

GENDER ACTION PLAN

OFFICERS

Action	Indicator	Target Date
Organisational Commitment	<ul style="list-style-type: none"> • Agree declaration of principles on gender equality and communicate in public places and website 	December 2005
	<ul style="list-style-type: none"> • Agree gender champion 	December 2005
	<ul style="list-style-type: none"> • Set up internal gender steering group comprising of officers and elected members 	August 2006
	<ul style="list-style-type: none"> • Develop gender action plan 	January 2007
	<ul style="list-style-type: none"> • Integrate commitment to Women in Local Council's initiative into corporate aims and objectives 	April 2007
Organisational Stocktaking and Goal Setting	<ul style="list-style-type: none"> • Carry out a gender review using the agreed template of workforce and applicants 	September 2007
	<ul style="list-style-type: none"> • Develop appropriate positive action measures 	October 2007
	<ul style="list-style-type: none"> • Review means of identifying barriers within the workplace 	December 2007

Action	Indicator	Target Date
Policy, Procedures and Action	<ul style="list-style-type: none"> • Review Equal Opportunities and Harassment policies from a gender perspective • Review all employment policies • Report to Council on progress to date 	<p>October 2007</p> <p>December 2007</p> <p>December 2007</p>
Implementation and Monitoring	<ul style="list-style-type: none"> • Achieve Employer of Choice accreditation • Review policy on special/carers leave and communicate to staff • Develop flexible working booklet • Develop template to ensure equality of access to flexible working • Provide stress awareness training • Participate in Opportunity Now benchmarking survey • Review progress to gender steering group on quarterly basis 	<p>June 2007</p> <p>September 2007</p> <p>September 2007</p> <p>September 2007</p> <p>June 2007</p> <p>January 2008</p> <p>Quarterly</p>

Action	Indicator	Target Date
Recruitment Nomination and Selection	<ul style="list-style-type: none"> • Review recruitment and selection policy and procedures • Provide refresher training on recruitment and selection for all senior officers 	<p>Ongoing</p> <p>September 2007</p>
Internal and External Communication	<ul style="list-style-type: none"> • Publish declaration of principles on Council website and public places • Communicate Council's commitment to initiative in Snapshot • Communicate principles as part of induction process • Report progress of initiative in teambriefing • Participate and attend external events to further promote the initiative 	<p>December 2005</p> <p>September 2007</p> <p>January 2006</p> <p>Quarterly</p> <p>Ongoing</p>

Action	Indicator	Target Date
Training and Development Strategy	<ul style="list-style-type: none"> • Review Council's training and development strategy from gender perspective • Undertake equality awareness training • Relaunch in-house mentoring programme and develop external mentoring programme • Launch job shadowing programme and job swap 	<p>Ongoing</p> <p>September 2007</p> <p>December 2007</p> <p>December 2007</p>
Evaluation and Review	<ul style="list-style-type: none"> • Monitor and review implementation of action plan on a quarterly basis • Refocus action plan on an annual basis to improve results and report to Council 	<p>Quarterly</p> <p>Annual</p>