

Gender Equality Scheme 2007–2010



Gender Equality Scheme 2007-2010

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Foreword

**by Gillian Merron, Parliamentary
Under Secretary of State**



**David Rowlands
Permanent Secretary**



Policies and practices that seem neutral can have a different effect on women and men. Women may have greater caring responsibilities, different patterns to their working lives, limited access to resources, and greater vulnerability to domestic violence and sexual assault.

Men can be disadvantaged by workplace cultures that do not support their family or childcare responsibilities; by family services that assume they have little or no role in parenting; or by health services which do not recognise their different needs.

Men and women also have different needs and concerns when it comes to using transport services and working in the transport sector. The aim of our Gender Equality Scheme is to make sure that all aspects of the Department's policies and employment practices take proper account of these differences.

The Scheme is both a strategy and action plan outlining the journey from where we are now to where we want to be.

It is our intention that this Gender Equality Scheme will not only be relevant in meeting our statutory requirements, but will also serve as an informative guide in promoting a better understanding of gender equality amongst all our colleagues within the Department and those in the wider transport world.



Parliamentary
Under Secretary of State



Permanent Secretary

1 Setting the scene

Travel choices can be influenced by a range of factors not solely related to practical considerations but including economic and social pressures.

Women often have the primary responsibility for childcare or for looking after older, sick or disabled relatives. More often than men, they work part time, particularly if they have dependent children. A smaller proportion of women than men hold driving licences.

Women are also more concerned about personal security than men, although men are statistically more likely to be the victims of crime on the transport system. Young men, particularly new drivers under 25 years old, are much more likely to be involved in road traffic accidents.

These differences, and others we have identified through research, lead to different ways of using transport services and to different needs and concerns.

The Department's aim

The Department for Transport's aim is transport that works for everyone. This means a transport system which balances the needs of the economy, the environment and society.

In support of this aim, the Department has four strategic objectives, one of which is to promote social inclusion by enhancing access to jobs, services and social networks, including for the most disadvantaged. Our Gender Equality Scheme contributes to this objective.

It also contributes to the Department's Diversity Plan, by addressing the underrepresentation of women at the higher management levels within the Department.

Objectives of the Gender Equality Duty

The gender equality duty came into force in April 2007. Its purpose is to help men and women to have full opportunities and choices to improve the quality of their lives and to be respected and included as equal members of society.

The duty requires public authorities, when carrying out their functions, to have due regard to the need to promote equality between women and men and to eliminate unlawful sex discrimination and harassment. This means the public sector should develop its policies and design its services and employment practices with the needs of both women and men in mind.

The gender duty requires us to assess the potential impacts of policies that will have different effects on different gender groups. It also requires us to set targets to redress any imbalances and monitor progress towards them.

Legal duties

The Equality Act 2006 amends the Sex Discrimination Act 1975 and places a statutory duty on public bodies, when carrying out their functions, to have due regard to:

- eliminating unlawful discrimination;
- eliminating harassment; and
- promoting equality of opportunity between men and women.

Along with certain other public authorities, the Department also has specific duties which define some of the steps we must take in fulfilling the general duty. In particular, we are required to publish a Gender Equality Scheme, implement actions set out in that Scheme, and report on its progress.¹

1 More information about the legal duties of the Department can be found at Annex C

Purpose of this Document

This is the Department for Transport's Gender Equality Scheme. It sets out the objectives we have identified that will help us to comply with our gender equality duties. It explains what we have already achieved and sets out the actions we intend to take to meet those objectives.

The action plan is based on evidence we have gathered from consultation, impact assessment and social research. The Department will continue to develop its evidence base to feed into the Scheme.

The action plan outlines who is responsible for implementation and notes any major milestones and target dates.

The central Department's Action Plan can be found at Annex A, and the plans of our executive agencies at Annex B.

Reviewing the Scheme

The central Department and its Executive Agencies will implement the actions set out in their individual action plans (Annexes A and B) and regularly review their effectiveness.

We will report our progress on the Scheme annually.

2 The Department's role

The Department for Transport provides a strategic framework for the delivery of transport services. Our role is to develop the policy framework, regulate standards, provide guidance and encourage good practice as well as planning for future needs and investing public money wisely.

Most of the Department's expenditure is on domestic surface transport in England and that is the focus of our investment strategy and targets. But we also have important responsibilities for transport security and emergency planning, as well as for aviation and shipping infrastructure across the United Kingdom.

Transport services are delivered through a wide range of public and private sector bodies, including through the Department's own Executive Agencies:

- Highways Agency;
- Maritime and Coastguard Agency;
- Driver and Vehicle Licensing Agency;
- Driving Standards Agency;
- Vehicle and Operator Services Agency;
- Vehicle Certification Agency; and
- Government Car and Despatch Agency²

The Department employs 19,000 staff, largely in its Executive Agencies, with some 1,500 staff in the Department's centre in London.

Further information about the Department, its seven executive agencies, and the non departmental public bodies (NDPBs) it supports can be found in the Department's Annual Report 2007 and on the department's website www.dft.gov.uk

Working in partnership

The Department achieves many of its objectives by working in partnership with a wide range of public and private sector bodies. The nature of the relationship between the Department and delivery agents varies widely.

The level of direct control the Department can exercise differs from case to case. The Department funds some public and private sector bodies, though responsibility for providing the service lies with others (for example Network

² GCDA became an Executive Agency of the Department in 2005. The Agency was established to assist government departments and the wider public sector achieve efficiency and savings by providing government car and mail services and it does not have an external role, and is covered by the central department's action plan.

Rail). In some cases, the Department's role is closer to that of a stakeholder, as in aviation and logistics, where most of the funding comes from the private sector.

In all cases, the Department remains responsible for the overall delivery of the Government's transport policy and strategy, as well as for ensuring transport is properly aligned with other government aims and objectives.

We work closely with government departments that have an interest in gender equality and in our policy areas, such as the Women and Equality Unit (WEU)³ in Communities and Local Government (CLG).

Women are traditionally under-represented in the transport sector and the Department supports and works with a number of organisations aiming to redress the balance.

Women's Transport Network

The Women's Transport Network⁴ aims to promote transport systems and pedestrian environments that are safe and accessible for all, and to encourage women to enter and progress within the transport industry. There are approximately 200 members, mainly from academia, local authorities and transport organisations. One of the roles of the Network is to canvass ideas and test findings on personal security and accessibility issues. The Department provides secretariat support.



Women's National Commission

Many of our policies affect the devolved administrations. We have established links via the Women's National Commission (an advisory non departmental public body). This is an umbrella organisation working in England, Northern Ireland, Scotland and Wales to ensure women's views are taken into account by the government and are heard in public debate.

3 More information on the WEU can be found at www.womenandequalityunit.gov.uk/index.htm

4 More information on the WTN can be found at www.ciltuk.org.uk/pages/wtnhome

Objectives of our Scheme

The Department has identified six key objectives as a framework to improve equality between women and men in our area of work.

Externally, their purpose is to meet the challenge of integrating gender equality considerations into functions such as research, policy development and implementation and resource allocation.

Internally, our recruitment and performance management systems need to be consistent with the aims of our diversity and gender equality policies.

- 1. Deliver better access to jobs and key services such as health care, education and food suppliers for both women and men.**
- 2. Ensure that all new and existing policies are assessed for their impact on gender equality, as part of a wider equality impact assessment, to ensure effective targeting of policy and resources.**
- 3. Work towards the DfT 2008 diversity target to increase the representation of women in the Senior Civil Service and its feeder grades, as set out in the DfT Diversity Delivery Plan.**
- 4. Consider how procurement practice can help to deliver gender equality.**
- 5. Increase awareness of the gender equality duty across the Department, its agencies and its non-departmental public bodies.**
- 6. Eliminate unlawful gender discrimination and harassment and promote equality of opportunity between the sexes.**

Taking each of the key objectives in turn:

- Accessibility planning aims to ensure that there is a clearer and more systematic approach to identifying and tackling the barriers that people, particularly those from disadvantaged groups and areas, face in accessing jobs and key services.
- Gender equality impact assessments⁵ are carried out on all policies and procedures before implementation, using techniques established to measure the effect of our activities on other equality issues such as race, age and disability.
- The Department's diversity targets recognise that to create a truly representative workforce, we need to focus on attracting, developing and retaining female talent across all grades.
- Our procurement policies should not accidentally put up barriers to businesses that are owned or operated by diverse suppliers. The way we procure goods and services can stimulate good practice in organisations that deal with us.

⁵ The Department has developed an impact assessment Equality Toolkit see page 17 for further information.

- We will publicise the gender equality duties and our Scheme internally to make sure colleagues across the Department are aware of their responsibilities.
- In carrying out all its functions the Department seeks to make progress in tackling sex discrimination and sexual harassment as well as the promotion of equality of opportunity between women and men.

To guide the preparation of our Scheme, we established a high level gender equality steering group, chaired by the Permanent Secretary, involving senior officials from across the Department and its Executive Agencies and including a representative from the flexible working staff network.⁶ The steering group includes a Director General and a non-executive Board member appointed as Gender Equality Champions.

6 This is a network for colleagues who have adopted one of a number of options for flexible working including part-time, job splitting, job sharing, compressed hours or working from home on a regular basis.

3 The evidence base of our Scheme

Gathering and use of information

Evidence gathering is an important part of meeting our gender equality objectives. Information gathered by the Department will allow us to:

- identify gender equality issues in our area of work;
- assess the impact of the Department’s policies and the extent to which they take account of the different needs of men and women and promote equality between male and female staff;
- identify barriers to good performance and actions for improving policy development and service delivery; and
- review progress and adjust actions as necessary.

We gather information through formal research, consultation and through carrying out impact assessments on our work. We continue to develop our evidence base.

Research

The information we currently gather through research includes the National Travel Survey⁷ and Transport Statistics for Great Britain,⁸ together with other statistical data and qualitative research.

