



***Export Credits Guarantee Department  
The UK's Official Export Credit Agency***

***Joint Equality Scheme 06-09: UPDATED ACTION  
PLAN***

**October 2008**

## ANNEX C

### ECGD JOINT EQUALITY SCHEME – ACTION PLAN

#### Overall Responsibility: Head of HR.

The **AIM** of our “**Joint Equality Scheme**” is:

- To promote Equality of Opportunity and to eliminate unlawful discrimination in the context of Race, Disability and Gender, and
- To meet the requirements of the General and Specific Duties in respect of race, disability and gender (These duties are set out in Annex C).

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
<b>1</b>	Consult staff, in particular the groups affected by the schemes, and revise action plans in consequence	A series of discussion groups involving groups of staff were held between April and June 2007. Staff were also canvassed by email.  A summary of the discussions will be published on the intranet.  The JES Action plan has been revised accordingly.	June 07          December 07	Completed          Completed          Completed

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
<b>2 A</b>	<p>Complete impact assessment on existing, new and revised policies and procedures in the context of:</p> <p>RACE</p> <p>DISABILITY and</p> <p>GENDER</p> <p>See annexes E1 – E3 of the JES</p>	<p>Preliminary assessment completed and discussed in consultation with staff (see Annex D); overall agreement reached on the validity of the assessment.</p>	<p>June 07</p>	<p>Completed.</p>
<b>2 B</b>	<p>In consultation with staff and the TUS, review all existing, revised and new personnel policies and as part of that review consider relevance under the impact assessment in the context of :</p> <ul style="list-style-type: none"> <li>• race</li> <li>• disability, and</li> <li>• gender</li> </ul> <p>Including a review of the scope for 'Home Working'</p>	<p>Commenced with reviews of :</p> <ul style="list-style-type: none"> <li>• Discipline Aug 07</li> <li>• Grievance Aug 07</li> <li>• Maternity Pay Aug 07</li> <li>• Adoption, Parental and Paternity Leave and Pay provisions</li> <li>• Smoking Breaks Aug 07</li> <li>• Whistle blowing July 07</li> <li>• Retirement Nov 07</li> <li>• Probation Nov 07</li> </ul>	<p>Target: overall completion by Dec 08</p> <p><b>Monitoring with Annual Review of Diversity Report October 08.</b></p>	<p>Ongoing</p> <p>Complete</p> <p>Complete</p>

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
	and other family friendly policies to promote work/life balance.	<ul style="list-style-type: none"> <li>• Flexible Working Policy Jan 08</li> </ul>		
<b>3</b>	<p>1. Review and establish criteria for monitoring diversity</p> <p>2. Publish 'Annual Review of Diversity in ECGD' covering data for 07/08</p> <p>3. Examine any disparity identified in report and address through additions to action plans</p>	<p>Initial consultations on reporting requirements/scope took place with the TUS, and indicative scope was agreed: Because of ECGD's small size and resulting concerns about respecting confidentiality, certain issues may be discussed between HRD and the TUS on a Restricted Management basis (for example, equality considerations relating to the profile and outcomes of Disciplinary and Grievance procedures)</p> <p>Initial draft of the Annual Review of Diversity is nearing completion, and a draft will be shared with the TUS in October 2008</p> <p>This will be undertaken, in consultation with the TUS, once the annual review is completed</p>	<p>Scoping by end Oct 07</p> <p>Publish Review by end 08</p> <p>The Review will refer to the relevant findings from the Equal Pay Audit (Ref:</p>	Completed

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
			AP4)	
<b>4</b>	<p>Conduct Equal Pay Audit and take action concerning any disparity (includes review staff appraisals and performance assessments, to assess any discrepancy on the basis of race, disability and gender)</p> <p>HRD to arrange for the TUS to meet with the external Equal Pay Auditor, and to consider any proposals from the TUS to improve the scope of the report</p>	<p>ECGD is committed to commissioning, and acting upon, Equal Pay Audits on an annual basis</p> <p>External report for 2007 commissioned from, and completed by, external consultants and shared with the TUS. Several monitoring steps recommended, a number of which are already ongoing.</p> <p>Commissioned report for 2008. This was received in draft and shared with the TUS in August 2008.</p> <p>Awareness of Equal Opportunities was central to new staff appraisal system and supporting training</p>	<p>The TMS EPA 2007 report produced</p> <p>TUS/HRD meeting with author took place on 10/9/08</p>	<p>Completed</p> <p>Completed</p>

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
<b>5</b>	<p>Reintroduce Exit Interviews</p> <p>Review the use of a questionnaire, to be used either as stand-alone, or to inform interviews, and ensure it includes questions specifically addressing race, disability and gender discrimination</p>	<p>Exit Interviews, currently conducted by HRD, have been reintroduced. HRD to provide equality data where appropriate.</p> <p>HRD have provided the TUS with the questionnaire, and a revised version is now being used.</p>	<p>February 08</p> <p>Comments received July 2008</p>	<p>Completed</p> <p>Completed</p>
<b>6</b>	<p>Consider positive action initiatives, accessible by all staff, of particular value to women, ethnic minority staff and staff with a disability, to equip them for progression within the Department.</p> <p>Consider options for closer partnership between Management and the TUS, to foster a Learning Culture in ECGD, and to support the 'positive action</p>	<p>Positive action, but available to all, is a major strand of the new Learning &amp; Development Strategy. HRD and the TUS are currently discussing the Strategy</p> <p>ECGD have invited the TUS to elect a Union Learning Representative to support <u>all</u> staff, primarily in accessing basic skills and lifelong training initiatives. The TUS have accepted. A Learning Agreement, to formalise the scope of the ULR and the wider approach to cooperation on L&amp;D is</p>	<p>July 2008</p> <p>July 2008</p>	<p>Completed</p> <p>Completed</p>

