

*“working in partnership for the people of Herefordshire”*

# Gender Equality Scheme 2010-2013

*Herefordshire’s public services support the “No Prejudice in HEREfordshire” campaign. This county-wide campaign, supported at the highest level, understands the damage that prejudice, discrimination and harassment does, and pledges a whole-community approach to the challenge of challenge.*



If you would like help to understand this document, or would like it in another format or language, please call Herefordshire Council’s Corporate Diversity Team on 01432 267307 or e-mail [diversity@herefordshire.gov.uk](mailto:diversity@herefordshire.gov.uk).

A summary and easy-read version of this document is also available.

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# 1. Introduction

Herefordshire's public services (Herefordshire Council, Hereford Hospitals NHS Trust and Herefordshire's Primary Care Trust), in their role as community leaders, are committed to challenging and eradicating all forms of unlawful discrimination. This scheme and action plan sets out how the local organisations will challenge gender discrimination and promote equality of opportunity between men and women, boys and girls.

We acknowledge that gender discrimination may not exist in isolation and that discrimination can be multi-layered. People in Herefordshire can experience prejudice and discrimination in many different ways, including, but not exclusively, age, ethnicity, religion or belief, sexual orientation, marital/civil partnership status or disability. However for the purpose of this scheme we concentrate on the single issue focus of Gender inequality.

This Scheme should be read in conjunction with the Herefordshire Equality & Human Rights Charter which is the principal document setting out the Council's and NHS Herefordshire's commitment to equality, and Hereford Hospitals NHS Trust's Equality and Diversity Policy which expresses its commitment to equality and acknowledges growing corporate and social responsibility.

## 2. Why Have a Gender Equality Scheme?

*'Most women who experience violence will live with the consequences, both physical and emotional, for the rest of their lives. Local authorities have a legal obligation to take a lead on assisting women who have experienced violence. Without help, the relationships, life chances and personalities of these women are likely to be damaged. Every woman (man) should have someone to call in a crisis. They should have access to a place of safety and genuine backing in their search for justice.'*

*Susie Uppal*

*Director of Legal Enforcement at the Equality and Human Rights Commission (2009)*

In 2008 the Joseph Rowntree Foundation conducted a research study into modern day social evils; the study was conducted online and involved 3,500 people. Those taking part felt that "women are still at disadvantage in society". The concerns focused on discrimination/inequality towards women in areas such as the workplace, including pay, bullying, harassment and inflexibility in the face of care duties. Other issues highlighted were domestic abuse, commercial sexual exploitation including pornography and human trafficking.

Main areas of gender inequality:

- Full-time female employees in the UK earn 17% less than men. Over a lifetime, this works out as a shortfall of some £330,000.
- Part-time women earn 38% less than full time men, hour for hour
- The gender split of the UK's working population is roughly even, however of the 769 UK members of Parliament only 125 are women.
- Until the age of 75 the ratio of women-men is 1:1. By the age of 84, due to higher mortality rates for men, that ratio is 2:1.

- The main advantage of being a woman is that you live longer. Life expectancy at birth in the UK is 81.3 for a woman, 76.9 for a man. Why is this in this section? Does it even need to be in the GES?

The EU pledge is that equality between men and women is a fundamental right, a common value of the EU and a necessary condition for the achievement of the EU objectives of growth, employment and social cohesion.

The EU challenge to gender inequality is continuous. Levels of progress against legislation are measured every year resulting in a progress report. This report is available to 27 EU member states and beyond. It works to a budget of 743.25 million Euros over the seven-year period 2007-2013. The EU commitment is underpinned by six fundamental principles and 30 articles. The principles are:

1. Equality of women and men constitutes a fundamental right.
2. To ensure the equality of women and men, multiple discrimination and disadvantage must be addressed.
3. The balanced participation of women and men in decision making is a prerequisite of a democratic society.
4. The elimination of gender stereotypes is fundamental to achieving equality of women and men.
5. Integrating the gender perspective into all activities of local and regional government is necessary to advance equality of women and men.
6. Properly resourced action plans and programmes are necessary tools to advance equality of women and men.

For details of the principles and the 30 articles go to [www.ccre.org/docs/charte\\_egalite\\_en.doc](http://www.ccre.org/docs/charte_egalite_en.doc)

Some EU-wide findings are:

- The employment rate of women is increasing but remains lower than men.
- The majority of higher education students and university graduates are women.
- The risk of poverty is higher for woman than men.
- Women continue to earn, on average, 17.4% less than men for every hour worked. [should this bit go up to the previous bulleted section?]
- While women are still under-represented in economic and political decision-making positions, their share of this process has increased over the last ten years.

