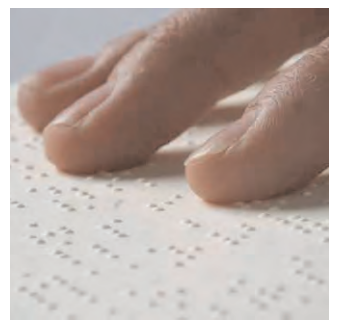


Institute of Legal Executives Group

Single Equality & Diversity Scheme & Action Plan 2008



ILEX GROUP SINGLE EQUALITY AND DIVERSITY SCHEME AND ACTION PLAN

The Single Equality Scheme incorporates the Race Equality Scheme, the Disability Equality Scheme and the Gender Equality Scheme. It also includes a commitment to eliminate unlawful discrimination on the grounds of age, religion or belief and sexual orientation.

1. INTRODUCTION

ILEX is required to promote race, disability and gender equality. These duties were introduced in different years but have been brought together in this Scheme and Action Plan. The legislation set out general duties to:

- eliminate unlawful discrimination
- eliminate unlawful harassment
- promote equality between staff
- take steps to take account of the needs of staff (for people with disabilities, this can involve treating them more favourably than people without disabilities)
- encourage participation by staff in public life

The legislation set out specific duties to:

- prepare a Single Equality and Diversity Scheme and publish it on the ILEX external website
- include objectives to address the causes of any pay gaps
- analyse data and consider if there are difference in outcomes for the membership, other customers or staff primarily by race, disability and gender but with due consideration of age, religion or belief and sexual orientation.
- consult staff, the membership and other stakeholders including trade unions
- assess the impact of current and proposed policies, procedures and practices on equality and diversity
- implement the actions set out in the scheme within three years (unless impractical to do so)
- report against the scheme every year and review the scheme at least every three years

2. RESPONSIBILITIES

The Council, Chief Executive Officer (CEO); Chief Executive, ILEX Professional Standards Ltd, ILEX General Management Team (GMT); ILEX Tutorial College Senior Management Group (SMG); and all staff are committed to the actions set out in the Action 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. ILEX GROUP SINGLE EQUALITY AND DIVERSITY ACTION PLAN 2008-2011

3.1 LEADERSHIP AND STRATEGY: demonstrable commitment inside and outside ILEX Group

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|--|--|---------------|----------------------|
| 3.1.1 | Build equality and diversity into strategy and plans | In Council meetings, management meetings and academic meetings, consider how E&D inputs and outcomes should be incorporated | As meet | Council, CEO and GMT |
| 3.1.2 | Equality and diversity objectives for all leaders | E&D objectives to be embedded in strategic and personal objectives immediately and reviewed annually | Immed. Annual | CEO and GMT |
| 3.1.3 | Equality and Diversity Champions | Seek volunteers to become Staff Champions, either generally or with specific interests Set up Focus Group for race, disability and gender issues. Consult with Group members on the E&D Scheme and Action Plan. | By 30.11.08 | HOCA and HRM |
| 3.1.4 | Maintain diverse Council and Senior Management | Consider current diversity. As vacancies arise, use positive action to bring in more diverse people | On-going | President, CEO |

3.2 POLICY, PROCEDURES AND PROCESSES: equality and diversity inputs and outputs mainstreamed

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|---|--|--|------------------------|
| 3.2.1 | Policies, procedures and processes assessed through equality impact assessments (EqIAs) | Carry out equality impact assessment screening on all policies, procedures and processes to assess the evidence for some groups being differently affected. If substantial issues are identified, carry out full equality impact assessments. | Yr 1: high level Yr 2: next Yr 3: least risk | GMT/ SMG HOCA & HRM |
| 3.2.2 | Equality Impact Assessments reviewed as | For each equality impact assessment, set a review date as appropriate for the policy, procedure or process | As needed | GMT/ SMG HOCA & HRM |

| | | | | |
|-------|------------------------------------|--|--------------|---------------------------|
| | needed | | | |
| 3.2.3 | Consult staff through Focus Groups | For each equality impact assessment, consult staff on key issues | As EqIA done | GMT/ SMG HOCA & HRM |

