## Appendix 1 – Suggested equality, diversity and inclusion action list

**Employer Outcome 1:** Improve the diversity of our workforce and address any areas of underrepresentation, ensuring that there are equal opportunities for all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on age, disability, ethnicity / race and sex

Driver(s)	Potential Action(s)	Outcome	Prioritised Area?
Despite significant efforts on	` '	Action in this area will ensure	Yes
Developing our Young Workforce	Improved knowledge and skill		165
including achieving Investors in	sharing process amongst the	that younger people can	
Young People Gold in 2020, our	younger workforce or between	progress in the organisation	
workforce data suggests that	different generations in the	more easily, should they wish to,	
there has been a downward	workforce including mentoring –	and can become more	
trend with the employment of	including 'ACC alumni'.	represented at different capability	
those under 20. Moreover, in		framework levels and will also	
2020, a higher proportion of		have a reverse mentoring effect	
those aged 20-29 and those		on older colleagues involved in	
aged 60+ left the organisation		the programme. Younger	
than the proportion they make up		employees can also mentor and	
of the workforce – suggesting		support each other through	
that work needs to be		career journeys.	
undertaken to recruit and retain			
more of these groups.		Measurement: number of those	
		participating, number of those	
In addition, the Council's delivery		aged 16-24 moving to new roles	
plan outlines a commitment to		in the organisation and at	
developing the young workforce		different capability framework	
and future talent, and supporting		levels in the organisation.	
young people into employment.			
According to 2020 Scottish	Establish a wellbeing programme	This will prevent loss of resource	Yes
Government research into the	targeted at an ageing workforce	due to sickness / ill health. As an	
impact of Covid-19 on equality		organisation, we will retain	
groups, there could be		knowledge and skills long	
implications for older generations		enough to allow these to be	
implications for older generations			

and those with long-term disabilities and health conditions who may have missed healthcare and screening appointments during this period which may have long-term impacts on their health and ultimately work and attendance.  Our workforce plan identifies that there is now a multi-generational workforce with different expectations and needs. We have new generations coming into the workforce and those which are eventually leaving so knowledge capture and succession planning is paramount.		transferred to future generations. This will also ensure that our older workforce feels valued and that they can remain in the organisation longer and will be represented across the organisation. There should be fewer barriers for them to remain in our employment and remain healthy & well.  Measurement: number of those in older age brackets remains consistent, improved attendance.	
In addition to challenges faced by young people, care-experienced young people often face additional barriers to employment.  The Council Delivery Plan, in addition to developing the young workforce and future talent, outlines a focus on support young people into employment,	Provide internships for care- experienced young people and / or ensure care-experienced young people have supported access to existing internships and apprenticeships along with a portal / web pages for care- experienced young people to access outlining available opportunities. This might include a supported programme involving peer support.	Action in this area ensures that care-experienced young people have access to employment with ACC and that we have more lived experience in our workforce.  Measurement: number of care-experienced young people undertaking internships with ACC. Increase in number of	Yes

including improving pathways for	С	care-experienced young people	
care-experienced young people.	e	employed by ACC.	
According to the Scottish			
Throughcare and Aftercare			
Forum, care-experienced young			
people have lower rates of			
employment than their peers.			
Furthermore, statistics from			
'Education Outcomes for Looked			
After Children' (Scottish			
Government) show that while			
94% of young people go on to			
positive destinations three			
months after school, only 76% of			
looked after children go on to			
positive destinations in the same			
time period (2016/17). Looked			
after children are also less likely,			
according to the Scottish			
Government, to leave school with			
at least one qualification or go on			
to get any higher or further			
education-level qualifications.			
They are also more likely to face			
exclusion during their school			
lifetime. This will, as a result,			
have an impact on their			
employability.			
We have a commitment to			
Investors in Young People and			