### 3. What is Discrimination?

Unlawful sex discrimination is:

- Direct or indirect discrimination against men or women, in employment and education; in goods, facilities and services and in the exercise of public function
- Harassment, sexual harassment and discrimination on the grounds of pregnancy and maternity leave
- Discrimination on the grounds of gender reassignment in employment and vocational training
- Direct and indirect discrimination in the employment field on the grounds that a person is married or a civil partner
- Victimisation
- Harassment and sexual harassment

## 4. The Legal Requirement

### a) The Equality Bill (2009)

In July 2005 the Government produced an Equality Bill, which set out how people were to be treated equitably (on the basis of their need) and not subjected to discrimination. As part of the Equality Bill, the Gender Equality Duty was established for the public sector. This legal duty places a requirement on public bodies to be proactive and to promote gender equality. It is widely accepted that, in their role as community leaders, Herefordshire Council, NHS Herefordshire and Hereford Hospitals NHS Trust can help promote equality of opportunity between women and men. The legislation stipulates both a General Duty and Specific Duties, as set out below.

#### i) General Duty

The General Duty requires all public authorities (including voluntary and private organisations that carry out public functions) as employers<sup>1</sup> and as service providers<sup>2</sup> to have due regard to eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act 1975 (SDA) and discrimination that is unlawful under the Equal Pay Act 1970 (EqPA). The General Duty has three parts:

1. The need to eliminate unlawful discrimination
2. To eliminate harassment
3. To promote equality of opportunity between women and men

#### ii) Specific Duties

The specific duty for the GES differs from the requirements in the Race Relations Act and Disability Discrimination Act in that all public authorities are required to comply, in the same way, with the same duties:

1. Publish a Gender Equality Scheme and fully review the scheme on a three year cycle. The scheme must identify gender equality goals and produce an action plan to implement these goals. An annual progress report should also be produced.
2. Publish an equal pay policy which must:
  - include pay arrangements
  - outline measures to ensure fair promotion and development opportunities
  - address three specific causes of the pay gap (which are pay discrimination, caring responsibilities and occupational segregation)
3. Conduct gender-specific Equality Impact and Needs Assessments.

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<sup>1</sup> Employment practices include, for example, part time working, flexible working and recruitment

<sup>2</sup> There is a need to understand the different service requirements of men and women

## **b) Supporting Transgendered People**

*(people who have undergone or who are undergoing gender reassignment)*

We recognise that Transgender people can face discrimination which is unique within the remit of the GED. This GES is a statement expressing our commitment not to discriminate, directly or indirectly, on the grounds of gender identity in service delivery, towards service users, job applicants and employees. We will support people who wish to challenge discrimination and harassment, observing, at all times, unconditional respect and confidentiality.

Definitions:

- The term “sex” is used to describe biological differences between men and women.
- The term “gender” refers to the wider social roles and relationships which structure the lives of men and women.
- “Trans” is used to describe Transsexual/Transgender men or women.

## **c) National Indicator Set (NIS)**

Effective from 1 April 2008, the NIS is the only set of indicators on which central government will performance manage local government. It covers services delivered by local authorities alone and in partnership with other organisations like health services and the police.

The NIS replaces all other existing sets of indicators including the Best Value Performance Indicators (BVPIs) and the Performance Assessment Framework (PAF). Performance against each of the national indicators will be published annually by the Audit Commission, as part of Comprehensive Area Assessment (CAA).

The new NIS contains 18 indicators that are to be determined by measuring citizens' views and perspectives collected through a single Place Survey that is administered by all local authorities. The national indicators that apply directly to this document are:

- NI 26: Specialist support to victims of a serious sexual offence
- NI 32: Repeat incidents of domestic violence

For a full explanation of National Indicators go to:

<http://www.communities.gov.uk/publications/localgovernment/updatedniddefinitions>

Health care organisations are also required to meet national standards set by the Department of Health, with their performance against these standards annually assessed and reported upon publicly. The Gender Duty can help Hereford Hospitals and NHS Herefordshire as they seek to improve their performance against national standards. Its requirements will also help them to be in a better position to provide demonstrable evidence of this improvement in the assessment process.

