



Single Equality Scheme



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Who We Are

2 CITB-Construction Skills is the Sector Skills Council and Industry Training Board for the construction industry, working with industry, for industry to deliver a safe, professional and fully qualified UK construction workforce. We work with construction companies to help them improve skills, increase their competitive edge and respond to the many challenges employers face – from the low carbon agenda, through to reducing costs on-site and recruiting the best and brightest talent for their sector.

We believe that developing the skills of workers in the construction industry is crucial to the health of the UK economy – that's why we are committed to promoting the importance of equality and diversity, working to deliver skills for economic growth locally and nationally.

Foreword



Mark Farrar
Chief Executive

Welcome to CITB ConstructionSkills Single Equality Scheme (SES). The aim of this scheme is to support and guide CITB-ConstructionSkills to become an exemplar organisation, so that we can lead the built environment and construction sector by example, in all aspects of equality and diversity. The main objective of the scheme is to build and maintain a culture within the organisation that supports our industry stakeholders to embrace and strive towards a workforce that is representative of society.

The built environment is used by all members of the community and, to ensure it is fit for purpose, there should be input from individuals across all the different groups that make up the modern communities across the UK today.

One of the main drivers is the introduction of the Equality Act 2010 and we are complying with this legislation by ensuring that the SES has been developed in line with not only our business objectives, but also as a response to the additional obligations the new act brings.

Our Single Equality Scheme consists of three key documents:

- The SES Statement – what we want to achieve
- The SES Strategy – how we will achieve it
- The Single Equality Action Plan – the detailed actions and responsibilities

Single Equality Scheme (SES) – Statement

Our Commitment

We will promote equality of opportunity for everyone, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex (gender), sexual orientation, or socio-economic background. The SES will identify how we will:

- support the industry
- deliver our training and other services effectively
- support our staff and learners and treat them with respect.

What we believe as an employer

At CITB-ConstructionSkills, we are opposed to all forms of unlawful and unfair discrimination. All learners, staff, applicants for employment, customers and suppliers will be treated fairly and will not be discriminated against. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively. CITB-ConstructionSkills promotes diversity and equality of opportunity. We enable our employees to have the confidence to challenge inappropriate behaviour or language if it arises, and unlawful or unfair discrimination by act or inference will not be tolerated.

What we believe as an Industry Leader

We live in a diverse society that is multi-cultural and multi-lingual where everyone is different and has something different to bring to society and the workplace. Construction is an industry which requires a variety of different skills and abilities and it is important that people from different backgrounds, life experiences and abilities are employed within the sector to enable us to achieve the high skill levels needed to be world leaders in the industry. CITB-ConstructionSkills is working to attract and support the best qualified people to work in the construction industry.

- As a partner organisation of the Sector Skills Council for the construction industry and an Industry Training Board we encourage construction companies to employ the best qualified person for the job, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion and belief, sex (gender), sexual orientation, or socio-economic background.
- As a learning provider we help and support construction companies to train their employees with the skills needed to do their jobs effectively in a safe and secure environment.
- As a provider of products and services we develop, manage, maintain and distribute these to support the construction sector.
- As an employer and a training provider we work to ensure that all employees and learners have a right to work in an environment free from discrimination, prejudice and all forms of harassment and bullying.

What we want to do

CITB-ConstructionSkills will work in partnership with the construction sector and take a leading role in making positive changes, supporting the industry with the necessary change in culture as is expected by our stakeholders. We will:

- prioritise equality and diversity within CITB-ConstructionSkills and the construction sector
- ensure equality and diversity is included in all business planning
- represent the construction sector with relevant national and local government departments
- promote good equality and diversity practice across the construction sector
- monitor and strive to show an increase in the number of people from under-represented groups being employed in the sector
- promote our training opportunities to everyone
- look at how we can improve the service we offer
- celebrate the achievements of all our learners and staff.

How we will deliver

Our SES builds on the good work already done and will be delivered through our SES Strategy (how we will deliver our statement), and our SES Action Plan (the detail of what we will do and when) which can be found in this document and also on the CITB-ConstructionSkills internal Hub and website.