Developing the Young Workforce as well as our responsibility as a Corporate Parent.  In addition to data outlined earlier about the retention of certain age groups, our recruitment data suggests that our proportion of successful applications from 20-29-year olds has also reduced over the last year.	A review of job profiles across the organisation to ensure that they are accessible for all protected characteristics as well as those from backgrounds such as the armed forces and those with overseas qualifications.	Fewer barriers for people with protected characteristics to gain employment with ACC which should ultimately result in more diversity and representation across the organisation.	Yes
The majority of our recruitment applications are from women with the proportion of our successful recruitment applications being 75%. This is much higher than the overall Aberdeen City community data. However, according to the	<b>1</b>	Measurement: number of job profiles reviewed / clusters covered. Recruitment diversity data is monitored for positive trends showing increased % of successful applicants from protected groups.	
EHRC's 'Is Scotland Fairer' report, women continue to be under-represented in senior positions, even where women accounted for the majority of the workforce and that modern apprenticeships continued to show strong segregation within sectors by sex. Aberdeen City's workforce data suggests that there are areas of the organisation with significant	A review of the external recruitment and selection process to ensure there are no barriers for protected groups and for those from varied backgrounds such as ex-forces and ex-offenders. This will also include a review of any positive action required to be created to support access to employment with Aberdeen City Council.	For applicants, this means that there should be no unnecessary barriers to any careers and roles at ACC. This should result in more diversity and representation across the organisation.  Measurement: Statistics for each protected group at each stage of the process.	Yes – initial focus on age, disability, ethnicity / race and sex. As per Equality and Human Rights Committee Report, the first priority will be looking at this from an ethnicity / race perspective.

segregation by sex and this includes at the higher capability framework levels.

According to a joint survey by ACC and Grampian Regional Equality Council which was issued to citizens of Aberdeen, 2/3 respondents felt that their protected characteristic restricted access to their employment of choice.

Of these, more than half of participants with a disability made that statement, more than half of those from minority ethnic backgrounds and more than two-thirds of those who identified as transgender or non-binary. Across all participants, age was mentioned as a concern; particularly those aged over 50 and over 60. Particular mention from the survey included:

- Invisible disabilities affecting interview performance
- Overseas qualifications being devalued

Creation of application / recruitment packs with our equality and diversity statistics and commitments.

This will need to take into consideration the Scottish Government's minority ethnic toolkit.

Establishment of vertical and horizontal occupational segregation programmes across each protected characteristic. A particular focus for each group should also be around modern apprenticeships (if applicable in that area).

Initiatives that could be included within an occupational segregation programme could include targeted development & training, targeted coaching & mentoring, work experience & placements, targeted recruitment advertising campaigns and targeted work in schools, colleges & universities.

Benefits of working towards resolving this could include having a more engaged & high-performing workforce, more diversity of thought and improved innovation, access to a wider pool of candidates for recruitment purposes, easier workforce planning / talent pipelining and an improved employer of choice status.

For employees / applicants, this means that there should be no unnecessary barriers to any careers and roles at ACC. This should result in more diversity and representation across the organisation.

**Measurement:** Improvement in occupational segregation. Also,

Yes – with initial focus on age, disability, ethnicity / race and sex. As per Equality and Human Rights Committee Report, the first priority will be looking at this from an ethnicity / race perspective.

<ul> <li>Frustration over frequent rejections and setbacks</li> <li>Being overlooked for jobs &amp; opportunities</li> </ul>	longer-term measurement on overall organisational workforce diversity statistics.	
According to Scottish Government 2020 research on the impact of Covid-19 on Equality Groups:		
<ul> <li>The impact of Covid-19 is felt more economically by those who are currently living in poverty or lower-income roles. The equality groups most impacted by this are women, those from minority ethnic backgrounds and those with a disability</li> <li>There has been a rise in unemployment, particularly felt amongst 16-24-year olds</li> <li>96% of young people who were surveyed felt worried about the impact of coronavirus on their future</li> <li>Disruption to schooling and ultimately employability may impact more significantly on gypsy / traveller groups</li> </ul>		