Implementing the specific duties will help Hereford Hospitals and NHS Herefordshire ensure that their planning and monitoring mechanisms, services, information and engagement strategies are designed around the needs and preferences of both women and men. They will thereby help health care organisations commission and provide services which are accessible, responsive and fair to all, rather than only to some, within the local population. This is in line with the aims of key national policies and programmes.

## 5. Historical Context of the Gender Equality Duty

There has been a dramatic gender shift of people who are economically active in the labour market in the UK. In 1911 very nearly 90% of males and 30% of females over 15 were economically active. It is anticipated that by 2011, 69% of males and 57% of females over 16 will be economically active, with the female population making up 49% of the labour force.

In 1975 the Sex Discrimination Act (SDA) was introduced and for the first time discrimination on the grounds of gender became unlawful. Change in legislation initiated legal challenges by both women and men to achieve equality as employees and as service users.

Key dates in the timeline below illustrate how new legislation has done much to improve gender equality in the UK. Major changes include:

- **1975 The Equal Pay Act.** Obligations on employers to pay equal wages to women and men.
- **1986 The Sex Discrimination Act (Amendment).** Equal retirement ages for men and women and lifted legal restrictions preventing women working night shift in factories.
- **1994 Trade Union Reform and Employment Rights Act** guaranteed every working woman the right to maternity leave.
- **1995** European Court forces UK government to allow men free prescriptions at 60 – the same age as women.
- **1999 Sex Discrimination (Gender Reassignment) Regulations.** Sex Discrimination Act amended to include Transsexual people.
- **1999 Employment Rights Act** passed to allow both men and women parental leave of up to 13 weeks for children under five years old.
- **2000 Part Time Workers Regulations** gave equal rights for part-time workers both male and female.
- **2004 Gender Recognition Act** provides legal recognition for Transsexual people's gender reassignment, including the right to a new birth certificate.
- **2007 Gender Equality Duty** places the responsibility on service providers to promote good gender equality policies and processes as opposed to leaving the responsibility to individuals to challenge discriminatory practice - practices that, wittingly or unwittingly, have continued 30 years after the introduction of the sex equality legalisation.
- **2009 The Equality Bill is published.** Two of the principal aspirations of the Bill are (a) the simplifying of existing equality legislation (the driver for this is to make challenging inequality more accessible for individuals and organisations) and (b) the extension of the positive action rules, the chief measures and maybe most controversial aspect of the bill is in relation to the promotion and recruitment process. The new Bill will allow, not require, employers to use positive action to address under-representation of certain groups, gender included, in workplace recruitment and promotion. Exercising positive discrimination is still against the law. However, if an organisation believes a service area could be improved by positive action, this bill supports this.

## 6. Profile of Herefordshire

### a) General Context

Herefordshire is a predominantly rural county of 842 square miles situated in the south-west corner of the West Midlands. The city of Hereford is the major location in the county for employment, administration, health, education facilities and shopping. The five market towns of Leominster, Ross-on-Wye, Ledbury, Bromyard and Kington are the other principal centres.

### b) Population Statistics

Herefordshire's resident population grew by 2.5% between 2001 and 2008, from 174,900 to 179,300.

### c) Gender

For those aged under 65, proportions of males and females are very similar (50.1% and 49.9% respectively) whereas for those aged 65 and over the proportion of males is much lower (43.9% compared to 56.1%) resulting in a slight imbalance in the overall population (48.8% males and 51.2% females) at 2008.

*Source: ONS mid year estimates. For detailed population information see The State of Herefordshire report 2009.*

### d) Transgender

Figures from the Gender Identity Research & Education Society (GIRES) estimate that, in 2008, 1,201 people were referred for Transgender surgery in the UK. They also estimate the UK Transgender population in 2008 was 6,200. These figures equate to an increase, since 1995, of 12% pa in referrals and 6% pa in the overall population (more information from [www.gires.org.uk](http://www.gires.org.uk)).

## 7. Diversity Profile of Herefordshire

### a) The Equality Framework for Local Government

In 2009 the Equality Standard for Local Government changed to the Equality Framework. The framework is designed to enable local authorities to mainstream equalities into service delivery and employment. This will ensure that discriminatory barriers that prevent equitable access to services are identified and removed. The framework has three levels which indicate the level at which each authority is achieving equalities improvement. The three levels are:

- A developing authority – understanding the importance of equality
- An achieving authority – developing better outcomes
- An excellent authority – making a difference

In March 2009 the I&DeA assessed Herefordshire Council as "Achieving". Herefordshire's services are aiming to be assessed as "Excellent" by March 2012.

### b) Procurement and Contracting with Suppliers

With an annual expenditure of around £175bn, public procurement has an important role to play in furthering the Government's agenda for creating equality of opportunity.

Complying with the requirements of the Herefordshire Equality & Human Rights Charter and other equality schemes is a prerequisite for any organisation wishing to tender for contracts with Herefordshire Council, NHS Herefordshire and the Hospitals Trust. Detailed information about how procurement and contracting with suppliers can advance equality and diversity can be found in the Herefordshire Equality & Human Rights Charter.

### **c) Equality Impact Assessments** (also known as Impact & Needs Assessments)

An EIA is an analysis of a service or policy. The purpose is to try to ensure that every service and policy for, or delivered to, the general community is appropriate and accessible and does not, however unwittingly, disadvantage or discriminate against anyone due to their gender or transgender status.

The EIA process has been a feature of mainstreaming equalities in Herefordshire's services since 2002. Assessing for gender inequalities has been part of this process since that time.

EIAs are essential. They help to identify areas where unwitting discrimination or disadvantage occur or may occur. This in turn will lead to actions that work to address this. The actions are embedded into individual Service Plans, and monitored by the head of service for effectiveness and outcome.

### **d) Consultation**

Comprehensive community consultation has been reviewed for the purpose of developing the GES 2010-2013. This has been informed by a number of existing projects, groups or documents, which include:

- Disability Equality Scheme
- Race Equality Scheme
- Employee Opinion Survey
- Older People's Strategy
- Supporting the health of young people in Herefordshire
- LGBT Staff Group
- Race Equality Staff Group
- Disability Staff Group
- Impact & Needs Assessments
- Herefordshire Branch of Unison
- Statistics from Register Offices
- Pay and Workforce Development Strategy

In addition to the above, a number of community groups were offered the opportunity to input directly into the scheme and action plan. These were:

- Herefordshire CAR (Communities Against Racism) Group
- Rainbow Forum (local Lesbian, Gay, Bisexual, Transgender support group)
- Travellers Health Project
- Herefordshire Women's Aid
- Here4Women group
- Kindle Centre, Hereford

Any gender-specific issues from these sources have been made explicit in the action plan and will be reviewed on an annual basis.

### **e) Employee Groups**

At present Herefordshire Council, NHS Herefordshire and Hereford Hospitals NHS Trust have three cross-organisation employee support groups; Race Equality, Disability and LGBT (Lesbian, Gay, Bi-Sexual, Transgender). The groups are self-defining and all attendees are voluntary. Line managers are requested to support reasonable requests from their employees to attend these meetings. There is a commitment to support gender-specific employee groups if requested. However, there will always need to be some negotiation if an employee wishes to attend more than one group.

### **f) Complaints about Gender Inequality**

- **Complaints about Council or NHS Herefordshire Services**

There is a standard complaints procedure that is followed in the event of any complaint about Council services. This includes an appeals process. Complaints about NHS Herefordshire and Herefordshire Council will be handled by an integrated Customer Insight Unit which will be the single point of contact for the customer. They will agree a complaints handling plan with the customer, assign an investigating officer, assess risk, ensure that a fair investigation takes place either by a service manager or by the complaints manager, quality check all responses and communication with the customer, carry out a full evaluation and monitor customer satisfaction, and ensure reports are made available to all service areas and service improvements are identified and made.

All complaints where discrimination, prejudice or inequalities are perceived are forwarded to the Corporate Diversity Team for investigation, support or signposting. Each complaint is designated to an individual officer who will contact all necessary parties and investigate. Customers' individual needs are taken into account at all times. They will seek to resolve the issue to the customer's satisfaction, and to make changes to Council services, policies or procedures, if appropriate, to ensure that problems do not arise again. Complaints are therefore welcomed as a mechanism for identifying any gender inequalities.

- **Complaints about Hereford Hospitals NHS Trust**

The NHS Constitution explains an individual's rights when it comes to making a complaint. This includes the right to have a complaint dealt with efficiently, properly investigated and to know the outcome of any investigation into a complaint. Since 2009 the NHS has run a simple complaints process, which has two stages.

