

Barbican EDI & HR Activity Tracker - Quarter 2 (Q2) May - July 2022

PRIORITY AREA	WORKSTREAM	ACTIVITY STATUS	NOTES	ADDITIONAL ACTION	SCHEDULED QUARTER
Casual Workers	Complete Transition of all Casual Workers to Parim		All Casual Workers are now using Parim for scheduling.	N/A	N/A
Casual Workers	Casual Workers Handbook and Digital Resource to be published and rolled out		The new Barbican Casual Team Handbook has now been shared with colleagues and we will be incorporating any feedback we receive on the document.	N/A	Q3
Casual Workers	All New Starters to complete "One Team" Training modules and casual workers CPD opportunities developed		The 'One Team' training for new starters is being used and will continue to be rolled out to all new starters.	N/A	N/A
Casual Workers	Recruitment of a dedicated Project Coordinator		This role has been recruited and joined the team to support the next phase of the Casual Worker Action Plan delivery.	N/A	N/A
Driving an Inclusive Culture	Enhanced Communication Activity to increase awareness of the Barbican's EDI (Equity, Diversity & Inclusion) and HR commitments		<p>A review of our communication activities was undertaken over the quarter. This included surveys, focus groups and one to one meetings with employees and casual colleagues from across the Barbican.</p> <p>The core themes which emerged are:</p> <ul style="list-style-type: none"> ● Positive shift in culture ● Change in EDI and HR Comms ● Behaviours in leaders are changing ● Not enough sense of community ● Not enough open communication and opportunity for feedback ● Lack of support for casual colleagues <p>An internal communications strategy is being developed and forms part of the priorities for the next quarter (Q3).</p>	Development of Communications Strategy to continue in Q3	Q3

Driving an Inclusive Culture	Inclusive Meeting Behaviours		<p>Representatives from the Networks continue to attend Director's meetings.</p> <p>Inclusive meeting behaviours have been defined and were published in the Barbican Bulletin on 27 July. Embedding of these behaviours will take place in Q3.</p>	Additional action required to provide guidance on the published priorities - scheduled for Q3	Q3
Driving an Inclusive Culture	All Employee Event with the Town Clerk and Barbican CEO		<p>Barbican CEO Claire Spencer's first All-Employee Event took place as planned on 25 May, with a follow-up session delivered to ensure that casual colleagues and anyone who had not been aware of the invitation could receive the same information and meet Claire.</p> <p>The Town Hall Meeting with the Town Clerk was held on 28 July and was well attended.</p>	All-employee events will continue to be held every 2-3 months	N/A
Driving an Inclusive Culture	Race and Ethnicity Development Programme for Directors		<p>The Barbican's Directors completed their second workshop and coaching pods during this quarter (Q2).</p> <p>A third workshop is planned for 22 September. This will also be an opportunity to review the roll out to the wider management team.</p>	Programme Continues - further actions TBC once complete	N/A
Driving an Inclusive Culture	Manager Induction being revised		We have paused this activity while we review the objectives we plan to achieve. This will return once agreed	Objectives required to proceed	TBC
Raising a Concern	Raising a concern guidance and revised Bullying and Harassment policy launched		The Bullying and Harassment guidelines have been revised and are currently going through consultation with the City of London Corporation. The Raising a Concern guidance has been incorporated into the new Zero Tolerance Policy.	Publication Due	Q3 (CoL (City of London) dependant)

Raising a Concern	Zero Tolerance Statement Launched		<p>Two workshops have been held to further define zero tolerance and an extended statement has been drafted, including guidance on how to raise a concern.</p> <p>The statement will be finalised in Q3. Training of all people managers is being planned for Q3, along with activity to communicate the statement, to embed managing zero tolerance on a day-to-day basis and support staff.</p>	People manager training and communications planning continues - objectives to be set	Q3
Recruiting Diverse Talent	Workforce diversity data to be shared and Action Plan developed (A)		Data on age, disability, ethnic group, gender, religion, and sexual orientation of the Barbican's workforce has been shared with staff and published on the internal intranet.	N/A	N/A
Recruiting Diverse Talent	Workforce diversity data to be shared and Action Plan developed (B)		The Action Plan will be linked to the agreed Workforce Targets, which continue to be developed.	Continues once scope of targets agreed	TBC
Recruiting Diverse Talent	Additional resource to support recruiting diverse talent to be join the Barbican HR team (A)		This role was recruited and the action complete but due to the post-holder leaving, the action returns for delivery in Q3.	Re-recruitment required	Q3
Recruiting Diverse Talent	Additional resource to support recruiting diverse talent to be join the Barbican HR team (B)		Recruitment panels and employee engagement panels have increased in diversity and scope across different role-levels and areas of the organisation.	Further detail required for future activity	TBC
Wellbeing Services Review	Relaunch of Dignity at Work Advisors (DAWA) service		Three new DAWAs (Dignity at Work Advisor) have been trained. Official relaunch linked to CoL's communication plan.	Relaunch due	Q3 (CoL dependant)

Wellbeing Services Review	Continued Development of Staff Networks, including a third network for colleagues from the LGBTQ+ community		<p>The Barbican Global Majority and the Barbican Women have changed their names to Staff Networks, a more inclusive title for those they represent.</p> <p>Both networks continue to run regular events. An office space is being allocated to the networks to enable them to meet in private and host meetings.</p> <p>Discussions about a third network for colleagues from the LGBTQ+ community are underway.</p> <p>Consideration also needs to be given to further support for Network Leads.</p>	Objectives required to proceed	TBC
Workforce Data	EDI Targets and Action Plan implemented		This has been paused pending the arrival of the new Head of EDI (joined in August) to ensure any agreed activity meets the wider strategic needs of the organisation.	Continues once scope of targets agreed	TBC
Workforce Data	Employee survey results to be reviewed to establish a baseline for improvement		The employee and casual teams survey results have been shared with the staff and management teams who are working on local action plans. In addition, specific questions were included in the survey to measure the impact of the EDI and HR Action Plan.	N/A	N/A
HR Structure & Roles	Appointment of Director of People, Inclusion and Culture		A full selection process was carried out in July including an employee panel. We have appointed the role and look forward to them joining the team in Q3.	Induction to begin in September	Q3
HR Structure & Roles	Appointment of Head of EDI		Emma Green was appointed and joined the Barbican on 1 August	N/A	N/A

HR Structure & Roles	Completion of Transition of Barbican and Guildhall School HR Separation		An appointment was made to the role of Head of HR at the Guildhall, unfortunately this did not work out and the Barbican HR team continue to support whilst a second recruitment exercise is underway.	Re-recruitment required	Q3 Recruitment to begin
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