

Equality and Diversity Objectives – Summary

This document is a summary of our specific equality and diversity objectives.

These have been split into three tables of responsibility as follows: the Diversity Team, FC England, and FC Scotland. Although the FC is a GB organisation, responsibility for forestry is devolved and the FC exercises its powers and duties separately, and receives separate funding in England and Scotland. This has led to different FC business models in each country and as a result, some objectives cannot be taken forward in all countries, and the pace of progress will depend on the resources available.

As of April 2013 a new body, Natural Resources Wales has taken over the functions previously carried out by Forestry Commission Wales, and details of their approach to diversity can be found on their [website](#).

Meeting Our Customers' Needs

If you require this publication in another format or have any comments on this publication, please contact us.

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Summary Table of Objectives – Diversity Team Responsibilities				
Objective	Suggested Responsibility	Suggested Deadline	Suggested Measure	Progress as at April 2013
Develop a new Diversity Communications Strategy	Diversity Team & the Communications Team	December 2012	Diversity Team to check via next staff survey whether staff understand this agenda	A new Communications Strategy has been drafted and discussed with the Communications Team. Progress has been made on increasing the tools used internally to convey diversity messages to all staff.
Review and re-launch suite of diversity training	Diversity Team	December 2012	Diversity Team to review course feedback from staff	New on-line training modules have been developed and launched both for all staff and managers. We have also re-developed the training course to support staff completing equality analysis. A training session was delivered in September to the senior staff group about their legal responsibilities. The standard diversity session delivered on every FC New Entrants' course has also been redeveloped.
Ensure that staff over 55 have an Individual Learning Plan and are developed appropriately	Diversity Team with Learning and Development Team	On-going	Diversity Team to analyse future staff survey returns about this issue	Diversity Team engaged L&D team and messages have been delivered to managers that all staff should have an Individual Learning Plan and must be engaged about development needs.
Monitor the age	Diversity Team	January 2013	Results will be	This information and analysis is included

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distribution of FC staff			published in the annual Monitoring Report	in Table 10.1 of the annual Monitoring Report and also considered and reviewed within the analysis of the biennial Staff Survey.
Improve level of self declaration of disability by providing easier and better systems and more supporting guidance for managers and staff	Diversity Team	Throughout 2012	Review numbers of disabled staff during annual monitoring exercise	In order to increase the number of staff telling us of their disabilities we have
Investigate the Two Ticks Standard	Diversity Team	During 2014	A review and report will be made on the options from discussion by the HR Management Board	We will examine the suitability of this Standard in 2014, once we have embedded the new guidance, etc outlined above.
Increase the number of job applicants with a disability	Diversity Team	On-going (when external recruitment begins again)	Monitor number of applicants to declare a disability and report in annual Monitoring	This information and analysis is included in Table 10.1.6 of the annual Monitoring Report. This year we had * disabled applicants, of which *% were interviewed and *% offered the job

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			Report	
We will prepare and publish guidance on FC interaction with the Gypsy and Traveller Communities	Diversity Team	December 2012	We will have this guidance externally assessed by contacts within the gypsy and traveller communities	This guidance has been externally assessed and published on our Intranet. Staff were informed via our weekly all-staff news bulletin.
We will prepare and publish factsheets on specific religions	Diversity Team	On-going throughout 2012-13	We will monitor staff feedback on these	Factsheets have been externally assessed and published on our Intranet throughout the year.
We will review and consider launching another Graduate Recruitment Programme at the appropriate time	Learning and Development Team	When recruitment freeze ends	Diversity Team will monitor diversity of successful candidates	The Graduate Recruitment Programme has begun. The Diversity Team were involved in developing the recruitment process.
We will review and consider launching another Leadership Development Programme at the appropriate time	Learning and Development Team	Date to be confirmed	Diversity Team will monitor diversity of successful candidates	There are no current plans to launch another Leadership Programme.
We will consider	Learning and	March 2016	Progress will be	There are no current plans to undertake

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mentoring and coaching of women by women in higher pay bands with the aim of increasing the number of women in the middle management group by 5%	Development Team		measured via the annual diversity monitoring of staff and published in the Monitoring Report each January	this exercise at the current time, as the organisation is downsizing and being restructured.
We will re-commence events to highlight and promote the range of career opportunities that the Forestry Commission can offer	Diversity Team and wider HR	When recruitment freeze ends	Diversity Team will monitor diversity of successful candidates	Not commenced while a Government-wide recruitment freeze is in place.
Canvas views of LGB community on FC services through a short survey	Diversity Team	Summer 2012	Diversity Team and Stonewall monitor quantity and quality of responses	A survey was completed in partnership with Stonewall Scotland. No significant barriers to FC services were identified.
Participate in the	Diversity Team	On-going	Diversity Team	The Diversity Team continues to engage

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Stonewall Good Practice Programme			monitor views of LGB staff via the biennial Staff Survey	in this Programme.

