Equalities and Diversity Action Plan

July 2017

Introduction and context

CILIP is the UK's library and information association. Our goal is to 'put library and information skills and professional values at the heart of a democratic, equal and prosperous society'.

Our 2016-2020 *Action Plan* states that a 'key driver' across all of our work is to 'champion equality and diversity'. We have a variety of documents and policies which reinforce our commitment to equality of opportunity, including a Board/Presidential Team Declaration on Equalities, Diversity and Inclusion.

However, despite saying – and in some cases, doing – the 'right things', we do not feel that equalities and diversity are really 'living' values at the heart of our organisation (although they are absolutely core to the values many of us bring to our work as individuals). Our aim is to transform the way we think about equalities, diversity and inclusion so that they move from being something we talk about to a set of values which define us and which we see as fundamental to our success as an organisation.

To this end, we have committed to creating, implementing, monitoring and improving an Equalities and Diversity Action Plan with the aim of becoming an organisation that truly represents and achieves diversity and celebrates and encourages it in others.

Equalities and Diversity Action Plan

The Equalities and Diversity Action Plan sets out our actions in five areas:

- **CILIP as an organisation**
- **Diversity & the membership**
- **Diversity & the profession**
- **Celebrating diversity**
- **Diverse and inclusive library, information and knowledge services**

CILIP The library and information association

The table below sets out a timeline for the Action Plan. It includes "quick wins" to allow us to make positive progress toward our overall goal of becoming an organisation that celebrates and reinforces equalities, diversity and inclusion, as well as longer term-goals and actions to address the issues we have identified that are more embedded and structural.

Table 1 (See also Table 2 for complementary presentation of the timeline, pp11-12)

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
CILIP as an organisation	Publish the **Equalities and Diversity Action Plan and slide show** (1)	By Q3	YM to co-ordinate	Commit to positive action in **Board recruitment and development** in order to overcome inequality manifest in the profession and professional leadership (23)	From 2018 (to include elections held for Board in 2018)	SMT (Senior Management Team), Board and Presidential Team
	Publish a **Board/Presidential Team Declaration** committing to leading CILIP's development as an organisation that promotes and celebrates equalities, diversity and inclusion and proactively challenges structural inequality (2)	By Q3	Board and Presidential Team	Embed equalities, diversity and inclusion as a presentation at the annual **Board and Presidential Team Induction Day** in January (24)	Ongoing from Jan 2018	SMT (AI to add to schedule for the day)
	Require **Equalities Impact Assessments** for all new projects and programmes, and incorporate requirement into Board papers (3)	From Q2 2017	Leadership Team	Investigate **approaches to recruitment and selection** in other organisations/sectors that have yielded positive results (such as gender-blind recruitment or	From 2019	JC

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
				lifting requirements for academic qualifications) (25)		
	Continue to **monitor equalities and diversity** as part of HR practice (noting that with ~50 staff it is difficult to create a meaningful statistical picture) (4)	Ongoing	JC	Hold an **annual equalities and diversity staff development day** (26)	From 2018	JC, Leadership Team, GD, YM
	Ensure that equalities and diversity is **a standing item** on the Leadership Team's agenda (5)	From Q3 2017	Leadership Team	Ensure that the **Masterplan for the development of Ridgmount Street includes an Equalities Impact Assessment** of the programme and that we act on any recommendations arising from this (27)	From 2018 to 2020	JC
	Induct staff (as appropriate, on a project-by-project basis) in conducting an **Equalities Impact Assessment** (6)	From Q4 2017 (as required)	Leadership Team			
	Review the form used for **Equalities Impact Assessments** (7)	By Q3	Leadership Team			
	Perform **retrospective Equalities Impact Assessments** on live work programmes (8)	From Q4 to Q2 2019 (18 month project)	SMT & Leadership Team			

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
	Ensure that our **external contracts are reviewed** with reference to our Ethical Principles and our obligations under the Equalities Act 2010 (9)	From Q4	SMT, Leadership Team			
	Create a publically available **central hub** for staff, Trustees, Presidential Team and Committees providing access to key statements, policies and other documents relating to equalities, diversity and inclusion (10)	Ongoing from Q4 2017	Policy Unit			
	Report on equalities and diversity in **the annual report** (11)	From Q4	CEO, Leadership Team			
	Engage with colleagues in **Scotland, Wales and Northern Ireland** to secure their involvement and learn from their practice (12)	Q3 & Q4 2017	CEO			
Diversity & the membership	Continue with the **review of the Ethical Principles**, with a mandate to Ethics Committee to reflect on how they could strengthen and reinforce goals in the Equality and Diversity Action Plan (13)	From Q1 2017 to Q3 2018	Ethics Committee, GD, YM	Undertake **targeted marketing of the new membership model**, with a specific goal to improve the diversity of our membership (28)	2018-2020	LSB & GA

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
	Strengthen the encouragement to new and renewing members to complete and amend the **online Equalities Data**, to provide a richer dataset to help understand the composition of the workforce (14)	From Q4 2017	SBE & LG			
	Explore **what data is required for the Equalities and Diversity Action Plan** and how this can be acquired (15)	Q3 2017	GD, LG, YM			
Diversity & the profession	**Develop an Equalities and Diversity pledge** and seek endorsement from other sector bodies (16)	Q3	Leadership Team, YM & GD	Work to improve the **quality and attractiveness of universally-available careers information** relating to the profession (29)	From 2018	LSB and MT