Current projects include the following.

- *Evidence-based Review of Mobility: choices and barriers for different social groups.* This will be published in 2007.
- *Understanding the travel aspirations, needs and behaviour of people in later life.* Findings will be published in 2007.
- Customer insight research by our executive agencies that provide services direct to the public, including the Driver and Vehicle Licensing Agency (DVLA), the Driving Standards Agency (DSA), the Vehicle and Operator Services Agency (VOSA) and the Vehicle Certification Agency (VCA).

Travel patterns by gender

The 2005 National Travel Survey (NTS) is the latest in a series of household surveys designed to provide a databank of personal travel information for Great

7 At www.dft.gov.uk/stellent/groups/dft_transstats/documents/page/dft_transstats_612468.hcsp

8 www.dft.gov.uk/stellent/groups/dft_transstats/documents/sectionhomepage/dft_transstats_page.hcsp

Britain. It is part of a continuous survey that began in July 1988, following ad hoc surveys since the mid-1960s.

Information on travel by gender is available from the NTS. The annual statistics bulletin includes tables showing a breakdown by men and women for key transport variables such as travel by mode and purpose, driving licence holding, car availability and mobility difficulties.

Gender constitutes a critical dimension of the diversity of travel needs amongst adults. Trip chaining is particularly important to women i.e. combining journeys for different purposes such as their travel to work, shopping, escort of children or access to healthcare.



These are some of the potentially significant findings.

Public transport trips

- Overall, three times as many trips were made by bus or coach as by rail. Women of all ages used buses more than trains, but men aged 30-39 made slightly more rail trips, reflecting the more widespread use of rail among commuters.
- Bus use is highest for 17-20 year olds, accounting for 16 per cent of trips in this age group. Among both men and women, bus use was higher for those aged 70 or more than in middle age, probably reflecting availability of concessionary bus fares and differences in driving licence holding.
- Thirteen per cent of work and business trips made by men were followed by a further trip to work or business compared with nine per cent for women. Men were also more likely than women to go home directly after a work or business trip.



Walking trips

- The proportion of trips made on foot was higher for men than women among adults aged 17-20, but was higher for women in all other age groups.

Bicycle trips

- Bicycle use was most common among men aged 17-20, but even for this group only three per cent of trips are by bicycle. Cycling declines gradually with age, accounting for just over two per cent of trips by men aged 40-49, and just over one per cent of trips made by people aged over 70.

Car trips

- Women are less likely to have a car, sometimes reflecting men's use of the family car for travel to work purposes – women are more reliant on public transport, taxi or walking.
- Men aged 17 and over made more trips as car drivers than as passengers in all age groups. Women aged 21-69 also made more trips as drivers than as passengers, but women under 21 or over 70 were more likely to be passengers than drivers.
- The proportion of trips made by car as a driver increases with age to a peak of 68 per cent of trips among men aged 50-59 and 57 per cent among women aged 40-49, and then declines in older age groups.
- Differences in car usage can largely be accounted for by differences in licence holding. Eighty-one per cent of men held a full car driving licence in 2005, compared with 63 per cent of women.

The forthcoming evidence base review on mobility – choices and barriers for different social groups also reports the following findings.

- Women who have to juggle childcare and work have a preference for travel by car as this is perceived to ease time pressures involved in co-ordinating different activities.
- Issues that women face when using public transport include the physical accessibility of services when escorting children, the reliability and routing of services, access to information and, in some cases, concerns over safety and security as well as the attitudes of transport staff.
- Women's relative lack of access to a private vehicle can limit their access to employment opportunities.
- Transport difficulties for women can impact on their ability to access healthcare. One study found that low income mothers without personal transport reported forgoing their own use of health services to ensure that lifts from relatives would be available for their children's health needs.

Consultation

The gender equality duty requires us to involve women and men who have an interest in our policies in the development of this Scheme.

In addition to our regular research, we have:

- held a conference on gender equality in association with the Transport Network of the Royal Town Planning Institute;
- undertaken a survey of passenger transport executives, train and bus operators to identify current examples of good auditing practice in terms of gender equality;⁹
- run a series of regional workshops consulting on transport issues with a wider group of service users and others, who do not belong to formal organisations;
- held a series of awareness raising workshops on the gender equality duty for colleagues in the central Department and other similar events in our agencies;
- consulted the trades unions throughout the development of the Scheme; and
- run a series of consultative focus groups for colleagues.

9 Gender auditing is a means by which public transport operators and other providers can assess whether the services within their responsibility take account of the specific needs of all their passengers: men, women and children. Men and women make different use of public transport. They have different access to private transport, different patterns of commuting and employment, and different child-care and other family responsibilities.

The process of gender auditing offers transport operators and other providers a framework for checking that services within their responsibility take adequate account of these differences. Its aim is to improve the quality of transport service: which, in turn, will assist operators by increasing patronage.

Increasing our knowledge base

On the basis of what is known about women's and men's differing use of transport and – importantly – the gaps in our knowledge, the Department is embarking on a process of consultations with women and men in order to enhance our understanding of the commonalities and differences in experience and needs. This information will help to identify key areas where action is needed to deliver improved outcomes or both sexes.

We are holding focus group discussions with:

- Older women and men.
- Women and men in part-time employment with caring responsibilities.
- Black and minority ethnic women and men.
- Unemployed women and men.
- Young women and men in rural areas.
- Transexual women and men.

The Department will report on its initial findings from the first round of focus groups in August 2007.

Impact assessments

One of the key ways of embedding gender equality into the policies and activities of a public authority is through formal assessment of the effect a policy or decision has, or would have, on women, men and transgender people.

The Department has developed a toolkit for equality impact assessments.¹⁰ We have published, on our intranet, guidance and advice on carrying out assessments as well as more general information on the gender equality duty and its implications for the Department.

Impact assessments form a key part of best practice policy making. The toolkit has been developed as an aid to decision making.

We are finalising a combined methodology for our equality impact assessments using our toolkit to cover gender, sexual orientation, disability, race, religion/belief, age and human rights. We will ensure that this is built into the policy processes of the Department.

¹⁰ The Department's Equality Toolkit can be accessed at www.dft.gov.uk

4. Delivering better transport

Accessible transport services

It is often the case that improvements to services directed at one group of transport users will be a benefit to others.

All users, but especially women who tend to use buses more than men, have benefited from the improvements in accessibility following the introduction of regulations under the Disability Discrimination Act 1995 (DDA, as amended). In particular, the Department has identified that the provision of low-floor, kneeling buses, and the dual use of wheelchair priority space, has enabled women with small children in prams and buggies to be much more mobile and less socially isolated. Many operators report significant increases in the number of women with small children travelling by bus – either for the first time or on a more frequent basis – as a result of improved accessibility.

Trains and coaches must also now by law have features making them accessible to the widest possible range of people.

We have commissioned research looking at the key issues emerging from these improvements in provision and expect the final report to be available Autumn 2007.

Almost half of the national bus fleet already meets these requirements and this proportion increases greatly in urban areas. London's fleet is already 100 per cent low floor.



Affordable travel

The Government wants to ensure that bus travel remains within the means of those on limited incomes and those who have mobility difficulties. Travel concession schemes for older people are designed to enable the most vulnerable members of society to maintain their independence, and help reduce social exclusion.

They benefit both women and men, but are relevant to gender equality. Statistically, women tend to live longer and a smaller proportion hold driving licences. Fewer women over 70 drive.

Since 1 April 2006 in England, people aged 60 and over and disabled people have been able to travel for free on buses within their local authority area from 9.30 am Monday to Friday and all day at weekends and bank holidays. Around nine million older and disabled people live in areas that did not previously offer free travel. This scheme will be extended to free off-peak bus travel on any local bus in England from April 2008.

A person entitled to the statutory minimum can give up their entitlement for an agreed period and accept an alternative concessionary fare scheme instead (such as taxi tokens). However, there must be the option to choose the statutory minimum.

We are keen for local authorities to work together to provide cross boundary, county or regional-wide schemes where that suits local circumstances. Local authorities have the discretion to offer enhancements or alternatives, such as concessions on flexible services e.g. dial-a-ride, or to provide travel tokens, if that better suits local circumstances.

The Government also subsidises long distance coach travel in a half-fare scheme for those aged 60 and over and disabled people.

Accessibility planning

We know that transport is vital to accessing all key services, including employment and leisure facilities.

Accessibility planning¹¹ is about helping people, particularly those most in need, to reach jobs and key services. Local transport authorities have included accessibility strategies within their local transport plans, which were submitted at the end of March 2006, highlighting what problems have been found and setting out how authorities intend to improve accessibility in their areas.

Partnership working is an important element of accessibility planning, involving both transport organisations and those delivering key services such as health care, education and employment. Partnership working should also involve groups that represent the community, including women's groups, who can help to identify the main accessibility issues that affect them.

¹¹ Accessibility Planning Guidance 2004
<http://www.dft.gov.uk/pgr/regional/ltp/accessibility/guidance/gap/accessibilityplanningguidanc3633>

Accessibility is not just about transport. The location of services and the way that they are delivered has as significant an influence on accessibility as transport provision.

Personal mobility

The Department has looked at the in-car safety and security needs of women drivers and passengers. Behavioural and physical differences exist between male and female car drivers. As a result, women are more vulnerable to certain types of injury than their male counterparts. Another piece of Departmental research has shown some gender differences in the reasons why older drivers give up driving and how they cope with no longer being a car driver.

Personal security and perception of risk

Concerns over personal security are a particular barrier to travel for women. Departmental research shows that women often feel more vulnerable to crime and anti social behaviour whilst using public transport, especially after dark.

Although they express fewer concerns about security, men are statistically more likely to be victims of crime.

The Department is committed to reducing both crime and the fear of crime in the transport system.