Single Equality Scheme (SES) – Strategy

Overview

We will focus on four key areas to deliver a more equal and diverse workforce for the built environment and construction sector:

- as a partner organisation of the Sector Skills Council and an Industry Training Board we will challenge out-of-date practices and promote equality and the business case for diversity to construction companies by working with our partners and the government
- as a learning provider we will promote success amongst all our learners, making sure everyone has equality of opportunity and encouraging the rest of the construction sector to join us
- as a provider of products and services, we will ensure equality and diversity is embedded in all our literature, products and services
- as an employer we will improve the way we work to make sure that we always comply with the legal requirements, ensuring everyone has equality of opportunity and that we address unfair and unlawful discrimination wherever it happens.

Legal Requirements

The new Equality Act 2010 has simplified equal opportunities law and the following are what are now known as the protected characteristics. It is unlawful to discriminate against an individual or group based on any one of these characteristics.

Protected Characteristics

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex or gender
9. Sexual orientation



In addition, we will also consider socio-economic background for our work as a learning provider and provider of products and services. Although socio-economic background is not a legally recognised protected characteristic, CITB-ConstructionSkills will consider how people's experiences have affected the opportunities they have had in life. We will work to try to help those who have had limited opportunities in their life so far and who wish to work in the construction industry. In our work as a learning provider we will include socio-economic background with other protected characteristics in our Equality and Diversity Impact Measures (EDIMs) when monitoring and assessing the progress of learners.

In Wales, CITB-ConstructionSkills will meet the requirements of the Welsh Language Act and provide services explained in the CITB-ConstructionSkills' Welsh Language Scheme. The Welsh Language Scheme has received the Welsh Language Board's full approval under Section 14(1) of the Act on 18 September 2001 (www.cskills.org/aboutus/policies). Welsh and Gaelic versions of the SES and SEAP are available.

Equality and Diversity Strategy

For CITB-ConstructionSkills, the SES identifies equality and diversity as a core strategy for the organisation, encompassing and underpinning all areas of our work and ensuring co-operation across the organisation. In 2009, CITB-ConstructionSkills set up an Equality and Diversity Steering Group which meets monthly to drive forward equality and diversity across the organisation and the construction industry. Chaired by the Equality and Diversity Executive Champion, with members from across the organisation, this group has four key areas to address:

1. CITB-ConstructionSkills Single Equality Scheme and Single Equality Action Plan – CITB-ConstructionSkills aims to be an exemplar organisation in relation to equality and diversity and this is demonstrated by the development of the Single Equality Scheme and Action Plan.

2. Equality Standard – The Equality Standard provides recognition of CITB-ConstructionSkills commitment to plan and promote good equality and diversity practices both in the organisation and the construction industry. CITB-ConstructionSkills will continually evaluate and reassess our work on equality and diversity leading towards our aim of being an exemplar organisation for equality and diversity practice.



3. CITB-ConstructionSkills Equality and Diversity Training Programme – All CITB-ConstructionSkills staff will receive frequent equality and diversity training appropriate to their role within the organisation. The training is part of the Corporate Training Programme and is to be overseen by the Personnel Training and Development Manager, Human Resources Team. The training programme is subject to annual reviews and will be updated with new legislation as required.

4. Equality Impact Assessments (EIA) – An ongoing EIA programme for all current and new policies across all directorates. Equality Impact Assessments are completed on all our relevant policies, procedures, practices and unwritten activities to ensure that no aspect of our work treats people unfairly. This applies to our work as an employer, a learning provider, a provider of products and services, a partner in the Sector Skills Council for Construction and as an Industry Training Board. Details of our progress will be included within our reporting documents and be subject to our internal audit procedures. Completed EIAs and the resulting changes to our policies, procedures, practices and unwritten activities will be available on the CITB-ConstructionSkills internal Hub and Website demonstrating transparency on the changes made as a result of our findings.