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Summary Table of Objectives – FC England Business Responsibilities				
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Continue to offer disabled viewing platforms and free carer tickets for disabled people who need assistance attending live music events	Local Managers	2012-13	Events Manager to monitor and report annually to Diversity Team the number of disabled/carers tickets issued	<p>During the 2012 concert season, we issued 402 free carer tickets from a total of 123,094 people attending our concerts. A free carer/companion ticket is issued if a customer meets specific criteria and needs someone to accompany them to be able to attend the event.</p> <p>In addition, there are also customers with disabilities who attended our concerts, but who do not require a carer companion to be able to attend.</p> <p>South FD report that while they do not have concerts in the Forest District (FD) where they do have viewing platforms they endeavour to make these as accessible as possible i.e. the deer viewing platform at Bolderwood and The Lookout at Moors Valley Country Park.</p>

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Promote local accessible trails and facilities and improve information available	Local staff	On-going	Local teams to analyse and record feedback from customers with disabilities and take action where necessary. Annual report to Diversity Team	<p>Yorkshire FD is developing an all-ability/sensory trail which will be able to be used by cyclists and walkers. Trail construction due to start in January 2013.</p> <p>West FD report that they are in early talks with the Fieldfare Trust on how they work together to incorporate some of our selected trails on to their Phototrails web site.</p> <p>In South FD both the Forestry Commission website pages and the New Forest National Park Authority are used to help promote information on accessible trails. Work has also been undertaken with New Forest Access for All to provide information on trail grading, surfacing, characteristics etc to make trails more clearly understood. A PDF's of the trail info can be downloaded.</p>

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				<p>At Whinlatter in the Lake District the Words in the Woods trail is accessible to all. North FD has also supplied information on this trail to the Visit Lakelands Forests Website. There is also an all abilities trail at Revelin Moss. In addition there are weekly visits by a local autistic school – these have been ongoing for a number of years.</p> <p>In West Cumbria construction of the Blengdale Crossings project has started. The FD is also fund raising for the Broadmoor accessibility trail while the Bowness Knott Lake all ability access path is in the development stage.</p> <p>In the South West the Countryside Mobility Scheme provides easy access to the countryside for people with disabilities living in and visiting the South West through a</p>

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				<p>mobility scooter hire scheme. 'Trampers' all terrain mobility scooters provide access for all to a wide range of wheelchair accessible outdoor visitor attractions across the region, of which Haldon Forest Park is one. Induction training and membership to the scheme can be booked on site and to date we have inducted 49 new members. There is a total of 286 people who now hold annual members to the scheme across the South West and a total of 27 outdoor visitor attractions involved'.</p> <p>http://www.countrysidemobility.org/</p> <p>At Westonbirt accessibility information is on the web site along with all leaflets and promotional materials. Electric buggies can be booked in advance and the telephone number is available on all leaflets etc. We</p>

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				<p>also have this information available on a business card that customers can take away with them. This service is free.</p> <p>Westonbirt have a special audio trail around part of the Old Arboretum. The trail has been written and recorded for blind and partially sighted visitors, in partnership with the Stroud Macular Group as part of Westonbirt's Communities in Nature project. Download the Hidden Voices trail as one file, or individual stops , and then follow the yellow tree labels around the trail in the Old Arboretum, starting from our famous <i>Magnolia sprengeri</i> 'Diva' by Savill Glade on Circular Drive.</p> <p>In Central FD, the Nottinghamshire and South Yorkshire community woodlands advertise their accessibility through the National Walk4Life website, highlighting</p>

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				<p>local routes in the community and their accessibility.</p> <p>South FD have worked with New Forest Access for All and the National Park to make available additional toilet facilities for all abilities under the <u>Wee for Free</u> scheme and to provide information to users via web and sign boards. South FD have constructed new toilets at Alice Holt and included a full specification Changing Places toilet as well as disabled and baby changing facilities in response to customer needs following surveys at design stage.</p> <p>South FD have co funded two Trumper (all ability, all terrain motorised buggies) at Moors Valley Country Park.</p> <p>In East England FD the newly created community woodland, Little Gerpins, includes a 690 metre all-ability trail for</p>

