

Equality Monitoring Report

1 April 2011 to 31 March 2012

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1. Introduction

The Forestry Commission is the Government Department responsible for the protection and expansion of Britain's forests and woodlands, including increasing their value to society and the environment.

Therefore, the Forestry Commission is committed to ensuring that the forests and woodlands we manage are accessible to and enjoyed by all groups in society including those with protected characteristics (sex, race, disability, age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, and pregnancy and maternity).

The Forestry Commission:

- Welcomes more than 50 million visitors every year to our woodlands, which includes 36 visitor centres, almost 500 car parks, more than 150 accessible trails and many thousands of way-marked walks and trails, cycle routes and bridle paths;
- Welcomes more than 100,000 people per year to our concerts in the forest;
- Provides over 100 forest classrooms or educational facilities;
- Employs 2,800 people, most of whom are in rural areas;
- Plants 24 million trees every year;
- Sustainably harvests almost 5 million tonnes of timber every year, which equates to almost 44% of UK's total domestic timber production;
- Cares for nearly one million hectares of sustainably managed woods and forests, two thirds of which lies within National Parks, Areas of Outstanding Natural Beauty or Sites of Special Scientific Interest;
- Maintains 3,000 bridges (road and foot) and 24,000 km of forest roads;
- Provides grants, licences and advice to private woodland owners to encourage new tree planting and sustainable forest management;
- Provides research services relevant to UK and international forestry interests, providing an evidence base for UK forest practices and UK governmental policies; and
- Helped expand Britain's woodlands by an area more than three times the size of greater London in the last 20 years.

2. The Commission's structure

The Forestry Commission is a statutory body and non-Ministerial Government Department with responsibility for forestry throughout Great Britain. Under the Devolution Settlement, the Forestry Commission was designated a cross-border public authority. Therefore, it now exercises its powers and duties separately and receives separate funding in England, Scotland and Wales.

The Forestry Commission has a statutorily appointed Board of Commissioners consisting of a Chairperson and up to ten other Forestry Commissioners, including our Director General, who are appointed by the Queen on the recommendation of Ministers.

Each country is led by a Director who is also a member of the Great Britain Board of Commissioners. Delivery of policy, as well as progress against strategy objectives, is overseen in each country by the Commission's National Committee for England, National Committee for Scotland and National Committee for Wales.

The Forestry Commission also has an Executive Board which assists the Director General, Forest Research Chief Executive and Country Directors in the effective management of the Commission by providing leadership and setting direction for the organisation.

The Forestry Commission takes the lead, on behalf of all three administrations, in the development and promotion of sustainable forest management. We deliver the distinct forestry policies of England, Scotland and Wales through specific objectives drawn from the country forestry strategies so our mission and values may be different in each country.

We also have three executive agencies that work to targets set by Commissioners and Ministers. Forest Enterprise England and Forest Enterprise Scotland manage our public forests, woodlands and other land in England and Scotland respectively on behalf of the Forestry Commission. Forest Research is a GB-wide agency which aims to be a robust, market-relevant and flexible organisation with a reputation for innovative applied science through the provision of research, technical development, monitoring, surveying and advice.

2.1 Our Values

Throughout, we are an organisation that values:

- **teamwork** - working as teams with colleagues and others outwith the organisation to ensure that trees, woods and forests meet the needs of people in each part of Britain
- **professionalism** - enjoying and taking pride in our work, achieving high standards of quality, efficiency and sustainability
- **respect** - treating one another with consideration and trust, recognising each person's contribution
- **communication** - being open, honest and straightforward with colleagues and others, as willing to listen as to tell
- **learning** - always learning, from outside the Forestry Commission as well as from within

- **creativity** - not being afraid to try new ways of doing things.

2.2 Our People Strategy and our Equality and Diversity Strategy

The corporate plans for each country and for Forest Research have common themes defining how the Forestry Commission wishes to work; these determine the key strategic drivers for how the organisation manages its people and services.

