



## Action Plan

### Workforce Equality Index



## Workplace Equality Index

### Assess your organisation's achievements and progress on LGBT equality.

The City of London Corporation will demonstrate their work in 10 areas of employment policy and practice. Staff from across the organisation will be asked to complete an anonymous survey about their experiences of diversity and inclusion at work.

We will then receive our scores, enabling us to understand what is going well and where we need to focus our efforts, as well as see how we have performed in comparison with other organisations in our sector and region.

The 100 best-performing organisations are celebrated publicly on the 16 February 2022, Stonewall will celebrate the work of a wider range of employers for the first time through their Gold, Silver and Bronze awards.

As a Stonewall Diversity Champions member the City Corporation will benefit from in-depth, tailored feedback on our submission. Although, we are aware that we will not be in the top 100 employers at this stage, we do aim to improve on our previous score. This is an important piece of work, one which can be shared as good practice across all protected characteristics wherever possible.

| Section   | Supporting Documentation   | Responsible Officer  | Actions   | Completion Date  |
|---|--|----------------------|---|--|
| 14 <sup>th</sup> April, 14:00 to 16:00 (M1 Review and Revise) |  |                      |   |  |
| 26 April 2021 – updated criteria will be available            |  |                      |   |  |
| 1. Policies and Benefits                                      | <ul style="list-style-type: none"> <li>Bullying and Harassment Policy</li> <li>Adoption Policy</li> <li>Special or Compassionate Leave Policy</li> <li>Maternity Policy</li> <li>Paternity Policy</li> <li>Shared Parental Leave Policy</li> <li>Trans Inclusion Policy</li> <li>Menopause policy</li> <li>Transitioning in the Workplace</li> </ul> | ██████████           | <p>██████████ to review and revise policies to ensure they are gender neutral and include explicit details about gender identity wherever possible.</p> <p>██████ to submit an update to Establishment Committee with details of any revisions made to relevant policies.</p> <p>██████ to produce a new or amended Transitioning in the Workplace Policy to signed off at Establishment Committee following consultation with Staff Networks</p> | <p>14 May 2021</p> <p>23 June 2021</p> <p>23 June 2021</p> |
| 2. The Employee Lifecycle                                     | <ul style="list-style-type: none"> <li>Job Advertisements</li> </ul>   | ██████████<br>██████ | ██████ to progress networks recognition in appraisals   | 25 June 2021   |

|                                       |  |       |  |  |
|---------------------------------------|--|-------|--|--|
|                                       | <ul style="list-style-type: none"> <li>• Equal Opportunity statement for recruitment</li> <li>• E&amp;I Training information for all staff</li> <li>• Recruitment and Selection training</li> <li>• Recruitment Checklist for recruiters</li> <li>• Induction programme</li> <li>• Gender Identity Policy</li> <li>• LGBT Calendar information communication</li> <li>• Mental Health and Wellbeing Strategy</li> <li>• Exit Interview feedback</li> <li>• Apprenticeship attraction statistics</li> </ul> |       | <p>■■■ ensure networks are represented on Jobs page and inductions</p> <p>■■■ to revise Equal Opportunity statement with more explicit wording around trans/gender identity</p> <p>■■■ to collate relevant Training material relevant to highlight how LGBT issues are clearly included in E&amp;I training and development</p> <p>■■■ to capture all internal comms for calendared LGBT event and articles, past and future</p> <p>■■■ to review Mental Health and Wellbeing Strategy in accordance with guidance</p> <p>■■■ to review Exit Interview process and analyse feedback</p> <p>■■■ to review and analyse data captured for apprentices</p> |  |
| <b>3. LGBT Employee Network Group</b> | <ul style="list-style-type: none"> <li>• Term of Reference</li> <li>• Respond to questions</li> </ul>  | ■■■■■ | <p>■■■■■ to ensure network reaches all sites and staff. Review comms to be fully inclusive with HQ support</p> <p>■■■■■ to link City Pride up with other relevant LGBT networks</p> <p>■■■■■ to develop and communication plan to consult and seek the opinions of the relevant members of City Pride to coordinate responses to this section</p>  | <p><b>Ongoing</b></p> <p><b>5 May 2021</b></p> <p><b>14 May 2021</b></p> |