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				<p>pedestrians and cyclists. This trail also provides wider access links into neighbouring greenspaces and existing Public Forest Estate. In 2013 a further 150 metre all-ability trail will be constructed at Little Gerpins.</p> <p>By October 2013 a new café (including toilets) will be created at Jeskyns Community Woodland (East England FD). The provision of these facilities will make Jeskyns more accessible to those members of the community who need them to make a visit to the countryside possible.</p> <p>In East FD the recent work to re landscape the patio area at High Lodge, Thetford Forest and pathways through the main hub have greatly improved accessibility to all in this area. Pathways and facilities are DDA compliant and link accessible parking with the main facilities. The network of</p>

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				paths now allows much greater access to the site and facilities
Use Visitor Experience Toolkit developed with the Sensory Trust to audit facilities at our Forest Centres	Local staff	2016	Recreation Managers to record audit findings and report progress to Diversity Team annually	No audit has been undertaken to date.
Improve information available about accessible trails	Local staff and Communications Teams	2016	Recreation Managers to advise Diversity Team of progress by 1 March each year	<p>North FD report that the Wild Ennerdale all ability trail leaflet is available and details can be viewed on the Forestry Commission website. The Wild Ennerdale car park information signs are currently with the Lake District National Park awaiting rights of way confirmation before production and erection on site.</p> <p>There is an annual community mini bus tour of Wild Ennerdale.</p> <p>Production of a new site leaflet promoting accessible trails in Thames Beat planned for summer / autumn 2013. Information will be made available in various formats</p>

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				(electronic & hard copy) and through the Forestry Commission website.
Promoting Cycling to deprived and disabled communities	Local Community/Recreation staff	Ongoing engagement & involvement	Local monitoring and evaluation	Central District work in partnership with the National Cycling Academy to recycle old bikes to provide parts for new bikes for youngsters of deprived communities and disabled children. The team then use the traffic-free routes of Livia, Bury and Hurst Community Woodlands (Red Rose Forest) for skills training, teaching cycle hockey and mastering speedway for 600+ children per summer. http://www.ncagb.co.uk/
Skills Training for those with disabilities and from different ethnicities	Local Community/Recreation staff	Ongoing engagement & involvement	Local monitoring and evaluation	In Central FD Community Ranger staff engage, involve and improve skills sets in land management, site conservation, survey and conservation skills. Clients with mental health issues and those with learning disabilities are prioritised and programmes

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				<p>tailored to suit interest and ability. In addition to this, in partnership with the Land Trust, Sign language interpreters have been employed to involve the Deaf community with high levels of success and repeat custom.</p> <p>Community Rangers also engage with different ethnicities to encourage and educate them about woodland management and help groups fulfil their religious duties. "The entire team worked for the whole day and it was great to see everyone getting together and working well in the name of God, just as the Swami would want us to. "</p> <p>http://www.srisathyasai.org.uk/article.php?articleid=258</p>
Investigate the possibility of providing free car-parking for people with disabilities	Local staff	2015	Recreation Managers to discuss this issue and report back to Diversity Team of	Our policy remains one of charging for disabled car parking. Given all funds raised from car parking charges are ploughed back in to

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			decisions made	the management of our Forests and development of our sites, it is seen as income to enable us to develop better or new facilities for use by disabled people.
We will continue to work with disabled mountain bike users to develop assessable trails where appropriate	Local recreation teams	On-going, as and when new trails are proposed	Recreation Managers to report progress to Diversity Team by 1 March each year	<p>Yorkshire FD is developing the Ellerburn trail which will allow disabled mountain bike users to access this route.</p> <p>West FD is in consultation with disabled cycle groups to increase accessibility. Consultation with disabled cycle groups was also part of 1SW project.</p> <p>In North FD in the Lake District there are Roughriderz Taster days at Whinlatter using the south mountain bike trail. The FD is also working to make the Green Route there accessible to disabled riders.</p> <p>In South FD at Alice Holt the team have constructed an all abilities</p>

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				<p>loop for family level mountain biking as part of the Cycling 4 All project.</p> <p>In East FD the team at High Lodge, Thetford Forest are developing a bid as part of a Landscape Heritage Lottery project to install a 5KM all ability heritage trail.</p>
We will identify two or three locations to specifically target BAME groups with publicity about employment (and recreation)	Business Partners	When actively recruiting again	Progress will be measured by annual analysis of job applicants which will be published in the annual monitoring report and by analysing customer feedback to check if the number of BAME respondents to the Public Opinion of Forestry Surveys increases	<p>No significant external recruitment is being undertaken at this time given government cuts and the recruitment freeze. No locations therefore identified for targeted publicity.</p> <p>However we have successfully recruited 20 apprentices for our first FCE two year apprenticeship scheme across England, 17 men and 3 women. Given forestry is a male dominated industry, it is good to attract women into the forestry industry. Support for the apprentices will be provided by one</p>

