**Positive Action Initiative – Recruitment and Progression**

**Planning Template**

This template presents key considerations when developing new positive action initiatives. The supporting reference column should help you to think about where you might find connections to justify the basis for the initiative. Use the Notes and Evidence column to record the evidence or actions you have taken during the planning stage.

NB. If you are considering inclusive support for groups that are not protected under the Equality Act 2010, refer to the Public Sector Equality Duty and outline the data and evidence that indicate the disadvantage or under-representation.

If you require guidance on developing an initiative, please contact BNSSG EDI Workforce Project Manager [noor.nixon@nhs.net](mailto:noor.nixon@nhs.net)

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| **Key Considerations** | **Supporting references** | **Notes and Evidence** |
| Evidence of the disadvantage, particular need and/or disproportionately low levels of participation, as appropriate, and an analysis of the causes.  Locate supporting data and evidence to demonstrate under-representation or disadvantage of the protected characteristic group/s. | Use the suggested priorities and links to data source in the guidance document. |  |
| Identify possible action to achieve outcomes  (Initiative summary). | Use good practice examples and case studies in the guidance document for inspiration.  What are the specific outcomes which you are aiming to achieve?  Ensure the opportunity covers one of the following:   1. Enabling or encouraging persons who share the protected characteristic to overcome or minimise the disadvantage identified. 2. Meeting the needs identified; or 3. Enabling or encouraging persons who share the protected characteristic to participate in that activity.   If you require support in developing an opportunity, please contact BNSSG EDI Workforce Project Manager [noor.nixon@nhs.net](mailto:noor.nixon@nhs.net) |  |
| Assessment of the proportionality of proposed action.  Is the proposed opportunity a proportionate means of achieving the aims? | Proportionate can be open to interpretation.  Set out the measurable indicators of progress towards the aims, set against a timetable.  Ensure the activity is;  -Fixed term  -Provides the target group an opportunity to develop skills and experience or  -Provides an opportunity to access information and support to widen access and participation  -If using the tie-breaker provision is this a proportionate means of achieving the aims specified by section 159 Equality Act 2010. |  |
| Speak to your EDI Lead to ensure this initiative is embedded in your organisation’s EDI action plan? | Positive action is part of the BNSSG EDI priorities and action plan, which all BNSSG health and care partners have committed to. |  |
| Recruitment - Speak to your Resourcing Team to agree positive action approach | Your Resourcing Team may be aware of or connected with additional channels to promote the opportunity to the target group/s. |  |
| Progression – Speak to your Learning and Development Team to agree the approach | Your Learning and Development Team may be able to advise on the most suitable approach for your organisation. |  |
| Consult with relevant groups.  Obtain feedback, or collaborate and design the intervention with the target group to ensure the offer is appropriate | Where possible, obtain feedback from groups that share the protected characteristic you are targeting, such as staff networks. You could obtain feedback via a survey or hold a feedback session with a group. |  |
| Use the BNSSG Employee Value Proposition (EVP) in your promotional material | The EVP provides a clear identity, a strong set of messages and a planning framework to support health and care employers to reach a diverse talent pool.  Further resource available on the [NHS Futures space.](https://future.nhs.uk/connect.ti/HTBNSSGSTP/view?objectid=30790544) |  |
| Use a clear positive action statement in promotional material | “This is a positive action opportunity open to [insert applicants/staff] that identify as [insert protected characteristic(s)]. Positive action is lawful under the Equality Act 2010 and employers and education providers can offer additional support for underrepresented and disadvantaged groups based on past discrimination”. |  |
| Consider how you will reach the target group for this opportunity | To reach a wider talent pool, opportunities should be advertised on additional platforms outside of the organisation’s website or NHS jobs site. Consider the following:  -Local groups and networks are a great way to widen the reach  -Social media platforms such as LinkedIn, Twitter and Facebook to reach a wider audience and cross-generations.  -For social media, consider developing a promotional image with QR code and linked a web page with details.  -[Voscur job page](https://www.voscur.org/paid)(Voscur is the support and development agency for Bristol's Voluntary, Community and Social Enterprise (VCSE) sector).  -[UWE Careers Hub](https://infohub.uwe.ac.uk/employers/) to reach diverse recent graduates (up to 3 yrs)  -[One Front Door](https://onefrontdoor.org.uk/employers/) – supporting disadvantaged groups through jobs fairs & vacancy list  -Add to LinkedIn and tag diverse organisations such as [Black Professionals Network](https://twitter.com/theblackprofes3), [WECIL](https://twitter.com/wecilbristol) and other inclusive hashtags and connected people.  **Opportunities for internal and external candidates**  -Share the opportunities that you want to spotlight with staff networks across the BNSSG system. Staff network members are often connected with local community groups and often share through word of mouth. E-mail details to [calais.hutchins1@nhs.net](mailto:calais.hutchins1@nhs.net) (Healthier Together EDI Team) and the opportunity will be included in the monthly Staff Networks Newsletter. |  |
| Evaluation and sharing outcomes | The opportunity should be evaluated to measure outcomes and impact.  Review progress of the measures towards the aim to ensure it remains proportionate.  Inspire health and care partners to develop positive action initiatives by sharing the outcomes of your opportunity with the BNSSG EDI Team ([noor.nixon@nhs.net](mailto:noor.nixon@nhs.net)) |  |