|  |   |             |  |  |
|--|---|-------------|--|--|
| <b>4. Empowering Individuals</b>   | <ul style="list-style-type: none"> <li>• Allies Programme</li> <li>• Respond to questions</li> </ul>  | <div></div> | <p>██████████ finalise allies programme details with other networks and publicise</p> <p>██████████ to consider learning and development needs for allies, input network can have to this and training.</p> <p>██████████ to develop and communication plan to consult and seek the opinions of relevant members of the 6 networks to coordinate responses to this section</p> | <p><b>2 July 2021</b></p> <p><b>18 June 2021</b></p> <p><b>18 June 2021</b></p>          |
| <p><b>19<sup>th</sup> May, 14:30 to 15:30 (M2 Scope out and Respond)</b></p> |   |             |  |  |
| <b>5. Leadership</b>   | <ul style="list-style-type: none"> <li>• Interview Questions on E&amp;I</li> <li>• Respond to questions</li> </ul>  | <div></div> | <p>██████████ to develop a bank of specific E&amp;I interview questions</p> <p>██████████ to respond to relevant questions from a member's perspective.</p> <p>██████████ to respond to relevant questions as Chief Officer/ Sponsor perspective.</p>  | <p><b>Jan 2021 and Ongoing</b></p> <p><b>25 June 2021</b></p> <p><b>16 July 2021</b></p> |
| <b>6. Monitoring</b>   | <ul style="list-style-type: none"> <li>• Monitoring Questions</li> <li>• Declaration rates and communication</li> <li>• Staff Survey outcomes</li> <li>• Apprentice application to appointment information</li> </ul> | <div></div> | <p>██████████ to review and revise questions wherever necessary as stated in guidance</p>  | <p><b>1 June 2021</b></p>  |

|  |  |     |  |              |
|--|--|-----|--|--------------|
| 7. Supply chains   | <ul style="list-style-type: none"> <li>Respond to questions</li> </ul>   |     |  | 3 Sept 2021  |
| 8. External Engagement and Service Delivery  | <ul style="list-style-type: none"> <li>Social Media Activity</li> <li>Campaigns</li> <li>Events and Impact of Policies</li> <li>Customer satisfaction for past 3 years</li> <li>Complaints and outcomes</li> <li>Frontline Training</li> <li>Communications promoting LGBT services</li> <li>Respond to questions</li> </ul> |     | <p>to develop action plan to capture relevant information from relevant service area's</p> <p>to coordinate responses as appropriate</p>                               | 20 Aug 2021  |
| 15 June 2021 – submissions and the Staff Feedback Questionnaire open                   |  |     |  |              |
| 25 <sup>th</sup> June, 14:00 to 15:00 (M3 Complete and Highlight possible bottlenecks) |  |     |  |              |
| 19 <sup>th</sup> July, 14:30 to 15:30 (M4 First Draft for Discussion)                  |  |     |  |              |
| Submit to Workplace Equality Index 2021  | <ul style="list-style-type: none"> <li>WEI Criteria</li> <li>Client Manager to support with system and how to evidence</li> </ul>  | ALL | <p>to notify group when WEI 2022 submission open in June</p> <p>to load criteria documentation to Teams site</p> <p>Share link with appointed leads to upload data</p> | 16 June 2021 |

|   |  |  |  |  |
|---|--|--|--|--|
|   |  |  | <p>██████ to develop comms and circulate Staff Feedback Questionnaire</p> <p>██████ to circulate final submission</p> <p>██████ to upload approved submission</p> <p>██████ to provide details of result and feedback to group when received</p> | <p><b>16 June 2021</b></p> <p><b>16 Sept. 2021</b></p> <p><b>1-5 Oct. 2021</b></p> <p><b>16 Feb.2022</b></p> |
| <b>5 October 2021 – submissions close</b>   |  |  |  |  |
| <b>5 November 2021 – Staff Feedback Questionnaire closes</b>                                |  |  |  |  |
| <b>Visibility</b>   | <ul style="list-style-type: none"> <li>Diversity Champions <u>logo</u></li> <li><u>Proud Employers</u> jobs board</li> </ul> |  | <p>██████ to check use of <a href="mailto:Proud.Employers@stonewall.org.uk">Proud.Employers@stonewall.org.uk</a></p>   |  |
| <b>16 February 2022 – Top 100 and Gold, Silver and Bronze Employer awards are announced</b> |  |  |  |  |
| <b>February to May 2022 – feedback meetings take place</b>                                  |  |  |  |  |