

ACTION PLAN – HR RECRUITMENT AND SELECTION – August 2010

Responsible: Joanna Dunford/Vicki Barnes

No.	Actions Required	Resources required	Consultation	Target date	Success Indicators	What progress has been made?	Completed ✓
SR1	Develop recruitment procedure on job share.	Co-working with Development team initially and opps team and access to relevant stats eg compendium	Consult with relevant target groups and TU's	January 2011	An increase in use of flexible working and job share in UWE. An increase in target groups in relevant posts/grades		✓
SR2	Develop Recruitment procedure on flexible working at all job levels.	Co-working with Development team initially and opps team and access to relevant stats eg compendium	Consult with relevant target groups and TU's	April 2011	An increase in use of flexible working and job share in UWE. An increase in target groups in relevant posts/grades. Promoting senior post opportunities for target groups, including women.		
SR3	Develop procedure for BME staff to be represented on interview panels to provide development for those staff, and to raise profile of BME staff at UWE.	Allocate time for training and co-ordination.	Communication/ Consultation with Recruiting Managers	September 2010	Increase representation of BME on interview panels	Completed July 2010 – recruitment course run for first set of BME panelists.	✓

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SR4	Review UWE application form in line with e-recruitment to add more effective guidance, take out barriers, solve issue of detailing gaps in employment, guidance on not including disability sickness absence, and make more accessible. This review will include whether or not we need alternative formats and to use media aimed at disabled people.	Liaising with Disability Services and Development team for guidance etc	Consultation with relevant target groups	TBA	Implementation of the revised form. Positive feedback from relevant groups (perceived barriers) Attracting more applications from minority groups		
SR5	Raise UWE profile as an employer to LGBT applicants	Guidance/liasing with LGBT specialist & E&D	Consultation with LGBT target groups	June 2010	More applications/ Appointments from LGBT groups.	Stonewall logo now on recruitment literature UWE entry in Stonewall handbook of employers	✓
SR6	To develop schemes to provide opportunities for younger and/or older people to work for UWE, eg Modern Apprenticeship.	Research external providers for schemes such as Modern Apprenticeships.	TUs and other relevant stakeholder groups.	Sept 2010	Implementation of pilot scheme Sept 2010, with a view to increasing numbers in the following year.	All research completed. Decision made on provider. Pilot Sept 2010.	✓

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SR7	To investigate training and development opportunities for staff registered on TSU bank in minority target groups, such as BME.	Liaise with TSU and Learning and Devt Centre to discuss possibilities.	Relevant stakeholder groups	TBA	TBA	
SR8	Investigate ways to link disabled applicants who are unsuccessful at interview for UWE posts to link up with TSU for potential short term and/or part-time assignments.	Liaise with TSU to discuss possibilities.	Relevant stakeholder groups	TBA	TBA	
SR9	With Ops team, to develop library of case studies of success stories for reasonable adjustments for any/all target groups.	Co-working with HR Operations Team to source useful case studies.	Consult with relevant stakeholder groups. Liaise with individual staff members to seek their permission to use their case study – anonymity if needed.	TBA	TBA	
SR10	To review and develop recruitment website in line with EIA issues – relevant for all target groups incl faith.	Research best practice and other websites. Access internal advice (eg E&D Unit) and relevant external Bodies.	TUs and other relevant stakeholder groups.	TBA	TBA	
SR11	To review recruitment procedure, data handling and retention, and confidentiality, re potential impact on all applicants wishing to apply for a job, including LGBT applicants and those having undergone, or following, gender reassignment.	Liaising with HR Operations to review current practice.	TUs and other relevant stakeholder groups.	TBA	TBA	

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SR12	To develop recruitment process to enable disabled applicants to successfully apply for a post	Research best practice schemes, eg guaranteed interview scheme, two tick scheme etc.	Tus and other relevant stakeholder groups	TBA	TBA	
SR13	To review recruitment literature sent to applicants together with revised competency approach to job specifications to consider any positive/negative impact in relation to the different equality groups. To also provide more effective guidance on preparing job descriptions to make more concise in line with e-recruitment and to address barriers to minority target groups.	Liaise with Development Team and HR Operations Team. Research best practice.	TUs and other relevant stakeholder groups.	TBA	TBA	
SR14	To create Recruitment Policy which shows a commitment to develop Equality and Diversity for all staff and applicants and review Recruitment Managers Guide/Workbook in line with EIA issues.		TUs and other relevant stakeholder groups.	TBA	TBA	
SR15	Review UWE Salary Assessment Process to ensure salaries for men and women are fair and equitable.	Review processes at other HEI's. Take account of relevant best practice and legislation.	HR Senior Team, plus any other relevant stakeholders.	TBA	Details gathered of practices at other HEI's. Initial re-draft started.	
SR16	To raise UWE profile as an employer of all minority target groups in the local communities.	Attend selection of relevant community events.	Relevant stakeholder target groups. Key Equalities contacts in	Through-out 2010.	Attended relevant community events, and jobs fairs.	✓

			local community and local authorities.	Then annually		
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SR17	To raise UWE profile as an employer of all minority target groups in the local communities	Develop e-mailing list to distribute list of vacant posts to all relevant minority target groups.	Relevant stakeholder target groups. Key equalities contacts in community and local authorities			