We encourage the spread of good practice in crime prevention techniques on public transport through guidance to operators, local authorities, the police and other interested parties. The guidance emphasises the need for a partnership approach to reduce and prevent crime.

We also continue to encourage Crime and Disorder Reduction Partnerships (CDRPs) to address transport crime issues.

The Department runs the Secure Stations Scheme¹² which has established national best practice on personal security standards at rail and underground stations. We accredit those stations that have implemented a package of security measures for both passengers and staff. Accreditation lasts for two years after which time the station operator can re-apply.

Stations must meet national standards on design and management to cut down crime. The standards relate to such measures as staff training, accessible help points, CCTV, lighting and information. Before a station is accredited, we require a survey to see whether passengers feel safe at the station and evidence that crime rates are low.

The Department has issued guidance on improving personal security on trains. Recently commissioned research includes investigating the costs of crime committed on public transport, and ways to improve the personal security of taxi and Public Hire Vehicle drivers.

12 For more information on the Secure Stations Scheme see www.dft.gov.uk/par/crime/sss/?/view-Standard

5 Gender equality and procurement

Procurement is a key area where one organisation can influence another's diversity practice and ensure that services are delivered equitably. Procurement policy therefore provides an opportunity to encourage others to adopt policies which promote equality of opportunity.

A significant proportion of the Department's commercial business is in the procurement of services, including research and consultancy, equipment and in-service support. Contracts contain a general condition requiring the contractor to comply with equality and diversity legislation.

The 'General Conditions of Contract for Services' and the 'Supply of Goods' both contain a condition on discrimination. The condition requires the contractor to notify the Department of any investigations or proceedings brought against them under the various Acts and to indemnify the Department (without limit) for any claims arising.

The Department's Procurement Manual contains a separate section on addressing social issues throughout the procurement process. This provides a link to the Office of Government Commerce guidance on social issues in procurement, which gives practical guidance and worked examples of the action that can be taken within the confines of the EU Procurement Directives.

The Department will review the wording of our contract management guidance to emphasise the importance of ensuring any actions agreed in the contract in respect of gender are actually carried out. The duty to promote gender equality also forms part of a (more general) checklist for contract staff.

Women and Public Transport: the Checklist¹³

The Department has developed a guidance document *Women and Public Transport: the Checklist* to help transport operators and other providers carry out gender auditing of their services.

The Department continues to disseminate good practice examples of how transport operators, Passenger Transport Executives and others are attempting to better reflect the transport needs of men and women and recruit female staff.

¹³ Women and Public Transport: the Checklist can be found at the DfT website www.dft.gov.uk

6 Managing our people

The central Department and executive agencies' HR teams are responsible for developing employment policies, procedures and services that support managers and colleagues to enable the Department to:

- deliver and meet its business aims;
- develop our employees;
- assess the equality impact of policies, procedures and services and ensure that this is integral to the Department's working practices.

We have appointed Board-level Gender Champions, who report to the Permanent Secretary in his role as the Diversity Champion for the Department overall. The agencies have also appointed local champions who report to the agency chief executives.

Involvement – developing the Scheme

We encourage all colleagues to become involved in employment policy development. We have consulted both through our established staff networks and through a number of focus workshops, supported by our Gender Champions. Workshop participants discussed potential barriers for men and women working in the Department to help us develop our action plan.

We are also able to gain valuable information through analysis of our staff survey results. Recommendations from the staff networks, workshops and the staff survey will be taken forward through the lifetime of the Scheme and will help guide improvements in key aspects of employment for male, female and transgender staff.

Monitoring, information gathering – evaluation and action planning

We will publish gender monitoring information covering all key aspects of employment. This is in line with our monitoring on race and disability and will include:

- overall numbers by grade and full/part-time;
- recruitment and promotion;
- performance management;
- development and training;
- complaints, grievances and discipline; and
- exits.

This information, along with equality impact assessments (EIAs), will help monitor progress towards creating an inclusive organisation and towards meeting our and the civil service wide diversity targets.

Making the Department a more attractive place to work for women

Travel is a key issue for everyone irrespective of gender, and effective transport policy making and delivery requires a good understanding of the needs and interests of all users. However, traditionally the workforce of most transport operators has been predominantly male, as have some of the key transport sector professions (e.g. engineering and transport planning) and the Department itself. These stakeholder characteristics have influenced the style and working culture of the Department over a number of years.

Professional skills remain critical to effective delivery of business objectives. However, following consultation with colleagues the Department is aiming to create a more balanced working culture. One which recognises the importance of emotional intelligence and people management skills in ensuring that the Department is an attractive place for all kinds of talented people to work, so that transport policies are responsive to the interests of all users.

Work-life balance

The Department and its agencies have been supporting colleagues in balancing their work with caring responsibilities and outside interests for a number of years. Within the central department we intend to review our approach to work-life balance. We plan to promote further the business benefits of flexible working, the options available and to renew guidance and support for line managers to help them to make informed decisions when dealing with requests from their team members.

Within the central Department we are also rolling out a flexible deployment programme that matches individuals to work packages. The aim of the programme is to create a more agile organisation i.e. 'the right people in the right place at the right time'. The programme helps us meet our business priorities, while offering development opportunities and helping to ensure that colleagues' workloads are equitable and realistic.

Equal pay

In addition to three-yearly equal pay audits, the central Department and each individual agency will continue to conduct impact assessments of annual performance ratings and pay awards in order to ensure that equal pay issues are addressed. In line with pay delegation, separate equal pay audits were undertaken in the central Department and each individual agency in 2005-06. These generally showed a clean bill of health. We will monitor the position and act as necessary.

Gender reassignment

For people who are considering, currently transitioning or have been through gender reassignment, how they are treated at work can make a very real difference to their lives. We are aware that there remains a common lack of understanding. We will work with organisations like a:gender, the civil service network for transsexual and transgender people, so that we are better able to provide appropriate support and assistance.

Dealing with harassment and inappropriate behaviour

We do not tolerate acts of discrimination, bullying or harassment on any grounds. We have acted on staff survey results and outcomes of public duty monitoring. Harassment and bullying surveys have been followed up with focus groups and opportunities to discuss issues with independent specialists. We are conducting a complete review of how discrimination, harassment and bullying is dealt with across the central Department and its executive agencies.

We are also introducing guidance for managers to help them support colleagues who may be experiencing domestic violence.

Our aim is to create and maintain a working environment in which everyone is treated with dignity and respect irrespective of their gender.

Gender targets

In line with diversity policy, the Department has set internal targets (see below) for increasing the representation of women at all levels.

The senior civil service (SCS) position represents the central Department's and Executive Agencies' figures. The figures for the feeder grades and below are specific to the central Department. The agencies have set their own targets for these two groups.

Improvements to be made	DfT position as at 1 April 2006	DfT position as at 1 April 2007	DfT internal 2008 targets
Women in SCS	22.7%	22.8%	30%
Women in feeder grades (PB6 & PB7)	27.4%	29.1%	30%
Women below the feeder grades (PB1 to PB5)	42.7%	42.5%	43.5%

We have made some progress towards meeting the targets outlined in our Diversity Delivery Plan. However, we recognise that more needs to be done to create a truly representative organisation. Further details can be found in the DfT Diversity Delivery plan.



7 Publishing and review

Publishing

The Scheme will be published primarily via the Department's web site and will be made available as a hyperlink from each of our agencies' web sites. It will also be published in hard copy and a range of other accessible formats which will be available on request.

Review

The duties require us to revise this Scheme every three years. The revised Scheme will take into account information gathered in the interim, including impact assessments, and include issues likely to arise over the following three years.

Through the Scheme, we will continue to work closely with all stakeholders to assist transport operators in developing services that meet women's needs.

Annual reports

The Department intends to publish annual reports summarising:

- what has been accomplished in terms of its action plan;
- what has been done to eliminate discrimination;
- how it has promoted equality of opportunity;
- if set targets have been met;
- what evidence has been obtained and what it indicates;
- what has been done with the information gathered; and
- what actions will result from the information gathered.

The Department's first annual report, which is due by 30 April 2008 will be published and disseminated in the same manner as the Scheme itself.

Annex A

DfT Central Gender Equality Action Plan 2007-2010

This is the Action Plan for the central Department. The Department will be building on this during the lifetime of the Scheme.

The action plan table indicates how each entry relates to the overall key objectives the Department has identified as being necessary for it to perform its gender equality duties (section 2 of this Scheme). The Department has put mechanisms in place to ensure that these actions are recorded and that progress towards milestones and implementation of the individual action plan entries can be monitored.

