

ARCON HOUSING ASSOCIATION : GENDER EQUALITY ACTION PLAN

Action	Responsibility	Outcome	Target Date
<ul style="list-style-type: none"> Carry out an equal pay audit 	FD	Identify any gender pay gap and take any action that is required to address any inequalities.	Dec 2008
<ul style="list-style-type: none"> Monitor the gender of those applying for and who are short listed for employment. 	SS	Ensure equality of opportunity is upheld in the recruitment process.	March 2009
<ul style="list-style-type: none"> Monitor the gender of staff who undertake training 	FD	Ensure all staff have equal access to training and career development	March 2009
<ul style="list-style-type: none"> Monitor the gender of staff who make a complaint, follow the grievance procedure or are subject to disciplinary action 	CE	Ensure that there is no gender bias towards staff that take out grievance or are subject to disciplinary action.	March 2009
<ul style="list-style-type: none"> Monitor the gender of the Board and other committees. 	CE	Ensure the gender mix is not imbalanced	March 2009
<ul style="list-style-type: none"> Encourage the up take of flexible working for all staff, which may include allowing for childcare, caring for other relatives and returning from maternity leave. 	SMT	Ensure flexible working options are available to all staff regardless of gender.	March 2009
<ul style="list-style-type: none"> Carry out staff satisfaction survey with Arcon as an employer to include issues on gender, disability and equality. 	HD	Ensure staff are satisfied with Arcon and highlight any positive action that might be required to improve satisfaction.	March 2009
<ul style="list-style-type: none"> Ensure that our services are accessible to men, women and those who are transgender. 	HD	Ensure there are no barriers across genders to access to services.	March 2009

Action	Responsibility	Outcome	Target Date
<ul style="list-style-type: none"> When reviewing any service provision or considering any new services ensures that gender equality is taken into account. 	SMT	Gender equality is considered when looking at the provision of services or when considering a new service.	March 2009
<ul style="list-style-type: none"> Ensure the allocation policy is equal to all genders. 	HM	Review the allocations policy and ensure there is no deliberate or unintentional discrimination eg single men who have access to children.	March 2009
<ul style="list-style-type: none"> Monitor complaints by gender to ensure there is no gender bias in complaints received. 	HD	Review complaints received via the complaints procedure and investigate any gender bias.	March 2009
<ul style="list-style-type: none"> Review results of Status Survey 2007 and ensure satisfaction levels with Arcon are similar for men and women 	HD	Identify any trends in satisfaction or dissatisfaction with Arcon's service. Take action required to address any problems.	March 2009
<ul style="list-style-type: none"> Inform contractors of Arcon's disability and equality scheme and gender equality action plan 	SMT	Contractors agree to abide by Arcon's policies on equality.	Dec 2008
<ul style="list-style-type: none"> Review harassment policy. Provide support to men, women and people who are transgender that have suffered any form of harassment. 	HD	Provide support to anyone who has suffered harassment which may include sign posting to support from external agencies such as the domestic violence unit or victim support	March 2009

Key:

CE – Chief Executive

FD – Finance Director

HD – Housing Director

HM – Housing Manager

SMT – Senior Management Team

SS – Senior Secretary