

Annex 6 DWP – Gender Equality Action Plan

| Objectives | Actions Required | Timescales | Intended Outcome | Progress |
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| 1. To produce a gender equality scheme that sets out tangible actions to promote equality for all regardless of gender. | Publish a gender equality scheme. | By December 2006 | Equality of opportunity for men and women is achieved. | Published on 1 December 2006. |
| | Publish an annual review. | Annually | | This document is our annual review. |
| 2. To ensure our customers, staff and stakeholders are consulted with, involved in and contribute to the setting of the Department's priorities. | Review our gender equality scheme. | 2009 | <ul style="list-style-type: none"> Men and women (including transgender) are consulted and involved in setting the agenda and priorities for the Department. Their views are taken on board and the agenda and priorities of the Department reflect their views. | We have developed a three tier involvement approach which built on what was already in place, it will help us reach all our customer groups and will ensure a coordinated approach to lessen the burdens on our customers and stakeholders. This is under discussion within the Department. |
| | Develop, agree and implement an involvement approach to: <ul style="list-style-type: none"> review what we have in place; consider whether we are reaching all groups, including specific groups targeting gender and transgender issues; co-ordinate activity across the Department to lessen burdens on customers and stakeholders. | By end March 2008 | | |

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| 2. To ensure our customers, staff and stakeholders are consulted with, involved in and contribute to the setting of the Department's priorities. <i>(continued)</i> | Monitor and review arrangements. | Ongoing. | | We ask our customer stakeholder groups for their views of the arrangements to ensure that they meet their needs. We also monitor and review the arrangements at a variety of regular meetings, for example at the Diversity and Equality Steering Group and the Equality Schemes Working Group. |
| 3. To use the information we gather on customers and employees to make improvements towards equality for men and women. | Implement the monitoring and evaluation strategy through workshops with businesses and policy makers to establish roles and responsibilities for both customer and staff data. The results of evaluations to be used by all parts of the Department to improve the services they provide to customers and staff. | January 2007 | A Departmental strategy on diversity monitoring exists, with clear identification and ownership of roles and responsibilities, across the Department, ensuring fulfilment of legislative requirements. | The monitoring and evaluation strategy was placed on our website in April 2007. Workshops have been held with relevant policy teams to establish roles and responsibilities for staff data. The results of evaluations are used by all parts of the Department, for example our Executive Team considers the quarterly Departmental balanced scorecard and the Human Resources Executive Team considers the human resources statistics quarterly. |

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| <p>3. To use the information we gather on customers and employees to make improvements towards equality for men and women. <i>(continued)</i></p> | <p>Encourage staff to ensure the diversity information held on them is correct.</p> <p>Participate in the regular benchmarking exercise Opportunity Now.</p> | <p>July 2007</p> <p>October 2006</p> <p>2008 – date to be confirmed</p> | <p>Equality of opportunity for men and women is achieved.</p> <p>Improved progress towards equality is seen.</p> | <p>During the autumn we held a communications exercise to encourage staff to ensure the diversity data we hold is correct.</p> <p>Gold standard achieved. Our highest scores were in the ‘motivate’ section which includes vision, goals, management commitment – but we did less well in the ‘impact’ section. We have communicated the results to the relevant policy owners for them to take the necessary improvement action.</p> |
| | <p>Contribute to Opportunity Now comprehensive review during 2007.</p> <p>Learn from best practice provided at de-brief sessions.</p> | <p>2007 – date to be advised</p> <p>On-going</p> | | <p>This has not yet commenced but we will contribute as appropriate.</p> <p>Debrief held in June 2007 and actions subsequently agreed.</p> |

