

# Gender Equality Scheme



*creating communities to be proud of*

Number	Action	Lead	Target completion
<b>Service Delivery</b>			
1.	Make sure customer satisfaction surveys, other tenant surveys and complaints are monitored and published by gender and gender issues and make sure that any identified differences are investigated	Equality and Diversity Group	May 2008
2.	Use data and information collected to undertake Equality Impact Assessments on key policies and procedures	Equality and Diversity Group	April 2010
3.	Make sure that the allocation policy operates fairly and does not discriminate against any gender for housing	Head of Neighbourhood Services	April 2009
4.	Offer same sex appointments on request where available and publicise service	Equality and Diversity Group	April 2010
5.	Review/monitor literature and leaflets and other forms of communication to promote gender equality	Head of Human Resources and Communication	April 2010
6.	Develop a Gender Equality Group to oversee and scrutinise policy development and improve service delivery	Head of Regeneration	April 2009
7.	Make sure full profiles of our tenants and their families are completed and that these are updated to make sure we are aware of the needs of individuals and how to respond (housing needs, aspirations, satisfaction with environment)	Equality and Diversity Group	April 2009
8.	Identify areas, locally and nationally, where we can work with other organisations that have specialist experience in promoting gender equality issues (gender specific support services etc)	Head of Regeneration	April 2011
9.	Work with specific gender groups e.g. lesbian, gay, bisexual and transgender, to encourage individuals to share their views and experiences to make sure there are no gaps in our service provision	Head of Regeneration	April 2009
10.	Monitor tenant and resident association membership to make sure they are representative of the community (e.g. by gender, age etc)	Head of Regeneration	April 2011

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11.	Promote the need for under-represented gender groups to be involved in tenant and resident association activity and our consultation activities	Head of Regeneration	April 2011
12.	We will take into account childcare commitments when delivering services e.g. making appointments	Equality and Diversity Group	April 2011
13.	Encourage victims of domestic violence to report incidents. Publicise the support available to victims and witnesses	Head of Neighbourhood Services	April 2011
14.	Raise awareness of the harassment and hate crime policy among our tenants. In particular, how to report homophobic harassment and hate crime	Head of Neighbourhood Services	April 2010
15.	Make sure the communication preferences of our customers are recognised, checked and used effectively and that all our literature and the website is accessible to all	Head of Human Resources and Communication	
16.	Link the gender equality scheme to other equality schemes (such as disability) and housing strategies	Equality and Diversity Group	April 2011
17.	Develop an equality awareness programme for tenant and resident associations and community groups to enable them to increase accessibility and break down barriers within the community	Head of Regeneration	April 2010
<b>Employment Specific</b>			
18.	Explore the use of positive recruitment practices that seek to re-define traditional male/female roles	Head of Human Resources and Communication	April 2011
19.	Apply an Equal Pay Audit	Head of Human Resources and Communication	April 2009
20.	Draft Pay Policy	Head of Human Resources and Communication	April 2009
21.	Work towards all Hay job evaluation panels being of mixed gender	Head of Human Resources and Communication	December 2008
22.	Arrange further training to increase availability of male Hay job evaluation panellists	Head of Human Resources and Communication	September 2008
23.	Retrain managers on the current Dignity at Work (harassment and bullying) policy	Head of Human Resources and Communication	April 2009

<b>Number</b>	<b>Action</b>	<b>Lead</b>	<b>Target completion</b>
24.	Arrange and promote more targeted Equality and Diversity training (covering the six strands of diversity) – include appropriate and inappropriate phrase discussion, and the use of statistical based evidence to tackle stereotypes	Head of Human Resources and Communication	April 2009
25.	Raise awareness of Equality and Diversity through a poster campaign	Head of Human Resources and Communication	April 2010
26.	Update the current recruitment and selection policy	Head of Human Resources and Communication	April 2010
27.	Monitor the take up/refusal of training by gender, analyse the results and make recommendations where necessary	Head of Human Resources and Communication	September 2010
28.	Monitor the take up/refusal of training by those who work part-time/ job share compared to full time, analyse the results and make recommendations where necessary	Head of Human Resources and Communication	September 2010
29.	Monitor promotion opportunities by gender, analyse results and make recommendations where necessary	Head of Human Resources and Communication	September 2010
30.	Investigate access to 'support groups' for example lesbian, gay, bisexual and transgender and women's groups, promote these internally to employees	Head of Human Resources and Communication	December 2008
31.	Review and publicise the flexi-time, job share and career break policies	Head of Human Resources and Communication	April 2009
32.	Review sickness policy in relation to time off for transition stage for transgender	Head of Human Resources and Communication	April 2009
33.	Enforce the requirement that at least one recruitment panel member has been trained	Head of Human Resources and Communication	April 2009
34.	Make sure recruitment panels are mixed gender wherever possible	Head of Human Resources and Communication	April 2009
35.	Use positive images in recruitment by the use of non-traditional role images to help remove bias and incorrect assumptions	Head of Human Resources and Communication	April 2009

<b>Number</b>	<b>Action</b>	<b>Lead</b>	<b>Target completion</b>
36.	Review the recruitment application form to make sure it encourages experience from non-work related activities	Head of Human Resources and Communication	May 2008
37.	Hold an open day for new recruits to demonstrate what opportunities we can offer to those wanting to work at Shoreline or become a board member	Head of Human Resources and Communication	April 2009
38.	Review whether the current terms and conditions support gender equality	Head of Human Resources and Communication	April 2009
39.	Include under representation statements when advertising vacancies	Head of Human Resources and Communication	May 2008
40.	Review and monitor recruitment and selection procedures, including job profiles and person specifications, to make sure they offer equality of opportunity and are non-discriminatory	Head of Human Resources and Communication	April 2010
41.	Monitor the take up of applications for employment analysing refusals for take up	Head of Human Resources and Communication	April 2010