

## Essential Reference Paper 'B'

Action	Timeframe	Update as at September 2018	
<b>Recruitment</b>			
1.	Review job adverts to: <ul style="list-style-type: none"> <li>• ensure that language is gender neutral</li> <li>• include a clear statement that we will consider applications for part-time and job-share for full-time positions</li> <li>• reinforce our commitment to diversity and inclusion</li> </ul>	August 2018	Completed end of July 2018
2.	Review introducing 'name-blind' recruitment (where names and genders are removed during the shortlisting process to avoid gender bias)	December 2018	None
3.	Include a guidance document on unconscious bias when sending managers job applications	March 2019	None
4.	Review how gender diverse our interview panels are and take action if issues are identified	March 2019	None
<b>Flexible working</b>			
1.	Review the council's Flexible Working Policy	January 2019	Consultation with Unison and Leadership complete. Following

			feedback from Leadership Team, the policy needs to be reviewed further. It is intended it will go to LJP in December and HRC in January.
2.	Work with communications to promote flexible working with a focus on encouraging men to work flexibly so it is not viewed as a female only benefit	December 2018	Flexible working for jobs at all levels has been highlighted as a benefit in the new job advert template and it is stated that part-time working and job-share arrangements are considered for all full-time roles
3.	Work with communications to encourage the uptake of shared parental leave. The pay gap widens after women have children and this could be reduced if men and women shared childcare more equally	December 2018	Meeting scheduled with Communications in November 2018
<b>Breaking down gender stereotypes</b>			
1	Educate employees about stereotypes and unconscious gender bias.	March 2019	Currently investigating delivery models.
2	Dispel stereotypes about traditionally 'male' or 'female' areas of work within the council when attending careers fairs at local secondary schools.	Started and ongoing	Arranging for more male employees to attend careers fairs as it is usually members of HR who attend (all female)