**This is the Action Plan for the Central Department.
The Department will be building on this during the life of the Scheme.**

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
1 Publish a Gender Equality Scheme setting out actions to promote equality between women and men and report on implementation	Relevant to All	Accessibility & Equalities Unit	Publish Scheme (by 30 April 2007).	Involvement of women, men and transgender people in identifying barriers, improving outcomes, setting priorities and assisting planning activities.	On Target	April 2007
2 Amend Procurement Manual to include specific reference to Equality Act 2006 where appropriate.	Objective 6	Business Delivery Services/Procurement and Estates	Review Scheme (by April 2010).	Mainstreaming gender equality throughout all policies and practices.		April 2010
3 Research into the carriage of buggies on buses and their effect on men and women passengers and drivers	Objective 1	Business Delivery Services/Procurement and Estates	Necessary amendments being identified.	Amended Procurement Manual.		May 07
4 Update <i>Women in Transport: the Checklist</i>	Objective 6	Accessibility & Equalities Unit	Consultation with bus companies, PTEs and passengers	Produce guidance for stakeholders.	Ongoing	September 2007
		Accessibility & Equalities Unit	Work started	Transport providers are helped to carry out gender audits. Measure and improve take up.	Ongoing	October 2007

Gender Equality Scheme Action Plan for the Central Department

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
5	Include case studies which show how accessibility planning can help men/women equally to access key services are included in the proposed Good Practice Guide on accessibility planning.	Buses & Taxis Division	Case studies commissioned and draft guide produced.	Publication of a good practice guide on accessibility planning. Improved understanding of the needs of women and men and how these can best be met. Improved local transport plans better reflecting the needs of women and men.	Ongoing	Mar 2008
6	Publish a report on progress towards gender equality.	Accessibility & Equalities Unit	Publish report (April 08).	Effective leadership on gender equality in the Department's work. Identification of gaps in provision, trends, opportunities for partnership working. Delivery of effective services.	Review annually	April 2008
7	Update DfT literature in context of the Sex Discrimination Act 1985 and Equality Act 2006.	Accessibility & Equalities Unit	Process started and will be ongoing.	Stakeholders (both women and men) will benefit equally.	Progress on updating literature will be monitored and pursued within Department.	Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
8	Extend the coverage of the Secure Stations Scheme through raising awareness of the Scheme and through the franchising process.	DfT, but in partnership with Secure Stations Scheme steering group.	Preparation of an action plan to encourage further participation in the Scheme.	An increase in the number of accredited overground and underground stations.	Since a number of procedural and administrative changes were made to the Scheme in March 2005 there has been over a 100% increase in the number of accreditations.	Ongoing
9	Improve the collection of data on the travel patterns and attitudes of women, men and transgender people. Make better use of existing data sources.	Accessibility & Equalities Unit/Statistics Travel/Social Research and Evaluation	Review National Travel Survey questions to better identify barrier to travel.	Monitoring the travel patterns of women, men and trans gender people.	2007 NTS data will be reviewed in May 07. Follow-up research with key groups identified in the NTS may then be undertaken to better understand the particular issues. Final 07 NTS data available summer 08.	Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
10 Increase TRANSEC inspectors' understanding and awareness of gender equality so they can provide better feedback on the security provisions made at airports, ports and stations, and how they are implemented.	Objectives 1 and 6	TRANSEC and Accessibility & Equalities Unit	Milestones to be discussed	Better understanding of actual provisions for treatment of women, men and transgender people.	Ongoing	Ongoing
11 Extend the concessionary fare statutory minimum entitlement (for persons 60 and over and disabled people) to free off-peak local bus travel to anywhere in England.	Objectives 1 and 6	Concessionary Travel Division	Primary legislation required. Bill to be introduced as soon as Parliamentary time permits. Working groups established to advise on implementation.	Reduce the cost barrier to bus travel, thereby increasing bus use by men and women. Increasing accessibility to public transport for women who do not have access to a car.	On Target	April 2008
12 Make colleagues and suppliers aware of changes to the Procurement Manual.	Objective 4	Business Delivery Services/Procurement	To be started.	Target audience understands what is required of them.	On Target	Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
13	Include Equality Assessment compliance as mandatory in the Statement of Requirement for potential new DfT(c) London HQ and monitor to delivery	Business Delivery Services/IT and Estates Services	To be started	New DfT (C) London HQ building delivered compliant with Equality Assessment.	Annual	Dec 2009

DfT Central Top Level Human Resources Gender Equality Action Plan 2007-2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
14	Increase representation of women in DfT across all pay bands with a particular focus on the feeder and SCS grades.	Objective 3 Succession Management Committee HR Director HR Director HR Director HR Director	Progress towards the DfT and Civil Service 10 Point Plan targets. Review recruitment/promotion processes – e.g. assessment centres (AC). Work with recruitment providers to identify and target suitable women when advertising or headhunting. Review approach to succession and talent management across all pay bands – including mentoring, coaching, gender specific learning and development. Review work/life balance policies and improved links to Flexible Deployment of female staff retention of female staff and make DfT a more attractive employer for women in particular.	Achievement of targets for women in SCS and feeder grades – i.e. better representation of women at all levels. Gender specific barriers to progression reduced/removed. Increased success rates for female applicants at sift and final AC stages Increased application rates for women. Better use made of skills sets of female staff. Female staff are developed to reach their full potential. Needs of staff with caring responsibilities met more effectively and linked to DfT's business needs.	April 08 Ongoing Ongoing June 07 July 07	April 2010 April 2010 April 08 Oct 07 Sept 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
15	Promote gender equality and awareness of the duty. Relevant to all objectives	HR Director Gender Champions	Implement a review of the DfT approach to dignity at work Consider establishing a women's 'sounding board' or staff network	Staff supported to reach their full potential through a working environment in which all are treated with dignity and respect and where concerns are dealt with appropriately Help to ensure that new and revised HR policies developed to meet female staff's needs and provide feedback on effectiveness of GES plans	April 07 May 07	Sept 07 Sept 07
		HR Director	Training on the gender duties integrated into mandatory diversity training	All staff have participated in the training and have gained an appropriate level of understanding of how the duties apply to their work	Oct 07	Mar 08 and on-going
		HR Director	Gender equality mainstreamed into new and existing training activities	All staff are aware of the importance of the need to take appropriate account of the worklife balance needs of male, female and transgender staff – and recognise the business benefits of this approach.	Ongoing	April 2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
16	Impact assess new and existing HR policies and practices.	HR Director	Ongoing	All new and revised HR policies assessed and necessary actions implemented. Where relevant assessments published on DfT website.	Annual	April 2010
17	Monitor against key people processes to support the duty.	HR Director	Ongoing	Data and analysis used to identify key issues for action and report published. Improved satisfaction levels across male, female and transgender staff.	Annual	April 2010
18	DfT(C) and each individual agency to monitor equal pay in relation to base pay and performance bonuses	HR Directors	Ongoing Equal Pay Audits (3-yearly)	Individual pay differences within central Department and each of the agencies justified on the basis of contribution or genuine material factors Any differences between overall gender contribution assessments within central Department and each individual agency are within reasonable statistical variations.	Annual Annual	April 2010

Annex B

Executive Agency Action Plans 2007-2010

- Driving Standards Agency;
- Driver and Vehicle Licensing Agency;
- Highways Agency;
- Maritime and Coastguard Agency;
- Vehicle Certification Agency;
- Vehicle and Operator Services Agency.

Driving Standards Agency Gender Equality Scheme Action Plan 2007-2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
1	Ensure that appropriate and sufficient staff in all Directorates/Branches are trained to carry out Equality Impact Assessments (EIA)	All Directorates	Most members of the Executive Board and Branch Heads have received the training.	DSA's policies will be Equality Impact Assessed	Check and review in July 07	Oct 07
2	Carry out EIAs for gender equality on all DSA procurements of goods and services.	Procurement	Procurement to begin EIAs of all their policy	All procurement goods and services policies to be Equality Impact Assessed	Check and review in June 07	Oct 07
3	Carry out EIAs on all DSA existing services, policies and procedures for gender equality	All Directorates	Branches have begun assessing new policies. Project Team have incorporated EIAs into all project plans as standard	All policies, procedures and services to be Equality Impact Assessed	Will be checked and reviewed in Nov 07 and March 08	May 08
4	Build EIAs for Gender Equality into every new process/project/service from the outset	All Directorates	Executive Board and HoBs aware and in process of cascading this to staff. As a result, training is being organised for staff	The need for EIAs will be embedded in every plan for policies, etc. Equality and diversity will be part of mainstream DSA work	Check and review in August 07 then updated on progress in March 08	Ongoing
5	Publish all EIAs internally and externally.	Equality and Diversity Team	Staff are aware of the need to publish.	All EIAs published	Check and review October 07	Ongoing
6	Share good practice with other Agencies regarding gender equality.	Equality and Diversity Team	Regular meetings with Central Department and Agencies, and correspondence on a regular basis.	Networks established and good practice implemented.	Next meeting 25th April	Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
7 Create a gender/work life balance network group for staff	Objectives 5 and 6	Equality and Diversity Team	Advertised for members, terms of reference produced.	Group established.	On course to meet deadline	Jul 07
8 Provide all DSA staff with equality and diversity training.	Relevant to All	HR	Training, including gender awareness, has taken place for majority of staff.	All staff trained.	Check and Review September 07	April 08
9 Publish and publicise the DFT GES and the DSA GES Action Plan on the Intranet and external website	Objective 5	Equality and Diversity Team	Relevant people aware of need to publish	GES and Action Plan published on internal and external website	On course to meet deadline	May 07
10 Publish and publicise new guidance about goods, facilities and services for transgender people.	Objective 5	Equality and Diversity Team	Workshop attended about new legislation, researched sufficiently	Information publicised and awareness raised	Check progress August 07	Jan 08
11 Publish and publicise Guidance on procedures regarding transgender members of staff, privacy policies and harassment	Objectives 5 and 6	Equality and Diversity Team	Issues previously publicised.	Awareness raised	On course to meet deadline	July 07
12 Publicise DSA's family friendly policies eg: flexible hours, childcare contributions	Objectives 3, 5 and 6	Equality and Diversity Team	Published on Intranet and in policy booklets	Awareness raised	On course to meet deadline	Oct 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
13 Review existing statistics and establish future systems to capture information on recruitment, retention and promotion of staff of both genders.	Objective 3	HR	Manual stats regularly produced for analysis	Continue the aim of achieving gender equality	To be reviewed next in July	Ongoing

Driver and Vehicle Licensing Gender Equality Scheme Action Plan 2007-2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date	
1	Consult staff on all policies, practices and procedures relevant to gender	Objectives 2, 5 and 6	Diversity Unit, PASG, Recruitment HR Business Partners, and Executive Board and Agency managers.	<p>Consultation with staff includes bi-annual staff surveys. 2006 results analysed and published.</p> <p>Establish Carers and Part-time working focus group and LGBT support group. Allocate facility time.</p> <p>Diversity Steering Group (DSG) and Trade Union consulted regularly</p>	<p>Gender issues are considered when developing and implementing new policies and procedures. Drafts circulated for staff/union consultation and feedback.</p> <p>Women and men from all groups feel effectively engaged in decision and policy making around issues that have a direct effect on them.</p>	<p>Staff survey 08</p> <p>Quarterly DSG meetings</p>	Ongoing as new policies developed.

