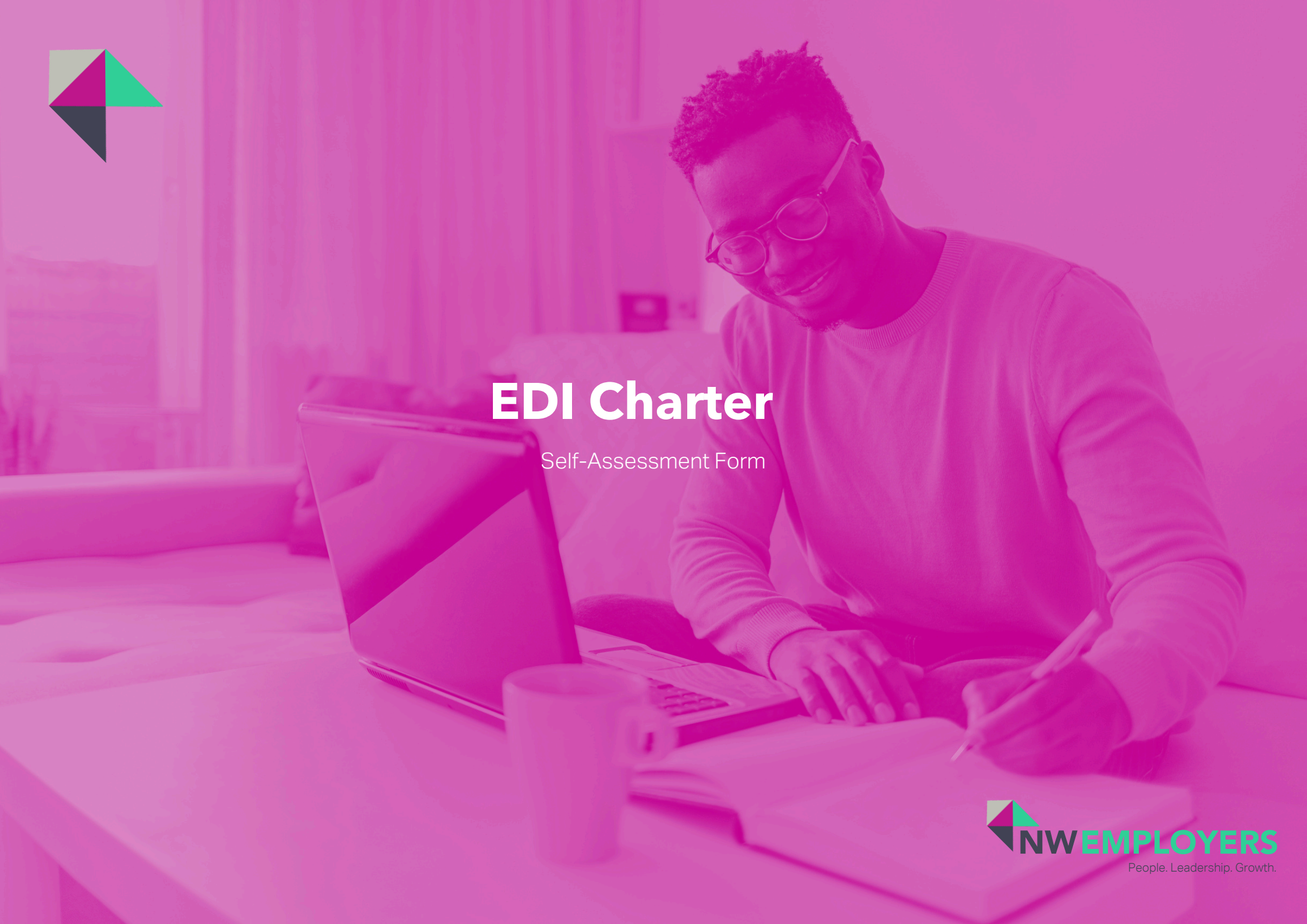


EDI Charter

Self-Assessment Form

NW EMPLOYERS

People. Leadership. Growth.

THE CHARTER REVIEW SELF-ASSESSMENT FORM

This form is only to be used for those who want to assess where their organisation is and are looking to review their commitment to the charter's standards or in addition, aiming for the exceeded standard.

Exceeded - To be recognised as meeting the charter 'Exceeded' standard, the organisation must have met five of the criteria listed below and have a detailed plan as evidence regarding how to meet the remaining two outstanding criteria.

Have met - To be recognised as having met standard, the organisation must have exceeded four of the criteria listed below and have met the remaining three criteria.

Not met - The organisation hasn't met the standard for at least four criteria listed below.

Equality, Diversity and Inclusion will be referred to as EDI throughout this document.

