

Institute of Legal Executives Group

Equality & Diversity Objective & Action Plan 2011 - 2015



ILEX GROUP EQUALITY AND DIVERSITY OBJECTIVE AND ACTION PLAN 2011- 2015

The Equality and Diversity Objective and Plan sets out revised targets for reducing unfair discrimination and improving outcomes for diverse stakeholders.

1. INTRODUCTION

Under the requirements of the Equality Act 2010, ILEX Group has amended policies and procedures to ensure it will not allow unlawful discrimination for people with protected characteristics (age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, pregnancy and maternity, marriage and civil partnership).

From 5 April 2011, arising from the Equality Act 2010, the General Duty for public sector and hybrid organisations (age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, pregnancy and maternity) requires ILEX Group to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups

Within those broad requirements, ILEX can determine how it achieves the above outcomes. Other organisations required to take on all the public sector specific duties, such as the Law Society and Bar Council, will have additional guidance. In order to demonstrate appropriate outcomes, in line with the Equality Act's Specific Duties, ILEX Group commits to:

- publish equality objective(s) every four years (see 3 below)
- publish information annually to demonstrate compliance with the General Equality Duty
- publish information relating to those affected by our policies and practices
- publish information in a way which is accessible to the public about our performance on equality, so we can be held to account

2. RESPONSIBILITIES

The Council, Chief Executive Officer (CE Officer); Chief Executive ILEX Professional Standards Ltd., General Management Team (GMT); ILEX Tutorial College Senior Management Group (SMG); and all staff are committed to the actions set out in the Plan. The Head of Corporate Affairs (HOCA) is responsible for co-ordination and development thereof. The Human Resources Manager (HRM) will assist with all staff issues and the Head of Group Purchasing (HOGP) will assist in all matters relating to procurement.

3. OBJECTIVE

Our overarching objective is published on the ILEX Group website:

“ILEX will actively promote equality against the required protected characteristics. ILEX embraces the Equality Act 2010 and will have due regard to advancing equality of opportunity when taking action to achieve the objectives through its Action Plan.”

4. ACTION PLAN: 2011- 2015

4.1 LEADERSHIP: demonstrable commitment to improving equality and diversity outcomes inside and outside ILEX Group through monitoring, increasing diversity and setting appropriate objectives for leaders.

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
4.1.1	Build equality and diversity into plans	In Council meetings, management meetings and academic meetings, consider how E&D inputs and outcomes should be incorporated. Publish Objective. Publish any outcomes on website.	As meet Immediately Annual	Council, CEO and GMT
4.1.2	Equality and diversity objectives for all leaders	E&D objectives to be embedded in strategic and personal objectives and reviewed annually.	Annual	CEO and GMT
4.1.3	Equality and Diversity Champions	Engage with Staff Champions, either generally or with specific interests. Set up short term task and finish groups to consider any business changes. Consult with Champions on the E&D Objectives and Plan.	Ongoing As required	HOCA and HRM
4.1.4	Maintain diverse Council and Senior Management	Monitor current diversity. As vacancies arise, consider use of positive action to bring in more diverse people. Publish findings on website.	On-going By 31.12.11/ annual	President, CEO

4.2 POLICY, PROCEDURES AND PROCESSES: equality and diversity inputs and outputs mainstreamed through improvements following analysis

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
4.2.1	Policies, procedures and processes assessed through Equality Analysis (EqAs)	Carry out Equality Analysis screening on key policies, procedures and processes to assess their effect on people with protected characteristics. If substantial issues are identified, carry out full equality analysis. Publish list of completed EqA screenings/full EqAs on website showing the diversity issues which have been taken into account.	By 31.12.11 high level Yr 2: next level Yr 3: least risk High level by 31.12.11; then as needed	GMT/ SMG HOCA & HRM
4.2.2	Equality Analysis reviewed as needed	For each EqA, set a review date as appropriate for the policy, procedure or process.	As needed	GMT/ SMG HOCA & HRM

4.3 SERVICE PROVISION: staff understand and are committed to improving equality and diversity outcomes through applying the learning they gain, to all service provision