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
2	Consult customers on service provision	Customer Service Directorate, Local Office Best Practice Group, Local Office Complaints Team, Central Operations Directorate, Customer Enquiries Group.	Annual customer survey. Charter Mark assessments	Feedback from customers included in diversity action plans and progress reported. Improved customer satisfaction with services where gender has an impact.	Charter Mark six-month assessment and full assessment. Customer feedback in surveys – Report on complaints – complaints tracker.	Nov 07 Oct 08 May 07 May 07 May 07
3	Develop and maintain links with external organisations for information, consultation and support	Diversity Unit Business partners and staff	Contact maintained with Equal Opportunities Commission via Equality Exchange membership. Develop links with Commission of Equality and Human Rights. Work with local schools to provide opportunities for work placements and shadowing in non-traditional areas.	Specialist information gained and disseminated to staff and key business areas.	Invite external organisations to review schemes Day @ dvla	July 07 May 07
4	Inform staff and customers of the result of consultation and impact assessments.	Diversity Unit	Results of impact assessments and consultation on website and in any other relevant format deemed applicable e.g. annual report	Customers and staff are kept updated and informed of results of consultation and impact assessments	Publish results of impact assessments within one week assessment Consultation details published for all surveys and recommendations included in diversity action plans	Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
5	Improve access to information and services for customers	Business Unit Managers	<p>Consult with customer groups and use feedback from customer surveys to determine how to provide information to customers and address gender issues</p> <p>Ensure guidance and information is available on the website</p> <p>Links between gender and disability identified for customers accessing services</p>	<p>Feedback from consultation groups and surveys is acted upon.</p> <p>Customers are informed of services available to them and give satisfaction feedback on surveys</p> <p>Service users notice that services are more accessible and better tailored to their needs including access to improved facilities for those with young children</p>	<p>Market research and mobility for disabled customers to establish access issues</p> <p>Access audit to be undertaken</p> <p>Work plan to be developed for Local Offices to provide: greater access for customers with pushchairs, baby changing facilities, children's play area</p> <p>Focus group established</p> <p>Disabled2Go to undertake research. Questionnaires sent to UK groups</p> <p>Analysis of questionnaires undertaken</p>	<p>October 07</p> <p>Following audit</p> <p>June/July 07</p> <p>Oct 07</p>

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
			Business areas identify how alternative working patterns can operate successfully	Managers and staff utilise special leave provisions	Staff survey results analysed	
			Provide additional information and guidance on special leave provisions	Recommendations from staff survey are included in diversity action plans and acted upon.		
			Identify barriers to work in staff survey	Improved support offered to employees to balance work and family life.	Promoting news @ dvla, Action for Carers in Employment	June 08
			Single sex training schemes identified and made available to staff where appropriate e.g. women or men who have been out of work whilst carrying out caring responsibilities or are underrepresented in a work area or grade.	More female employees are appointed in senior posts (above EO)	Monitoring 10 point Plan	Oct 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
8	Ensure all policies address gender issues including, pregnancy and transgender and discrimination and harassment.	Diversity Unit, PASG, Diversity Steering Group	<p>Equalities policies in place</p> <p>Impact assessment (IA) timetable published and all new policies subject to IA.</p> <p>Up-date staff handbook to include new legislation on pregnancy, career breaks, maternity and paternity leave</p>	<p>All policies support the gender duty</p> <p>Staff are aware of their entitlements and feel supported during pregnancy and on return to work</p>	<p>Impact assessments undertaken on all policies include gender and recommendations included in action plans</p>	<p>Ongoing</p> <p>June 07</p> <p>April 07</p>

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
9 To train staff in gender equality issues to promote positive attitudes	Objectives 5 and 6	LDG, Diversity Unit	<p>Deliver gender awareness training to all staff as part of the Diversity Awareness training programme.</p> <p>Ensure diversity awareness is included in promotion/selection training.</p> <p>Provide awareness training for managers on gender issues, including transsexual.</p> <p>Provide diversity guide</p> <p>LGBT events and A:gender, published on news @ dvla</p>	<p>Staff and managers are aware of the gender equality duty, understand how it will affect their work and have the skills to implement the duty in their work.</p> <p>Women returning from maternity leave are offered a full support programme when returning from career breaks or maternity leave.</p> <p>Male, female and transsexual employees are treated fairly and with respect.</p> <p>Sexual stereotyping, sex discrimination and sexism are identified and eliminated</p>	<p>Diversity team is looking into ways in which this training can be carried out via E-learning</p> <p>Guide produced</p>	<p>April 07</p> <p>Dec 07</p>

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
10 Eliminate sexual harassment and discrimination	Objective 6	Employee relations team, HCO's, Diversity Unit. Managers and staff.	HCO team and guidance is in place to deal with harassment Number of calls/responses taken by HCO team monitored to look for trends and report published. Bullying and harassment policy and grievance procedures in place. Support Ban Bullying Day. Counselling Support Service in place to support staff. Customer complaints are investigated and acted upon.	Number of complaints and grievances reduce. Staff and managers aware of policy and actively support it. Any reported level of discrimination experienced by pregnant staff and staff returning from maternity leave reduces significantly and is eventually eliminated. Harassment, including sexual harassment, of staff, service users and others is dealt with promptly and systematically, according to agreed procedures and tolerance of harassment drops within the Agency as a whole.	The HCO team are continually trained in this area of work through annual workshops. Monitoring data analysed HCO annual report Ban Bullying Day	Ongoing June 07 June 07 Nov 07 Ongoing
11 Ensure procurement takes into account gender issues	Objective 4	Diversity Unit Procurement	Promote gender equality more successfully through procurement related processes	Gender issues are dealt with appropriately within procurement contracts Contractors meet the requirements of the duty	Policy and guidance documents are updated to include relevant terms and conditions. Meeting arranged to discuss appropriate measures	May 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
12 To address Health and Safety issues associated with gender	Objective 6	Occupational health, Risk Management, Diversity Unit	<p>Provide support and guidance for employees including workplace assessment for home working.</p> <p>Arrange redeployment if necessary due to pregnancy.</p> <p>Provide healthcare support in the workplace – target specific issues for women's and men's health.</p>	<p>Staff are able to continue working flexibly and safely.</p> <p>Male and female employees health needs are met resulting in a reduction of sickness absence</p>	<p>Home working policy fully functioning</p> <p>Guidance produced and equality and diversity training</p> <p>Occupational Health review gender issues and provide guidance</p>	June 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
13 Identify and support staff with caring responsibilities	Objectives 3 and 6	Diversity Unit, Counselling Services, PASG, Managers	<p>The contract for nursery provision has been extended for a further two years. After school pick up facility and play scheme to cover school holidays provided.</p> <p>Relocation of nursery premises to accommodate more children and provide better facilities.</p> <p>Crossroads provide care at no cost to employees to enable them to stay at work</p> <p>Support Carers week.</p> <p>Ensure all staff aware of rights as carers and understand they can request appropriate leave/flexible working.</p> <p>Evidence of impact of caring responsibilities is collected from focus groups and staff surveys.</p> <p>Identify childcare needs through parents group feedback, nursery and play scheme</p> <p>Advertise Carers Week on news @ dvla</p>	<p>Improved access to child care and support</p> <p>Carers able to access information on support available and obtain appropriate flexibility in hours and leave for their circumstances.</p> <p>Managers identify and offer support appropriately.</p> <p>Fathers receive greater support for their childcare responsibilities.</p>	<p>Relocation of nursery</p> <p>Publicise Carers Week</p> <p>PASG to provide up-date information on paternity leave etc.</p>	<p>Jan 08</p> <p>June 07</p> <p>Ongoing</p> <p>April 07</p>

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
15	To collect data on gender and monitor outcomes including race and gender and disability and gender	Diversity Unit, PASG, HR analyst, Shared Service Centre	<p>Identify use of existing data</p> <p>Access to employment and services includes gender analysis by race and disability</p> <p>Gender profile of staff includes analysis of work patterns.</p> <p>Identification of any trends in harassment and sexual harassment cases.</p> <p>Record of formal complaints and the outcome – staff and customers. Grievance and disciplinary procedures.</p> <p>Monitor women returning from maternity leave and identify if they are returning to jobs at same level of pay and responsibility</p>	<p>Women and men are represented at all levels of the workforce and in all areas of work</p> <p>Multiple barriers which apply to women and men associated with race or disability are removed</p>	<p>Annual reports published</p> <p>Information is currently analysed by gender race and disability</p>	<p>May 07</p> <p>May 07</p>

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
16	To identify resource requirements in policy making	Objectives 1, 2 and 6	Diversity Unit All directorates	Identify any risk factor and costs Identify resource issues if possible	Adequate resources are allocated. Gender equality issues, and their budgetary implications, are considered at the beginning of policy-making.	Continuous

