

APPENDIX 4- Workforce Race Equality System (WRES) – Bolton Foundation Trust – Action Plan 2018 - 2019

Area of Focus	Aim	Action	Success Measures	Lead	Date
1. Recruitment	Improve equal opportunities for BME applicants through the recruitment process. i.e. reduce unequal experience in appointments following shortlisting.	Include unconscious bias training in all HR skills development programmes.	Increase in likelihood of BME staff being appointed. Increase in indicator 2 from 1.4 to 1.0.	Head of HR	30.9.18
		Implement mandatory questions for interview panels to challenge their own perceptions and potential unconscious bias.		Head of Resourcing and EDI Lead	31.12.18
		Ensure job adverts and website clearly welcome applications from BAME people.		Head of Resourcing	31.12.18
		Develop and train a designated BAME staff network in interviewing skills and unconscious bias. Network members to become guardians of the process by inputting into the recruitment process of all band 7-9 appointments .		EDI Lead	31.1.19
		Hold career development, application and interviewing sessions aimed at BAME staff.		Head of OD	31.12.19
Monitor recruitment panels and ensure the panel has had training in unconscious bias and anti discriminatory interviewing techniques.	Head of Resourcing and EDI Lead	31.3.19			
2. Workplace Experience	Improve the workplace experience of our BME staff.	Lead a programme of BME staff engagement to ensure the BME staff voice is heard and acted upon.	Reduction of reported levels of discrimination by BME staff from 20% to 14% under indicator 8. Reduction in indicator 3	Governance – EDI	31.3.19
		Introduce an explicit step in the formal case management process for disciplinary and		Head of HR	31.3.19

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		<p>performance cases, to review whether there is a need for participation of a member of the BAME network as an observer to fair process.</p> <p>Set up with BME staff BME staff network.</p> <p>Promotion , awareness and celebration of BME calendar of events.</p> <p>Review exit interview findings by ethnicity and report via EDI Steering Group.</p> <p>Review Investigating Officer training and identify whether the list of IO's is representative of the BME workforce and take steps to improve representation where needed.</p> <p>Implement 'Embracing Difference; Train the Trainer programme to build internal capacity and capability.</p>	from 1.87.	<p>EDI Lead</p> <p>EDI Lead</p> <p>Head of HR</p> <p>Head of HR</p> <p>Head of HR</p>	<p>30.10.18</p> <p>31.12.18</p> <p>31.12.18</p> <p>31.3.19</p> <p>31.3.19</p>
3. Career Development	Develop the capacity of BME staff to excel at work	Promotion and take up of the NW Leadership Academy BME Stepping Up programme.	Increase the number of BME staff reporting equal opportunities for career progression from 79% to 90% -indicator 7.	Head of OD and Head of Clinical and Professional Development	1.10.18
		<p>Promotion of internal coaching and career development support to BME staff.</p> <p>Development of reverse / reciprocal mentoring programme in conjunction with</p>		Head of OD	31.10.18

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		<p>BME staff.</p> <p>Ensure there is an audit process for appraisal for BME staff to monitor career progression.</p>		<p>Head of OD & EDI</p> <p>Head of OD</p>	<p>31.3.19</p> <p>31.3.19</p>