3.3 STAFF: staff understand and are committed to effective management of equality and diversity

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|---|---|-------------------|---------------------------------|
| 3.3.1 | Importance of training is recognised | Provide mandatory E&D training for Council members, Senior Managers and all staff, relevant to their contribution to ILEX | On-going | HRM |
| 3.3.2 | Equality and diversity is embedded in processes | Staff are encouraged to embed E&D into all their actions. | On-going | GMT/ SMG/ Line Mgrs & HRM |
| 3.3.3 | 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 |

3.4 PARTNERSHIPS AND RESOURCES: identified, aligned and deployed to take account of diverse needs of stakeholders

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|--|--|-------------------------|-------------------------------------|
| 3.4.1 | Increased engagement with groups | Set up virtual membership Focus Groups around race, disability, gender and consult on processes Set up or strengthen existing employer groups to consult on processes | By 02.09 Ongoing | HOCA with GMT/SMG |
| 3.4.2 | Create links with diverse partners | Consider where existing links with diverse partners exist and consult. Identify gaps, create new links and consult | By 03.09 | HOCA with GMT/SMG |
| 3.4.3 | Funding for priorities (consulting stakeholders) | Council and Senior Managers to consult stakeholders on E&D inputs and outputs before agreeing funding priorities. | Ongoing | HOCA with GMT/SMG and Council |
| 3.4.4 | Improve procurement | Review the diversity of suppliers, develop a system for broadening the diversity of suppliers | By 07.09 | HOCA with HOGP |

3.5 MEMBERSHIP AND OTHER STAKEHOLDER RESULTS: systematic information measuring customer satisfaction

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|-------------------------------------|--|-------------------|------------------------|
| 3.5.1 | Using all sources | Review all sources giving membership and other stakeholder satisfaction levels. Identify gaps and create new sources as necessary. | By 05.09 | HOCA with GMT/SMG |
| 3.5.2 | Monitor diversity of customers | Identify all ILEX customers (membership, employers, awarding bodies, Sector Skills Councils, LSCs, Government etc). Monitor the diversity of customers | By 05.09 | HOCA with GMT/SMG |
| 3.5.3 | Use information to review processes | Use satisfaction results and diversity monitoring to identify actions to improve service, products, activities | By 07.09 | HOCA with GMT/SMG |

3.6 STAFF RESULTS: information shows how the organisation is perceived by diverse staff

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|--|---|-------------------|------------------------|
| 3.6.1 | 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) | By 03.09 | HRM |
| 3.6.2 | Monitoring HR processes | Monitor by race, disability and gender: disciplinary and grievance processes; absence, resignations, recruitment, promotion, training. | On-going | HRM |
| 3.6.3 | Modify processes | When issues identified, modify processes to embed E&D | On-going | HRM |

3.7 SOCIETY RESULTS: information is gathered showing how ILEX is perceived on equality and diversity

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|----------------------------------|--|-------------------|------------------------|
| 3.7.1 | Working with local communities | Identify appropriate "local" communities for: recruitment, working with employers; working with awarding bodies; working with Government. Consider improving joint working | By 07.09 | HRM/HOCA with GMT/SMG |
| 3.7.2 | Structured two-way communication | Set up regular two-way communications with the "local" communities | By 08.09 | HRM/HOCA with GMT/SMG |
| 3.7.3 | Monitoring outcomes | Monitor advice for diversity improvements and implement where appropriate | By 12.09 | HRM/HOCA |

3.8 KEY PERFORMANCE RESULTS: is managing equality and diversity contributing to results and outcomes?

| | Objective | Actions | Time-scale | Lead Manager(s) |
|-------|-------------------------------|---|-------------------|------------------------|
| 3.8.1 | Complying with standards | Identify standards required of products and services. Consider how best to comply with E&D inputs and outputs. Modify products and services as required | By 03.09 | HOCA/HRM with GMT/SMG |
| 3.8.2 | Monitoring progress | Set a regular agenda item for Council meetings, Senior Manager meetings and others as appropriate to monitor. Take action as required. | By 07.09 | HOCA/HRM with GMT/SMG |
| 3.8.3 | Review performance indicators | Council to agree appropriate review dates and implement | By 09.09 | Council & CEO |



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