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| <p>4. To ensure all staff have the appropriate cultural and legislative knowledge and the tools to understand the business case for diversity and use this when developing policies, providing services for customers and staff and dealing with stakeholders.</p> | <p>Line managers to deliver a mandatory awareness session to all staff.</p> | <p>December 2006</p> | <p>All staff are trained in diversity awareness.</p> | <p>Completed on time across the Department.</p> |
| | <p>Deliver legislation and awareness training package to all staff in 2006/07.</p> | <p>March 2007</p> | | <p>Completed on time across the Department.</p> |
| | <p>Revise internal website and diversity toolkit products to improve quality and structure of information on gender.</p> | <p>February 2007</p> | <p>Staff find navigation of intranet and toolkit much easier; there is a reduction in queries in line with new HR system.</p> | <p>New gender learning zone went live in May 2007.</p> |

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| <p>4. To ensure all staff have the appropriate cultural and legislative knowledge and the tools to understand the business case for diversity and use this when developing policies, providing services for customers and staff and dealing with stakeholders. <i>(continued)</i></p> | <p>Maintaining a relevant and updated impact assessment tool and monitor as relevant so that staff are able to carry out impact assessments effectively taking into account the needs of men and women in all day-to-day work.</p> | <p>Ongoing</p> | <p>Progress is made in:</p> <ul style="list-style-type: none"> • eliminating unlawful discrimination; and • promoting equality of opportunity between men and women. | <p>Guidance has been revised to make it more user-friendly and we have developed and delivered workshops to staff in a variety of different roles across the Department.</p> |
| | <p>Develop our business case for diversity.</p> | <p>December 2007</p> | <p>Staff understand how diversity can help us deliver our services.</p> | <p>The website was piloted and tested during the autumn and will be placed on our internal website in December 2007.</p> |

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| <p>5. Build a diverse workforce, including our most senior staff, that reflects the diversity of our customers, ensuring that:</p> <ul style="list-style-type: none"> • staff have the opportunity to develop their skills regardless of gender; and • staff can contribute to our gender agenda. | <p>Monitor progress against the actions in the 10-Point Plan.</p> <p>Develop version 2 of the 10-Point Plan following a self-assessment of progress and identification of any new actions that will contribute to improving the diversity of our workforce.</p> <p>Prepare for the cross-government peer review.</p> | <p>On-going</p> <p>December 2006</p> <p>January 2007</p> | <p>The workforce reflects the gender balance of the wider community.</p> <p>Diversity targets met by March 2008.</p> | <ul style="list-style-type: none"> • Progress against targets is shown in Annex 1. • Many of the actions in the 10-Point Plan have now been completed. New actions to help us make progress towards our targets have been identified and included in version 2 of the plan. <p>Completed. This was placed on our internal website in July 2007.</p> <p>Completed on time.</p> |

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| | <p>New targets diversity agreed.</p> <p>Engagement with Cabinet Office activity to redevelop diversity development provision for Grades 6 and 7/bands G and F.</p> | <p>April 2008</p> | <p>Development provision is established for women at Grades 6 and 7/bands G and F with potential to reach Senior Civil Service.</p> | <p>We are participating in the second tranche of the Cabinet Office's Leaders UnLtd scheme.</p> |

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| 6. To review gender targets for the membership of non-departmental public bodies. | Review Departmental gender targets for non-departmental public bodies. | March 2007 | The membership of non-departmental public bodies sponsored by the Department for Work and Pensions reflects the general population. Targets are stretching but achievable. | This review has been delayed due to changes to the non-departmental public bodies sponsored by the Department. |
| | Monitor targets to ensure progress is made. | Annually | | 2006-07: <ul style="list-style-type: none"> target 50% outcome 38%. |
| 7. Review all existing policies to ensure they promote equality between men and women. | <ul style="list-style-type: none"> Conduct initial screening impact assessments on all Departmental policies established prior to April 2007. Conduct full impact assessment for any policy where a negative impact is identified. | By April 2010 | <ul style="list-style-type: none"> All current policies are assessed for their impact on gender. Negative impacts are identified and future action plans include appropriate actions to address them. | Timetables are being developed. |