Leadership and Management

The Board Members are responsible for:

- Ensuring CITB-ConstructionSkills' governance arrangements are robust and well-managed to ensure that the organisation meets its obligations under the Equality Act and other relevant legislation
- Making sure the SES and its' procedures are followed
- Championing Equality and Diversity in the built environment and construction sector

The Chief Executive is responsible for:

- Giving a consistent and high profile lead on equality and diversity issues
- Promoting the SES and the SEAP
- Making sure the SES and its' procedures are followed



The Equality and Diversity Executive Champion is responsible for:

- Co-ordinating all work on equality and diversity with the Executive
- Preparing reports for the Executive and Board
- Chairing and directing the Equality and Diversity Steering Group
- Driving the equality and diversity agenda

Directors and Heads of Department are responsible for:

- Putting the equality and diversity policies, procedures and action plans into practice
- Taking management action to address any forms of discrimination

Equality and Diversity Steering Group responsibilities include but are not limited to:

- Reviewing the SES and ensuring that an action plan is put in place to deliver it
- Ensuring that policies, procedures, processes, literature and marketing collateral are all legally compliant and impact assessed
- Developing, agreeing and implementing a training programme for employees
- Communicating to staff as and when appropriate on equality and diversity matters and activities
- Ensuring that information sources, policies and procedures on equality and diversity matters are clearly signposted to staff
- Reviewing the data in order to assess learner and staff trends and taking management action where appropriate

All staff are responsible for:

- Promoting equality and diversity and addressing discrimination that is contrary to CITB-ConstructionSkills policies or procedures or against the law
- Participating in equality and diversity training and learning opportunities where appropriate

Monitoring / Reviewing

We also commit to measuring, monitoring, reviewing and responding to the diversity of the construction industry workforce, our learners and our staff. We will identify and work to address any gaps in our performance through quality improvement and the development of our SEAP. Our progress will be reported every year in the Annual Diversity Scorecard as part of the CITB-ConstructionSkills Annual Report.

Reporting

The Responsible People for each Scheme Specific Section will make bi-annual progress reports on our equality plans to the Equality and Diversity Steering Group. The Steering Group reports to the CITB-ConstructionSkills Executive Team quarterly, to the CITB-ConstructionSkills Board twice a year and to the CITB-ConstructionSkills Audit Committee twice a year. We will also report progress by publishing information internally on the Hub and externally on the CITB-ConstructionSkills website and through the Annual Report.

Our work will be recorded, monitored and published in the following ways:

- Our SES, SEAP and related procedures, annually
- An Annual Diversity Scorecard as part of the CITB-ConstructionSkills Monthly Reporting consisting of measures for learners, staff and for industry
- EIA of key changes and developments as they arise

Partnerships

CITB-ConstructionSkills is aware that we require support and professional advice from experts in equality and diversity to ensure continuous improvement and maintain focus on the issues.

Current partners are:

- Equality and Human Rights Commission
- Equality North East
- Chwarae Teg (Wales)
- Stonewall
- Employers Forum on Disability
- The UKRC



Stakeholders

Stakeholders who will assist and support our leadership of equality and diversity into the built environment and construction sector are:

- Construction Leadership Diversity Forum (CLDF)
- UK Contractors Group Diversity Group (UKCG)
- Regional Development Groups/Local Enterprise Partnerships (LEPs) Local Authorities
- Major projects e.g. Women in Construction project Olympic Delivery Authority (ODA)
- Women and Work, UK Commission for Employment and Skills
- Department for Business Innovation and Skills (BIS)
- Scottish Resource Centre for Women in Science & Engineering (SRC for WISE)
- Scottish Building and Apprenticeship Training Council (SBATC)
- Skills Development Scotland (SDS)
- Welsh Assembly Government (WAG)
- National Skills Academies

Consultation

CITB-ConstructionSkills understands that they cannot do this work alone and talking to the construction representative bodies/committees, construction employers, equality and diversity specialists, learners and CITB-ConstructionSkills staff will be very important for making sure we meet the needs and expectations of everyone involved.