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				<p>male and one female assessor/trainer, both of whom have been recently recruited. This is good step towards further diversification of our workforce in terms of gender and age, given our staff reductions and an ageing workforce.</p> <p>In Central FD, the Shadow Ranger Voluntary Apprenticeship scheme which offers people hands-on experience of the workplace is advertised to a wide ranger of audiences to promote diversity, awareness of the scheme and uptake. This includes <u>BEN</u> Sheffield and <u>East Midlands po Polsku</u> .</p>

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We will create local office databases of local disability organisations to develop an identifiable Forestry Commission profile, offer services and share information about our facilities and services	Local teams – use Best Practice contacts	2012-13	Review Annually (by December)	<p>A database of disability organisations in Scotland is available on the HR E & D Intranet pages under Equality Analysis and Consultation. Additional research into local disability organisations will be undertaken as required in relation to projects for the purposes of engaging and consulting with local disability contacts/providers.</p> <p>When undertaking projects which require local engagement and consultation FDMs may wish to extend database to capture local organisations representing range of diversity interests and not restrict this to disability contacts.</p>
We will continue to provide educational support to children with additional needs and/or disabilities where	Local staff	On-going	Review Annually (by December)	The Forest Education Initiative continue to provide 'Forest Schools' sessions and training to teaching staff across Scotland at schools supporting children with additional support needs and/or disabilities.

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resources allow				<p>FCS acknowledges that the best way to enable schools to work in their local woods and forests on a regular basis is for the schools to do it themselves. There is therefore a push in the education sector to train school staff to take learning outdoors.</p> <p>Looking ahead it will take time and resources to develop and deliver a realistic plan for Scotland.</p>
We will raise awareness of local accessible trails, etc. through advertising and promotion through local networks and our Internet site.	Local staff	On-going	Review Annually (by December)	<p>The (Communities, Recreation and Tourism) (CRT) Team is already engaged in a programme of improving the Visitor Experience generally which includes developing plans for various CRT sites across Scotland including improving signage, visitor information, and corporate branding.</p> <p>FCS have already begun an ongoing programme of reviewing trails with</p>

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				<p>Fieldfare Trust (FT) to prioritise a programme of improvement subject to resources being available. The first phase of surveys is complete and initial improvements have been actioned. Follow up snagging has also been undertaken by FT and improvements are in hand. A second round of improvement work will be assessed shortly.</p> <p>Initial programme of works has been largely completed with small programme of FD works continuing within CRT Business Plans (BP). Scope to undertake a more substantial programme have been curtailed by 13/14 BP cash reductions. A 'shovel ready' bid has been tabled to seek additional cash for further works.</p> <p>In addition the Phototrails website will provide an additional online tool that enables stakeholders to obtain up to date information regarding</p>

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				<p>trails.</p> <p>The redevelopment of the FCS internet site is underway. It has been determined that all recreation content covering facilities will be replaced and contractors have been appointed to take this forward in a consistent and professional manner taking account of diversity requirements. CRT Managers will work with the Website Project Manager to ensure up to date information is available in variety of formats.</p> <p>We are reworking all of the recreation content of the website – this will in conjunction with the commissioning of the new web tool allow more flexibility in presentation of facilities and search facility will also be much improved.</p> <p>In addition publicity material such as leaflets promoting FCS sites as well as accessible trails is available in a</p>

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				<p>variety of formats on request via the Diversity Team. Other work on publications is ongoing on a routine basis.</p> <p>The CRT Team will undertake an evaluation of new website and All Forest Survey 2/Mystery Shopper Reports to review user feedback re available information about accessible trails</p>
We will audit by 2016, and then continually monitor all built facilities including visitor centres, toilets and parking facilities to ensure these are accessible and meet the needs of all users.	Local staff	2016	Review Annually (by December)	<p>All visitor services buildings have been prioritised by public visitor numbers.</p> <p>67 Access Audits have been undertaken (by a qualified external consultant) to those Forestry Commission buildings in Scotland that have public access.</p> <p>A project board comprising representatives from FES Estates and the FCS Diversity Team meet</p>

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				<p>regularly and evaluate the access audits. The project board decide and record where reasonable adjustments to the buildings should be made.</p> <p>To date 31 buildings have had works carried out at a cost of £670,000. This number and costs excludes a further 4 buildings that have been improved during major refurbishment works.</p> <p>A further 4 buildings are due to have works carried out in 2012/13 at a cost of £140,000. This number and cost excludes a further 3 buildings that will be improved during planned major refurbishment.</p> <p>Access audits have also been carried out to a sample of 4 wildlife viewing hides and the Project board are considering how alternative provision can be made, particularly where access improvements are not feasible</p>