Highways Agency Gender Equality Duty Action Plan 2007 -2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
1 Research strategy Review research strategy to ensure due regard is given to gender equality duty.	Objectives 2, 5 and 6	Safety, Standards, and Research	Initial assessment suggested that gender considerations may need to be strengthened within the research strategy. Full Equality Impact Assessment planned.	Research programme takes account of different needs of women and men in relation to services provided by the Agency	On target	Jul 07
2 Technical standards Review policy for development of technical standards to ensure that where women and men have different needs, these are factored in.	Objectives 2, 5 and 6	Safety, Standards, and Research	Initial assessment suggested that differing needs of women and men may need to be explored. Full Equality Impact Assessment planned.	Equality Impact Assessment completed, gender issues identified and changes made to ensure policy gives clear guidance on how to meet the differing needs of women and men.	Ongoing	Jul 07
3 Vehicle Recovery Policy Ensure vehicle recovery policy takes full account of the gender equality duty.	Objectives 2 and 6	Safety Standards and Research	Business case for the new contract made and work initiated to secure legal powers allowing Traffic Officers to order vehicle recovery. Range of work streams set up to explore issues – anticipated that gender issues will arise in the majority. Full Equality Impact Assessment planned.	Clear guidance, structure and advice provided to vehicle recovery operatives on how to provide a service that caters for the different needs of women and men.	June 07	Sep 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
4 Consultation Promote use of appropriate techniques for ensuring different needs of women and men are catered for in consultations on major schemes	Objective 6	Major Projects	Two schemes have been identified to pilot revised guidance/framework	There is a greater number and a better balance of women and men engaging in the consultation process.	Pilots commence summer 07	Dec 07
5 Major Projects (PM) Produce Revised MP Procedures Manual to ensure gender equality duty is met	Objectives 4 and 6	Major Projects	Major Projects Diversity Guidance/Framework produced Work on identifying current practice started. Full impact assessment to be carried out to identify any areas for improvement.	MP Procedures Manual reflects current best practice in meeting the gender equality duty	Jun 07	Dec 07
6 Travel plans Ensure the consultants we commission to establish travel plans with businesses understand the gender equality duty and ensure that it is met within the travel plans they produce	Objective 6	Network strategy	Events to promote car sharing delivered. Plans to gather evidence on how consultants currently work to ensure gender equality is factored into their travel plans.	Best practice in promoting gender equality identified and spread. Possible revision of commissioning (HAPM6) form to clearly communicate what the Agency expects from consultants in terms of delivering against our gender equality duties.	On track	Aug 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
7 Incidents involving vulnerable users Review advice/procedure for dealing with incidents on our roads where vulnerable users are involved to ensure our gender equality duty is met.	Objective 6	Traffic Operations	Project plan for data gathering and consultation on policy in relation to disabled customers in place. Equivalent to be developed in relation to gender.	Revised vulnerable user incident management procedure implemented and evaluated as successful.	March-09	Jun 08
8 High Occupancy Vehicle Lane Policy Complete a full impact assessment as the High Occupancy Vehicle (HOV) lane policy develops to ensure gender equality issues are identified and addressed	Objective 2	Network strategy	Initial equality screening checklist completed Sept 06 Trial HOV lane on M62/M606 being prepared.	Policy on siting of HOV lanes in place which gives clear guidance to those choosing sites on gender equality issues that need to be considered.	Dependant on Ministerial decision	March 08
9 Early design of road schemes Ensure guidance for early design of road schemes requires consideration of gender equality issues.	Objective 2	Network strategy	Screening decision checklist includes gender equality items	Clear evidence that gender equality issues have been considered in the early stages of scheme development and then monitored through the scheme brief	Ongoing	Forms to be reviewed and recommendations of changes to forms submitted for approval by August 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
10 Roadside facilities policy Ensure gender issues have been fully considered in the development of the roadside facilities policy	Objectives 2 and 4	Network strategy	Call for evidence complete. Consultation for early development of policy scope sent to stakeholders (including Equal Opportunities Commission) in Nov 06. Policy is currently under consideration draft policy not yet out to public consultation	Equality impact assessment completed, gender issues identified and changes made to policy as necessary.	Subject to approval	Nov 07 (Subject to ministerial approval)
11 Procurement strategy and pre qualification process Carry out full Impact Assessments on 1) Procurement Strategy and 2) pre-qualification process. Minimise any adverse impact and maximise opportunities to promote gender equality.	Objectives 2 and 4	Procurement Directorate	HA's diversity commitments are in the Procurement Strategy, Capability Assessment Toolkit (CAT).	HA's pre-qualification process for suppliers (including Select the Supplier strand of Way we Work database) promotes gender equality.	Full Impact Assessment (including consultation) and relevant actions completed – to feed into next review of Procurement Strategy and pre-qualification process by March 08.	March 08

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
12 Specifications for purchases Promote diversity with internal HA customers – in terms of internal customers considering the needs of women and men, where they differ, when they specify their requirements for purchases.	Objectives 5 and 6	Procurement Directorate (PD)	None as yet.	HA purchases take account of the different needs of women and men.	By March 08: PD's internal customers are carrying out Equality Impact Assessments. PD people are trained up to discuss whether proposed purchases take account of the different needs of women and men.	Mar 08
13 Model contract documents Ensure HA's Model Contract Documents (MCDs) include any relevant clauses, recommended by DfT, to promote gender equality.	Objectives 4 and 6	Procurement Directorate	None as yet.	Suppliers comply with gender requirements – in terms of service delivery and in terms of people practices.	By October 07: PD MCDs contain any relevant DfT clauses to promote gender equality. Assurances received from owners of external frameworks.	October 07 and ongoing
14 Supply chain Promote gender equality within the supply chain – in terms of HA's purchases	Objectives 4 and 6	Procurement Directorate	Initial commitment to gender equality made in the Procurement Strategy.	Suppliers comply with gender requirements – in terms of service delivery and in terms of people practices.	By March 08: PD consulted with industry to learn about initiatives that suppliers have in place to actively identify the need for different services for women and men and then to deliver these	Mar 08

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
15 Employment practice and the supply chain Promote gender equality within the supply chain – in terms of employment practices within the supply chain.	Objectives 4 and 6	Procurement Directorate	Initial commitment to gender equality made in the Procurement Strategy.	Suppliers comply with gender requirements – in terms of service delivery and in terms of people practices.	By March 08: PD consulted with industry on employment practices within the supply chain which promote gender equality.	Mar 08
16 Image library Ensure images available for inclusion in HA communications are: 1. Representative of our customer base with a clear gender balance 2. in line with the Agency's target to recruit more women	Objective 5	Information Directorate	All photo shoots that have been requested will reflect the diverse nature of our customer base and the diverse range of jobs that women could take within the Agency	The Image Library will have images that illustrate the diverse nature of our customer base and the diverse range of jobs that women could take within the Agency	June 07	2009
17 Publications Produce HA publications with graphics that reflect the gender make up of our customer base and represent women and men in a range of HA roles.	Objective 5	Information Directorate	A new contract is due to be awarded May 07 and will require all diversity issues, including gender equality, to be addressed.	The images in our publications clearly demonstrate that our services are for all and show the positive roles women and men can play within the Agency.	June 07	2009

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
<p>18</p> <p>New and expectant mothers Ensure revised risk assessment procedure for new and expectant mothers in the workplace are implemented to ensure they can continue to work safely, and with no risks to the unborn child</p> <p>Review associated policies are reviewed to ensure new and expectant mothers are fully supported</p>	<p>Objective 6</p>	<p>Traffic Operations and Human Resources Directorate</p>	<p>Risk Assessments reviewed/ revised to ensure compliance and best practice. Office Safety Officers have received specific training in carrying out the risk assessments Introduction of Occupational Health Officer currently under consideration.</p>	<p>New risk assessment procedure implemented by trained staff as soon as possible after notification of pregnancy/return to work received. Associated policies revised providing full support to new and expectant mothers. The Property Facilities Management Office Safety Manual, the Staff Handbook and the Line Managers Guide have been updated to reflect the procedures</p>	<p>Ongoing</p>	<p>Dec 07</p>
<p>19</p> <p>Selection criteria Review selection criteria for HATOs</p>	<p>Objective 6</p>	<p>Traffic Operations</p>	<p>Issues relating to height in relation to vehicle size identified – need to establish minimum and maximum heights having fully considered gender issues as well as health and safety issues. Full EIA planned.</p>	<p>Selection criteria that does not unjustifiably discriminate against men or women</p>	<p>Ongoing</p>	<p>March 09 (TBC)</p>

	Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
20	Equality Impact Assessments Carry out full impact assessments on all relevant employment policies, projects and strategies. Minimise any adverse impact and maximise opportunities to promote gender equality.	Objective 2	Human Resources Directorate and Traffic Operations	Relevant policies identified	Programme of full equality impact assessments drawn up, impact assessments carried out and changes made as required. Initial screening shows full EIAs required in the following areas:	Ongoing	Staged over 07-2010
21					Temporary Responsibility Allowance	Ongoing	March 08
22					Recruitment and Selection	Ongoing	March 08
23					HR Policies on flexible working	Ongoing	March 2009
24					Induction, Development and Training	Ongoing	March 2010
25	Equality Impact Assessment training All relevant policy leads across the Agency are trained to carry out equality impact assessments	Objective 2	Human Resources Directorate	70 policy leads trained by February 07	Majority of policy leads trained EIA training incorporated into Policy development course	Ongoing	Dec 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
26 Staff awareness Improve staff awareness of gender equality duty	All Objectives	Human Resources Directorate in partnership with relevant directorate	E-learning package commissioned in 06.	Specialist gender equality trainers recruited as part of the diversity training framework. Targeted training developed and delivered and evaluated as effective.	Ongoing	Staged over 07-2010
27 Staff Handbook Incorporate changes to the Diversity material in the DFT Handbook into the HA Staff Handbook	Objectives 5 and 6	Human Resources Directorate		HA Handbook gives accurate corporate guidance on gender equality issues	Annually	Within 6 months of publication of DFT guidance
28 Car Parking Ensure Car Park Management Policy does not discriminate against those with caring responsibilities.	Objective 6	Property and Facilities Management	HA Diversity team and National TUS involved in drafting of policy document. Policy being piloted in Leeds (Lateral) from February 07.	To ensure that target group have equal access to car parking spaces/rotas at their HA office.	HA and DFT Diversity teams have been consulted on policy. It should be ready for release in May 07 and will be reviewed at 6 monthly intervals.	Pilot policy in Leeds as part of office relocation in February 07. First review in May 07 and roll out HA wide. Further review at regular 6-monthly intervals.