current processes and systems. Having data that is easily accessible and easily analysed would be beneficial to ensure that our proactive and reactive equality, diversity and inclusion work is targeted.  In addition to the existing reporting on gender pay gap and	ensuring it is quickly accessible, up to date and easily analysed. This will also include ability to compare community and workforce data to ensure representation. This should also include the reporting of any incidents / issues – how this is done and how it is analysed.	our ability to be more proactive and respond to immediate issues will be improved.  Measurement: Number of aspects of equality, diversity and inclusion we are able to access and how quickly they are accessible.	
equal pay, it is expected that statutory ethnicity pay gap reporting may be introduced so preparatory work would be beneficial to ensure statutory compliance. The Scottish Parliament's Equality and Human Rights Committee has requested that organisations should be publishing their ethnicity pay gap statistics.	Prepare and be ready for disability and begin ethnicity pay gap monitoring and reporting	Ensures that we are monitoring this based on the Is Scotland Fairer report outcomes and are ready to comply quickly with any new statutory / legislative obligations.  Measurement: We are able to report on disability and ethnicity pay gap and can make this transparent.	Yes. As per Equality and Human Rights Committee recommendations, the first priority will be looking at the ethnicity pay gap reporting and voluntarily producing this when possible.
According to the Equality and Human Rights Commission's 'Is Scotland Fairer' (2018) report, disabled people continued to earn less than non-disabled people and the disability pay gap has widened.  Staff engagement identified a need to have better reporting	Engage with an organisation such as Project Search or an equivalent for an internship / work placement programme for their interns. This is a supported work placement / internship programme for people with disabilities. This will require the support in place for the interns as well as for managers of services.	Ensures that we are providing people with disabilities employability support as well as introducing them to the Council as a potential employer. This will also support managers to understand more about disabilities and employment.	Yes

procedures for equality incidents with more confidence in what is done with this required.	This would be done in partnership with the Employability Team in City Growth.	Measurement: Increased employee disclosure of disability status and subsequent increase in proportion of employees who have a disability	
	Creation of a specific reporting form for prejudice or discrimination incidents for employees which is used by People and Organisational Development to put in place support for employees and analyse incidents to identify any targeted work required.	Ensures that there is a reporting process for employees and that incidents that are reported are looked into by the organisation as an employer. Gives more confidence to employees that this is taken seriously.  Measurement: This form is in place and being used. The number of incidents reported and interventions / support put in place is consistent and comparable.	Yes

In addition, we have ongoing work that will continue which includes:

- Guaranteed Interview Scheme which includes candidates who consider themselves to have a disability, care-experienced young people, young people aged 16-24 year-olds (from within Aberdeen City) and New Scots
- Working in partnership with DYW and Aberdeen City schools at recruitment events and in Skills for Work classes
- Equality and diversity statements on all recruitment advertising
- The internal re.cr.uit scheme
- · Equal pay and gender pay gap reporting
- Mainstream reporting
- Occupational Health Provision
- Mental Health and Wellbeing Programme
- Ongoing relationships with colleges and universities
- Flexible working and smarter worker schemes

**Employer Outcome 2:** Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on age, disability, ethnicity / race, gender reassignment, sex and sexual orientation

Driver	Potential Action(s)	Measurement / Outcome	Prioritised Area?
Research by the EHRC and the Chartered Institute for Personnel and Development (CIPD) suggests that unconscious bias training is effective for awareness raising and can reduce implicit bias. However, it cannot eliminate implicit bias and may sometimes have a negative effect.	Review of unconscious bias training and inclusion of unconscious bias in training and development in light of CIPD review.	This review will ensure that we are following current best practice, theory and research on unconscious bias training. If we have best practice training, we can ensure that all of our employees and managers are behaving and making decisions in a way that is free from any unconscious bias and that those with protected characteristics will (continue to) have positive working lives as a result.  Measurement: If it has been reviewed and outcome of review implemented	Yes
Since the Equality Act (2010) was introduced, our recruitment and selection training has been refreshed on a number of occasions.  There are a number of managers within the Council who may have	Mandatory recruitment and selection training refreshers for all managers who have not done training since introduction of Equality Act (2010)	This will ensure that all recruiting managers are fully aware of equality and diversity in the context of recruitment and selection. This will be complementary to all the available guidance on People Anytime. This will ensure that	Yes

