attract a high percentage of participants from a BAME community background in Camden, Tower Hamlets, Islington, Haringey, Lambeth and Westminster.
- The Library's Corporate Social Responsibility strategy is divided into three main areas: Economic, Environmental and Social. The Social agenda focuses on initiatives to improve the quality of life for our workforce, families and local community. Our CSR agenda supports the work of the race action group by ensuring race diversity is considered alongside other diversity strands when implementing initiatives. Enhancing literacy is one of our strategic priority and we have implemented a programme of volunteering opportunities for staff to read to primary students and mentoring in secondary schools in Camden and Yorkshire. Some of the participating students come from either disadvantaged or ESOL (English for speakers of other languages) backgrounds and provide our staff with an opportunity to make a positive impact on these communities and enhance our profile as an employer of choice.
- During 2008, our central procurement unit (CPU) published the responsible procurement policy which aims to provide opportunities for a more diverse supply base including SME's, BME's, Women's and Voluntary groups. In addition, our Tender evaluation for procuring services now includes confirmation that bidders have equality / diversity policies meeting UK legislation to ensure they meet the Library's standards on disability equality and diversity. An example of this was our tendering evaluation of recruitment agencies for our preferred supplier list. Evidence was required by the successful bidders how they take into account equality in their business operations and attract diverse candidates. Further work in this area will continue for our second year of our action plan.

**Activities and events that have occurred across the Library directorates and departments (examples of which follow on the next page).**

### **Supporting and Promoting Race Equality Initiatives and inclusion across the Directorates**

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

- **Supporting and working with the Race for Opportunity** for instance attending specific events such as best-practice on Talent Management , Positive action and the Single Equality Duty and discussing the requirements for an application to the Race for Opportunity Benchmarking exercise in 2010.
- The Library has an established reputation as a socially responsible organisation and has further strengthened its Corporate Social Responsibility (CSR) activities by the formation of a cohesive framework and the Corporate Social Responsibility Working Group. The Social area focuses on developing programmes which best utilise our staff and of our local, national and international communities, whilst aligning initiatives to our strategic priority to enhance literacy. During 2008-09 volunteering opportunities for staff in both main locations was implemented. We have also supported Reading Matters and mentoring for transitional students, in addition to expanding our Reader Volunteers scheme by 100.

**The National Year of Reading** was launched in April in 2008. The Library joined forces with the National Literacy Trust to celebrate, support and promote reading in all its forms. This not only included volunteering opportunities and community support, but also our “Big Read” book club which ran from September to December to encourage local communities to get reading. The list of writers selected for the club included BAME authors such as Ekow Eshun and Diran Adebayo, culminating in the Big Read event at St. Pancras in December 2008. This event assisted in enhancing the Library’s image with BAME readers and visitors as an organisation that is committed to race equality and is inclusive to all.

- **The Business and Intellectual Property Centre –**
  - The BIPC is funded through the London Development Agency and has a 29% target to actively engage with BAME audiences. As at October 2009 BAME actual was 62%.
  - Marketing materials and case studies displayed in BIPC or on the website promotes the work of individuals from diverse BAME backgrounds to encourage more participation and engagement from BAME audiences.

- **Scholarship & Collections** – The Library’ Content Strategy ensures that the selection and collection of collection items continues to be of relevance to minority ethnic audiences e.g. UK websites related to British Black and Asian experiences, plus published and unpublished recordings for the Sound Archive.
- **Conservation** – has organised and is running a public programme including twice weekly tours of the conservation studios, quarterly seminars and quarterly advice days. This has widened access to conservation. The staff who conduct the tours received customer service training to address a diverse audience participation.
- **Human Resources** - are members on various diversity networks for example DCMS, CIPD and Museum Libraries and Archives to share ideas and foster closer working in the cultural sector.

- **NB: Further information about Library activities around race equality 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; (b) in the Unified Scheme and bespoke areas for Race.**

**Development and People Strategy** – Developing our people and ensuring opportunity for all and promoting good relations between different ethnic groups is a key element of the race equality duty and the Library has implemented initiatives to fulfil this.