Our [People Strategy, 'Fit for our Future'](#), is our people framework for taking the Forestry Commission through the next five years (2011 – 2016). Its vision is to ensure that employees are prepared, equipped and engaged to manage the changing work environment and to drive change in a positive and successful way.

The People Strategy (2011) focuses on five key themes, one of which is Equality and Diversity. Within that theme, we are committed to:

- Legal compliance;
- Improving the diversity of our workforce; and,
- Supporting our staff in engagement with communities to meet the General and Specific Duties placed on public bodies through the Equality Act 2010.

Our [Equality and Diversity Strategy](#) was published in April 2012. This is our framework to help embed the diversity elements of our People Strategy throughout the Forestry Commission over the next five years (2012-2017). The vision of the Equality and Diversity Strategy is to have a diverse workforce that reflects the society that we serve and to continue to offer exemplar customer services to diverse communities.

The five goals of this Strategy are to ensure that we;

- Build on our successes and continue to work towards making our services and facilities available to all;
- Continue to ensure our departmental policies, organisational objectives and operational practices enable everyone to access our services and facilities;
- Continue to engage with communities to ensure our services and facilities are fit for purpose and tailored to meet their requirements;
- Continue to respect, support and value all our staff, treating them in accordance with our values; and,
- Recruit and employ people in order to make our workforce more representative of the GB population.

Further information on the Forestry Commission, including our aims and structure, can be found on our [website](#).

2.3 Our Equality and Diversity Objectives

In addition to the objectives set out in the People Strategy and the Equality and Diversity Strategy, we have also produced a series of [Equality and Diversity Objectives](#) which are specific and measurable for the next four years (2012-2016).

The Objectives have been selected to ensure that the Forestry Commission meets the three aims of the General Duty as outlined in the Equality Act. The three aims of the General Duty are:

- To eliminate discrimination, harassment and victimisation;
- To advance equality of opportunity between people from different groups; and,
- To foster good relations between people from different groups.

We have classified the Objectives by each of the nine protected characteristics, and then by staff and customer focussed actions.

The Forestry Commission recognises that diversity of its staff group is intrinsically linked to the provision of valued services to diverse communities and vice versa. Diverse staff can provide insight into ways of working with diverse communities, suggesting appropriate customer services, and as role models can encourage a wider pool of potential applicants to apply to work for the Forestry Commission if they can see that the organisation is positive about equality and diversity.

There are also over-arching Objectives to provide focus and commitment to our diversity agenda. These were developed in response to feedback we received from individual customers, and organisations that represent diverse groups.

A summary of progress against our Objectives by key business areas is given below:

- Diversity Team -**
- Prepared and published guidance for our staff on interacting with Gypsy and Traveller communities, which was verified externally for accuracy and content;
 - Delivered onsite training and support to operational staff delivering services to diverse groups;
 - Reviewed and amended our diversity related internal website, including publication of externally verified factsheets on different religions, faiths, and disabilities; and,
 - Supported the development and recruitment process for the Graduate Developments Scheme, ensuring the programme was available to people from all the protected characteristic groups, where they met the minimum criteria.

- England -**
- Worked with a range of partners, including the Fieldfare Trust

and other disability organisations, to increase the number of and promote accessible trails in woodlands;

- Constructed a cycle trail at Alice Holt Forest, suitable for people and families of all ages and abilities; and,
- Provided workplace experience at some sites through the Shadow Ranger Volunteer Apprenticeship scheme.

Scotland -

- Supported and enabled the Educational Sector to deliver outdoor learning, through the provision of training, materials and suitable environments;
- Provided employment skills training to young adults from diverse groups, to increase their opportunities in the labour market; and,
- Continued to audit all built facilities delivering customer services to ensure that accessibility requirements are met.

Wales -

- Worked with different organisations to bring children with disabilities and young adults living in care in to a forest environment;
- Developed audio trails, to support people who are blind or visually impaired access and enjoy woodlands; and
- Engaged and worked with “Challenge your Boundaries” to encourage people with disabilities to try cycling.

