

EQUAL EMPLOYMENT OPPORTUNITY POLICY & MANAGEMENT PLAN FOR 1996/97

Equal Employment Opportunity Policy

Policy

The Christchurch City Council is committed to having in place practices within the Council which work towards eliminating all forms of discrimination and which are consistent with the Council's Giving Value - Being Valued Culture Statement. This includes barriers to the recruitment, retention, development and promotion of its employees.

Objectives

To ensure that:

- for any given position selection decisions will be made on merit, qualifications and work history relating to the position to be filled, irrespective of gender, race, ethnic or national origins, religious or ethical beliefs, disability, marital status, employment status, family status, political opinions, sexual orientation, or age, which are irrelevant to the person's ability to do the job
- all employees have the opportunity to develop to their full potential and are encouraged to do so
- other differences irrelevant to a person's ability to achieve the requirements of a job do not act as a barrier either to or within employment
- there is an ongoing commitment to identify and eliminate discriminatory barriers that cause or perpetuate inequality in the employment of any person or group of persons
- management practices and processes at all levels are consistent with EEO policy
- all communications, publications and material produced by the Council are consistent with EEO policy
- all staff are made aware of the Council's commitment to EEO and understand the principles of EEO
- the Council has a diverse and flexible workforce and is committed to recognising and valuing different skills, talents and perspectives of our employees

EEO is about best practice which is a goal of the Council's Giving Value - Being Valued Culture Statement. A diverse workforce will be able to meet the needs of the Council's diverse customers and communities.

Management Plan for Equal Employment Opportunities 1996/97

The EEO Consultative Committee shall:

Pursue results as identified in its Team Value Statement

Specific Actions

1. **EEO Consultative Committee Role, Structure, Membership, Term**
 - 1.1 Monitor the Committee's role, structure, membership and term on an annual basis.
2. **Recruitment and Selection**
 - 2.1 Monitor the results of selection panel training
 - 2.2 EEO review of personnel recruitment policy and practices

2.3 Make recommendations based on the review and follow up on their implementation

2.4 Report back to all staff

3. Training and Development

3.1 Continue to monitor training and development practices and support EEO representation on the Development Training Task Force Committee.

3.2 EEO review of Performance Development System and practices by:

- Liaising with Performance Development Co-ordinator
- Seeking feedback from staff in target groups
- Addressing issues arising

3.3 Continue to conduct EEO Workshops on EEO principles and the Christchurch City Council EEO Policy for all staff.

3.4 Review in October 1996 the effectiveness of the EEO workshops

3.5 Promote communication training for all staff that incorporates equity aspects.

4. Equal Employment Opportunities Review of the Organisation

4.1 Report annually on the employment profile of the Council

4.2 Invite staff from target groups to raise EEO issues and/or strategies related to their target group in focus groups or individually

4.3 Follow up with issues or recommendations from focus groups or individuals

4.4 Review results of EEO related questions in organisation climate survey

4.5 Follow up with recommendation from results

5. Communication and Promotion

5.1 Develop a strategy for the communication and promotion of EEO in Council

5.2 Co-opt a specialist communications and promotions member. To be reviewed after 12 months

5.3 Develop a procedures brochure that outlines the steps involved when EEO representatives are contacted

5.4 Facilitate Target Group Networks

- Target group representatives to provide the opportunity for the development of networks
- Target group representatives to report back to monthly committee meetings