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				<p>due to topography, natural habitat sensitivity, etc. using webcams, increased website information.</p> <p>Where the number of visitors to a building is very low (less than 10 per week) work has not been progressed but consideration may be given to these if funding becomes available in the future.</p> <p>FCS offered to carry out audits at NRS but they undertook their own in house audits.</p> <p>Accessible design for new build projects and refurbishments will be informed by stakeholder (customer/staff) engagement, with Building Standards defining the minimum criteria required.</p> <p>Where car parks are associated with buildings FCS has improved disabled parking and the access routes to the building. All car parks not associated</p>

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				with a building and all trail improvements are dealt with by the FD. Staff disabilities are dealt with on an as needs arise basis.
Improve information available about accessible trails	Local staff and Communications Teams	2016	Recreation Managers to advise Diversity Team of progress by 1 March each year	Ongoing.
We will investigate the possibility of providing free car parking for disabled people by 2015.	Local staff	Complete		This has already been dealt with in FES via an Equality Impact Assessment (EQIA) screening of the car parking charging scheme – Car parking charges will not be made to those with the disabled blue badge.
We will explore opportunities to support marketing with partners e.g. RADAR accessibility	Recreation Managers and Communications Team	2013	Review Annually (by December)	This is an ongoing role of the FES Marketing Manager and is covered by a marketing strategy which was the subject of an EQA.

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holiday guide.				Ongoing – website will be a major opportunity for marketing.
Develop a database of volunteers/staff who can conduct guided tours of forests for different groups	Local staff	2014	Local Office Managers to report progress to Diversity Team by 1 March each year	Ongoing.
We will continue to work with disabled mountain bike users to develop accessible trails where appropriate. This work will be on-going, as and when new trails are proposed over the next four years. The local recreation teams will take this forward building on the working relationships	Local recreation teams	On-going, as and when new trails are proposed	Review Annually (by December)	As part of ongoing programme as appropriate seek to improve accessibility on a case by case basis. As part of major projects e.g. where opportunity arises redevelop trail head facilities as a priority for all users e.g. Glentress, Galloway, etc. No new opportunities at present as no new trails are being planned or built.

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already built up with relevant groups.				
We will identify two or three locations to specifically target BAME groups with publicity about employment (and recreation)	Business Partners	When actively recruiting again	Progress will be measured by annual analysis of job applicants which will be published in the annual monitoring report and by analysing customer feedback to check if the number of BAME respondents to the Public Opinion of Forestry Surveys increases	No action as yet due to recruitment freeze.
We will liaise with local public transport providers to improve transport links		Review Annually (by December)		On an ongoing basis as appropriate and as part of the Equality Analysis (EqA) for major development (e.g. Glentress, David Marshal Lodge, etc.), investigate opportunities with

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where possible and appropriate. We have done this at one of our sites but the costs may prove prohibitive.				public transport providers to improve transport links where possible. For example as part of the Glentress Visitor Centre Project FCS met the costs of building a lay-by on the public transport route for a bus stop to facilitate opportunities for visitors to travel to Glentress via public transport. Ongoing with major projects.
Maintain a log of actions taken and improvement required / completed.		Beginning January 2013		Under discussion by CRT managers group building on FC England toolbox. Nothing to report from CRT at present other than as stated above. We are considering how we can improve monitoring at a practical level for smaller facilities and routine services at FD level.
All major projects to have a current Equality Analysis (EqA)		Ongoing		Starter Farm Initiatives – new programme is being set up but no EqA's have yet been done.

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				<p>An EqA has been done for Land Regeneration at Cuningar Loop but not at Bothwell Park or Greenoak Hill.</p> <p>Apprenticeship Manager to complete combined EqA for all the skill sector projects.</p> <p>There are no EqA's required for any of the steep ground management programmes (e.g. A82).</p> <p>In terms of projects, EqA's have been done for Galloway Visitor Centres, Car Park Charging, and Wildlife Viewing.</p> <p>An EqA for David Marshall Lodge has been published, and one for Queens View redevelopment is underway.</p> <p>EqA's haven't been done for the following projects: Great Trossachs Forest; Glenmore Sewage Works; Demolitions; and Freshwater Pearl Mussels.</p>

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When actively recruiting externally again promote employment opportunities to disabled communities		Currently unknown – at present recruitment freeze been extended indefinitely.		When the recruitment freeze is lifted we will continue to promote the FC as an employer to disabled communities in response to the research feedback we have had. This includes advertising in the disabled lifestyle press and profiling existing employees with disabilities in these magazines.