Stakeholders will be involved formally through a number of CITB-ConstructionSkills structures and processes:

- Membership of the Board
- Consultation with learners, staff, etc
- Direct involvement in specific development activities and projects
- Membership and consultation with external groups and forums e.g. Construction Leadership Diversity Forum (CLDF), UKCG Diversity Group, etc
- Membership of and consultation with specific experts e.g. Stonewall, The UKRC, Employers Forum on Disability etc.
- Scottish Resource Centre for Women in Science Engineering and Technology
- NSPCC
- Employment Service (Jobcentre Plus)
- Careers Service (Scotland, Wales and England)
- Stephen Lawrence Trust
- Next Step

Cascading Equality and Diversity Requirements to Subcontractors

CITB-ConstructionSkills requires individuals and organisations who work with us to accept their responsibility to address equality and diversity within their work with us. In order to ensure this happens in all contracts, CITB-ConstructionSkills includes standard paragraphs ensuring:

- The supplier shall not unlawfully discriminate within the meaning and scope of any law, enactment, order or regulation relating to discrimination
- The supplier shall comply at all times and in all respects with the CITB-ConstructionSkills SES as amended from time to time
- The supplier shall take all reasonable steps to secure the observance of the above clause by all Staff employed in the execution of this contract.

We support suppliers by providing access to our own SES and SEAP. If suppliers fail to comply with our equality and diversity requirements, action will be taken which may include withdrawal of the contract.

Successes

- We have introduced a zero tolerance approach on all forms of discrimination
- Learners succeed well without any significant gaps in achievement, however women slightly outperform men
- Distance travelled is outstanding, many learners start with a low academic profile, but most complete their programme and successfully achieve
- We have developed real measures to identify and address the diversity of our learners in the form of Equality and Diversity Impact Measures (EDIMs)
- CITB-ConstructionSkills directorates are developing case studies of real people working in the sector to celebrate the diversity of our learners and the industry workforce
- The diversity of the CITB-ConstructionSkills Board membership was considered and is now more representative of the diversity of the sector
- To lead change, the CITB-ConstructionSkills Board includes equality and diversity issues in their meetings and have requested CITB-ConstructionSkills are included in related groups e.g. UKCG Diversity Group
- Procedures are in place to ensure that all new CITB-ConstructionSkills policies are impact assessed as part of the development process
- All CITB-ConstructionSkills Directors are considering the gender make up of the Corporate Work Groups who develop the CITB-ConstructionSkills Core Strategies.

The Single Equality Action Plan (SEAP)

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This documents the action plans (who, when, how) that are being put in place to deliver the specific objectives that flow from the SES Strategy. This will be the working document by which we monitor and review the progress being made. All actions from the SEAP are carried over into the Corporate Business Plan, Directorate Business Plans or Operational Plans as appropriate.

Priorities for 2011- 2014

The priority actions for CITB-ConstructionSkills over the lifespan of our SES will be:

- To continue to improve the working practices of CITB-ConstructionSkills to support learners, staff, applicants for employment, customers and suppliers across all the protected characteristics
- To develop a strategy to demonstrate a leadership role in equality and diversity for the built environment and construction sector
- To promote the business case for diversity and represent the built environment and construction sector with the people in government who make the decisions
- To develop and implement an Equality and Diversity Impact Measures (EDIMs) Strategy for CITB-ConstructionSkills' learning provision
- To develop products and services to support a step change in the built environment and construction sector in relation to equality and diversity good practice.

Single Equality Action Plan (SEAP)