Detailed progress against achieving our Objectives can be viewed at [Appendix 1](#).

3. Our approach to the Equality and Diversity Agenda

Although forestry is devolved, the Forestry Commission adopts a GB approach to equality and diversity. Responsibility for the implementation of the equality duties, as defined by the Westminster Government, is shared across the Forestry Commission, with guidance and support being provided from the central Diversity Team based in Silvan House.

In developing our Monitoring Report we recognise that the Forestry Commission has made good progress in embedding equality and diversity into everyday business. However, we are not complacent and recognise that there is still much to achieve.

We have examined our relevant policies, functions, service planning and service delivery processes to ensure that no-one is in any way discriminated against or subject to unfair opportunity/adverse treatment. Further, as an employer we ensure that appropriate training is available to all staff to raise awareness of the equality and diversity agenda and ensure that staff are aware of their responsibilities.

As a service provider the Forestry Commission ensures that working with community groups, other public bodies, voluntary organisations and private organisations and individuals is done in an inclusive manner, offering fairness of opportunity to all. To this end, we also endeavour to procure goods and services from organisation and individuals that have or subscribe to equality and diversity values and objectives as set down in legislation.

4. Our approach to engagement

As a Government Department we comply with the current guidance on consultation and engagement. Therefore, regulatory consultations are conducted with key stakeholders when regulations change.

The provision of recreation is one of our principal objectives and we understand that recreation initiatives provide us with a major opportunity to meet the General Duties of the Equality Act. In our internal recreation guidance, we stress the importance and value of understanding the local community and being proactive in identifying and seeking views from those people who currently do not access our services, as well as those we are more used to working with and who are established visitors to our forests. The guidance includes checklists to assist field practitioners to include their whole community.

Through engagement we hope to improve our understanding of any barriers to visiting our forests and to work with different groups to identify and put in place solutions, events and facilities that will encourage more frequent visits from a more diverse range of the local and wider population.

5. Our approach to Equality Analysis

We have continued to mainstream the use of Equality Analysis (EqA), to ensure that our new policies or services, and any changes to existing policies or services, fully take into account any impact on our diverse customers and staff.

In April 2011 we reviewed and updated our existing guidance on Equality Impact Assessments, in line with the Equality Act's General Duties for the public sector. This resulted in a more streamlined process and was announced via our all-staff communication bulletin. The revised guidance cross references to ['Public Engagement in Forestry: a toolbox for involving people'](#), intending to help those undertaking EqA to achieve effective consultation, capturing the views of all communities, at both local,

Regional, Country and national levels. The EqA guidance is supported by training delivered by the Diversity Team to those responsible for creating policies or delivering large initiatives that may have an impact on our staff and/or the public.

All our HR policies, including Learning and Development strategies and initiatives are subject to EqA, as well as many of our customer-facing projects.

A summary of completed [Equality Analysis \(and previous Equality Impact Assessments\)](#) is available on our website.

6. Our approach to our Customers

The Forestry Commission recognises that forests and woods have the ability to contribute to the nation in terms of opportunities for people to participate in and enjoy woodlands. We deliver an extensive range of practical programmes to ensure that communities and individuals can get the most from them.

There are a number of ways in which we can reach and engage with people, for example, we offer:

- Education and learning initiatives;
- Healthy living initiatives and activities;
- Play, recreation and sporting opportunities;
- Volunteering; and,
- Community forestry and woodland creation in and around towns and cities, to be closer to where people live.

As the needs of communities change and develop, we will need to continue to adapt to ensure that we offer equality of opportunity for all.

We proactively promote that all our services and facilities are open to anyone who wishes to use them. However, we recognise that there may be perceived barriers and reasons why people may not be able to fully benefit from them. We are actively seeking to address this by adapting infrastructure, providing a wider range of activities and events, engaging with communities and in some cases providing specialist equipment and/or tailored activities. To achieve our objectives the Forestry Commission is working closely with a range of partner organisations at a local, regional and/or national level.