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
	but available to all' agenda Ensure staff are able to access basic skills development and 'lifelong learning' initiatives	being developed Staff will be allowed reasonable time off with pay to attend learning and development initiatives (including basic skills and lifelong learning). The precise terms of access will be enshrined within the Learning Agreement and further Education Policy		
<b>7</b>	Develop and deliver Diversity Awareness update workshops, to include information on the equality duties	Diversity and Equality training has been mandatory for all staff; all had attended by July 2005. The programme continues for new staff at all levels, as part of their mandatory induction training  A further series of mandatory workshops for all staff was run in the first half of 2008, to raise awareness of new developments including the Equality Scheme and to respond to the key issues identified by the Staff Survey held in June 07.  HR Staff are kept up to date on Employment Law issues through workshops and online briefings as part of their continuous professional development	Ongoing  New programme of workshops delivered to all staff – inc temps/contractors etc by July 08.  Summary report from workshops awaited from Tom Kelly	Ongoing  Completed

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
<b>8</b>	Review access to the building, facilities and working areas for staff and visitors with a disability	<p>There is an ongoing programme of Work Station assessments for ECGD New Entrants when they start work, and for individuals involved in internal moves/transfers as and when they occur.</p> <p>Adjustments and purchase of appropriate equipment are made where necessary, and on request.</p> <p>Ongoing consultation between Facilities Management (FM) and Building Management (BM) to ensure ECGD needs are fed in to centrally-coordinated activities</p>	<p>Assessments take place as and when required</p> <p>Last Disability review of the building carried out by BM in May 07.</p>	<p>Ongoing</p> <p>Next full review not expected until 2009.</p>
<b>9</b>	Maintain our commitment to the Double Tick endorsement, and raise staff awareness	<p>The Disability "DOUBLE TICK" endorsement has been held since 1996 and was successfully reassessed in March 07</p> <p>Workshops held on hidden disabilities to help managers and staff; a programme of further workshops is being considered</p> <p>Annual Disability survey and 'Return to Work' interviews continue. Reasonable adjustments are made where the need is identified.</p> <p>HRD committed to holding appropriate</p>	<p>Annual Review took place again in Jan 08</p> <p>Dyslexia workshop held June 07 and a stress management day was held in Nov 07</p>	<p>Completed: Successful</p> <p>Ongoing</p>

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
		workshop sessions where a need to raise awareness is identified.		
<b>10</b>	Review website and Intranet for accessibility and compatibility with equality duties, and make any changes necessary.	<p>(i) ECGD's website was reviewed for compliance with accessibility in May 2007. Some improvements were identified. But given low external usage and the resource implications, these will be addressed in tandem with the wider update of ECGD's website infrastructure. ECGD's Web Board will discuss means of ensuring all documents placed on the Website are checked by their authors prior to posting.</p> <p>(ii) ECGD's new Internal Communications Forum will discuss how to make the Intranet accessible for as many users as possible. Any changes will be implemented as part of the proposed introduction of 'Sharepoint'</p>	<p>Scoping to rebuild ECGD website due to start Sept/Oct 2008. To be fully compliant by end 2009.</p> <p>1st meeting held May 08.</p>	

	<b>ACTION</b>	<b>PROGRESS</b>	<b>TIME SCALE and REVIEW</b>	<b>STATUS</b>
<b>11</b>	Review procurement procedures to ensure compatible with equality duties	ECGD's own procurement contracts include an Equality clause similar to the one used in the OGC Framework contracts. The wording of the clauses will be reviewed and updated where necessary.	March 08	Completed
<b>12</b>	Promote work/life balance practices. (see also 2B)	<p>We are an "Investor in People"; this provides a testing benchmark against which processes are evaluated to establish and communicate business objectives and develop people</p> <p>We support a 'Career Break' scheme (guidance to be found on our Intranet)</p> <p>We have a KIT (Keep in Touch) scheme for staff away from the office on a long-term basis</p> <p>Where possible, learning and development programmes are scheduled to avoid school holidays and take account of flexible working patterns.</p>	Next Assessment: Feb 2009	

	ACTION	PROGRESS	TIME SCALE and REVIEW	STATUS
		<p>Financial support is given for staff with domestic responsibilities (e.g. childcare, elderly relatives etc) to cover any additional costs incurred as a result of attending learning and development events.</p> <p>A Flexible Working Policy is already in place but is currently being reviewed. Consultations on a new policy expected to start in October 08</p> <p>Salary Sacrifice scheme introduced in the Autumn 07, which includes childcare vouchers</p> <p>A review of special leave to deal with domestic emergencies, care for the elderly and other dependents (including those with disabilities), and fertility treatment will take place</p>	<p>October 08</p> <p>Will be picked up as part of Pay Remit 2008.</p>	<p>Completed</p>