

CITY BUILDING (GLASGOW) LLP Equality Action Plan 2014/2017

Equality Outcome		Service Output or Action		Responsible Officer	Timescale	Target / Measure
1.	An increased number of people access employment opportunities.	1.	Recruitment procedures are reviewed on ongoing basis and in line with current employment legislation to ensure our processes target all and in particular key under targeted groups such as disabled and ethnic groups.	Jacqueline Stewart, HR Manager Willie McFadden, Training Manager	2014 and ongoing	Recruitment analysis and monitor statistics which we collate for sex, race, colour, nationality and national origin, disability and age. We do not collate information on sexual orientation, gender re-assignment and religious belief and it is not our intention to do so.
2.	All procurement contracts are screened to establish whether a community benefit clause can be included.	1.	All City Building advertised tender opportunities are linked to secured contracts, all of which detail community benefit clause obligation upon City Building. Thus all PQQ documents, for individual tenders or appointment to Frameworks, evaluate in the first instance experience of community benefit experience of tendering companies in respect of Employment & Training, Integration of SMEs and use of Social Enterprise organisations.	Alan Burns, Repairs and Maintenance Investment Manager (External Clients)	2014 and ongoing	All community benefit clauses within sub-contractor appointments are reviewed and monitored as part of City Building reporting mechanisms under each main contract, eg on certain projects a monthly return spreadsheet must be submitted detailing all SMEs used and also the number of Apprentices or New Entrants who have been working at the site during the month ensuring that Community Benefit Performance is recorded and monitored.
3.	An increased number of apprentices secure sustained employment outcomes.	1.	Succession planning in place with HR and Training to ensure timeout apprentices can secure employment with CBG or with our partner employment agencies.	Jacqueline Stewart, HR Manager Willie McFadden, Training Manager	2014 and ongoing	Monitor and review timeout statistical data against new appointments.

4.	An increased number of organisations receive development expertise that will allow them to assist disabled people to move towards mainstream employment.	1.	Our supported business, RSBi, offers employment facilities to 250 employees (over 50% of whom are disabled). This includes 104 Work Choice positions.	Robert McGarry, Personnel Manager, RSBi	2014 and ongoing	Ensure we continue to retain our 104 Work Choice positions.
		2.	Double Tick Accreditation	Marie McGloan, Asst HR Manager Robert McGarry, Personnel Manager, RSBi	2014 and ongoing	Ensure we continue to comply with the requirements of the 5 Commitments of the Accreditation, i.e. recruitment, training, retention, consultation and disability awareness. This accreditation is reviewed and awarded annually.
		3.	RSBi offers work experience placements to school pupils each year who participate in SVQ Level 1 in Performing Manufacturing Operations.	Audrey McJimpsey, Learning Centre Manager, RSBi	2014 and ongoing	It is hoped to accommodate up to 40 school pupils in 2012. To be reviewed to ensure this target is met.
		4.	Rolling programme to facilitate progression for employees into mainstream employment and backfill opportunities for other disabled individuals. It is further intended to continue with the employability programme which was introduced in 2011 for all new employees in partnership with the Workers Educational Association to assist in the progression into mainstream employment. Employees who commenced employment in last 6 months will now have the opportunity to participate in SVQ Level 2	Robert McGarry, Personnel Manager, RSBi Audrey McJimpsey, Learning Centre Manager, RSBi	2014 and ongoing	Review of statistical data in relation to progression into mainstream employment. Ensure employees participate in this programme and review whether it impacts on progression target. Review and monitor employees development in Level 2 and that they are meeting course requirements.

			in Performing Manufacturing Operations. SVQ Level 1 will still be available to employees with learning difficulties.			
5.	An agreed council-wide strategy for work placements improves the progression rate into more secure employment.	1.	City Building participate in the Council's internship programme and have taken a placement over the summer period. This will allow the intern the opportunity to gain excellent work experience that she can take with her either back to her studies or in her future career plan.	Jacqueline Slowey, HR Manager	2014 and ongoing	It is hoped to continue to participate in this programme to offer work experience to an intern each year and where feasible offer job opportunities. In addition to this City Building also employ summer placements (6 in 2012) which also offers work experience to students.
6.	Employees feel they have increased capacity to respond more confidently and appropriately to the needs of colleagues and citizens.	1.	CBG are members of the Happy to Translate Service which promotes equal access by overcoming language and communication barriers when dealing with members of the public. This service makes CBG front line employees more confidently prepared when dealing with our customers who fall within a protected characteristic. It removes the burden of language problems/issues when carrying out their duties.	Neil McKendry, Head of Performance & Planning	2014 and ongoing	Continue to monitor and review that we are complying with the requirements of the accreditation on an annual basis.
		2.	CBG employees are all given Equality and Diversity Training in addition to ongoing toolbox talks.	Willie McFadden, Training Manager	2014 and ongoing	Course evaluation forms to be monitored and examined on an ongoing basis.
7.	The Council has reduced gender-based occupational segregation.	1.	Working closely with Education Services through the 'Determine to Build' programme in schools to promote opportunities in construction to both females and minority groups. This	Willie McFadden, Training Manager	2014 and ongoing	Monitor new apprentice intake statistics closely to ensure % ratio is within our target.

			ensures we reach our audience at an early stage.			
8.	More people with mental health problems are supported to gain and maintain employment.	1.	CBG work closely with Glasgow's Helping Heroes whereby we have set aside 6 posts for ex veterans who have been medically discharged for a variety of reasons, however in the main they are mental health, ie post traumatic stress disorders. They are offered full time posts within CBG.	Lesley Quinn, Head of Client Management & Communications	2014 and ongoing	Monitor and review success of this by looking at recruitment and retention of ex veterans on an ongoing basis.