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
29 Menopausal women Develop a process for caring for Menopausal women in the workplace	Objective 6	Property and Facilities Management	Very early stages of discussion with Trades Unions through the National Health and Safety Whitley sub-committee	Principles agreed and draft documents produced by end of August 07.		Dec 07
30 Monitoring Publish annual gender monitoring information covering all key aspects of employment including: <ul style="list-style-type: none"> ● Overall numbers by grade and full/part-time ● Recruitment and promotion ● Performance management ● Development and training ● Grievance and discipline ● Exits 	Objective 1 and 6	HRS	Report produced in 2006.	Report published on intranet providing information on outcomes of employment policies for women and men working within the Agency. Report used to inform decisions on priority gender equality action	June 07	August 07

Vehicle Certification Agency Gender Equality Scheme Action Plan 2007-2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
1 Assess the impact of current policies and practises on gender equality	Objective 2	Personnel	Personnel have identified its policy/practises for initial screening.	Gender will be included as part of Equality Impacts Assessments	Abbeville consultants assisting with EIA	April 07 – Ongoing
2 Assess any new or revised policies/ practises for gender equality impact	Objective 2	Personnel		The requirement to carry out EIA will be built into internal policy making/change management process.	Follows on from 1 above.	April 07 – ongoing
3 Promote equal opportunities/Diversity (including Gender)	Objective 6	CEO/Personnel/Heads of Branches	Improved communication methods and procedures in place.	Staff and managers aware of GES.		Ongoing
4 Promote flexible working arrangements	Objective 6	Personnel	Policy already in place.	Help maintain a good gender balance in the workforce.	Part of EIA process	Ongoing
5 Staff Awareness	All Objectives	Personnel	All new staff attend a Diversity and Bullying and Harassment course as part of their induction process	Promotion of positive attitude towards equality issues. Increase staff awareness of equality duties.	Refresher training for all staff and managers	April 07 – ongoing.
6 Monitoring of complaints and resignations	Objective 6	Personnel/Harassment Contact Officers (HCO)	Monitor against RES and DES will be extended to include GES.	Evidence that reveals no complaints or staff exits relating to gender/sexual harassment.	Annually	Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
7 Staff Survey	Objectives 5 and 6	Personnel	Next Survey due March 07.	Evidence of any gender/equality issues, which may indicate that further action is necessary.	April/May 07	Ongoing
8 Harassment Contact Network	Objective 6	Personnel/HCO	Current HCOs receiving refresher training and new HCO are being trained. Staff are encouraged to report any forms of harassment.	HCOs can report any potential issues/trends to Personnel.	April/May 07	Ongoing
9 Ensure best practice in all aspects of internal and external recruitment.	Objective 3	Personnel	Promotion of equal opportunities. Recruitment and Selection is audited and monitored.	Applications are encouraged and received from a diverse pool of job seekers who are selected fairly and equally.	EIA due April 07	Ongoing

VOSA Gender Equality Scheme Action Plan 2007-2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
1 To look at all relevant practices and procedures in relation to gender issues and to bring about appropriate changes where possible.	All Objectives	Head of Diversity and Diversity Team.	Equality Impact assessments (EIAs) are being carried out on all relevant processes to highlight where improvements or changes need to be made with regard to gender issues and these improvements and changes are added systematically to the Gender equality action plan.	EIAs are completed and any gender significant results are included on the Gender Action plan.	Training has already started for selected managers to carry out the EIAs with more dates set for more training during 2007. Each Directorate has a representative whose role it is to ensure that the EIAs are carried out within their directorate. Workshops with trained assessors have been held to carry out some of the EIAs and plan for further EIAs to be completed A programmed timetable of assessments is to be put into place.	April 07 – ongoing
2 a) Equality checking of ASRs to look for trends in markings, written comments etc. in relation to gender issues.	Objective 6	Head of Performance.	A selection of ASRs representing proportion of VOSA has been drawn up and will be analysed to look for trends in marking or inappropriate comments.	Analysis establishes if there are any trends and appropriate action is taken where necessary.		Feb 07 and then 31 Aug annually.

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
3 Job evaluation grading system – ensure that there is a good representation from both male and female assessors on the panel	Objective 6	Head of Pay and Reward.	Two male staff have now been trained to improve the gender ratio on the panel.	There is always a representative pool of staff available on the panel; staff are replaced accordingly when they leave.		30 April 07 and thereafter annually.
4 Permanent and compulsory terms – review to ensure that there is no gender bias in the terms and conditions offered	Objective 6	Head of Pay and Reward.	The trigger for the entitlement is driven by promotion/new entrant activity. The system is gender proofed.	Analysis shows that there is no gender bias in the handling of requests and that requests are dealt with equally using VOSAs set criteria and policy found in Chapter 9 Annex C of the staff handbook.		30 April 07 and thereafter annually.
5 Review of family friendly policies to ensure that there is equality of opportunity for all appropriate schemes.	Objective 6	Head of HR.	Analysis is to be made of the take up of the Busy Bees child care voucher scheme to ensure that there is proportionate take up of the scheme by both males and females and that information is provided to fathers going on paternity leave and not just women going on maternity leave.	There is an increase in men taking up the scheme.		April 07 – 6 months onwards.

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
<p>6 Promote gender Equality by giving employees the opportunity to match their work hours to care responsibilities where this is possible.</p>	<p>Objective 6</p>	<p>Head of HR.</p>	<p>Information is made available to staff on their right to ask for flexible working. New guidance to be given to managers Monitor complaints from staff who have been refused.</p>	<p>Managers are aware of employee rights and are able to make appropriate decisions when requests are made for more flexible working due to care responsibilities.</p>		<p>31 Oct 07 and review thereafter annually.</p>
<p>7 Recruitment Review systems and methods of advertisement to ensure advertisements can attract both male and female applicants</p>	<p>Objective 3</p>	<p>Head of Recruitment.</p>	<p>A review is to be made of the wording and images used in recruitment. Job descriptions are to be reviewed on certain posts to try to attract more applications from both men and women. Job adverts are to include the wording part time working will be considered. To enable this NOSC form to include the question 'can part time working be considered?' A review will be made to ensure ratio of male/female interview panel members are appropriate.</p>	<p>There is a rise in applications from women or men for those jobs that usually attract one gender type into the role.</p>		<p>April 07 – every 6 months onwards.</p>

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
8 Temporary and Geographical promotion to be reviewed to ensure equality of opportunity.	Objective 3	Head of Recruitment.	Review to be made on how appointments are made for T&G posts involving all directorates.		All T&G posts are filled according to policy	Oct 07 and thereafter annually
9 Monitoring of exit forms to establish if there are any gender reasons why staff are leaving VOSA	Objective 3	Head of Recruitment.	Exit forms are monitored 6 monthly to establish reasons why staff are leaving VOSA to monitor if there are any gender issues highlighted and appropriate action taken	Any issues are highlighted and acted upon by relevant team.	April and Oct annually	
10 Maternity leave – review of keeping in touch schemes to ensure that relevant information is passed on to everyone who is on maternity leave.	Objectives 3 and 6	Head of Recruitment.	A review of the keeping in touch scheme is to be made and recommendations for improvements to be put forward i.e. managers to be reminded when a member of their staff goes on maternity leave it is their duty to send details of job vacancies and training opportunities.	Questionnaire to be used on return to work.		April 07 – Sept 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
11 Training – a) monitoring reasons why people do not attend training courses.	Objectives 5 and 6	Head of Training.	A system is to be put in place to record reasons why people can not attend a course i.e. caring commitments, travel problems, working part time, and these reasons to be analysed to see if there are any gender barriers.	Courses are attracting a ratio of gender which is proportionately representative. Analysis of requests show good representation from gender, grade and different working pattern staff.		April 07 – every 6 months onwards
12 b) Equality information forms part of the intro to VOSA course	Objectives 5 and 6	Head of Training.	The intro to VOSA course has been reviewed and updated with relevant information on the new equality legislation and Human Rights Act information	New entrants are aware of all relevant legislation.		Completed
13 Review special leave criteria and monitor uptake reasons for requests, and reasons for refusal to monitor for any trends.	Objective 3	Head of performance.	Guidance is to be re-issued on special leave for managers to try to set equality standards. Special leave database to be analysed to look for trends in gender bias.	Analysis of complaints kept on special leave requests show that the criteria for special leave is being applied equally across the board.		April 07 – 6 monthly onwards
14 Sickness monitoring to assess for any trends.	Objectives 3 and 6	Head of performance.	Sickness rates are monitored and reported on regularly to directors.	Any trends in sick absence are responded to and acted upon by the Performance team		April 07 – 6 monthly onwards

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
15	a) Monitoring of grievance complaints to look for trends.	Head of employee relations.	There is to be a review to ensure that there is good representation of gender and grade of staff on the investigation and disciplinary panel and that consideration is given to the appropriateness of the gender of the investigation officer in certain grievance and disciplinary cases. i.e. sexual harassment and sexual orientation cases.	There is a good representative pool of staff available to take on investigations into grievance complaints and also those available for disciplinary panels.		April 07 – April 08 Annually on staff survey
	b) Use the staff survey to ask whether employees have been subjected to unacceptable behaviour.	Head of Diversity & Communication team.	Statement to be included in the annual staff survey.	Information is gathered on inappropriate behaviour within the workplace		
16	All managers to be aware of the gender action plan	Head of Diversity.	The gender action plan will be published and promoted throughout VOSA using relevant formats such as Senior manager briefs, conferences, VOSAnet and Staff magazines, relevant training courses and handouts.	There is awareness by managers of the legislative requirements which they act upon.		April 07 Onwards