6.1 Some of our customer initiatives

The Forestry Commission provides facilities, services and events across GB for people of all protected characteristics. Examples of some of our initiatives include:

- Working with partner organisations to encourage people to access forests and greenspace, including working with the NHS to revitalise hospital grounds for health and wellbeing purposes, and the Mosaic project building links between ethnic minority communities, the National Parks of England and the Youth Hostel Association;
- Events encouraging people of different faiths to use forests as celebration venues, inviting other communities to come along and learn about different groups and share traditions, music, food and experiences; and,
- Increasing participation in cycling for people with disabilities, women, and children of all ages.

6.2 Understanding our customers

As part of our on-going commitment to customer service we undertake a range of surveys, which are conducted on a regular basis to compare and test customer satisfaction and explore needs. These range from public opinion surveys, site questionnaires, focus groups, feedback forms, etc. Where appropriate the surveys are analysed by the Forestry Commission Economics and Statistics team who are responsible for compiling reports based on their analysis. This team provides reports to the Management Boards within England, Scotland and Wales. The Diversity Team liaise with this team to use the data, explore where gaps exist within the data and agree how they can be filled.

The Forestry Commission also actively encourages site managers to use local demographic data to more strategically assess the potential demand for services and facilities and compare this with actual site usage. This type of analysis will become more prevalent as the Equality Analysis process is further embedded across the organisation. We carry out research into better understanding attitudes, beliefs and barriers to people using and not using our services and facilities. This can be undertaken at both a site level and also at the Regional and National level. Research and evidence we collate will be analysed and made available for all staff through our internal website, and where appropriate externally to our customers and partners through our external website.

Case Study

Central Scotland Conservancy held an event to bring to together people from different faiths and communities to celebrate Lughnasadh.

Lughnasadh is an ancient festival once celebrated all over Gaelic Scotland and is a time for gatherings of people from different places under a unanimous declaration of peace, and celebrating the bounty of the first fruits of the forest and the first crops from the fields. At Lord Ancrum Wood, people from communities of diverse cultures and faiths were invited from Glasgow and beyond to explore the wooded site, to

discover the biodiversity within it, and contemplate the harmony and strength to be found in the diversity of species, which make up a Scottish woodland.

On the day, guests included Muslims, Baha'is, Sikhs, Christians, Neopagans and Hindus.

6.3 Our approach to Internet accessibility

Our external website has to meet the demands of a wide range of users, including woodland owners seeking information about regulation and grant aid, school teachers and parents looking to understand how to use the forests as a learning environment, people looking for jobs or volunteer opportunities, and those looking for recreation opportunities.

As a Government department we develop all our website content to the AA accessibility standard, are committed to making our site accessible and easy to use. Over the last three years we have commissioned independent user audits and testing by people with total and partial vision impairments, physical disabilities and those with cognitive impairments.

Over the next year the Forestry Commission will be reviewing and upgrading the content of our website to ensure that it offers accurate and relevant information for our customers. As part of this development we will have the website independently audited and tested to ensure that it meets the relevant accessibility standards.

6.4 Our forests in your home

In order to give people who are unable to visit, or are unsure of visiting our forests a taste of what we can offer, we have created pages on our web site called Our Forests in Your Home. The site shows many of the activities that can be experienced by visitors, gives information and videos on wildlife, recreation options and climate change. The site also offers a link to the pages that let people search for details of the nearest forest to their home and discover what events and facilities are available there. These pages are at an early stage and in order to make them as useful and interesting as possible for our intended audience, we will add to them and refine them over time as new content becomes available.

6.5 Monitoring our visitor numbers

During 2011 we conducted [Public Opinion Surveys](#) in UK, Scotland and Wales. The Surveys indicate that people have a great interest in visiting forests and that around two

thirds or more of all respondents said they had visited forests or woodlands in the last few years.

