

Employment Equality Initiatives undertaken in 2017

Equality Outcomes	Output and activities	Indicators	Performance Evidence	Next steps	Responsible Officer/service
4 – ‘Aberdeen City Council a fair employer’	Attended various recruitment fairs related to young people including individual schools’ careers fairs, the North of Scotland Universities Careers Fair and the Moving on Apprentice event.	An indication of success will be whether the numbers of applications from young people increases in the future.	Attendance at these events is an indication that the Council is seeking to attract more young people to apply for its job vacancies with a view to increasing the numbers in the organisation and help address any underrepresentation.	Consideration will be given to attending similar events in future years.	Equality groups in HR.
4	Attended the Aberdeen Learning Festival 2017 with a stall to promote employment equality and diversity.	The informal feedback gathered from those who visited the stall was that it had raised awareness of diversity and equality in employment.	Having a presence at the festival provided an opportunity to promote diversity and equality in employment to a targeted audience indicating that efforts are being made to communicate with the harder to reach groups in the	Consideration will be given to applying to attend the event in future years.	Equality groups in HR.

			organisation.		
4	Stonewall submission and outcome	An indicator of the progress the Council is making will be whether a higher score is achieved in relation to the Index and whether the organisation moves up the rank order.	This is an indication that the Council is continuing to work towards improving equality and diversity in relation to its LGBT employees with the aim being to increase the score on the Index and placing in the rank order each year.	Continue to work on initiatives in relation to the LGBT employment agenda.	HR LGBT group.
4	Ran various training events linked to equality and diversity topics including 'Think Equality', 'Unconscious Bias', 'Mental Health Awareness', 'Personal Wellbeing', 'Developing Personal Resilience', 'Stress Management' and 'Relaxation'.	At the end of these sessions delegates are asked to complete an evaluation questionnaire to rate the content of the course. From this an indication of the effectiveness of the particular course is obtained.	The running of these courses is an indication that the Council is running a suite of equalities related training for both employees and managers.	Further similar courses will be arranged in the coming year.	OD Section and the Health and Safety section.

4	Undertook an employee equality and health fair at the Council's headquarters site which included a variety of stalls.	An indicator of the success of the event was the number of employees who attended and the positive feedback received from attendees.	The running of this event is evidence that the Council is promoting equality and diversity and health and wellbeing in the workplace, including mental health.	Consideration will be given to running a similar event in future years.	Equality groups in HR and Health and Safety Section.
4	Undertook a posting on the Council's intranet advertising Carer's Rights Day, this having been 24 November 2017.	An indicator of the effectiveness of the posting was how many employees accessed the information on the intranet.	By making the posting this is an indication that the Council is taking measures to raise awareness of carers rights in relation to employment as well as the Council's guidance on Supporting Carer's at Work.	No further steps planned.	Policy and Performance Team in HR.
4	Undertook a posting on the Council's intranet to raise awareness of the Menopause, an issue	An indicator of the effectiveness of the posting will be any feedback received	By making the posting this is an indication that the Council is taking	No further steps planned.	Policy and Performance Team in HR.

	related to gender equality.	from employees and how many proceeded to access the information on the intranet.	measures to raise awareness of this issue amongst managers and employees, to help ensure that it is recognised and understood in the workplace, which should help to promote gender equality.		
4	Ran employability skills sessions targeted at ethnic minorities to assist individuals with understanding recruitment and selection processes, in making job applications and preparing for interviews.	Feedback was sought from attendees to elicit views on the content and delivery of the sessions and whether it was likely to be useful in helping them to prepare job applications and undergo selection processes. This information will be used to shape subsequent events.	This is an indication that the Council is seeking to assist ethnic minority clients in relation to recruitment and selection. The numbers of ethnic minority candidates applying for and being appointed to Council jobs will continue to be monitored to identify if numbers are increasing.	Consideration will be given to running more events of this type in future.	HR Race group

4	Undertook a gender pay audit to identify whether there were any gaps in relation to either basic pay or total pay.	The audit highlights any areas of concern in relation to pay and gender in order that these can be examined in more detail and addressed where possible.	This is an indication that the Council is closely monitoring any pay gaps and attempting to identify measures to close gaps where possible, with there being a negligible gap in relation to basic pay but more significant gaps in relation to total pay where allowances are reckoned eg overtime.	Any pay gaps identified will be discussed in the Gender group in HR to identify any future actions to address these.	HR Gender group.
4	Undertook a review of the Council's Equal Pay policy.	An indication of the effectiveness of the revised policy will be from any feedback received on the document once approved at Committee and put in place.	The review of the policy is an indication that the Council is ensuring that its current organisational arrangements for maintaining equal pay are reflected in its policy document.	The policy will be reviewed again in 3 years' time under the normal programme of HR policy reviews.	HR Policy and Performance Team
4	Compiled a leaflet to advertise the multi faith	Informal feedback received on the leaflet	The compilation and distribution of the	The leaflets printed will be	Faith, Religion and

	room in the Council's headquarters building which was distributed around the organisation.	was positive in that it provided sufficient details on the existence of the room, its purpose and location.	leaflet is an indication that the Council is making efforts to raise awareness of this facility amongst the workforce which should help to promote employment diversity and equality.	used on an ongoing basis through their distribution at future events promoting diversity and equality.	Belief equality group.
4	Undertook a survey of managers to determine the basis of how overtime is offered to employees to verify that this is being undertaken on an equitable and non-discriminatory basis.	The results of the survey in the main indicated that overtime was being offered on an equitable basis but with the need for some improvements in practice also identified.	The undertaking of the survey is an indication that the Council aims to ensure equal pay in the workforce both in relation to basic and total pay, including allowances.	Consideration will be given to undertaking a similar survey in the future. Consideration will also be given to compiling some guidance for managers on this subject.	Gender equality group.
4	Undertook a focus group of employees in relation to faith religion and belief in the workplace to identify if	The discussions at the focus group were constructive with several ideas put	The running of the focus group is an indication that the Council is seeking to	The information gathered from the focus	Faith, Religion and Belief equality group.

	the Council could do more to accommodate employee needs in this area.	forward. The feedback from attendees (including the City Chaplain) on the running of the focus group had been positive.	identify and meet the faith, religion and belief/non-belief needs of employees at work, where practicable and is promoting equality and diversity.	group will be used to inform the equality and diversity action plan going forward.	
4	A review was undertaken of the Access to Work guidance with relevant updates made to the document.	An indication of the effectiveness of the updated guidance will be through receipt of any feedback from employees/managers on its content.	The revisions to the guidance are an indication that the Council is ensuring that its equalities related documentation is up-to-date, legally compliant and reflecting current practice in the organisation.	The guidance will be reviewed again in 3 years' time under the normal programme of HR guidance reviews.	Disability equality group.
4	Maintained the Disability Confident Employer accreditation.	An indicator of success will be in retaining the accreditation in 2019 (the time of the next self-assessment) and then in working towards and	By maintaining this accreditation (which is the middle level) this is an indication that the Council is continuing to provide equality of opportunity in	Steps to be taken to start to work towards the Disability Leader level of the accreditation.	HR Disability group.

		achieving the higher level of accreditation of 'Disability Leader'. It will also be in increasing the numbers of disabled employees in the organisation.	relation to disabled employees and applicants by applying measures to help ensure that they are treated fairly in relation to employment matters.		
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