anhy done the training are 2010		requisiting propagate and produce	<u> </u>
only done the training pre-2010.		recruiting managers are making decisions which are free from	
This means that they may not		discrimination and bias and will	
have had the latest training			
which includes the Equality Act		ultimately ensure that we are an	
(2010).		employer of choice for those with	
		protected characteristics, who	
		should feel supported, respected	
		and included as part of the	
		recruitment and selection	
		process.	
		Management, Management, who	
		Measurement: Managers who	
		had done the previous training will have all done the refresher	
		course.	
According to a joint survey by	Improved and more accessible	This will ensure that employees	Yes. As per Equality and Human
ACC and Grampian Regional	Equality and Diversity training	are fully aware of equality and	Rights Committee Report, the
Equality Council which was	(including 'safe space' training	diversity. It will also ensure our	first priority will be looking at
issued to citizens of Aberdeen,	and EHRIA process training).	employees and managers are	ensuring there is sufficient
over one-third of participants felt	Additional training / learning /	behaving and making decisions	training for anti-racism.
that they were treated differently	resources for digital champions	in a way that supports, includes	training for anti-racism.
at work because of their	across the organisations to allow	and respects individuals with	
protected characteristics. 41% of	them to further support all	protected characteristics.	
participants from minority ethnic	• •	protected characteristics.	
' '	protected groups.	By providing additional training /	
backgrounds gave this statement as did 34% of participants with a		By providing additional training / learning / resources for digital	
disability and 19% of LGBT+		champions we will address	
participants. Age was mentioned		issues resulting from any	
in the survey and gender was		protected groups being left	
also mentioned as something		behind on the organisation's	
also mentioned as something		digital journey.	
		uigitai juurriey.	

which resulted in different Measurement: Number of treatment at work. employees who have completed equality and diversity training has Particular mention from the increased. Over 90% of survey included: employees undertaken the mandatory training. Qualitative Impact of institutional hierarchies data captured by employees to Subtle and overt racism. monitor trends on how they feel sexism and disablism at work regarding their protected Malicious gossip characteristic. Stereotypes used to judge work Introduction of diversity and Yes – with particular focus on This will ensure that regular inclusion days once a quarter knowledge and information about age, disability, ethnicity / race, According to 2020 research by which includes staff diversity is shared across the gender reassignment, sex and the Scottish Government on the communication. organisation. This will sexual orientation As per impact of Covid-19 on equality demonstrate the importance of **Equality and Human Rights** groups, there has been an equality, diversity and inclusion Committee Report, the first increase in hate crime incidents and will also ensure that priority will be looking at this from in the UK directed towards employees and managers are an ethnicity / race perspective. people who are perceived to be behaving and making decisions from Asian - Chinese, South in a way that supports, includes Asian or East Asian ethnicities and respects individuals with since the beginning of the protected characteristics. pandemic. **Measurement:** These are in During staff engagement, it was place and are engaged with. highlighted that employees Qualitative data capture to specifically wanted more events, establish how valuable people awareness-raising and that ACC

