



Diversity Self Assessment Checklist

Use this simple checklist to identify what you are already doing and anything more you need to do to gain the benefits of diversity and comply with the law.

The Diversity Means Business Project can provide free help with all these actions: information handbook, training, plus support by our Diversity Advisers and Business Consultants.

Contact our Project Co-ordinator on 02392 841610
e-mail: info@diversitymeansbusiness.org.uk
or visit: www.diversitymeansbusiness.org.uk for more information.



Portsmouth
CITY COUNCIL

The Diversity Means Business Project is co-financed by SEEDA and ESF

Introduction (general):

• Establish and promote your top level commitment to diversity	<input type="checkbox"/>
• Establish and promote your goal of a more diverse workforce	<input type="checkbox"/>
• Create your strategy, policy and plans on diversity	<input type="checkbox"/>
• Promote your policies to staff to prevent discrimination	<input type="checkbox"/>
• Collect and analyse data about your diversity goal, strategy, policy and plans	<input type="checkbox"/>

Business Growth and Marketing:

• Understand your legal responsibilities, especially relating to disabled customers	<input type="checkbox"/>
• Promote your commitment to diversity to wider groups of potential customers	<input type="checkbox"/>
• Provide diversity training for employees dealing with customers	<input type="checkbox"/>
• Consider reasonable adjustments in how you provide services to customers	<input type="checkbox"/>
• Collect and analyse data about your services and customers by gender, race/nationality, religion/faith, disability and age etc.	<input type="checkbox"/>

The Law:

• Understand your legal responsibilities in general	<input type="checkbox"/>
• Provide Diversity training for employees	<input type="checkbox"/>
• Consider reasonable adjustments in the workplace	<input type="checkbox"/>
• Review and update the following to ensure that they are fair, effective and non-discriminatory: <ul style="list-style-type: none"> ○ Grievance (complaints) procedures ○ Disciplinary procedures ○ Sickness absence management procedures 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Collect and analyse data about the above by gender, race/nationality, religion/faith, disability and age etc	<input type="checkbox"/>

Recruiting:

• Understand your legal responsibilities when recruiting employees	<input type="checkbox"/>
• Promote your commitment to a more diverse workforce to wider groups of potential recruits	<input type="checkbox"/>
• Investigate Jobcentre Plus Access to Work support for disabled applicants	<input type="checkbox"/>
• Review and update the following to ensure that they are fair, effective and non-discriminatory: <ul style="list-style-type: none"> ○ Job descriptions/person specifications ○ Advertisements ○ Application process and paperwork ○ Sifting and interview procedures 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> ○ Testing ○ Medical clearance procedures ○ Terms and conditions 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> ● Provide diversity training concerning recruitment for all employees involved in the recruitment process 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Consider reasonable adjustments in the workplace for new employees 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Collect and analyse data about applicants: applications, sifting, interviews, job offers by gender, race/nationality, religion/faith, disability and age etc 	<input type="checkbox"/>

Retention:

<ul style="list-style-type: none"> ● Conduct regular discussions with individuals to identify their needs and then take reasonable action to meet them e.g. combined with performance appraisal procedures 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Investigate Jobcentre Plus Access to Work support for disabled employees 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Ensure that job training and promotion is open to all 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Create and promote your policies and actions to prevent bullying and harassment 	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Collect and analyse data about employees: training, promotions, grievances, disciplinary action, sickness absence by gender, race/nationality, religion/faith, disability and age etc 	<input type="checkbox"/>

Notes: