

Annex B - Six, Twelve and Eighteen Month EDI Objectives

Six Month Objectives						
Who's Coordinating?	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
EDI Group (Employees across the Service)	Group to meet regularly to keep momentum - IN PROGRESS					
	Build and develop relationships with external partners - IN PROGRESS					
	EDI Standing item on Joint Consultation Forum - COMPLETE					
		Confirm EDI standing item on Performance Management Board - COMPLETE Business Transformation Board - IN PROGRESS				
		Investigate links to Wellbeing group; promote Mental Health First Aiders - IN PROGRESS				
		Review EDI Group Terms of Reference and publish - COMPLETE				
			Establish EDI Group and EDI Champions - IN PROGRESS			
			Identify who is responsible from this group for taking each action forward, planning and reporting back to this group - IN PROGRESS			
			Research and determine what good looks like including abroad, examples and case studies - look at top companies - TO DO			
				Identify EDI Priority focus area - IN PROGRESS		
			Identify EDI Critical friend/EDI Networks/Peer review - IN PROGRESS			
					Food Culture awareness training - TO DO	
Organisational (Head of HR and Head of Service Delivery) to coordinate and feedback to group):	Identify any significant EDI deficiencies and put plan together to address - COMPLETE					
	Culture Survey learns and actions resulting from it - IN PROGRESS					
	Establish EDI budget - TO DO					
People & OD (Head of HR and HR Advisory and Development Manager to coordinate and feedback to group):	Meet with Prince's Trust to investigate working together - IN PROGRESS					
	Refresh People Strategy - IN PROGRESS					
	Evaluate succession planning and promotion process - What can we learn for next time? Communications with unsuccessful applicants, support for future - IN PROGRESS					
		Carry out Equal Pay Audit - IN PROGRESS				
		Train and use organisational EIA forms - IN PROGRESS				
		Review our EDI work against ENEI, AFSA, IFSG - IN PROGRESS				
		Evaluate recruitment process - what can we learn for next time? Communications with unsuccessful applicants, support for future - IN PROGRESS				
			Evaluate induction process needs and requirements to see if it delivers clear expectations (for employees and employer) - IN PROGRESS			
			Evaluate exit interview process - How many get taken up? What happens to the information? Do we review it and get organisational learnings? Could themes be reported to EDI Group for consideration? TO DO			
			Evaluate and review the benefit of EDI objectives within the appraisal process - IN PROGRESS			
		Investigate requirement for Driving Licence - TO DO				

		Write communication to encourage staff to complete their protected characteristics - TO DO		
		Ensure monitoring arrangements are in place for discipline and grievance cases and they are reviewed regularly - COMPLETE		
			Review Equal Pay Audit outcomes and carry out recommendations - TO DO	
			Investigate organisational accreditation opportunities, to help us identify areas where we are lacking and where we are good (Mindful Employer, Stonewall accreditation, Disability Confident) - TO DO	
			EDI E-learning package, refresh the one that is there - TO DO	
			Review the use of Viper in recording EDI information - TO DO	
Internal Comms projects (Communications Team/ HR Officer - ER to progress and feedback to group):	Showcase good EDI practice - IN PROGRESS			
	Weekly/monthly features, e.g.LGBT History month articles/education - IN PROGRESS			
	Calendar of diversity and cultural events published on intranet to raise staff awareness (shared/highlighted through SMT blogs) - TO DO			
		Advertise role of group/promote this group and its purpose - COMPLETE		
				Publish a cultural awareness guide - hard copy and electronic - TO DO
				Investigate the links we have with the community and engage with them - IN PROGRESS
Facilities (ICT Operations Specialist/GC Service Delivery South to progress and feedback to group):		EDI Audit, Survey and Investigate the feasibility of gender neutral facilities, what is best practice and what is practical? - TO DO		
			Suitable fridges on all sites, e.g. for food requirements, for breast milk - TO DO	