1. Contact Hereford Hospitals for a copy of the complaints procedure, which explains how to proceed. The first step will normally be to raise the matter with the Trust, and a Complaints Manager is employed to support the process. This is called local resolution and most cases are resolved at this stage.

2. If the complainant is still unhappy, the matter can be referred to the Parliamentary and Health Service Ombudsman who is independent of the NHS and government.

Making a complaint can be daunting but help is available. Officers from the Patient Advice and Liaison Service (PALS) are based at the Trust to ensure that patients, relatives, carers and friends are actively listened to. They seek to answer questions and resolve any concerns as quickly as possible. In particular, PALS will:

- Provide information about the NHS and help with any health-related enquiry
  - Help individuals resolve concerns or problems when using the NHS
  - Provide information about the NHS complaints procedure and how to get independent help in taking forward a complaint
  - Provide information and help to make introductions to agencies and support groups outside the NHS
  - Give information about how to get more involved in healthcare and the NHS locally
  - Improve the NHS by listening to concerns, suggestions and experiences and ensuring that those who design and manage services are aware of the issues
  - Form an early warning system for the Trust and monitoring bodies by identifying problems or gaps in services and reporting them
- 
- **Complaints about discrimination in the community, private sector or other organisations:**  
The public services are keen to emphasise their community leadership role by championing the cause of gender equality. The Corporate Diversity Team supports and advises anyone who feels they have been discriminated against or treated unfairly. However they cannot provide legal advice; this is the role of a solicitor or a union representative. The team can signpost.

## 8. Monitoring, Evaluation and Review

It is vital that we monitor, evaluate and review this Scheme in order to meet our duties under the Gender Equality Duty. In addition, we need to ensure that the Scheme is effectively implemented in order to achieve the targets in Improvement Plans and to achieve the highest level of “Excellent” of the Equality Framework by March 2012.

The Corporate Diversity Team will continuously monitor the Scheme and Action Plan. Performance against the action plan will be regularly reviewed at meetings of the Joint Corporate Diversity Group, and reported on every six months. All actions in the Action Plan have a named officer or department in order to make this process easier to monitor.

We are required by law to review the document annually, and to fully review and develop it every three years. Both the annual reviews and updated schemes are public documents and will be available on the internet, in hard copy and alternative formats as requested.

## 9. Gender Equality Scheme Action Plan 2010-2013

### Glossary of Terms

**BAME:** Black, Asian & Minority Ethnic

**CDT:** Corporate Diversity Team

**EINA:** Equality Impact & Needs Assessment

**GES:** Gender Equality Scheme

**PALS:** Patient Advice & Liaison Service

\*Responsibility for Herefordshire Council and NHS Herefordshire activities lies ultimately with the Deputy Chief Executive.

| Need & How Identified  | Task  | Responsibility*                | Target Date |
|--|---|--------------------------------|-------------|
| <b>1. Gender Equality Scheme Review</b>  |   |                                |             |
| 1.1. Legal requirement to review the GES action plan                                 | To conduct an annual review of the GES action plan, revise and update where appropriate | Corporate Diversity Team (CDT) | March 2011  |
| 1.2. Legal requirement to revise the GES   | Review and revise the GES on a three year cycle. 2010 produce a revised GES             | CDT                            | April 2013  |
| 1.3. Compliance with Equality Bill 2009  | Incorporate GES actions into Herefordshire's Equality & Human Rights Charter            | CDT                            | July 2010   |
| <b>2. Employment and Training</b>  |   |                                |             |
| 2.1. Members and managers to be aware of the GES and requirements of the action plan | To provide briefing sessions at the appropriate forums                                  | CDT                            | June 2010   |
| 2.2. New employees   | Diversity presentation delivered at central induction to include information on the GES | CDT                            | On-going    |

