

Equality and Diversity – what should you be considering?



Risk analysis	Action
Have you considered the impact that this may have on your organisation, for example:	
Customer perception and reputation within your industry?	
Impact on tenders for work?	
Workforce satisfaction and turnover?	
Number of grievances and disciplinary actions?	
Number of Tribunal claims?	
Are you ready for recent changes including:	
Gender pay gap reporting?	
Women on Boards targets?	
Developments relating to gender identity, obesity and caste discrimination?	

How do you implement this?	Action
Have you analysed your diversity monitoring information to:	
Identify any under-represented groups as a whole and at particular grades within your organisation?	
Consider the reasons why they are under-represented?	
Have you considered the steps that you could take to achieve a more balanced workforce? For example:	
Appointing a senior manager who is responsible for equality and diversity within your organisation.	
Reviewing your recruitment process e.g. to consider the:	
<ul style="list-style-type: none"> • placing and wording of advertisements; • targeting recruitment exercises; • tailoring the essential qualifications and experience required for a role; • ensuring any selection process is objective and consistent; and • offering alternatives to the normal selection process where appropriate. 	
Setting goals for achieving gender balance and to promote other under-represented groups within your organisation.	
Providing support for under-represented groups e.g. mentoring and sponsorship schemes.	
Conducting structured exit interviews .	
Are you up to date with developments in diversity law affecting your:	
<ol style="list-style-type: none"> 1. Recruitment process? 2. Pay, incentives and grade structures? 3. Policies including diversity, appraisals, promotion, performance management, grievance and disciplinary? 	

4. Training for managers and employees?

Key stages in the employment relationships	Action
How do you take decisions on:	
Salary increases and bonus awards?	
Job grades and promotion?	
Do you:	
Have up to date family leave and pay (including shared parental leave) and flexible working policies?	
Make sure that those policies support your objectives e.g. linking discretionary pay with retention?	
Have you got a clear process for handling:	
Requests for family leave and flexible working?	
Complaints and grievances relating to diversity matters?	
Disciplinary action?	
How do you:	
Ensure that all decisions are taken on a consistent basis and that you can justify any differences between decisions?	

How do you ensure that your strategy is successful?	Action
Do you have:	
Clear goals against which you can measure diversity change within your organisation?	
Senior managers who are responsible for delivering diversity change?	

Please contact any member of the Walker Morris Employment team if you have any questions on +44 (0)113 283 2500.

Direct contacts



David Smedley, Partner, Employment
 +44 (0)113 283 2525
 david.smedley@walkermorris.co.uk



Andrew Rayment, Partner, Employment
 +44 (0)113 283 2642
 andrew.rayment@walkermorris.co.uk



Liz Deeley, Associate, Employment
 +44 (0)113 399 1818
 liz.deeley@walkermorris.co.uk

Walker Morris LLP
 Kings Court
 12 King Street
 Leeds LS1 2HL
 T+44 (0)113 283 2500
 F+44 (0)113 245 9412
 www.walkermorris.co.uk