

MAYOR OF LONDON

The GLA ESF Co-Financing Programme

Gender Equality and Equal Opportunities Implementation Plan

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The Mayor's ESF 2019-23 Programme: Gender Equality and Equal Opportunities Implementation Plan

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Greater London Authority CFO

The GLA is committed to gender equality and equal opportunities and the application of policies to support and promote these aims within the GLA ESF Co-Financing Programme. This Implementation Plan has been developed to ensure compliance internally within the CFO team, and by providers entering into contracts and agreements with the GLA to deliver projects funded through the GLA ESF Co-Financing Programme and their sub-contractors and delivery partners. The Implementation Plan specifically covers the following areas:

- Staff (including providers and sub-contractors)
- Participants
- Performance
- Review
- Communication

AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
STAFF					
GLA	Gender Equality and Equal Opportunities (EO) Policies which meet minimum ESF requirements.	The GLA ESF Co-Financing Programme' specific Gender Equality and EO Policy and Implementation Plan	The GLA's ESF Co-Financing Programme' specific Gender Equality and EO Policy and Implementation Plan agreed and signed off by the European Programmes Management Unit (EPMU).	GLA Skills and Employment (S&E) Team (CFO)	GLA S&E Team (CFO)
	GLA CFO Staff aware of Equality and Diversity (E&D)	Comprehensive GLA Staff Induction covers E&D and inclusion. GLA policies and	GLA Staff Induction in place covering E&D, (see staff induction booklet (http://intranet.london.gov.uk/node/13502) provided to new staff. Dignity and	GLA HR Team (all teams within GLA are required to implement	GLA HR Team

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
	<p>policies and plans, reporting mechanisms in place to deal with alleged cases of bullying, harassment and discrimination. Actions to help ensure that staff have equality objectives in personal development and appraisal processes.</p>	<p>procedures covering E&D, bullying and harassment. Dignity and inclusion behaviours are integrated within the competency framework which forms part of the annual performance review and personal development planning.</p>	<p>Inclusion training for all staff and a Dignity at Work policy specifically covering bullying, harassment and discrimination is in place. Competency Framework guidelines in place (http://intranet.london.gov.uk/content/competency-framework-guidelines) and training available for all managers and staff on holding and getting the most out of the annual performance review and personal development planning/objective setting process. All available for review by EPMU / relevant audit authority/ies).</p>	<p>corporate procedures)</p>	
	<p>E&D training embedded within recruitment and selection procedure, including annual monitoring of staff characteristics (including sex, race, disability & age)</p>	<p>Recruitment and selection procedures. Annual monitoring reporting of staff characteristics</p>	<p>GLA recruitment selection policy and procedures (http://intranet.london.gov.uk/content/recruitment-and-selection-policy) in place and available for review by EPMU and/or relevant audit authority/ies. GLA recruitment and selection training must be attended by all involved in recruitment (http://intranet.london.gov.uk/pages/competency-based-recruitment-and-selection-course-outline). Monitoring and reporting of staff characteristics by team is undertaken by the HR team and reported to Senior</p>	<p>GLA HR Team (all teams within GLA are required to implement corporate procedures)</p>	<p>GLA HR Team</p>

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
			Managers.		
	Reasonable adjustments made to ensure protected characteristics are not a barrier to employment and full engagement.	Recruitment and selection procedures. Flexible working policies (where applicable).	GLA Reasonable Adjustment Guidance (http://intranet.london.gov.uk/pages/managing-disabled-staff-%E2%80%93-managers%E2%80%99-guidance) disseminated to managers and available for review by relevant audit authority. The GLA operates a guaranteed interview scheme which provides for disabled applicants for jobs to be automatically selected for interview if they meet the essential criteria for the job. The GLA offers a wide range of flexible working arrangements (http://intranet.london.gov.uk/pages/flexible-working-arrangements) which form part of the terms and conditions of employment (http://intranet.london.gov.uk/node/7291) and are available for review by EPMU and/or relevant audit authority/ies.	GLA HR Team (all teams within GLA are required to implement corporate procedures)	GLA HR Team
Providers	Gender Equality and EO Policies throughout supply chain meeting minimum ESF requirements.	Provider has Gender Equality and EO Policy and Implementation Plan	Confirmation that provider has Gender Equality and EO Policy and Implementation Plan in place prior to start of delivery.	Provider	GLA S&E Delivery Teams (CFO)

