

Fair Play Employer Scheme Gender Diversity Action Plan

Objective	Ref.	Action	Owner responsible	Target date	Outcome	Impact
<b>To ensure the Council is a diverse and inclusive organisation</b>						
1 a	1	Communicate the EDS to employees with the appropriate level of detail. Allow employees to provide feedback and suggestions for improvement.	Sheenagh Rees	March 2020	Employees are aware of its intentions and their role to work towards achieving the outcomes	Improved employee engagement. Diversity of thought during decision making.
1 b	2	Investigate the reasons behind some respondents feeling they have been less favourably treated because of their gender	Diane Hopkins	March 2021	Improved awareness of any potential issues regarding gender and treatment	Employees see continued commitment from the organisation to be an inclusive employer
<b>To promote, facilitate analyse and monitor flexibility in the workplace at all levels (from top down), to enable women to progress and to ensure compatibility with a multi-generational workforce.</b>						
2a	3	Long term, in line with the planned introduction of the new HR system, collect and monitor data in more depth related to Flexible Working (informal and formal). Scrutinise the Shared Parental Leave uptake to date to monitor the gender balance and encourage uptake across genders. Short term - Centralise Flexible Working requests to be able to	Lauren Margetson	March 2020	More knowledge of the number and nature of requests for Flexible Working and the split across levels, genders and all protected characteristics	Information that will help the organisation manage FW. A consistent approach to managing FW across the organisation.

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		monitor all requests and outcomes.				
2f	4	Undertake awareness sessions with managers on FW is, what is possible and the benefits to not only the individual but the teams and organisation as a whole. Include FW in our Recruitment & Selection training for recruiting managers	HR Managers: Amy Hutchings Tom Owen Cath Lewis Lauren Margetson	March 2020	Raised awareness amongst management team of potential business benefits of adopting WLB strategies.	Improved access to FW. Employees report improved WLB.
2g	5	Publicise (with consent) case studies of those employees who have benefited from FW and/or also taken advantage of the different types of leave available. (particularly at higher levels of the organisation and across genders)	Diane Hopkins	March 2020	Employees see people, and particularly men, who work flexibly, but for reasons beyond solely childcare. FW heroes	Promotes FW and highlights 'flexible working heroes' in both your internal and external communications part-time and flexible working' doesn't remain problematically synonymous with 'working mothers'
2h	6	Work with the senior leadership team to raise awareness and understanding of work life balance.	Sheenagh Rees	March 2020	Raised awareness amongst management team of potential business benefits of adopting WLB strategies.	Improved access to FW. Employees report improved WLB.
2i	7	Promote availability of alternative working patterns at senior level.	Lauren Margetson	Actioned	Availability of FW at senior level communicated internally and during advertisement of vacancies.	Senior roles accessing range of working patterns i.e. compressed, job share, etc. Improved retention rates of women in senior roles.

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<b>To ensure a fair and transparent recruitment and selection process that encourages a wider talent pool and facilitates a more equal gender balance</b>						
3a	8	Recommunicate the recruitment and selection process in the context of the current moratorium	Lauren Margetson	March 2020	Transparency and continued visibility of the recruitment and selection process	Employees understand the process and reasons for recruitment decisions.
	9	Increase recruitment & selection training sessions to ensure line managers apply the fair selection procedure.	Lauren Margetson	Actioned	Transparency and continued visibility of the recruitment and selection process	Managers understand the process and can evidence reasons for recruitment decisions.
3b	10	Consider a long term goal of 50/50 recruitment shortlists for the roles where there are more women in the lower paid jobs as well as fewer in the high paid roles to work towards redressing the balance.	Diane Hopkins	March 2021	More balanced shortlists with an increased talent pool.	More women recruited into higher
	11	Consider introducing anonymised application forms.	Diane Hopkins	March 2021	More balanced shortlists with an increased talent pool.	More women recruited into higher
	12	Long term look at celebrating/publicising cases where the organisation has male employees working in non-traditional roles particularly in the traditionally female dominated roles	Diane Hopkins	August 2020	Raised awareness of what opportunities are available throughout the organisation.	Employees from all genders accessing non-traditional roles/routes
<b>Ensure the talent pipeline promotes female talent and progression and increases the number of women in senior roles</b>						
4a	13	Ensure all leaders responsible for managing performance are aware of how to monitor performance and provide feedback on performance.	Cath Lewis Lynne Doyle	March 2021	Performance is measured fairly. Leaders are providing positive and developmental feedback.	Employees feel valued and supported. Improved progression opportunities.

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4b	14	Implement an internal mentoring programme to support the development of employees within their roles and progression within the organisation	Lynne Doyle Amy Hutchings Cath Lewis	March 2021	Employees benefit from the support of others and increasing their ability to fulfil their potential.	Increased opportunities for progression/promotion. Aids succession planning. Increased numbers of women able to progress into more senior roles
4c	15	Identify different career development/progression pathways to facilitate employees' development	Lynne Doyle	March 2021	Raised awareness of alternative career paths within the organisation employees.	Increased opportunities for progression/promotion. Aids succession planning.
4d	16	Review how the performance process is being conducted across all teams to ensure consistency.	Cath Lewis Lynne Doyle	March 2021	Raised awareness of how the PM process is working in practice	All employees are receiving performance appraisals in line with the organisation's process
4e	17	Analyse the reasons why people are working part-time and the progression within different categories e.g. part-timers, returners, male/female (are part-timers/returners etc. being encouraged to progress)	Amy Hutchings / Tom Owen / Lauren Margetson	March 2021	Raised awareness of the current part-time population's reasons behind working part-time	More part-timers are able to develop/progress
<b>Recognition and rewards to be managed transparently and kept fair regardless of gender or any other protected characteristic to ensure employees feel valued</b>						
5a	18	Ensure leaders/managers provide balanced, regular and constructive feedback; whilst still allowing staff autonomy.	Cath Lewis Lynne Doyle	March 2021	Employees receive regular and constructive feedback.	Employees feel valued for their contribution to the business aim. Improved employee retention.
5b	19	Identify and Adopt non-financial rewards that can be implemented that provide recognition for a job well done.	Diane Hopkins	March 2021	Non-financial rewards implemented that are relevant to the workforce.	Employees feel valued for their contribution to the business aim. Improved employee retention.

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5c	20	Update and/or Implement and adopt clear criteria for awarding R & R which is understood by all employees	Cath Lewis	March 2021	All employees know what they have to do to access R & R.	Employees feel engaged and motivated. Improved retention.
5d	21	Leaders ensure they provide regular appreciation and recognition for employee effort, commitment and attainment.	Diane Hopkins	March 2021	Employees receive regular and timely acknowledgement for their efforts in contributing to overall business/team aim.	All employees feel valued and appreciated for what they do. Improved retention.

**On behalf of Neath Port Talbot Council I can confirm that we are committed to the Action Plan to progress the Council further.**

**Name:**

**Sheenagh Rees**

**Position:**

**Head of Human Resources**

**Date: 25/10/19**