These are samples of some of the highlights of embedding race equality this year:

- **Recruitment monitoring** – In April 2009, the Library produced a detailed Equal Opportunities recruitment report which included details of ethnicity, religion, disability, age and gender. The report captures all equality data for the previous 12 months for all candidates who have applied for jobs with the Library. The report is reproduced every 6 months and information is analysed and shared with our TUS representatives and Directorate Leadership teams. To date we have not identified any areas of concerns for BAME job applicants. We will continue to ensure our recruitment activities comply with our diversity and equality policy and legislation. Our equal opportunities recruitment report also helps us to identify the demographics of candidates who apply for roles with us.
- **Careers Website-** To further promote the Library as an inclusive employer and committed to developing its staff we developed a Careers website in

- 
- **Employee Investigation training** – During 2009 we delivered employee investigation training to managers and trained 117 key managers to ensure they adhere to our HR procedures on fairness and equity and increase their confidence in dealing with employment issues.

**PATH initiative** – In supporting career development for Black, Asian and Minority Ethnic (BAME) staff the Library supported 4 individuals to undertake a Diploma in Management Studies (DMS) in order to assist in the facilitation of the under-representation of BAME in more senior levels. One individual successfully completed the DMS while the remaining 3 are continuing their studies.

---

The Library has also recognised the benefits of mentoring for an organisation and the individual and has developed a pilot mentoring programme. The mentoring training delivered to mentors and mentees included specific section on diversity. Alongside other members of staff the PATH individuals were assigned mentors as part of the PATH initiative.

---

- **Equality Online training for all staff** - During 2008 an equality and diversity online training programme was developed which included specific reference to race and nationality, religion and belief and diversity. The aim of the training is to raise awareness and understanding amongst all staff of equality and diversity. The training was rolled out in 2009 to managers and staff and 80% of our staff have successfully passed the diversity quiz. The training will continue to be rolled out and all new entrants will have to complete this
- **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 in this diversity strand.
- **Monitoring statistics** – We currently monitor our workforce statistics annually in the areas below by racial group and use the findings to measure our performance against our HR policies.

:

- staff in post;
- job applicants;
- promotion;
- training;
- performance appraisals;
- grievances;
- disciplinary action and;
- leavers

- As at 30 September 2009, 13.8% of staff come from a BAME background compared to the national working population of 11.9%. ( See Appendix B for ethnic origin breakdown of staff)

### **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 race equality at the outset and take into consideration cultural differences from different race and ethnic groups and ensure services are delivered inclusively.

We have developed our corporate EIA policy in consultation with Trade Union Side on carrying out equality impact assessments for 2009 which is a new area of our work for the Library. In line with this we have reviewed and increased our monitoring criteria and data so that there is better information and data to inform decision making when carrying our equality impact assessments. We have begun conducting equality impact assessments, for example, re-organisations of teams in which the effects of these changes was considered from a race and ethnic background perspective.

We have also developed a programme for equality impact assessments our key HR policies looking at their effects on equality groups using our monitoring information.

We shall continue to provide EIA training courses for managers to ensure managers are equipped to carry out EIA when required.

## Scheme Overview and Planning for Year 2 - 2009

### ➤ Planning for 2009 -10

When creating the RES, 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 race equality will feature in business and strategic planning for and in the future and this includes;

- **Embedding diversity competencies – There is more conscious awareness since diversity and social inclusion form part of the curatorial competencies.** In addition, the Sociology of Race and Ethnicity has been identified as key area of focus for the content lead and content specialist working on Sociology during the year 2009-2010.
- **Staff Survey 2008** - The results of the 2008 Staff Survey identified that some colleagues who are from a BAME groups were less satisfied and felt there was less opportunity for career progression. In response to this and in order to ensure we can externally attract a diverse group of candidates to senior roles with the Library we are about to conduct external research into this area. Based on the results of this we will examine why people choose to or not to apply for roles at the Library.
- **Employer branding** - we are soon to embark on a project to help raise the profile of the Library's employer brand. As part of this we will be producing case studies and profiles of colleagues who work in the Library. A key element of our planning is ensuring an ethnically diverse group of colleagues are selected for case studies.
- **Continued diversity training** – We shall continue to provide diversity training to our front-line staff to ensure they are equipped to provide services that are accessible and inclusive to all. We shall also continue to provide employee investigation training to managers to ensure they adhere to Library's policy fairly.
- **Monitoring and Reviewing** - The above processes 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 have just completed year 1 of the 3 year plan we will only partially review the plan to accommodate;

- New improvement initiatives e.g. the results of the Race for Opportunity benchmarking exercise 2010 and recommended actions
- Adjustments for where we had actions planned for year 3 which have been completed early ;
- The actions planned for year 2 which may need to be delayed to year 3
- New initiatives which will be incorporated into the plan and reported on.