The Public Opinion Survey records positive responses from respondents in different categories. Those that responded "Yes" to the question 'In the last few years, have you visited forests or woodlands for walks, picnics or other recreation?' also declared the following information in relation to their protected characteristics:

| Disabled | Not disabled | | Female | Male | | BAME | White | | Age 44 or less | Age 45 or over |
|----------|--------------|--|--------|------|--|------|-------|--|----------------|----------------|
| 57% | 70% | | 68% | 67% | | 34% | 71% | | 69% | 66% |

We are increasingly creating woodlands close to towns, to give more people and communities the opportunity to experience these rich green spaces. Those that responded "Yes" to the question 'Types of woodlands visited - Woodlands in and around towns.' also declared the following information in relation to their protected characteristics:

| Disabled | Not disabled | | Female | Male | | BAME | White | | Age 44 or less | Age 45 or over |
|----------|--------------|--|--------|------|--|------|-------|--|----------------|----------------|
| 14% | 16% | | 17% | 14% | | 37% | 14% | | 19% | 12% |

Those that responded "Yes" to the question 'Types of woodlands visited – Woodlands in the countryside' also declared the following information in relation to their protected characteristics:

| Disabled | Not disabled | | Female | Male | | BAME | White | | Age 44 or less | Age 45 or over |
|----------|--------------|--|--------|------|--|------|-------|--|----------------|----------------|
| 42% | 37% | | 36% | 39% | | 28% | 38% | | 33% | 43% |

The responses given by participants of the Public Opinion Survey highlighted that there are various reasons why people do not visit forests. These reasons include personal mobility problems (difficulty in walking, etc), not having a car or that woods were too far away.

Our initiative of creating and facilitating the creation of woods close to towns should, over time, mean that more people have access to woodlands that are closer to where they work and/or live. We also continually review our existing facilities to ensure they are available and accessed by as wide a range of people as possible. To ensure that

these facilities meets the needs, where possible, of all our diverse customer groups we continue to work to understand the main barriers for people visiting our forests and are working with different groups and associations to identify and put in place solutions to barriers, and promote the services we offer.

Case Study

The 'Hidden Voices' project was introduced at Westonbirt, the National Arboretum, to engage with groups serving communities that are under-represented visitors to the woodland.

Using a collaborative approach to develop a series of visits with each selected groups, the project aimed to foster a shared understanding of trees and what they mean to society today. During 6 monthly visits (18 visits in total) participants engaged in a variety of activities with both staff and volunteers, including:

- Practical conservation tasks;
- Guided walks;
- Sensory activities;
- Self exploration and personal reflection, including creative sessions such as poetry, writing, photography and artwork; and,
- Wood-related craft sessions.

7. Our approach to our staff

7.1 Building and retaining a diverse workforce

A key theme of our People Strategy is to recruit and employ more people with as wide a range of protected characteristics as possible, in order to make the Forestry Commission as representative of the population. Spending restrictions have meant that active advertising in media outlets specifically aimed at various protected characteristic groups was suspended in April 2010. Our recruitment also decreased significantly from that date, due to the requirement to downsize the wider Civil Service. Improving the diversity of our staff is difficult under these continuing restrictions, but it remains an aim.

In order to attract a wider range of applicants to our advertised vacancies we have been proactive in trying to dispel some of the myths surrounding forestry. Traditionally, employment in the forestry profession has been male dominated and perceived as a practical, outdoors, and physical role. Whilst one part of the forestry sector continues to manage trees and process timber, the contemporary forestry profession is far broader in the scope and the variety of roles on offer.

Jobs in forestry today include the development of policy, the management of grants and regulations, sales and retail, public education, recreation, conservation, teaching and lifelong learning, resource planning, development planning, science and research, civil engineering, and partnership brokerage, as well as support roles in Human Resources, administration, finance, marketing, communications and business development.