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
4.3.1	E&D training is embedded in staff development	Provide mandatory E&D training at induction and appropriate intervals for Council members, Senior Managers and all staff, relevant to their contribution to ILEX.	On-going	HRM
4.3.2	Equality and diversity is embedded in processes	When policies or processes change, staff take E&D outcomes into account in the changes. Staff behaviours demonstrate commitment to E&D.	On-going	GMT/ SMG/ Line Mgrs & HRM
4.3.3	Person specifications include E&D objectives	All Person Specifications reviewed and modified as necessary to ensure E&D objectives are included.	On-going	GMT/ SMG/ Line Mgrs & HRM

4.4 PARTNERSHIPS: identified, aligned and deployed to take account of diverse needs of stakeholders through establishing new links for collaborative working

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
4.4.1	Increased engagement with groups where possible	When policies and processes are being changed, invite some volunteers to join virtual task and finish groups to be consulted on access and barriers to people with protected characteristics. Join existing employer groups to consult on processes. Publish examples of memberships of employer groups on website.	As required Ongoing By 31.12.11/ annual	HOCA with GMT/SMG
4.4.2	Create links with diverse partners	Consider where existing links with diverse partners exist and consult. Identify gaps, create new links and consult on service provision. Publish examples of partners on website.	Ongoing By 31.12.11	HOCA with GMT/SMG

4.5 MEMBERSHIP AND OTHER KEY STAKEHOLDER RESULTS: information on customer satisfaction taking account of E&D outcomes through monitoring and using the findings to improve access

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
4.5.1	Using specific questions on complaints and compliments forms	Gain information on membership satisfaction and other customers' satisfaction levels by protected characteristics where these have been indicated. Identify gaps and create new sources of information as necessary. Publish examples of customer satisfaction information on website.	Ongoing By 31.12.11/ annual	HOCA with GMT/SMG
4.5.2	Monitor diversity of customers	Identify key ILEX customers (membership, employers, Government etc). Monitor the diversity of ILEX	Ongoing Annual	HOCA with GMT/SMG

		customers using the LSB measures and protected characteristics, as appropriate. Publish any known diversity information on website.	By 31.12.11/ annual	
4.5.3	Use information to review processes	Use satisfaction results and diversity monitoring to identify actions to improve service, products and activities for people with protected characteristics. Publish some case studies of actions taken to improve services, products and activities.	Ongoing By 31.12.11/ annual	HOCA with GMT/SMG

4.6 STAFF RESULTS: senior managers and managers understand how the organisation is perceived by diverse staff, then respond, ensuring that appropriate changes are made

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
4.6.1	Staff survey includes perception of E&D behaviours	Include perceptions of treatment as a diverse person in the staff survey (management behaviours, staff behaviours, policies, procedures, processes). Publish internally.	Annual Annual	HRM
4.6.2	Monitoring HR processes	Monitor by known protected characteristics: disciplinary and grievance processes; absence, resignations, recruitment, promotion, training. Provide information to CEO/GMT.	On-going Annual	HRM
4.6.3	Modify processes	When issues identified, modify processes to embed E&D. Provide information to CEO/GMT.	On-going Annual	HRM

4.7 KEY PERFORMANCE RESULTS: monitoring how equality and diversity contributes to results and outcomes through considering outcomes then reporting annually

	Methods for achieving objectives	Actions	Time-scale	Lead Manager(s)
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4.7.1	Complying with standards set by appropriate organisations	<p>Identify standards required of products and services taking account of known protected characteristics. Consider how best to comply with E&D inputs and outputs. Modify products and services as required.</p> <p>Publish case studies of any improved products and services on website.</p>	<p>Ongoing</p> <p>By 31.12.11/ annual</p>	HOCA/HRM with GMT/SMG
4.7.2	Monitoring progress	Set a regular agenda item for Council meetings, Senior Manager meetings and others as appropriate to monitor. Take action as required.	Ongoing	HOCA/HRM with GMT/SMG
4.7.3	Review performance indicators for E&D contribution	Council to note E&D contribution and identify where improvements can be made.	Ongoing	Council & CEO



Institute of Legal Executives Group

Kempston Manor
Kempston
Bedford
MK42 7AB
t: +44 (0)1234 841000
e: corporateaffairs@ilex.org.uk
www.ilex.org.uk

