



Equalities and Diversity Action Plan

Review of progress

Overview

CILIP has committed to creating, implementing, monitoring and improving an Equalities and Diversity Action Plan¹ with the aim of becoming an organisation that truly represents and achieves diversity and celebrates and encourages it in others. The Action Plan was launched on July 31st 2017 and sets out 44 actions across 5 areas:

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

The Plan includes “quick wins” to be completed in 2017 and longer term-goals and actions to address, by 2020, the issues identified that are more embedded and structural.

Since the Plan was launched the Leadership Team*, responsible for overseeing many of the actions in it, has been placed in abeyance, there has been a focus on the implementation of YM and significant changes have been made to the Action Plan 2016-2020. This had resulted in some delays in commencing and/or completing some of the “quick wins” and means a number of the longer-term goals due to commence in 2018 will need to be reviewed.

This paper presents an update on the progress of all the actions scheduled to commence and/or be completed in 2017. It also includes a brief commentary on actions scheduled to commence and/or be completed in 2018. Actions that are outstanding and/ or that require review in light of the above are in red.

¹ The Equalities and Diversity Action Plan is online at <https://archive.cilip.org.uk/research/topics/equalities/equalities-diversity-action-plan>

*Note: 7 actions are focused on the Leadership Team and 14 are shared by SMT (or a member of SMT & the Leadership Team). In the table below Leadership Team has been replaced by SMT and/or Section Heads or Project Leads.

	Quick wins (by Q4 2017)	Date	Responsibility of:	Progress and comments
CILIP as an organisation	Publish the Equalities and Diversity Action Plan and slide show (1)	By Q3	YM to co-ordinate	Completed
	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	Completed
	Require Equalities Impact Assessments for all new projects and programmes, and incorporate requirement into Board papers (3)	From Q2 2017	Leadership Team SMT, Section Heads/Project Leads	See action 6. To commence in Q1 of 2018 once a new EIA process and form has been agreed.
	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	Ongoing
	Ensure that equalities and diversity is a standing	From Q3	Leadership Team SMT,	Awaiting confirmation

	Quick wins (by Q4 2017)	Date	Responsibility of:	Progress and comments
	item on the Leadership Team's agenda (5)	2017	Section Heads	of interim management structure.
	Induct staff (as appropriate, on a project-by-project basis) in conducting an Equalities Impact Assessment (6)	From Q4 2017 (as required)	Leadership Team SMT, Section Heads	See action 3 and 7. Inductions to begin in Q1 of 2018 once a new EIA process and form has been agreed.
	Review the form used for Equalities Impact Assessments (7)	By Q3	Leadership Team SMT, YM & GD	YM and GD to investigate new EIA process and form and SMT to agree by end Q4.
	Perform retrospective Equalities Impact Assessments on live work programmes (8)	From Q4 to Q2 2019 (18 month project)	SMT & Leadership Team Section Heads/Project Leads	See action 7. Retrospective Equalities Impact Assessments between Q1 2018 and Q2 2019
	Ensure that external contracts are reviewed with reference to our Ethical Principles and our obligations under the Equalities Act 2010 (9)	From Q4	SMT, Leadership Team	Delayed. Commence Q2 2018

	Quick wins (by Q4 2017)	Date	Responsibility of:	Progress and comments
	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	Completed, but needs transitioning to new YM site
	Report on equalities and diversity in the annual report (11)	From Q4 2017	CEO, Leadership Team	Work on Annual Report commences in Q2
	Engage with colleagues in Scotland, Wales and Northern Ireland to secure their involvement and learn from their practice (12)	Q3 & Q4 2017	CEO	Will be covered in the Four Nations planning meeting
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	Ongoing and on schedule
	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	We now have the right fields/questions in place in member profiles and members have the ability to keep their profiles up to date. As part of the implementation, all

	Quick wins (by Q4 2017)	Date	Responsibility of:	Progress and comments
				members are being driven to the new platform and are encourage to update their profile. Currently around 17.5% of members have updated their profile.
	Explore what data is required for the Equalities and Diversity Action Plan and how this can be acquired (15)	Q3 2017	GD, LG, YM	Delayed. Will review Q1 2018
Diversity & the profession	Develop an Equalities and Diversity pledge and seek endorsement from other sector bodies (16)	Q3	Leadership Team, SMT, YM & GD	Delayed until Q1 2018. YM and GD to draft a framework for the pledge
	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	Achieved: aim 2 of the PLSS directly relates to diversity and equalities, and recommendation 2.1 references work with Ethics Committee to develop a diversity