7.2 The Government's 2010 Spending Review (SR10)

As a public sector organisation, the Forestry Commission is continuing to embed the structural changes necessary as a result of the downsizing required through SR10. This particularly affected FC England, Forest Research and central services (Silvan House). This required us to be aware of any impact on the diversity of our staff and to ensure fairness and appropriate adjustments were built in to all the processes we introduced to achieve our downsizing targets over the SR10 period.

Equality Analysis demonstrated that the SR10 staff reductions could potentially have had a larger impact on women than on men, because women provide the majority of the administrative support, which was being further streamlined to allow continuing and enhanced delivery of the Commission's core forestry functions. This was taken into consideration and action taken to maintain the gender balance of the FC's workforce. Equality Analysis did not indicate any significant impact on other protected characteristics, including disabled or BAME employees. However, SR10 would not have a positive impact on our staff diversity because of the recruitment limitations which restricted our options to improve the diversity our staff profile.

The ongoing pay freeze has halted progression from minimum to maximum of our short Pay Scales, which has an impact on our [Equal Pay figures](#).

7.3 Equality and diversity training

The Forestry Commission has developed and delivers in-house equality and diversity training. We have different levels of training event, tailored to suit the needs of staff and depending upon their level of exposure to customers and/or their involvement in policy making. The training includes all aspects of equality and relates to the Forestry Commission's business. This year we have developed new on-line training modules for staff and managers and revamped our face-to-face training on the Equality Analysis process. The sessions run on our New Entrant (induction) courses have also been re-designed.

All new and existing training events managed by the Forestry Commission are reviewed to ensure appropriate equality and diversity messages and considerations are included. All our in-house Learning and Development trainers have attended learning sessions and

have regular liaison with the Diversity Team to increase their understanding of equality and diversity and how it might impact upon their work.

7.4 Equality and Diversity Staff Forum

Membership of our Staff Forum is drawn from volunteers across the Forestry Commission, and includes people from a range of different protected characteristic groups. Formed in 2008, the Staff Forum meets quarterly to provide advice and feedback on policies and services that affect staff, to highlight any equality and diversity issues and support the Equality and Diversity Team in promoting equality and diversity throughout the organisation.

Over the last 12 months the Staff Forum has contributed to the:

- [Equality Objectives and Strategy](#) published in April 2012,
- Discipline and Grievance policies and procedures,
- Career Break policy and procedure,
- People Matters guides on Disability & Reasonable Adjustments, Gypsies & Travellers, and Religion & Belief,
- Development of Equality and Diversity Online Training; and
- A-Z guides for the Equality and Diversity intranet pages.

The Head of HR Services also worked with the Staff Forum members on how to take the group forward during a period of unprecedented organisational change, including how diversity and equality considerations could continue to evolve and provide positive outcomes during austerity measures.

7.5 Staff Survey 2011

We conduct Staff Surveys every two years. A survey was carried out in September 2011. A total of 60% of all employees responded, compared to 61% in 2009 and we consider this as positive in the ongoing climate of downsizing and SR10.

As a result of the changes to equality legislation, we took the opportunity to ask more questions about experiences of discrimination and bullying and harassment in the workplace, and we asked employees to identify against all of the protected characteristics.

We wanted to understand how our flexible working policies were working and to gather evidence to support the development of the guidance we offer to employees with caring responsibilities. Therefore, we used the 2011 Survey to obtain a measure of the number of carers we have amongst our employees, whether they have joint or sole caring responsibility and the number of hours per week they provide care.

Respondent numbers for BAME, gay, bi-sexual and transgender employees were low and a single respondent can have a significant impact on the data. This does not mean that their responses are not significant, but that we have to treat them with care when interpreting the results of the Survey.

7.5.1 Staff Survey 2011 results

For the first time we asked employees to respond to the statement 'I am treated with respect by the people I work with'. Of the 1972 staff that participated in the survey:

- 83% of all respondents either Strongly Agreed (23%) or Agreed (60%) with this statement;
- 12% neither agreed nor disagreed and only 5% disagreed or strongly disagreed;
- Women responded more favourably than men (87% either Strongly Agreed or Agreed);
- Respondents with disabilities responded less positively (72% Strongly Agreed or Agreed);
- 92% of gay men and lesbian respondents either Strongly Agreed or Agreed; and,
- All other protected characteristic groups responded within the significant parameter of 83%.

Only 7% of all those staff who responded had personally experienced discrimination in the workplace, but the figure for respondents with disabilities was 27%. Respondents were asked to identify, from a list of 17 suggestions, on which grounds the discrimination they experienced had been based.

Of the 30 (27%) disabled respondents who said they had experienced discrimination at work the reasons were;

- 21% (6) due to disability,
- 48% (14) due to grade, pay band or responsibility level,
- 21% (6) due to working location and
- 17% (5) due to working hours.
- 5% of respondents said they were currently being harassed or bullied, a reduction from 10% of respondents in 2009 who said they were being harassed or bullied.
- 19% (21) of respondents with disabilities said they were being harassed or bullied at work.

Following the release of the Staff Survey results we issued a reminder to all staff and managers reminding them of the Forestry Commission's zero tolerance policy on Bullying and Harassment, particularly where any actions were linked to a persons protected characteristics. To ensure that our managers have the necessary training and support to

identify and address any indications of bullying and harassment we utilised our management based training to remind them of the action to be taken, and support available to staff.

We identify and put in place a number of reasonable adjustments each year for employees who have not formally informed us they have a disability; this leads us to believe we have more disabled staff than have declared their disability to us. Additionally, the Staff Survey of 2011 that the number of respondents who said they had a disability was 111, compared to our staff records, which identified 89 staff as having a disability. As the Survey response level was 60%, we can reasonably assume that we have more than 111 disabled staff

To encourage more staff to tell us they have a disability we have;

- explained disability and the process of formally recording a disability on our internal website;
- reviewed the information given to all new employees about disability and reasonable adjustments to ensure they are aware of the process, should they require it on appointment or later in their career with us;
- drafted a new management guide that will help managers to better recognise signs that indicate a disability to enable them to support and manage staff appropriately; and
- produced factsheets on different types of disability, which are verified by external organisations, to inform and support managers and staff.

We have also been able to gather an indication of the numbers of staff who are gay, bisexual, transgender, carers and have specific religious beliefs. This information was used to inform our action planning and the development of our [Equality Objectives and Strategy](#).

7.6 Carers

The 2011 Staff Survey shows that 37% of respondents have some caring responsibilities. 72% of carers share responsibility with a partner or spouse and 6% have sole caring responsibility with no support from relatives or other social care options. 36% of those carers provide care for more than 50 hours a week, 23% for between 1 and 7 hours a week. We have not previously been able to assess the number of carers in the Forestry Commission, the support they have or the hours they spend providing care. This information indicates that there are a significant number of employees with such responsibilities and supports further action to support them in the workplace. We have redrafted guidance for carers, bringing together information on all practices that may support them (payment of additional childcare, flexible working, career breaks, etc.).

It is also useful to note that the 2011 Staff Survey responses do not indicate that carers are experiencing discrimination, or bullying or harassment at work.

7.7 Gay, lesbian and bisexual staff

We utilise Staff Surveys to establish how many gay, lesbian and bisexual staff we have. We understand that such questions can be difficult for people, so it is useful to compare numbers between the 2011 and the 2009 Surveys, to see if there is any consistency.

In the 2011 Survey we gave a full explanation of the terms 'gay', 'lesbian' and 'bisexual', which we did not do in 2009 and fewer respondents than in 2009 disclosed that they were gay, lesbian or bisexual. In the 2011 Survey less than 1% of respondents (13 people) identified as a gay man or woman, less than 1% (14 people) identified as bisexual and 13% chose not to say. In the 2009 Survey, 2% (43 people) identified as a gay man or woman and 1% (29 people) identified as bisexual.

However, we feel we have sufficient data to state that between 1% and 3% of our employees identify themselves as gay, lesbian or bisexual.