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
17 The DfT have asked VOSA to set targets for an increase of women within the feeder grades, ensure VOSA actively strives to reach this target	Objective 3	Head of Diversity.	A realistic target has been set for VOSA to achieve by March 08. Stats are being monitored to establish whether we are on target. Recruitment initiatives have been set up to help promote VOSA as an employer of choice and seek more applications from different equality groups. Open days and careers conferences have been held to help promote this objective.	Increase in representation of women in the feeder grade.		April 07 March 08
18 To have a Diversity Champion within VOSA	All Objectives	Chief Executive.	The Chief Executive has been appointed as the VOSA Diversity champion.	Diversity champion in place championing and managing diversity and equality initiatives on behalf of VOSA.		Completed
19 Monitoring staff in post statistics for information on gender ratio for recruitment, exits, grade, and training.	Objective 3	Head of Diversity.	This information is gathered each year and reported to DfT.	Information is available for analysis for any gender bias.		Completed annually

MCA Gender Equality Scheme Action Plan 2007-2010

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
1 To review MCA practices, policies and procedures to ensure they are gender equality compliant	Objective 6	Diversity Manager/ Diversity Team	Equality Impact Assessments (EIAs) across all the diversity strands – including gender – are being conducted on relevant processes etc. Highlighted improvements/changes are embedded into GES Action Plan	EIAs completed and gender relevant issues are included in the GES Action Plan	Re-training scheduled. Each Branch has representatives to carry out EIA's for their part of the organisation.	April 07 – Ongoing
2 Monitoring results of PPP's	Objective 6	Recruitment, Reward & HR Policy Manager	PRP Team to establish a list of line managers and their reporting gender ratios	Data analysis to consider question of bias in the reporting chain e.g. woman appraising man, woman appraising woman, man appraising woman, man appraising man	Retrospective figures to be reviewed at Appraisal year – end. Annually, thereafter.	Annually every July (to ensure collation of results)
3 JEGS – ensure a fair representation of male/female on Job Evaluation Grading System panels	Objective 6	Recruitment, Reward & HR Policy Manager	Two female members of staff have been trained to improve the gender ratio on the panel	A representative pool of trained panel members is always available	Ongoing	Annually

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
4 Monitor MCA Exit questionnaires	Objective 6	Recruitment, Reward & HR Policy Manager	Returned Exit questionnaires are reviewed upon receipt in HR – a quarterly report is then compiled and published	Continued monitoring to establish if any gender-issues are highlighted on exiting MCA	Ongoing	Quarterly
5 Review of recruitment methods to ensure gender balance is right to attract male and female applicants	Objective 6	Diversity & Policy Manager in conjunction with Recruitment Manager	A review of how we advertise (pictures, words, images etc) with Tribal – the MCA's recruitment agency	Meeting to be set up between Diversity Manager, Recruitment Manager and representatives from Tribal to discuss advertising strategies – including related issues.	To be started	By December 07
6 All managers to be aware of MCA Gender Action Plan	Objective 5	Diversity & Policy Manager	The MCA Gender Action Plan to be published and promoted e.g. – HRAN's, M-Net, briefings, Connect etc	Increased awareness from managers of the legislative requirements placed on them.	A review of how we advertise (pictures, words, images etc) with Tribal – the MCA's recruitment agency	Completed on annual basis
7 Monitor staff in post by gender	Objective 5	Diversity & Policy Manager	Statistics to be used for recruitment, grades, training etc.	Information to be analysed for gender bias trends	Review quarterly	Completed on annual basis
8 Training – monitoring non attendance	Objectives 5 and 6	Training Centre Manager	A record to be kept of reasons why delegates cannot attend training events – results to be analysed for any gender barriers	Depending on results – issues to consider might be location of training, timing of the training etc.	To commence	Process to be set up in April then reviewed 6-monthly

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
9 Review Special Leave criteria – monitor reasons/refusal	Objectives 2, 5 and 6	Recruitment, Reward & HR Policy Manager	Special Leave data base to be analysed for trends in gender bias. Consideration to be given for capturing information regarding refusal of Special Leave.	Analysis information will show that criteria for Special Leave is being equally and fairly applied.	To be started and reviewed reguarly	Process to be set up by October 07, then reviewed 6-monthly
10 Promote gender equality in Flexible Working	Objectives 2, 5 and 6	Diversity & Policy Manager and Recruitment, Reward & HR Policy Manager	Flexible working extended to people with caring responsibilities (as well as children) from April 07	Statistics retained of uptake and cases where there is a refusal	Flexible working changes to be highlighted in Connect	From April 07, then 6-monthly thereafter
11 Transsexual issues at work: To clearly plan and construct support processes for employees of Transsexual (TS)/ Transgender (TG)/ Inter sex (IS) identities	Objectives 5, 6	Diversity Manager/ Diversity Team	Research and consultation with external bodies is ongoing pending implementation. With a view to providing employees with support on gender identity issues.	Employees have a contact point to discuss TS/TG/IS issues.	October 07	December 07
12 Transsexual issues at work: Construct and make available clear guidance for managers on TS/TG/IS issues.	Objectives 5, 6	Diversity Manager/ Diversity Team	Research and external consultation process ongoing pending launch	Availability of information for managers and a designated contact point for support/advice on TS/TG/IS issues in the workplace All gender issues will be included in MCA Gender Action Plan	October 07	December 07

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
13 Review Equal Opportunities Policy to ensure inclusion of gender identity issues and ensure appropriate language	Objective 6	Diversity Manager/Diversity Team		All gender issues will be included in MCA Gender Action Plan	June 07	September 07
14 To actively seek input and consultation from external trans-aware organisations and employees	Objective 6	Diversity Manager/Diversity Team	Consultation with a:gender is ongoing. Both diversity team members have attended a:gender workshop and are now members of a:gender. Employee consultations to follow	Policies, practices, training and advice to be more gender identity sensitive	September 07	Ongoing/ Continuous
15 Introduce gender issues to future Competency Based Recruitment and Fundamentals of Management courses.	Objective 6	Diversity Manager/Diversity Team	Training need identified and actions created to carry item forward	Managers more aware of and able to deal with gender equality issues. Recruiters more aware of gender equality duty and the possibility for bias	June 07	September 07
16 MCA to attend the Gender Working Group. This event hosted by LEADER focuses on gender specific issues in the workplace.	Objectives 2, 5 and 6	Diversity Manager/Diversity Team	Booked to attend working group on a quarterly basis.	Keep up with current diversity in employment issues. And translate to best practice where appropriate	Quarterly	Quarterly

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
17 Temporary Promotion (including move to another area)	Objective 6	Recruitment, Reward & HR Policy Manager	Review policy for equality of opportunity in T&G appointments i.e. – in tandem with 1st April caring responsibility changes	T&G posts offered where appropriate – (open and fair competition). Not perceived as poorly managed. Staff survey results and comments to be collected reflecting this	Ongoing	Process to be instigated after 1st. April 07 – then 6-monthly thereafter.
18 Maternity Leave/Career Breaks	Objective 6	Recruitment, Reward & HR Policy Manager	Analyse statistics – how many women promoted on return from maternity leave	Results of career progressions to be reviewed	Review	By October 07
19 Investigation of Grievance Complaints	Objective 6	Recruitment, Reward & HR Policy Manager	Ensure that there is a gender balance and representation of grade. Consideration is given to the appropriateness of the gender of the investigation officer in certain grievance and disciplinary cases	There is a good representative 'pool' of staff with the right training to help take cases on	Review quarterly	April 07 – April 08
20 Senior Civil Service (SCS) – getting more women into feeder grades EO – SEO	Objectives 2, 5 and 6	Diversity & Policy Manager and Recruitment, Reward & HR Policy Manager	Promote Developing Potential course via Connect and other mediums	Currently used by line managers to develop admin staff for management posts.		Ongoing

Action Required	Objective	Responsibility	Action to date/ milestones	Measurable output/ outcome	Progress/ review	Target date
21 Monitoring of EO-SEO feeder grades and periodic analysis of data to review progress.	Objectives 3 and 6	Diversity & Policy Manager and Recruitment, Reward & HR Policy Manager	More women in EO-SEO feeder grades, with a view to more women in SCS posts. Important: MCA currently has only 2 SCS posts	Monitoring data already held and analysed relating to females in all grades.		Ongoing
22 Improve consultation process with female fishers regarding industry safety issues. This with a view to obtaining more gender balanced data	Objective 2	Head of Fishing & Code Vessel Safety Branch	The MCA currently maintains strong links with the fishing industry regarding safety issues.	MCA as far as possible seeks to reflect the needs, practices and culture of the industry	Improved consultation methods to discover how active female fishers view fishing safety issues.	December 07

Annex C

Legal duties

The Equality Act 2006 amends the Sex Discrimination Act 1975 by placing a statutory duty on public authorities, when carrying out their functions, to have due regard to the need to:

- eliminate unlawful discrimination;
- eliminate harassment; and
- promote equality of opportunity between men and women

The Department also has specific duties it must meet which define some of the steps it must take in fulfilling the general duty. The specific duties, in brief, are:

To prepare and publish a gender equality scheme, showing how it will meet its general and specific duties and setting out its gender equality objectives;

In formulating its overall objectives, to consider the need to include objectives to address the causes of any gender pay gap;

To set out in the scheme the actions it has taken and intends to take to gather and use information on how its policies and practices affect gender equality in the workforce and in the delivery of services;

To consult stakeholders (i.e. employees, service users and others, including trade unions) and take account of relevant information in order to determine its gender equality objectives.

To include in the scheme the actions it has taken and intends to take to assess the impact of its current and proposed policies and practices on gender equality;

To implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so; and

To publish a report every year summarising the actions it has taken towards the achievement of its gender equality objectives and review the scheme at least every three years.

Acknowledgements

The Department for Transport would like to thank those who have been involved in the development of our first Gender Equality Scheme.

We welcome your views

This scheme is a living document and the Department for Transport welcomes comments and suggestions from men and women, community groups, stakeholders and other interested parties.

The plan will be reviewed annually and further information published on our website: www.dft.gov.uk

To tell us what you think please write to:

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