	Quick wins (by Q4 2017)	Date	Responsibility of:	Progress and comments
				and equality plan
	Explore securing funding from the Women into Leadership part of the Public Libraries Workforce Development work (18)	Q3	NP	Completed
Celebrating diversity	Review the Carnegie/Greenaway awards (19)	Q2 2017 to Q 3 2018	MT, CC. Led by Margaret Casely-Hayford QC	Ongoing with a revised end date of Sept 2018 (publication of final report)
	Actively seek opportunities to showcase diverse views and voices from across the sector (20)	Ongoing 2017	SMT & Leadership Team Sections Heads/Project Leads	
	Build equalities and diversity into the editorial framing of CILIP's new magazine (21)	Q3	GA or another member of his team.	This hasn't been done yet, but is underway. Consultation with CDEG suggested
	Make equality and diversity a theme of Content Group meetings (22)	From Q3	SBE	Group to be reviewed in 2018

	Longer-term goals (by 2020)	Date	Responsibility of:	Comments
CILIP as an organisation	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, Board and Presidential Team	Proposals for positive action need to be made to the April Board Meeting.
	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)	JC confirmed a presentation will form part of the Day
	Investigate approaches to recruitment and selection in other organisations/sectors that have yielded positive results (such as gender-blind recruitment or lifting requirements for academic qualifications) (25)	From 2019	JC	

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	Hold an annual equalities and diversity staff development day (26)	From 2018	JC, Leadership Team, Section Heads/Project Leads, GD, YM	To form one of a series of events in the culture change programme at CILIP in 2018 and as such could be funded from the Training Budget. Additionally YM will host a "brown bag lunch" about the Action Plan in Q1. There will also be equalities and diversity events at the CILIP Conference in July.
	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	JC confirmed this is on schedule to commence in 2018
	Issue a CILIP statement on sexual harassment and abuse (45)	Q1 2018	JC, GD, YM	This is a new addition to the Equalities and Diversity Action Plan
Diversity & the	Undertake targeted marketing of the new	2018-2020	LSB & GA	GA advises that diversity has been considered and reflected in

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membership	membership model , with a specific goal to improve the diversity of our membership (28)			all the new marketing and messaging that has been produced
Diversity & the profession	Work to improve the quality and attractiveness of universally-available careers information relating to the profession (29)	From 2018	LSB and MT	LSB thinks this should be achievable by Q2 2018
	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	
	Subject to funding, implement the Women into Leadership part of the Public Libraries Workforce Development work (31)	2018	SMT, Leadership Team MP	
	Embed equalities and diversity in the design phase for the UK	2018	MP, SBE	Commence in 2019

	Longer-term goals (by 2020)	Date	Responsibility of:	Comments
	Information Skills Strategy to provide a clear statement of commitment to improving diversity and representation across the profession (32)			
	Identify and target structural barriers to inclusion through positive action, with specific emphasis on Age, Ethnicity & Gender (33)	Scoping documents/landscape reports in 2019	Leadership Team SMT	
	Consider effective actions to make Professional Registration and recognition more accessible and attractive to a wider audience (34)	2018	LSB, MP	Relates to 30. Will be considered as part of a review of professionalism.
Celebrating diversity	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	Q2/3 2018	Leadership Team SMT, Section Heads	Needs to be reflected in proposals for Awards Gala Seek out a champion/critical friend to help with this.

	Longer-term goals (by 2020)	Date	Responsibility of:	Comments
	unconscious bias (35)			
	Formulate a clear policy on diversity and representation in events organised by CILIP , including Chairs, keynotes, speakers and panels (36)	2018	JR	An action in two parts: <ul style="list-style-type: none"> • Statement on diversity and representation at CILIP organised events • Code of conduct for events. Seek out a champion/critical friend to help with this.
	Seek out opportunities to lend CILIP's voice to equalities and diversity related activities and programmes (37)	From 2018	SMT, Leadership Team, Section Heads	
	Embed equalities and diversity into the corporate marketing and presentation of CILIP (38)	From 2018	MT, Leadership Team-Section Heads	
Diverse and inclusive library, information	Promote & encourage actions which ensure that library, information and knowledge services are delivered in	From Q3 2018	Subject to discussion with CDEG (and following report of	

	Longer-term goals (by 2020)	Date	Responsibility of:	Comments
and knowledge services	accordance with professional ethics & legal compliance (Equalities Act 2010) (39)		the Ethics Review) SMT, Leadership Team Section Heads	
	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 Section Heads	
	Promote & encourage actions which promote diversity at Board and Trustee-level in libraries and managing organisations (41)	From 2019	Subject to discussion with CDEG SMT, Leadership Team Section Heads	
	Promote & encourage actions which engage proactively in	From 2018 (as	Subject to discussion with	

	Longer-term goals (by 2020)	Date	Responsibility of:	Comments
	other (non-sector) initiatives which promote equalities, diversity and inclusion (42)	appropriate)	CDEG SMT, Leadership Team Section Heads	
	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 Section Heads	
	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 Section Heads	