CITB-ConstructionSkills as a Leader

Priorities for 2011/14		Action Plan 2011/14	By when	By whom
1	<p>Objective – To obtain recognition for the development of equality and diversity practice both internally and externally from employer and stakeholders</p> <p>Impact – CITB-ConstructionSkills is recognised as an exemplar organisation in terms of our equality and diversity practice as an employer, and promotion of equality and diversity to the sector and other organisations</p>	a. Maintain the Equality Standard, including E&D in business planning, driving inclusion of E&D across all directorates and improving internal and external communication	30th Nov 2012	Corporate Planning Manager/ Heads of Finance and Planning/ Account Manager (E&D)
		b. Recognition of CITB-ConstructionSkills 'increasing opportunities to develop the skills of everyone in the workplace including action on equality and diversity' Employer and Stakeholder Survey	Item included for 2011. Reported annually	Performance Manager (C&C)
2	<p>Objective – Develop and implement a strategy to demonstrate a leadership role to challenge the industry to embrace equality and diversity in pursuit of improved business performance and to comply with current and emerging legislation</p> <p>Impact – CITB-ConstructionSkills is a lead organisation for equality and diversity in the sector, promoting good practice across the industry ensuring one industry voice</p>	a. Development / implementation of an E&D Leadership Strategy	April 2011 onwards	NCC Director
		b. Provide accurate and authoritative Labour Market Intelligence for existing industry by protected characteristics and future workforce	April 2011	Skills Strategy Director
		c. Ensure diversity is integrated into the CITB-ConstructionSkills IAG policy and procedures	31st March 2011	Sector Strategies Manager (Careers) (SS)
3	<p>Objective – To promote the Business Case for diversity and represent the construction sector with the people in government who make the decisions</p> <p>Impact – Coherent messages across the built environment and construction sector and with devolved nations and regions ensuring equality and diversity is embedded across the sector</p>	a. Ensure E&D is included in discussions with government representatives in England Scotland and Wales	Ongoing	Directors of NCC, Employer Services and Skills Strategy
		b. Inclusion of E&D in all regional work including local area meetings and action plans, staff responsibilities (Skills Strategy, Employer Services and NCC Staff) with systems in place for quarterly reporting to the Equality and Diversity Steering Group	Immediate	Regional Delivery Managers (ES)/ Sector Strategy Managers (SS)/ Product Managers (NCC)

Responsible Person – Equality and Diversity Executive Champion

CITB-ConstructionSkills as a Learning Provider

Priorities for 2011/14		Action Plan 2011/14	By when	By whom
4	<p>Objective – Ensure that learning programmes are accessible and potential learners benefit from effective information, advice, guidance and support</p> <p>Impact – Programmes are promoted to all, potential learners make well informed choices and are supported through the recruitment process</p>	a. Understand and take steps where appropriate to address under-representation in learner recruitment (Equality and Diversity Impact Measures, EDIMs), comparing recruitment statistics with regional and national benchmarks quarterly	Ongoing	Employer Services Director/ Head of Vocational Services (NCC)
		b. Identify any barriers, and develop means to remove these in promotion/ publicity material and activities	Quarter 1, 2011	Communications and Change Director
		c. Review policy for schools liaison and recruitment activity to address any under-representation	Quarter 1, 2011	Employer Services Director/ Skills Strategy Director
5	<p>Objective – Any achievement gaps across learner groups are identified and narrowed</p> <p>Impact – All learners have the best opportunity to fulfil their potential</p>	a. Identify and take appropriate steps to address any differences in success rates across groups	Quarterly	NCC Director/ Employer Services Director
		b. Compare success rates with national benchmarks	Quarterly	
		c. Identify potential barriers to learning and appropriate support where needed to overcome these	Quarterly	
6	<p>Objective – Ensure that an effective exit strategy is in place to support learner progression within learning and employment</p> <p>Impact – Learners are well informed and inspired to progress in their education and the workplace</p>	a. Identify and take appropriate steps to address differences in progression across learner groups	Quarterly	NCC Director/ Employer Services Director
		b. Determine factors that influence differences in progression and revise exit strategy to address these.	Quarterly	
		c. Identify further development/ support needs as appropriate to aid progression and signpost as appropriate	Quarterly	
7	<p>Objective – Ensure learners benefit from a high quality learning programme</p> <p>Impact – Learners enjoy their learning programme and feel inspired to succeed and progress</p>	a. Identify and take appropriate steps to address differences in enjoyment across learner groups	Ongoing	NCC Director/ Employer Services Director
		b. Make effective use of learner forums to measure enjoyment and to inform improvement.	Ongoing	