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
	Embed equalities and diversity in the **Public Libraries Skills Strategy** to provide a clear statement of commitment to improving equalities and diversity and representation across the profession (17)	Q3	MP	Embed equalities and diversity in the design phase for the **Workforce Strategy** to provide a clear statement of commitment to improving diversity and representation across the profession (30)	2018	SBE, MP
	Explore securing **funding from the Women into Leadership part of the Public Libraries Workforce Development work** (18)	Q3	NP	Subject to funding, **implement the Women into Leadership part of the Public Libraries Workforce Development work** (31)	2018	SMT, Leadership Team
				Embed equalities and diversity in the design phase for the **UK Information Skills Strategy** to provide a clear statement of commitment to improving diversity and representation across the profession (32)	2018	MP
				Identify and target **structural barriers to inclusion** through	Scoping documents/landscape reports in 2019	Leadership Team

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
				positive action, with specific emphasis on: • Age • Ethnicity • Gender (33)		
				Consider effective actions to make **Professional Registration and recognition** more accessible and attractive to a wider audience (34)	2018	LSB, MP
Celebrating diversity	Review the **Carnegie/Greenaway awards** (19)	Q2 2017 to Q 2 2018	Led by Margaret Casely-Hayford QC	Ensure that all sector **awards and recognitions** in the CILIP 'family' proactively promote and celebrate diversity, actively solicit nominations from a diverse field and are conducted with appropriate awareness of the risk of conscious and unconscious bias (35)	Q2/3 2018	Leadership Team
	Actively seek opportunities to **showcase diverse views and voices** from across the sector (20)	Ongoing 2017	SMT & Leadership Team	Formulate a clear **policy on diversity and representation in events organised by CILIP**, including Chairs, keynotes, speakers and panels (36)	2018	JR
	Build equalities and	Q3	GA	Seek out opportunities to	From 2018	SMT,

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
	diversity into the **editorial framing of CILIP's new magazine** (21)			**lend CILIP's voice to equalities and diversity related activities and programmes** (37)		Leadership Team
	Make equality and diversity a **theme of Content Group meetings** (22)	From Q3	SBE	Embed equalities and diversity into the **corporate marketing and presentation of CILIP** (38)	From 2018	MT, Leadership Team
Diverse and inclusive library, information and knowledge services				Promote & encourage actions which ensure that **library, information and knowledge services are delivered in accordance with professional ethics & legal compliance** (Equalities Act 2010) (39)	From Q3 2018	Subject to discussion with CDEG (and following report of the Ethics Review) SMT, Leadership Team
				Promote & encourage actions which **recognise and celebrate best practice by employers** in the sector in promoting equalities and diversity (by, for example, keying into existing awards) (40)	From 2019	Subject to discussion with CDEG SMT, Leadership Team
				Promote & encourage actions which **promote diversity at Board and Trustee-level** in libraries and managing	From 2019	Subject to discussion with CDEG SMT,

	Quick wins (by Q4 2017)	Date	Responsibility of:	Longer-term goals (by 2020)	Date	Responsibility of:
				organisations (41)		Leadership Team
				Promote & encourage actions which **engage proactively in other (non-sector) initiatives** which promote equalities, diversity and inclusion (42)	From 2018 (as appropriate)	Subject to discussion with CDEG SMT, Leadership Team
				Promote & encourage actions which encourage information management, knowledge management and library staff to be proactive in **seeking user participation in the development of their services** (43)	From Q4 2018 to 2019	Subject to discussion with CDEG SMT, Leadership Team
				Promote **innovative approaches to the development of library, information and knowledge services**, including exploring new models of governance, delivery and staffing that foster equalities, diversity and inclusion (44)	2018 to 2020	Subject to discussion with CDEG SMT, Leadership Team

In the short term CILIP will **work with existing partners** such as Amnesty, CDEG and The Network to improve our awareness and understanding of issues relating to diversity, identity, equalities and inclusion. In the longer-term we will actively seek to **develop new partnerships** with organisations that are acknowledged for their practice in equalities, diversity and inclusion and learn from their best practices.

Table 2: Timeline for the Equality and Diversity Action Plan

Action number (see table 1 for numbers)	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	2019	2020
1			Publish by							
2			Publish by							
3		Commence								
4	Ongoing									
5			Commence							
6				Commence						
7			Complete							
8				Commence					Complete	
9				Commence						
10				Set up by						
11				Commence						
12			Commence	Complete						
13	Commence						Complete			
14				Commence						
15			Complete							
16			Complete							
17			Complete							
18			Complete							
19		Commence				Complete				
20	Ongoing									
21			Commence							
22			Commence							
23					Commence					
24					Commence					

	Q1 2017	Q2 2017	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	2019	2020
25									Commence	
26					Commence*					
27					Commence*					Complete
28					Commence*					Complete
29					Commence*					
30					Commence*					
31					Commence*					
32					Commence*					
33									Commence	
34					Commence*					
35						Commence	Complete			
36					Commence*					
37					Commence*					
38					Commence*					
39							Commence			
40									Commence	
41									Commence	
42					Commence*					
43								Commence	Complete	
44					Commence*					Complete

Key:

Green: Commencement date

Red: Completion date

*Commencing sometime in 2018, quarter tbc