



Inclusivedinburgh
respect and equality in the workplace

Equalities, Diversity and Inclusion Action Plan

2024-2025

Addressing barriers to representation



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Recruitment and attraction

Update recruitment pages to restate our commitment to:

- Guarantee interviews for disabled candidates who meet the essential criteria for the post
- Make reasonable adjustments throughout the process and beyond
- Provide interview questions in advance
- Discuss flexible working options

Liaise with Corporate Property Accessibility Working Group to update guidance for managers and reasonable adjustments toolkit to ensure equitable and accessible recruitment and retention processes

Review our Recruitment & Selection learning and guidance to identify any potential barriers and update to empower recruiting managers to effectively support candidates with diverse needs.

Diversify the way in which we advertise posts to attract a broader candidate pool

Pilot software to support use of inclusive language in job adverts and person specifications

Data

Analyse equalities and recruitment data to establish trends and barriers in recruitment, retention and progression for individuals with protected characteristics.

Collect and review information on flexible working requests to identify patterns and trends

Promote campaigns to increase equalities data completion rates, particularly for religion and belief, sexual orientation and transgender status.

Distribute and promote the Equally Safe at Work employee survey

Collect and analyse gender disaggregated employee data

Communicate and engage with colleagues on the definition of disability and long-term health conditions to improve reporting rates

Investigate recruitment data to identify whether positive action may be beneficial particularly for ethnicity

New ways of working

Roll out and evaluate a pilot designed to increase the diversity of postholders at senior levels.

Work with colleagues in services to undertake a pilot designed to address occupational segregation

Roll out and evaluate a pilot programme to promote and support part-time or flexible work options

Explore options for additional support for colleagues who can no longer work in their current post due to a long-term health condition or disability

Co-ordinate the cross-Council Stonewall working group to agree and deliver an action plan to improve inclusion for LGBT+ colleagues

Protecting our colleagues and building resilience



Violence against women

Promote awareness of the issues around violence against women (VAW) as part of our 16 days of activism

Include Equally Safe At Work e-learning module in induction materials for new line managers

Encourage colleagues to complete our violence against women e-learning modules

Encourage colleagues to complete our sexual harassment e-learning modules

Explore options for VAW leave which extends beyond victim-survivors of domestic abuse to victim-survivors of all forms of VAW

Unacceptable behaviour

Continue to roll out face-to-face active bystander training to support colleagues in identifying and challenging unacceptable behaviour

Provide clear and consistent messages for all colleagues and service users that discriminatory behaviour will not be tolerated.

Work with colleagues in Health & Safety to improve the collection of information about prejudice-based incidents

Provide generic guidance for all colleagues on the process of how to report, record and respond to incidents of unacceptable behaviour

Publish guidance which supplements the Protecting Our Colleagues Policy to support women and colleagues with a disability

Promote practical learning for managers including *performance conversations*, *conversation spotlights*, *building relationships* and *early resolution* to support them to manage difficult conversations

Policy, process and practice

Support CLT to develop and implement the anti-racist culture action plan building on learning from the reverse mentoring programme and co-created with participants

Review existing policies through an inclusivity lens over the next year to make further improvements on the work already started.

Review induction process and materials to ensure clear messaging about our commitments as an inclusive employer and signposting to colleague networks / inclusive

Review and update Equality Policy

Produce and publish a stand-alone sexual harassment policy with associated guidance and face-to-face learning

Ensure transgender guidance has clear information on dress code, facilities, and signposting for colleagues.

Ensuring an inclusive workplace



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Inclusive leadership

Produce and publish a council-wide Equalities Position Statement

Work with senior leaders, sponsors and elected members to ensure a clear message of support for marginalised groups is demonstrated by, for example, attendance at specific events such as PRIDE, 16 Days of Activism and Race Equality Week.

Strengthen links between senior leaders and colleague networks to enhance mutual understanding and collaboration

Publish a written statement to all colleagues from the Chief Executive about Equally Safe at Work

Produce a public statement signed by the chief executive and a senior leader in support of Equally Safe at Work

Communication and engagement

Develop EDI-focused questions for the council-wide survey and plan how we monitor and report on survey outputs.

Support colleague networks to provide regular communications for all colleagues based on the lived experience of under-represented groups.

Organise a Colleague Network conference and networking event to promote inclusion, allyship and the work of the networks

Develop fresh ways to communicate and engage with colleagues and managers that meet their needs and ways of working

Build partnerships with external organisations to improve our approach to inclusion.

Explore the possibility of setting up a single parent network

Education and awareness

Engage with frontline colleagues to ensure they feel well placed to deliver services in a culturally sensitive and inclusive manner and provide appropriate learning and support based on this engagement

Provide in-depth training on discrimination, bullying and harassment, covering both legislation and organisational policy

Provide learning materials for line managers, HR and customer focused teams on specific disabilities and long-term health conditions

Continue to deliver the learning commitments in the EDI programme of learning 2023 to 2025

Review current L&D opportunities for gender sensitivity in line with Equally Safe At Work guidelines