Responsible Person – Head of Vocational Services

CITB-ConstructionSkills as a Provider of Products and Services

Priorities for 2011/14		Action Plan 2011/14	By when	By whom
8	<p>Objective – Ensure all CITB-ConstructionSkills products and services provided are accessible for all people and promoted to a diverse customer base</p> <p>Impact – An increased customer base with diverse representation from companies and individuals leading to a more visible diverse construction workforce</p>	<p>a. Review current data on customers</p> <p>b. Analysis to identify gaps</p> <p>c. Review activity to fill gaps</p> <p>d. Monitoring of customers</p> <p>e. Commitment to review actions</p> <p>f. Annual reporting</p>	2011 Business Planning Cycle	Directorate Product Managers/ Account Manager (C&C)
9	<p>Objective – To develop equality and diversity support materials and training for the construction industry, to provide solutions to meet the Equality and Diversity Leadership Challenge and promote the business case to the industry.</p> <p>Impact – A UK construction industry with awareness of the benefits of a diverse workforce and the ability to embed good practice into their work</p>	<p>a. Develop strategy through consultation with staff</p> <p>b. Develop products including information and training</p> <p>c. E&D on ConstructionSkills website</p> <p>d. Commit to frequent review</p> <p>e. Train CITB-ConstructionSkills staff to support the E&D programme (Corporate Training Programme)</p>	<p>Quarter 1 2011 End of June 2011 and ongoing</p> <p>Annual / as required</p>	NCC Director/ Product Development Manager, E&D (ES)/ Account Manager (C&C)/ Training and Development Manager

Responsible Person – Head of Product Development

CITB-ConstructionSkills as an Employer

Priorities for 2011/14		Action Plan 2011/14	By when	By whom
10	<p>Objective – To develop and maintain effective governance and consultation processes across the organisation.</p> <p>Impact – Good quality dialogue and timely changes to policies and procedures</p>	a. Establish a clear consultation dialogue on E&D issues with Unions, Management Employee Representative Forum and Staff Forums	Oct 2010 and ongoing	Head of HR
		b. Develop with Employment Adviser horizon scanning processes for E&D Employment Law issues and cases, identifying any necessary changes to policies and procedures	November 2010 and ongoing	Head of HR Employment Adviser
11	<p>Objective – Effective communications and marketing of equality and diversity issues and the benefits of a diverse workforce both internally and with the built environment and construction sector</p> <p>Impact – Increased awareness of E&D activities and their impact in developing a sense of inclusiveness and the importance of diversity internally and with the built environment sector</p>	a. Develop and promote equality and diversity communications strategy for staff as linked into overall E&D Communications Strategy	Jan 2011 and ongoing	Internal Comms/ Head of HR
		b. Introduce a 'Focus on Diversity', a range of events and activities to promote equality, diversity and wellbeing	3rd Quarter 2011	Head of HR/ Internal Comms
		c. Ensure that recruitment marketing materials and activities are diverse and inclusive	Jan 2011 and ongoing	Head of HR
		d. Ensure induction processes are in place so all new employees are aware of CITB-ConstructionSkills commitment to E&D	Ongoing	Training Manager
12	<p>Objective – Effective monitoring and analysis of staff diversity data</p> <p>Impact – The ability to recommend and instigate action on the basis of analysis of diversity data</p>	a. Appropriate monitoring is undertaken and reported on an annual basis in respect of protected characteristics and action taken to address any issues identified including the development of appropriate benchmarks	4th Quarter Annually	HR Operations Manager
		b. Collect and analyse additional types of quantitative data including recruitment, training and development requests granted/denied, disciplinary and grievance action taken etc.	Sept 2010 and ongoing	HR Operations Manager
		c. Regular staff surveys to provide a baseline of qualitative information (e.g. perception and experience) and then track progress in terms of motivation and employee engagement)	Autumn 2010 and ongoing	Head of HR/ HR Programme Manager
		d. Consider flexible working practices as part of overall focus on new reward structure to promote flexible working patterns which meet the needs of the organisation and employees	2011 and ongoing into 2012	Head of HR/ HR Programme Manager

Responsible Person – Head of Human Resources

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CITB-ConstructionSkills, CIC and CITB Northern Ireland are working as ConstructionSkills, the Sector Skills Council for Construction. (CITB-ConstructionSkills registered charity number 264289)