THE CHARTER REVIEW SELF-ASSESSMENT FORM

Criteria	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
A designated group that scrutinises the development of the Equality, Diversity and Inclusion strategy. Exceeded – A comprehensive process is in place to scrutinise Equality, Diversity and inclusion strategy across a range of groups for all levels within the organisation with several examples. Have met – A process is in place to scrutinise Equality, Diversity and inclusion initiatives, from a third of the organisation with some examples. Not met – no evidence or examples of how the organisation scrutinises Equality, Diversity and inclusion strategy.	Have Met	A comprehensive process is in place and can be evidenced (attached documents) This is frequently reviewed to ensure continued progress towards clearly outlined targets of continuous improvement towards organizational equity.	John Smith – EDI Lead	On going – Yearly Review Every March	The organisation continues to leverage the employee focus groups and EDI Organisational Diagnostic survey to keep an eye out for areas the organisation can improve to become more equitable. Feedback from employees (attached evidence) affirms this and clearly notes they recognize our determined approach to consider everyone with protected characteristics and make sure the workplace is respectful and considerate. Feeback (also attached) from new employees with protected characteristics note how inclusive and open the organizational culture is and how this also attracted them to seek a job opportunity with us. We will continue to review our current approach and make sure we are mindful of equitable initiatives as we progress our EDI journey.

FIRST CRITERION

First Criterion	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
Commitment and understanding to Equality, Diversity and Inclusion demonstrated at all levels across the organization. Knowledge of where they would obtain the resources to support this. Exceeded – all levels of the organisation can articulate the commitment of the organisation with examples. Have met – Several levels of the organisation are able to articulate the commitment of the organisation with examples. Not met – no evidence or examples of commitment to embed or implement EDI across the organisation.					

SECOND CRITERION

Second Criterion	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
Employees, leaders and elected members actively involved in leading and informing on Equality, Diversity and Inclusion strategy. This will need to be supported by the organisation embedding awareness through things such as focus groups, communication plans and link to other policies. Organisation should demonstrate how they signpost employees, leaders and elected members to gain information to ensure that enables them to be integrity and inclusive. Exceeded – All levels within the organisation can articulate the range of initiatives they are leading and or involved in and how this aligns to the EDI strategy, giving several examples. Have met – Several levels of the organisation are able to articulate the range of initiatives they are leading and or involved in and how this aligns to the EDI strategy giving examples. Not met – no evidence or examples of involving the organisation in a range of leading or the development of the EDI strategy.					

THIRD CRITERION

Third Criterion	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
Create an established strategy which reflects corporate aims and objectives, which is annually refreshed to reflect the current climate and that it is still fit for purpose and there is a continuous improvement cycle in place. Throughout the year proof that update to legislation has been circulated and that Minutes of Meetings have been recorded. Demonstration of how this has impacted colleagues knowledge and behaviours. Exceeded – A comprehensive quarterly review process is in place to evaluate, measure impact and gather feedback of the EDI strategy for all levels within the organisation. Have met – An annual review process is in place to evaluate, measure impact and gather feedback from a third of the organisation regarding the EDI strategy. Not met – no evidence or examples of how the organisation evaluates, measures or gathers feedback regarding their EDI strategy					