| Need & How Identified  | Task  | Responsibility*   | Target Date   |
|--|---|---|---|
| 2.3. To incorporate GES, into managerial roles and responsibilities  | A system is available that enables equality and diversity objectives to be identified                                 | Human Resources   | Further roll-out in 360° management competencies by June 2011 |
| 2.4. To reduce the under-representation of females in senior management posts within the Council           | Establish appropriate career progression and support mechanisms as part of the Pay and Workforce Development Strategy | Human Resources   |   |
| 2.5. To ensure appropriate opportunity for work/life balance for all employees                             | Review working practices and policies to identify the possibilities for flexible working                              | Human Resources input as part of the Flexible Working Project Board   | June 2011/ongoing   |
|  | Application of family friendly policies   | Human Resources   | Ongoing   |
| <b>3. Service Delivery and Customer Care</b>   |   |   |   |
| 3.1. Single point for complaints of gender discrimination  | Develop and raise awareness of a protocol for reporting gender discrimination   | CDT, complaints officers and equality/diversity partners staff group? | On-going from June 2011                                       |
| 3.2. EINA<br>Continue to assess for adverse impact of service delivery with regard to gender equality      | EINA conducted on new and reviews conducted on existing policies to assess for adverse impact                         | Service lead on EINA process  | Annual desk top review by lead. May 2012                      |
| 3.3. National indicators 26, 32 & 34<br>Women have a higher perception of danger and vulnerability         | Understand what measures need to be undertaken to help women and men feel safer and safe from sexual violence         | Partnership organisations and the CDT                                 | On-going  |
| 3.4. National indicators 26, 32 & 34<br>Where men experience have a perception of danger and vulnerability | Understand what measures need to be undertaken to help men feel safer and safe from sexual violence                   | Partnership organisations   | On-going  |

| Need & How Identified  | Task  | Responsibility*                             | Target Date          |
|--|---|---|----------------------|
| <b>4. Policy Development</b>   |   |   |                      |
| 4.1. To implement appropriate monitoring of the impact of employment policies in relation to gender  | Ensure that policies do not unfairly discriminate and to promote good practice  | Human Resources                             | Ongoing              |
| <b>5. Pay &amp; Progression (Internal and External)</b>  |   |   |                      |
| 5.1. To undertake an equal pay review to identify whether inequalities exist in pay  | Implement appropriate remedial actions  | Human Resources                             |                      |
|  | Ensure fairness in the development of Pay reward and recognition as part of the Pay and Workforce Development Strategy                              | Human Resources                             | 2010-2013            |
| 5.2. Seek to improve data capture to better understand access to work barriers   | To enable forward action planning   | Human Resources                             | On-going             |
| <b>6. Herefordshire Council Specific</b>   |   |   |                      |
| 6.1. Employee consultation<br>Corporate commitment to develop gender specific Employee Groups  | Work with Employees to develop gender specific Employee support groups on request   | CDT   | Continuing objective |
| 6.2. Ensure employees and managers are aware of their responsibilities on sexual harassment, how to report and deal with to minimise distress for the individual | Review and implement the Bullying and Harassment policy and procedure ensuring that the elements relevant to sexual harassment are fully considered | Human Resources                             |                      |
| 6.3. To become an Investor in People across all parts of the Council   | Confirm a timescale for corporate assessment as an Investor in People   | Human Resources<br>(Learning & Development) |                      |

| Need & How Identified  | Task  | Responsibility*  | Target Date          |
|--|---|--|----------------------|
| 6.4. Employee consultation<br>Eliminate harassment by continual development of anti-bullying policies  | Raise awareness of confidential support and advice helping Employees to challenge bullying and harassment   | CDT  | Review on-going      |
| <b>7. NHS Herefordshire Specific</b>   |   |  |                      |
| 7.1. Employee consultation<br>commitment to develop gender specific Employee Groups  | Work with employees to develop gender specific Employee support groups on request   | CDT  | Continuing objective |
| 7.2. Ensure employees and managers are aware of their responsibilities on sexual harassment, how to report and deal with to minimise distress for the individual | Review and implement the Bullying and Harassment policy and procedure ensuring that the elements relevant to sexual harassment are fully considered | Human Resources  |                      |
| 7.3. To become an Investor in People across all parts of the organisation  | Confirm a timescale for corporate assessment as an Investor in People   | Human Resources (Learning & Development)   |                      |
| 7.4. Employee consultation<br>Eliminate harassment by continual development of anti-bullying policies  | Raise awareness of confidential support and advice helping Employees to challenge bullying and harassment   | CDT  | Review on-going      |
| 7.5. NHS to take partnership lead on development of Men's Health forum   | Work to raise awareness of health issues as they relate to men  | To be confirmed  | 2013                 |
| <b>8. Hereford Hospitals NHS Trust Specific</b>  |   |  |                      |
| 8.1. Legal requirement to review the GES action plan   | To conduct an annual review of the GES action plan, revise and update where appropriate   | Human Resources with support from Herefordshire Council Corporate Diversity Team (CDT) | March 2011           |