should celebrate diversity more

find these and how

knowledgeable employees feel

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and have equalities more visible.		about equality, diversity and	
There was also a request for		inclusion.	
better access to resources and			
guidance for managers.	Introduce diversity and inclusion	This will ensure that regular	Yes – with particular focus on
	moments into meetings of 5 or	knowledge and information about	age, disability, ethnicity / race,
	more people, along with a bank	diversity is shared across the	gender reassignment, sex and
	of regularly updated topics and	organisation. This will also	sexual orientation. As per
	suggestions. These moments	encourage discussions about	Equality and Human Rights
	will be a maximum of five	equality, diversity and inclusion	Committee Report, the first
	minutes at the start of a meeting	in smaller groups and teams and	priority will be looking at this from
	and will allow for a topic to be	create an environment where an	an ethnicity / race perspective.
	raised and briefly discussed.	employee with protected	
	,	characteristics may feel more	
		comfortable disclosing or	
		discussing their protected	
		characteristic with their	
		colleagues and managers. This	
		will demonstrate the importance	
		of equality, diversity and	
		inclusion and will also ensure	
		that employees and managers	
		are behaving and making	
		decisions in a way that supports,	
		includes and respects individuals	
		with protected characteristics. It	
		will also ensure a cultural shift in	
		the organisation in that those	
		who perhaps are not yet fully	
		bought-in to all aspects of	
		equality, diversity and inclusion	
		are receiving promotional	
		material about this.	

	Measurement: These are in place and are engaged with. Qualitative data capture to establish how valuable people find these and how knowledgeable employees feel about equality, diversity and inclusion.	
Establish an equality and diversity calendar for recruitment marketing and staff activities / events (or re-purpose the existing calendar from the Equalities Team). The CIPD has an inclusion calendar for employers which would be a useful tool to adapt.	This will ensure that regular knowledge and information about diversity is shared across the organisation and will also encourage discussions about equality, diversity and inclusion. It will demonstrate the importance of equality, diversity and inclusion and create an environment where an employee with protected characteristics may feel more comfortable disclosing or discussing their protected characteristic with their colleagues and managers.  Measurement: These are in place and are engaged with. Qualitative data capture to establish how valuable people find these and how knowledgeable employees feel	Yes – with particular focus on age, disability, ethnicity / race, gender reassignment, sex and sexual orientation

	T	
	about equality, diversity and	
	inclusion.	
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Introduction of an additional	This will demonstrate the	Yes
STAR award for diversity and inclusion.	importance of equality, diversity	
inclusion.	and inclusion and also	
	encourage more employees to	
	get involved and be more	
	proactive in Equality, Diversity & Inclusion matters.	
	inclusion matters.	
	Measurement: This is in place	
	and there are success stories	
	and there are success stories	
Address gender-based negative	This will demonstrate the	Yes
language in the workplace using	importance of equality, diversity	
posters and communications or	and inclusion and also	
other materials.	encourage positive conversation.	
	It will also ensure that women in	
	the organisation are treated	
	equally and fairly. It is also in	
	line with our Equally Safe at	
	Work Accreditation.	
	Measurement: These are in	
	place. Qualitative data capture	
	to establish how valuable people	
	find these	
Run campaigns against the	This will demonstrate the	Yes
stigma of HIV and discrimination	importance of equality, diversity	
against HIV positive individuals.  Link with communities team and	and inclusion and also	
Link with communities team and		

ACHSCP colleagues to support the promotion of testing.	encourage positive conversations. This is also in line with our Fast Track cities pledge.  Measurement: This is in place. Qualitative data capture to establish how valuable people find this.	
Targeted promotional material across the organisation to dispel myths associated with disability and to promote support.	This will ensure that regular knowledge and information about disability is shared across the organisation. This will also encourage discussions about disability. This will demonstrate the importance of equality, diversity and inclusion and create an environment where an employee with a disability may feel more comfortable disclosing or discussing this with their colleagues and managers.  Measurement: Increased employee disclosure of disability status.	Yes
Review and improve the process for managers seeking support with reasonable adjustments for employees. Engagement with various teams across the	This will ensure that more managers get support they need when it comes to reasonable adjustments. Having better support and guidance will ensure	Yes

