

Black Minority Ethnic Action Plan

29 September 2014

Request for Information.

Thank you for your request received on 18 September.

I require a copy of the Black Minority Ethnic (BME) Action Plan.

The corporate body for the National Assembly for Wales is known as the Assembly Commission ('the Commission'). The Government of Wales Act 2006 gives the Commission responsibility for the provision of property, staff and services to support the Assembly Members.

The Commission is committed to attracting, recruiting and retaining talented people who come from diverse backgrounds. We value equality, diversity and inclusivity in our workforce.

The Black Minority Ethnic (BME) Action Plan seeks to increase recruitment, retention and progression of BME staff in the Commission. As a result of identifying the need to increase BME representation within the Assembly Commission, our BME Co-ordinator was appointed in June 2014. The co-ordinator's role is to deliver the BME Action Plan and ensure its lasting legacy. The project seeks to increase BME representation in the Assembly Commission workforce through creating partnerships that promote BME employment in partnership with other agencies or organisations.

We will/have:

- Adopt communication strategies to engage BME communities through attending community events to advance knowledge about the Assembly and encourage recruitment into the Assembly.
- Offer support and guidance through recruitment familiarisation days to prospective candidates from BME communities.
- Ensure use of diverse media in recruitment processes.

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Croesewir gohebiaeth yn y Gymraeg a'r Saesneg/We welcome correspondence in both English and Welsh

Internally the project will offer direct support, to current and new members of staff who identify as BME, in the areas of personal development training, mentoring and coaching opportunities across the Assembly.

The Action Plan found as an [annex](#) to this information provides greater detail and was approved by the Assembly Commission's Management Board in October 2013.

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at http://www.assemblywales.org/abthome/about_us-commission_assembly_administration/abt-foi/abt-foi-cop-pub.htm

If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

Buddug Saer
Freedom of Information and Project Support Officer
National Assembly for Wales

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at <http://www.assemblywales.org/conhome/con-complaint.htm>. Please advise me if you wish to receive a printed copy.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Action Plan to Support Existing Black Minority Ethnic (BME) Staff and Increase BME Representation in the National Assembly for Wales Commission Workforce

Lead: BME Outreach Placement

A - Supporting and Developing our Existing BME Workforce

Desired Outcome		Action
A1	Demonstrate organisational commitment to BME equality in the workplace	Identify a senior sponsor for BME workplace equality
	By end March 2014:	Use BME outreach placement to co-ordinate work on progressing Action Plan
	Co-ordinator in post	Use internal communications methods to promote BME issues and work of the BME staff network – including an online commitment/message on recruitment pages
A2	Managers are aware of issues specific to BME staff in the workplace	Network to assist with the development of a cultural awareness factsheet to distribute to all staff
	By April 2014:	
	Factsheet produced for distribution to staff	
A3	BME staff are aware of Learning and Development (including promotion and recruitment panel training) opportunities and uptake of such opportunities is increased. Performance Management Development Reviews (PMDRs) are drivers for this process.	BME co-ordinator to support identification of any learning and development requirements to assist progression (could form part of cross-network development days)

Desired Outcome	Action
<p>By April 2015: 75% of BME staff network have discussed learning needs with BME co-ordinator and learning and development team</p> <p>100 % of all BME staff to have full and regular PMDR discussions and if required, career plans</p> <p>50% of BME staff network to receive application and interview coaching</p> <p>50% of BME staff network to undergo recruitment training to sit on recruitment panels</p>	<p>Use new HR IT system to capture learning and development data across the equality groups to see who is or is not accessing development opportunities; also use to track BME staff progression</p> <p>Encourage and equip BME colleagues to sit on recruitment panels</p>
<p>A4 BME staff have access to and benefit from mentors/coaches and role models. There are BME colleagues who are trained mentors and coaches.</p> <p>By April 2015:</p> <p>At least 50% of our BME staff network receive mentoring or coaching</p> <p>At least two members of our BME staff network trained as mentors/coaches</p>	<p>Offer mentoring and coaching from cohort and senior management, albeit with a lack of BME role models but could also look externally if required</p>
<p>A5 BME staff have a support mechanism and have a collective voice with increased visibility and participation</p>	<p>BME Staff Network pages live on intranet and all staff alerted to its presence. BME co-ordinator to support on-going development of staff network</p>

Desired Outcome		Action
	All relevant policies impact assessed by BME staff network	BME staff contribute to policy development through the equality analysis process