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
	Staff aware of E&D and reporting mechanisms in place to deal with alleged cases of bullying, harassment and discrimination.	Provider's staff Induction processes, training and/or materials covers E&D, including mechanisms for reporting and tackling bullying, harassment and discrimination.	Confirmation as part of regular monitoring by GLA S&E Delivery Team that provider's Staff Induction processes, training and/or materials cover E&D, including mechanisms for reporting and tackling bullying, harassment and discrimination.	Provider	GLA S&E Delivery Teams (CFO)
	E&D training embedded within recruitment and selection procedure, including annual monitoring of staff characteristics (including sex, race, disability & age)	Recruitment and selection procedures. Annual monitoring reporting of staff characteristics	Confirmation as part of regular monitoring by GLA S&E Delivery Team that provider's recruitment and selection policy and procedures include E&D. Confirmation by GLA S&E Delivery Team, during monitoring visits, of annual collation of staff characteristics and of a review of these by provider's senior management team.	Provider	GLA S&E Delivery Teams (CFO)
	Reasonable adjustments made to ensure protected characteristics	Recruitment and selection procedures. Flexible working policies in place (where applicable).	Confirmation as part of regular monitoring by GLA S&E Delivery Team that relevant policy and procedures include reasonable adjustments.	Provider	GLA S&E Delivery Teams (CFO)

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
	are not a barrier to employment and full engagement.				
Sub-contractors	Gender Equality and EO Policies throughout supply chain meeting minimum ESF requirements.	Sub-Contractors have Gender Equality and EO Policy and Implementation Plan	Confirmation from provider that their sub-contractors have Gender Equality and EO Policies and Implementation Plans in place prior to start of delivery. GLA S&E Delivery Teams to confirm during regular monitoring visits that evidence is in place to confirm provider checked this.	Sub-contractor	Provider
	Staff aware of E&D and reporting mechanisms in place to deal with alleged cases of bullying, harassment and discrimination.	Comprehensive Staff Induction covering E&D	Confirmation from provider that their sub-contractors have a Staff Induction in place covering E&D and procedures for reporting and managing bullying, harassment and discrimination prior to commencement of delivery. GLA S&E Delivery Teams to confirm during regular monitoring visits that evidence is in place to confirm provider checked this.	Sub-contractor	Provider
	E&D training embedded within recruitment and selection procedure, including annual	Recruitment and selection procedures. Annual monitoring reporting of staff characteristics	Confirmation from provider that their sub-contractors have E&D training embedded within recruitment and selection procedures prior to start of delivery and undertake annual monitoring of staff characteristics. GLA S&E Delivery Teams to confirm	Sub-contractor	Provider

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
	monitoring of staff characteristics (including sex, race, disability & age)		during regular monitoring visits that evidence is in place to confirm provider checked this.		
	Reasonable adjustments made to ensure protected characteristics are not a barrier to employment and full engagement.	Recruitment and selection procedures. Flexible working policies in place (where applicable).	Confirmation from provider that their sub-contractors' recruitment and selection procedures incorporate reasonable adjustments and flexible working policies are in place prior to start of delivery. GLA S&E Delivery Teams to confirm during regular monitoring visits that evidence is in place to confirm provider checked this.	Sub-contractor	Provider
PARTICIPANTS					
Providers	Participants are fully aware of relevant E&D policies including policies and procedures for reporting bullying etc.	Participant induction process.	GLA S&E Delivery Teams to review and confirm prior to delivery that provider's participant induction process includes E&D, plus policies and procedures for reporting and tackling bullying, harassment and discrimination.	Provider	GLA S&E Delivery Teams (CFO)
	Buildings / facilities used are fully	Participant feedback form.	GLA S&E Delivery Teams to review and confirm prior to delivery that provider's participant feedback/experience form	Provider	GLA S&E Delivery Teams (CFO)