| <b>Need &amp; How Identified</b>   | <b>Task</b>   | <b>Responsibility*</b>  | <b>Target Date</b> |
|--|---|---|--------------------|
| 8.2. Legal requirement to revise the GES   | Review and revise the GES on a three year cycle.2010 produce a revised GES                    | Human Resources with support from Herefordshire Council CDT           | April 2013         |
| 8.3. Staff to be aware of the GES and requirements of the action plan  | To provide briefing sessions at the appropriate forums  | Human Resources   | On-going           |
| 8.4. New Employees   | Review diversity training to include information on the GES                                   | Human Resources and Training Department                               | On-going           |
| 8.5. To mainstream equality and diversity, including GES, into managerial roles and responsibilities           | To review systems available to enable equality and diversity objectives to be identified      | Human Resources and Training Department                               | On-going           |
| 8.6. To review the representation of females in senior management posts  | Evaluate career progression and support mechanisms  | Human Resources   | April 2012         |
| 8.7. To ensure appropriate opportunity for work/life balance for all employees                                 | Application of family friendly policies   | Human Resources   | Ongoing            |
| 8.8. Raise awareness of complaints procedures for gender discrimination  | Develop and raise awareness of protocol for reporting gender discrimination                   | Human Resources, PALS and Complaints Department with support from CDT | April 2012         |
| 8.9. EINA to continue in order to assess for adverse impact of service delivery with regard to gender equality | EINA conducted on new and reviews conducted on existing policies to assess for adverse impact | Human Resources to monitor  | On-going           |
| 8.10. To implement appropriate monitoring of the impact of employment policies in relation to gender           | Ensure that policies do not unfairly discriminate and to promote good practice                | Human Resources   | On-going           |
| 8.11. To undertake an equal pay review to identify whether inequalities exist in pay                           | Ensure fairness in the development of pay, reward and recognition                             | Human Resources   | April 2013         |

| <b>Need &amp; How Identified</b>  | <b>Task</b>  | <b>Responsibility*</b>   | <b>Target Date</b> |
|---|--|--|--------------------|
| 8.12. Seek to improve data capture to better understand access to work barriers   | To enable forward action planning  | Human Resources  | On-going           |
| 8.13. Corporate commitment to develop gender specific Employee Group if requested   | Work with employees to develop gender specific Employee support groups   | Human Resources with CDT   | On-going           |
| 8.14. Ensure employees and managers are aware of their rights and responsibilities regarding sexual harassment. How to report an incident and how to work to minimise distress to all concerned | Review training provided on the Bullying and Harassment policy and procedure ensuring that the elements relevant to sexual harassment are fully considered | Human Resources and Training Department with support from the Trust's Reducing Violence and Harassment Working Group | On-going           |
| 8.15. Eliminate harassment by continual development of anti-bullying approaches   | Raise awareness of support and advice helping employees to challenge bullying and harassment   | Human Resources with the Trust's Reducing Violence and Harassment Working Group                                      | On-going           |
| <b>9. Actions Identified by Community Groups</b>  |  |  |                    |
| 9.1. Rainbow Forum:<br>For many reasons some Transgender people are not able to take advantage of the new law allowing the issue of a new birth certificate to reflect gender reassignment      | A variation of acceptable forms of identification, therefore facilitating the right to privacy   | CDT - Herefordshire Rainbow Forum and partner organisations  | 2011               |
| 9.2. Traveller Health Project Consultation:<br>Gender bias resulting in reduced access to education for women/young women   | To promote equality of opportunity into further and higher education challenging gender bias   | CDT to work in partnership with Traveller support group, Traveller Health group and Traveller Liaison Officer        | On-going           |

| Need & How Identified   | Task  | Responsibility*  | Target Date |
|---|---|--|-------------|
| 9.3. Herefordshire Women's Aid: Women-only services which are flexible and responsive to individual needs | Increasing a woman centred service by women for women         | Herefordshire Women's Aid, CDT and partner organisations |             |
| 9.4. Development of a BAME support group for women  | Specific support that is not delivered through the mainstream | CDT & gender specific support groups                     | 2013        |
| 9.5. Working to develop a support group for male victims of domestic violence                             | Specific support to be developed                              | CDT & gender specific support groups                     | 2013        |
| 9.6. Develop community focused empowerment training for women   | Through the HERE4 Women group                                 |  |             |
| 9.7. Develop community focused empowerment training for men   | To be confirmed   |  |             |