B – Increasing BME Representation in the Assembly’s Workforce

Desired Outcome		Action
B1	<p>Dedicated post to co-ordinate work on progressing this action plan</p> <p>By March 2014</p> <p>Coordinator in post</p>	Resource BME co-ordinator to work on progressing Action Plan or consider internal secondment
B2	<p>The Assembly Commission is regarded as an employer of choice for BME people and we increase the amount of applications from BME people during internal and external recruitment campaigns</p> <p>By January 2014:</p> <p>Outcome of Apprenticeship Scheme 2014 to inform outreach strategy for next Scheme</p> <p>By April 2015:</p> <p>The percentage of external applications from BME people to</p>	<p>BME co-ordinator gathers on-going feedback from individuals and organisations. Strengthen links with community organisations, networks, schools, colleges and universities</p> <p>BME co-ordinator to run ‘train the trainer’ events to enable BME organisations to know how we recruit and what breadth of jobs are available</p> <p>Undertake specific outreach to attract wide range of applicants for next Apprenticeship Scheme</p> <p>Link in with Assembly Events and Outreach Teams to signpost jobs and tours of the Assembly and create/distribute awareness-raising leaflets</p>

Desired Outcome		Action
	match or exceed the Cardiff Travel To Work Area figure - currently at 8.5% [link back to application form to ascertain where candidates saw post advertised]	Identify and target where we should advertise and encourage BME organisations and individuals to sign up to social media 'jobs' feed to re-tweet
	Number of 'no reply' on equality monitoring forms (attached to application forms) to be 5% (currently 9.1%)	Develop communications to encourage applicants to complete equality monitoring form
	By June 2014: To have identified recruitment agencies who possess a diverse range of clients and use this information to advertise jobs	Identify and record where people found the job advert to measure any increase in BME applications
B3	Our recruitment arrangements are equality-proofed, inclusive and assist in realising workforce diversity, specifically in relation to BME representation By December 2014: Two outreach sessions per year with a diverse range of local community organisations to raise awareness of and promote National Assembly for Wales as an employer of choice	Impact assess our recruitment policy and arrangements
		Enhance our recruitment webpages to better reflect our ethos and publicise what we already do: 'diversity in practice', staff profiles, networks, accreditation and diverse imagery
		Ensure wording and imagery used in job adverts are diverse
		Develop and distribute promotional recruitment leaflet to BME community hubs and organisations
		Ensure recognition and equation of overseas qualifications
		Ensure security vetting arrangements do not constitute a barrier
		All HR Recruitment staff and recruiting staff to receive unconscious bias training
		Where possible, recruiting panels to include BME staff

Desired Outcome		Action
		Set out to any recruiting partners our ethos and goals for recruitment diversity and any positive action arrangements
		Dip sample recruitment exercises to check for unconscious bias
B4	Unsuccessful candidates will re-apply for future opportunities and will have received a positive experience of the Assembly's recruitment process. Field maintains its breadth.	Encourage unsuccessful candidates to sign up for job alerts (if they have not already done so) to view future opportunities
		Capture, record and publicise success stories where appropriate on the Assembly's recruitment webpages
		Ensure that feedback is provided in a useful manner
B5	We attract BME people to our organisation via other recruitment arrangements, i.e. Apprenticeship Scheme, BME outreach placements, work experience and consider future placement opportunities. By December 2014: At least four young BME people to undertake work experience at the Assembly each year	Continue BME outreach placements and inward secondments, where funds are available and need is identified. Placement could be for one person for six months, or 3 people for two months.
		Open day event for the next Apprenticeship Scheme to present recruitment process to interested BME and other interested organisations
		Work experience placements should include young BME people from schools and adults seeking work experience to boost CVs

Desired Outcome		Action
B6	<p>We are able to benchmark with other organisations and ensure that we have a best practice approach to race equality initiatives</p> <p>By July 2014:</p> <p>To have submitted an entry into Race for Opportunity Benchmarking exercise</p>	<p>Undertake annual Race for Opportunity Benchmarking Analysis to get a temperature check and possible accreditation</p>

C - Ensuring Continuity of Progress

Desired Outcome		Action
C1	<p>Progress in meeting objectives is continued whether a BME co-ordinator is in post or not.</p> <p>By September 2014:</p> <p>To embed work progressed by BME Co-ordinator into HR strategy</p>	<p>Objectives and working practices are built into HR Service Plan and job roles. Active staff network to continue its work in championing BME workplace equality</p>