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
	accessible.		includes feedback on accessibility of buildings and/or facilities.		
	Key documents available in appropriate format when requested.	Gender Equality and EO policy includes statement relating to availability of documents in appropriate formats. Participant feedback form.	Confirmation that provider has Gender Equality and EO Policy and Implementation Plan in place prior to start of delivery. GLA S&E Delivery Teams to review and confirm that this includes a statement relating to availability of documents in appropriate formats. GLA S&E Delivery Teams to review and confirm prior to delivery that provider's participant feedback/experience form includes feedback on accessibility of relevant documentation and availability in alternative formats.	Provider	GLA S&E Delivery Teams (CFO)
	Quality assurance embedded within the programme.	Provider has quality monitoring and management system in place.	Confirmation that provider has quality monitoring and management system in place prior to start of delivery..	Provider	GLA S&E Delivery Teams (CFO)
Sub-Contractors	Participants are fully aware of relevant E&D policy including mechanism for reporting bullying etc.	Participant induction process.	Provider to review and confirm to GLA prior to delivery that sub-contractors' participant induction processes includes E&D, plus policies and procedures for reporting and tackling bullying, harassment and discrimination. GLA S&E Delivery Teams to confirm during regular monitoring visits that evidence is in place to confirm provider	Sub-Contractor	Provider

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AREA OF FOCUS	OBJECTIVE	EVIDENCE	MONITORING	RESPONSIBILITY	REVIEWING RESPONSIBILITY
			checked this.		
	Buildings/facilities used are fully accessible.	Participant feedback form.	Provider to review and confirm prior to delivery that sub-contractors' participant feedback/experience forms include feedback on accessibility of buildings and/or facilities. GLA S&E Delivery Teams to confirm during regular monitoring visits that evidence is in place to confirm provider checked this.	Sub-Contractor	Provider
	Key documents available in appropriate format when requested.	Gender Equality and EO policy includes statement relating to appropriate formats Participant feedback form.	Confirmation from provider that their sub-contractors have Gender Equality and EO Policies which refer to provision of documents and materials in alternative formats in place prior to start of delivery. Provider to review and confirm prior to delivery that sub-contractors' participant feedback/experience forms include feedback on alternative formats. GLA S&E Delivery Teams to confirm during regular monitoring visits that evidence is in place to confirm provider checked this.	Sub-Contractor	Provider
PERFORMANCE					
GLA	Quarterly review of E&D data (outputs and Results).	E&D data (for outputs and Results) submitted with each claim. Action/Recovery plans	E&D data reported by the provider to the GLA with each claim and by the GLA with each ESF claim to the Managing Authority.	Providers GLA S&E Delivery Teams (CFO)	GLA S&E Delivery Teams (CFO)

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		agreed with provider(s) as part of regular monitoring and performance management by GLA S&E Team	GLA monitor performance against targets at project and programme level through reporting to S&E Programmes Board. Where required, GLA S&E Delivery Teams (CFO) agree and monitor progress against actions to improve project equalities performance with providers through the regular monitoring and performance review process.		
Provider	E&D data (outputs and Results) collated and reported to GLA.	Submission of E&D data (for outputs and Results) with each claim.	Review of E&D data submitted with claims.	Provider	GLA S&E Delivery Teams (CFO)
Sub Contractor	E&D data (outputs and Results) collated and reported to provider.	Submission of E&D data (for outputs and Results) with each claim to provider.	Review of E&D data submitted with claims. Where required, provider agrees and monitor progress against actions to improve sub-contractor's equalities performance	Sub-Contractor	Provider
REVIEW					
GLA	Annual review of E&D Policy and Implementation plans.	Revised E&D Plan and Implementation Plan, where relevant.	Review of E&D Policy & Implementation Plan on a periodic basis by GLA S&E Senior Management Team. Any proposed revisions to be agreed by EPMU.	GLA S&E Senior Management Team (CFO)	GLA S&E Senior Management Team (CFO)
Provider	Regular review of E&D Policy and	Revised provider's E&D Plan and Implementation Plan, where applicable.	Review by provider of their E&D Policy & Implementation Plan on a periodic basis.	Provider	GLA S&E Delivery Teams (CFO)