organisation will be required for this.	that reasonable adjustments across the organisation are appropriate and more widely adopted. This should provide a better experience for employees with disabilities.  Measurement: Increased employee disclosure of disability status and qualitative feedback suggesting positive experiences of being supported at work.	
Champion anti-racism by ensuring that the subject of race and racism is communicated across the organisation with shared learning to all. Leaders in the organisation will also regularly communicate the importance of anti-racism. To ensure that work on this is relevant and appropriate, a specific employee network group will be established for anti-racism. Please note, the responsibility will not be on the group itself to do a lot of the work but the group will be a platform for amplifying minority ethnic voices, consultation, feedback, engagement, idea generation	This will ensure that regular knowledge and information about anti-racism is shared across the organisation. It will demonstrate the importance of equality, diversity and inclusion and also encourage positive conversation. It will also ensure that those from minority ethnic backgrounds in the organisation are treated equally and fairly.  Measurement: This is in place. Qualitative data capture to establish how valuable people find this.	Yes

	and also an overseer of meeting the Equality and Human Rights Committee's recommendations. Full support will be given from People and Organisational Development.		
To encourage more discussion and employee involvement in equality, diversity and inclusion work, spaces and platforms will be required to allow employees a voice for discussion and raising any issues. Some other organisations have groups such as LGBT+ network groups. These allow employees with protected characteristics to engage and connect with others or allies.	Establishment of (virtual) ally and network groups which are employee-led and focus on proactive work and awareness raising.	This will ensure that employees have a space where they can discuss issues and topics which are relevant to them with others from across the whole organisation that they would otherwise not meet or contact. These groups can serve as sounding boards for equality work as well as teams who can provide innovative and proactive ideas to us as an employer. This will demonstrate the importance of equality, diversity and inclusion.  Measurement: Number of employee network groups, their success stories and membership numbers.	Yes – with particular focus on age, disability, ethnicity / race, gender reassignment, sex and sexual orientation
We have been made aware that some of our forms are not fully inclusive. Work has been undertaken to improve a lot of	Review all employer forms to ensure gender inclusiveness	General benefits of inclusion – employer of choice, employee engagement, job satisfaction,	Yes

this and CoreHR / My Job Scotland is in the process of being updated. A further review is required of other employee forms to ensure gender inclusivity.		performance, productivity, attendance, retention etc.  This should result in more diversity and representation across the organisation.  Measurement: More qualitative – employer of choice – longer term overall workforce diversity stats impact.	
There is the possibility that not all employees in the organisation would be comfortable disclosing their sexual orientation or gender identity. Some organisations are putting initiatives in place to create an environment that is more welcoming for LGBT+ employees as well as those with non-binary gender identities. As society progresses, there is an awareness of using genderneutral or neo-pronouns as a way of accommodating different gender identities. To accommodate this, there needs to be a way to prevent misgendering individuals and an environment where individuals	Explore the possibility of having the choice to include preferred pronouns on email signatures.	This will create an environment where more people may be more comfortable disclosing their preferred pronouns because more people will be doing it regardless of whether they are cis-gender or not. This will demonstrate the importance of equality, diversity and inclusion and create an environment where an employee may feel more comfortable disclosing or discussing their gender identity with their colleagues and managers.  Measurement: This is in place. Qualitative data capture to establish how valuable people find this.	Yes

feel comfortable sharing their pronouns with others.			
Teachers and the Trade Union, EIS, raised an issue that some teachers were facing discrimination in school by pupils and that more support around this was required for the teachers and their managers.	Continue work on addressing discrimination faced by some teachers with protected characteristics in classrooms. This includes formal working groups made up of school-based staff, school management, People & Organisational Development and Trade Union representatives.	This will also ensure that those with protected characteristics in the organisation are treated equally, respectfully and fairly while doing their job in school. This will ensure that regular knowledge and information about equality, diversity and inclusion is shared with all stakeholders across the school. This will demonstrate the importance of equality, diversity and inclusion.  Measurement: qualitative data from teachers and school management as well as number of reported incidents. Incidents may be initially higher as part of the remit is to ensure that incidents are being reported.	Yes – with particular focus on age, disability, ethnicity / race, gender reassignment, sex and sexual orientation

In addition, we have ongoing work that will continue which includes:

- The Young Employee Network
  The Equality Ambassadors Network
  People Anytime pages for Equality and Diversity
- A Multi-faith room
- Various policies, guidance documents and procedures for equality and diversity