# **Workforce Equality Reporting Standard Action Plan**

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| **No** | **Area for Improvement** | **Action** | **Who** | **By** | **Update** |
| 1 | Ensure all colleagues are treated fairly when being managed through formal processes (disciplinary). | * Completion of equality and diversity training as part of mandatory training for all managers. * Delivery of managing performance and behaviour module as part of Locala’s Leadership Development Programme. | Head of OD | 31/3/20 | * All colleagues complete mandatory Equality & Diversity training. * Delivery method and date changed due Covid-19. virtual model due for delivery Aug 20 |
| 2. | To promote and achieve a zero tolerance culture for bullying and harassment behaviour within Locala. | * Actions in the anti bullying action plan to be delivered. Progress to be reviewed and monitored via the WSIG. * Develop BAME workforce metrics to identify any issues relating to bullying and harassment, equal opportunities, discrimination and level of grievances and disciplinary cases. * Hold BAME focus group with existing workforce to explore perceptions around bulling and harrassment and any potential discrimination. | Head of HR/ Head of OD | 31/12/20 | * Head of HR / OD to update * Baseline metrics are now in place * BAME Steering Group is now in place and will conduct this action point. |
| 3. | To have clear processes and procedures in place that promote equality of opportunity for all Locala colleagues. | * Develop approach to vacancy advertising and promotion to better promote Locala to the BAME communities as a place to work. * As part of our planned review of recruitment processes, work with BAME staff to review any revisions to the process. * Review existing training provision for all recruiting managers and incorporate within Locala’s Leadership Development programme * Hold BAME focus group with existing workforce to explore any perceived  barriers to progression within the organisation. * Consider the introduction of a BAME apprenticeship quota and other entry routes into Locala. | Head of HR/ Head of OD | 30/12/20 | * Talent Lead now in place. Substantial Attraction & Retention work is underway. Consultation has taken place with local communities * Steering Group now included in Senior Level recruitment. Steering Group review Attraction & Retention actions * HR Lead Modules yet to be developed on policy revew * Steering Group analysis to be completed * In review due to Covid-19 |