

CASTLEREAGH BOROUGH COUNCIL
AFFIRMATIVE ACTION PLAN 2011 – 2014
Specified Actions and Targets

MEASURE	ACTION	COMPLETION DATE
Corporate Plan	<ul style="list-style-type: none"> • Include Equality within the overall consultative process for the new corporate plan, and review the affirmative action plan in accordance with the findings. 	December 2011
Policy Review	<ul style="list-style-type: none"> • Review the Council’s Equal Opportunities Policy and Harassment Policy and update where appropriate. 	By March 2012
Outreach Programmes to encourage inclusion of under-represented groups.	<ul style="list-style-type: none"> • In conjunction with the Council’s Good Relations Officer, establish contacts and arrange focus groups with community leaders from under-represented communities i.e. church leaders, political representatives, school teachers, ethnic groups, in order to encourage applications from the underrepresented community. • Develop a number of new projects/programmes to promote inclusivity at grass routes community level, arising from focus group discussions. <p>Objectives:-</p> <ul style="list-style-type: none"> • Establish a constructive relationship with the above groups • Understand why there is potentially a negative perception of Castlereagh Borough Council • Find out the reasons why people will not apply for certain jobs within the Council • Emphasise the Councils commitment to a neutral working environment 	<p>Commence 2011 and ongoing thereafter</p> <p>2 new events per year 2011 – 2014</p>

	<ul style="list-style-type: none"> • Arrange tours / visits for the above groups of the Civic Offices. • Continue to organise targeted outreach programmes and events to include International Women's Day, Local Democracy Day, Holocaust Memorial Day • Promote partnership working across religious, racial and other community sectors through the establishment of Lisburn/Castlereagh community network, and nine area based electoral forums within Castlereagh Borough Council area. 	<p>3 events per year 2011 – 2014</p> <p>By September 2011</p>
Recruitment and Selection	<ul style="list-style-type: none"> • Review the range and extent of training given to staff involved in recruitment and selection. Develop and implement a programme of training. • Provide refresher training for all staff on an ongoing basis (approximately 20 – 30 staff per annum) 	<p>Annually</p> <p>Annually</p>
Leavers and Redundancy	<ul style="list-style-type: none"> • Ensure exit interviews are conducted for staff leaving the Council's employment, and that any issues raised in respect of equality, are brought to the attention of the Chief Executive/Head of Department. 	Ongoing
Induction (Staff)	<ul style="list-style-type: none"> • Include equality awareness training as part of the Corporate Induction Programme. 	April 2011 and Quarterly thereafter
Induction (Elected Representatives)	<ul style="list-style-type: none"> • Include Equality Awareness training as part of the Elected Representatives Induction training Programme 	August 2011 and onwards
Corporate Training	<ul style="list-style-type: none"> • Make training on equal opportunities mandatory within the Council. • Review equal opportunities training for all staff and develop and implement an ongoing training programme on equality matters. (Target - 	<p>1 September 2011</p> <p>Annually</p>

	<p>50 staff per annum).</p> <ul style="list-style-type: none"> • Provide Training for Management and Supervisory staff to familiarise them with the Council's policies and procedures for dealing with discrimination, victimisation and harassment. To ensure that they are fully aware of how these policies and procedures can be effectively implemented. • Provide ongoing equal opportunities training for all Elected Representatives. (Target 23 elected representatives during the duration of the new council 2011 – 2015). • Appoint and train further Harassment Advisors within the Council. (Target 4-6 new advisors 2011 – 2014). 	<p>Commence 2012 and ongoing thereafter</p> <p>Annually</p> <p>Ongoing</p>
Complaints	<ul style="list-style-type: none"> • Following the conclusion of any complaint of unlawful discrimination whether pursued internally or externally, the Chief Executive and Directors to review the equality issues raised, any procedural defects or misapplication of the procedures and implement any necessary changes. 	<p>From 1 June 2011 onwards</p>
Communication of Equal Opportunities Policy	<ul style="list-style-type: none"> • Ensure that all staff are familiar with the Councils Equal Opportunities Policy and that it is issued as part of the Corporate Induction Pack • Include equality opportunities policy on both the Council's internet and intranet websites. • Arrange for equal opportunities policy to be posted on all staff notice boards • Include responsibility for the promotion of equal opportunities in all job descriptions for all staff 	<p>Ongoing</p> <p>April 2011</p> <p>June 2011</p> <p>Ongoing</p>

Advertising of Vacancies	<ul style="list-style-type: none"> • Continue to ensure that all vacancies are circulated as widely as possible, in accordance with the level of position advertised. • Advertise appropriate vacancies in the Training and Employment Agency and ensure that they canvas these vacancies throughout their office and within Castlereagh Borough Council's catchment areas. • Advertise vacancies in relevant newspapers and Council's website. • Enter into collaboration with the other 25 Councils in Northern Ireland to promote joint advertising of Council wide vacancies. • Place a welcome statement in all vacancies advertised by the Council 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>August 2011</p> <p>Planned by September 2011</p>
Outreach Measures with Schools and other Bodies	<ul style="list-style-type: none"> • Maintain links with all local schools, training schemes, not just within Castlereagh, but the immediate Borough catchment area. • Attend school careers events, cross community schools events, employment programmes as requested. • Maintain association with Industry Matters regarding careers events • Develop and extend links with local colleges such as Castlereagh College, Belfast Institute of Further Education, Ulster Peoples College and University of Ulster. • Organise Job Fairs / Events (Target 1 Event per annum) • Promote the profile of the Council and the Civic and Administrative Offices by arranging tours / visits for schools and training establishments from under-represented cultural, ethnic and religious backgrounds 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2012</p>

	<ul style="list-style-type: none"> Review current job placement programmes and establish targeted placements for underrepresented schools and colleges 	By April 2012
Monitoring and Review	<ul style="list-style-type: none"> Review Affirmative Action plan with Equality Commission on an annual basis. 	By: Sept 2011 Sept 2012 Sept 2013