

East of England Ambulance Service NHS Trust **Action Plan for Positive Action in Recruitment**

Action/Project/Objective	Responsibility	Priority	Completion date	Actions
Gather up to date statistical information on BME within local communities across 6 counties and map with Trust workforce profile for those areas	Diversity Lead/HR	H	January 2008	Completed. Discussed at Diversity Steering Group 16/4/08
Identify significant gaps between community and Trust workforce statistics to develop priority target areas and groups	Head of Operational HR	H	June 2008	Meet 2/5/08 Positive Action Group
Consult with communities in identified priority areas to determine communication methods	Diversity Lead/Head of Operational HR/Head of OD	M	August 2008	Outcome of meeting 2/5/08
Ensure that Line Managers in the priority areas are trained in fair recruitment and selection processes	Head of Operational HR	H	September 2008	Prepare recruitment training. Liaise with Karen Barry
Target vacancy advertisements in high priority areas	Head of Operational HR	H	September 2008	Attend Kaleidoscope Festival July 2008. Further actions from Positive Action Group meeting
Explain programme of positive workforce within the Organisation	Diversity Lead	H	Ongoing	Discuss at Diversity Steering Group and Working Party
Ensure all recruitment agencies apply diversity proofing to their processes	Head of Operational HR	M	December 2008	
Maintain open communication with communities and representative groups	Head of Operational HR/Diversity Lead	M	Ongoing	Start process – discuss with Positive Action Group
Maintain and openly communicate recruitment and selection statistics to monitor progress	Head of Operational HR/Diversity Lead/Unison	M	December 2008	
Network and develop contacts in local communities and Equality for Human Rights Commission to raise awareness and promote racial equality within the organisation	Head of Operational HR/Diversity Lead	M	December 2008	
Diversity Steering Group to formally review progress over the course of next 12 months	Diversity Lead	M	April 2009	