

## Appendix 3

### DIVERSITY AND INCLUSION AT TEAM READING

OCTOBER 2020

#### ONGOING INITIATIVES TO INCREASE DIVERSITY AND INCLUSION IN THE WORKFORCE

Our [Equal Opportunity in Employment Policy](#) recognises the need to set an example as an employer. It sets our diversity and inclusion objectives, standards, employee rights and responsibilities.

We are a [Disability Confident](#) employer which demonstrates our commitment to make the most of the talents that disabled people bring to our workplace.

We carry out an annual [Gender Pay Gap Report](#) and publish the findings and our Action Plan to address the gaps on the Council's website and through our social media channels. Our gender pay gap is the lowest of all Local Authorities in Berkshire.

We will be participating in the Government's Kickstart Scheme which offers 6-month job placements to young people aged 16-24 who are currently on Universal Credit and at risk of long-term unemployment. The Council will offer 15 placements initially, with the aim of giving young people in the borough skills and experience to make them fundamentally more employable in the long term.

Our Recruitment and Selection Policy confirms that it is mandatory for all staff involved in recruitment decisions to receive training. This includes raising awareness of unconscious bias and what can be done to tackle it.

We carry out an annual Equality Audit to ensure transparency in our recruitment, retention and progression data for the workforce. The Equality Audit for 2019/20 will be published by December 2020 and we will use the findings to develop a Team Reading Diversity and Inclusion Action Plan.

We carry out annual Equal Pay Audits to check for gender bias and take action if necessary.

We are currently reviewing all employment policies in partnership with our recognised trade unions, to ensure they reflect best practice and use gender neutral language to actively encourage people from all groups to apply. We have committed to complete this review by end of March 2021.

All new staff undertake equalities training to help them understand our diversity and inclusion priorities.

Our staff have established an LGBT+ Network to raise awareness of LGBT+ issues within RBC and also for colleagues to meet new people. This group has worked

actively with the HR and Organisational Development team to develop a new Transgender Policy.

We are working with staff to establish a BAME staff group to raise awareness of race issues within RBC and provide a forum for colleagues to meet new people.

We have a dedicated and inclusive Wellbeing Group and Mental Health 'Time to Change Champions' who help to determine and deliver our Wellbeing Strategy.

We are training a group of Mental Health First Aiders to actively support our workforce and help to breakdown the stigma around mental health. The first group of Mental Health First Aiders will be trained by end of March 2021.

A new post of Apprenticeship Officer has been created within the HR and Organisational Development team to raise awareness, both internally and externally, of apprenticeship training opportunities and how these can improve skills and experience and help people to progress their career.

We are an accredited Real Living Wage Employer.

We have flexible working hours to show our employees that we trust them to do their work in hours that fit within their schedules

We have a free and confidential Employee Assistance Programme which all employees and members of their household can access 24/7, which provides counselling and 'citizens advice' services such as legal, debt or residency advice.

We work with a financial wellbeing partner, [Neyber](#) who provide financial education and help people to take control of their finances.