FOURTH CRITERION

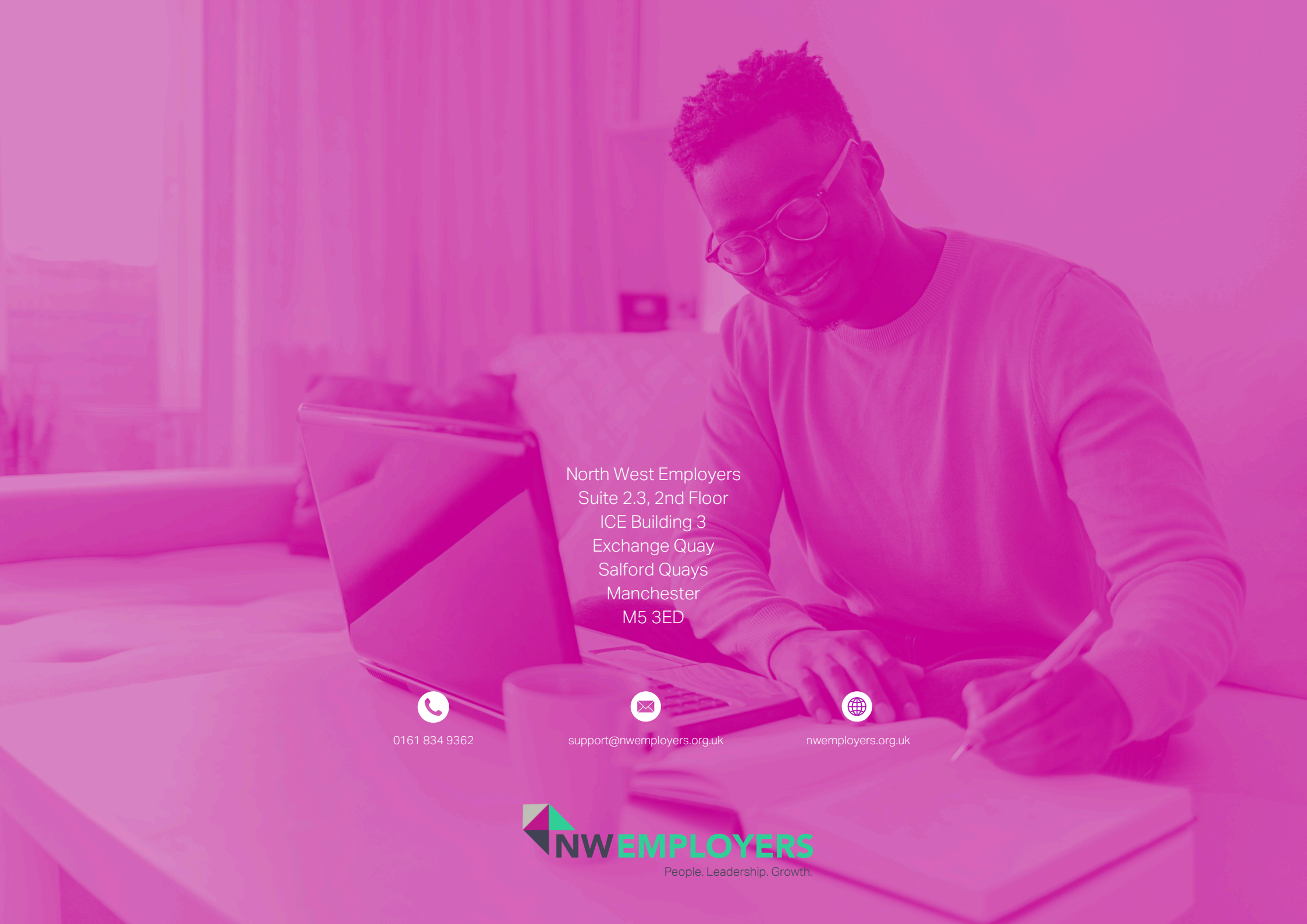
Fourth Criterion	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
All development needs continue to be considered and fed into the overall development of the EDI strategy this needs to be supported by things such as Development Plans, Appraisal forms that ensure all areas of EDI are covered, an Inclusion Recruitment process is in place to ensure things like applicants with neuro-diversity needs have been accounted for. There are no unconscious bias demonstrated and opportunities are inclusive for all colleagues i.e. single parents or colleagues with barriers. An Evaluation mechanism should be implemented to ensure that this measured and revisited. Exceeded – A comprehensive process is in place to evaluate, measure impact and gather feedback of the development needs at all levels within the organisation aligned to the EDI strategy giving several examples. Have met – A process is in place to evaluate, measure impact and gather feedback from several levels of the organisation regarding their development needs aligned to the EDI strategy giving serval examples. Not met – no evidence or examples of how the organisation evaluates, measures or gathers feedback regarding development needs across the organisation aligned to the EDI strategy.					

FIFTH CRITERION

Fifth Criterion	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
A clear communication policy and strategy that is visible on the website and is accessible to all colleagues and stakeholders that supports Equality, Diversity and Inclusion development. Fostering good relations and gain buy in with stakeholders and eliminates any discrimination and advances an inclusive culture. Evaluate the make up of the workforce ensuring a diverse workforce is achieved. Also implantation of a tracking system to enable data of colleagues that are getting promoted. EDI Networks and Equality Panels are created and the right mix of colleagues and stakeholders are involved to ensure integrity and inclusivity. Exceeded – All levels within the organisation can articulate the range of communication methods used to communicate EDI development opportunities across the organisation. Have met – Several levels of organisation is able to articulate the range of communication methods used to communicate EDI development opportunities across the organisation. Not met – no evidence or examples of commitment to communicate EDI development opportunities across the organisation.					

SIXTH CRITERION

Sixth Criterion	Standard	Evidence/ Comments	Corrective action needed & person responsible (if needed)	Deadline for improvement	Evidence of Progress
A designated group that scrutinises the development of the Equality, Diversity and Inclusive culture. Implementation of People metrics that looks at values and behaviours of colleagues, leaders and elected members. Opportunities for colleagues to be involved with Reverse Mentoring throughout the organization. Information available for colleagues and leadership on Menopause, Gov Bond2 and positive action programmes. Ways of working such be reviewed to ensure they encompass a collaboration culture and learning organisation. Exceeded – A comprehensive process is in place to scrutinise Equality, Diversity and inclusion strategy across a range of groups for all levels within the organisation with several examples. Have met – A process is in place to scrutinise Equality, Diversity and inclusion initiatives, from a third of the organisation with some examples. Not met – no evidence or examples of how the organisation scrutinises Equality, Diversity and inclusion strategy.					



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