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	Implementation Plan.		Any necessary revisions to be shared with GLA S&E Delivery Teams (CFO). GLA S&E Delivery Teams (CFO) to confirm evidence of review having taken place through normal monitoring visits.		
Sub Contract or	Regular review of E&D Policy and Implementation Plan.	<ul style="list-style-type: none"> Revised sub-contractors' E&D Plans and Implementation Plans, where applicable. 	Review by sub-contractors of their E&D Policy & Implementation Plan on a periodic basis. Provider to check that review has taken place. Any necessary revisions to be confirmed with the provider. GLA S&E Delivery Teams to review evidence through normal monitoring visits that provider has checked that sub-contractors have reviewed policies and plans and any changes have been agreed by the provider.	Sub-contractor	Provider
COMMUNICATION					
GLA	Programme specific E&D Policy and Implementation Plan is communicated to staff, providers and participants.	Staff Induction and update for existing staff.	Review of staff induction and update for existing staff.	GLA S&E Team (CFO)	GLA S&E Team (CFO)
	Marketing and promotional materials are	Copies of marketing and promotional material	Review of marketing and promotional material to ensure consistent approach, where applicable, to be signed off by	GLA S&E Delivery Teams (CFO)	GLA S&E Delivery Teams (CFO)

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	appropriately inclusive.		EPMU		
	Dissemination of information demonstrating engagement of participants from all backgrounds.	Case Studies	Preparation and dissemination of high-quality case studies.	GLA S&E Delivery Teams (CFO)	GLA S&E Delivery Teams (CFO)
Provider	Relevant E&D Policy and implementation plan communicated to staff, sub-contractors and participants.	Comprehensive Staff Induction and update for existing staff. Comprehensive induction process covering E&D for participants. Sub-contractor SLA covers E&D polices and implementation plan	Confirmation that: <ul style="list-style-type: none"> - staff induction - updates for existing staff - participant induction - sub-contractor SLA all incorporate relevant E&D Policy and Implementation Plan through review of evidence by GLA S&E Delivery Teams at monitoring visits.	Provider	GLA S&E Delivery Teams (CFO)
	Marketing and promotional materials are fully inclusive.	Copies of marketing and promotional material	Review of provider's marketing and promotional material by GLA S&E Delivery Teams (CFO) prior to delivery to ensure consistent approach. Where applicable/necessary, marketing materials to be approved by GLA S&E Delivery Teams (CFO).	Provider	GLA S&E Delivery Teams (CFO)
	Dissemination of information demonstrating engagement of participants from	Case Studies	Preparation and dissemination of high-quality case studies.	Provider	GLA S&E Delivery Teams (CFO)

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	all relevant backgrounds and a range of protected characteristics.				
Sub-contractor	Relevant E&D Policy communicated to staff and participants.	Comprehensive Staff Induction and update for existing staff. Comprehensive induction process covering E&D for participants.	Confirmation from provider that sub-contractors': <ul style="list-style-type: none"> - staff induction - updates for existing staff - participant induction - sub-contractor SLA all incorporate relevant E&D Policy and Implementation Plan. GLA S&E Delivery Teams to review evidence to support provider's confirmation at monitoring visits.	Sub-Contractor	Provider
	Marketing and promotional materials are fully inclusive.	Copies of marketing and promotional material	Review of sub-contractor's marketing and promotional material by provider prior to delivery to ensure consistent approach. Where applicable/necessary, marketing materials to be approved by GLA S&E Delivery Teams (CFO).	Sub-contractor	Provider
	Dissemination of information demonstrating engagement of participants from all relevant backgrounds and a range of	Case Studies	Preparation and dissemination of high-quality case studies.	Sub-contractor	Provider

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	protected characteristics.				

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