Of those that responded to the 2011 survey, all gay men and lesbians, and 93% of bisexual staff said that their team 'has a culture where discriminatory treatment, harassment and bullying is not tolerated' compared with 80% of the whole Forestry Commission. The results also provided no evidence to suggest that gay, lesbian and bisexual employees felt any differently about being employed in the Forestry Commission than their colleagues.

7.8 Transgender and gender identity

We have used the Staff Surveys to identify whether we have any transgender employees. We also wanted to establish whether transgender employees have experienced any difficulties in the Forestry Commission and to prioritise what support and guidance we should have in place. To avoid any misunderstanding, the 2011 Staff Survey asked the question 'Are you a person who intends to live and work, or is living and working, permanently in the opposite gender from the one you were given at birth?'

Both the 2011 and 2009 Surveys gave similar results; approx 0.5% of our employees identified as transgender. The 2009 survey did not suggest that transgender employees experienced any discrimination in the Forestry Commission. The 2011 Survey shows that 15% (2) of transgender employees feel they have experienced discrimination at work, though none said they experienced any discrimination due to their gender identity.

7.9 Religion and Belief

The Staff Surveys indicate that around 46% of our employees are Christian, 27% have no belief, and 6% are Atheists. Buddhism, Judaism, Hindu and Islam are also represented, although in very low numbers. In 2011, as in 2009, the survey did not indicate that staff with religious belief felt any differently about their employment in the Forestry Commission than staff without religious belief.

8. Monitoring data

We have completed a detailed monitoring process for employment data collected between April 2011 and March 2012. In the outcomes detailed in the following Tables, we have represented the total Forestry Commission figures, though breakdown for each management unit is available on request from the [Diversity Team](#).

Please note that staffing data used to complete these tables covers all staff deemed to be in paid employment by the Forestry Commission, including Public Appointments, office holders, and some apprentices. As such, figures may differ from other published reports, which only include people deemed as Forestry Commission staff.

8.1 Overview of our analysis

The following tables show the detail of our workforce and specific comments have been made against each Table. In summary, the Tables demonstrate that our workforce is predominantly male (68%), White British (96.5%), not disabled (97.7%), and aged 40 or over (70%).

Approximately 28% of our BAME employees are in administrative positions, 44% in forestry posts and 11% in IT and 17% in science posts. A total of 52% of our female employees are in administrative posts, compared to 12% of male employees and 41% of women are in forestry related posts compared to about 82% of our male employees. A total of 42% of our disabled employees are in administrative positions, and 48% of disabled employees in forestry posts.

In our internal post filling and promotion process, male applicants were more likely to be successful and promoted than their female colleagues. It should be noted that the current gender demographic of the organisation is male dominant (68%) therefore we are more likely to receive a higher volume of applicants from this group for our internal post. However, when considering the percentage of successful applicants and those promoted within each protected characteristic group, females and males were almost equal. Disabled applicants were less likely to be successful as people without disabilities, and also less likely to be promoted. We shall continue to monitor this, but the low numbers of disabled staff make it difficult to draw conclusions. There are no reports of

discrimination by people with disabilities based on the recruitment and/or promotion procedures. BAME and White Other applicants were least likely to be successful or promoted during the year. Again, we shall continue to monitor this, but the low numbers of BAME and White Other staff employed overall and applying for vacancies make it difficult to draw conclusions

As a result of the 2010 Spending Review, we have suspended the advertising programme which promoted our job opportunities in media outlets specifically targeted to women, people with disabilities and people from minority ethnic backgrounds. We took this action, as although a very limited recruitment programme remained, we did not want to raise expectations beyond our capacity to recruit while the organisation was downsizing. However, our [External Recruitment](#) data shows that a higher percentage of applications were received from people from Black and Asian Minority Ethnic (BAME) and White Other backgrounds, and those aged 40 and over this year than had been recorded in the previous year.

We provide a wide range of [internal training](#), to suit the requirements of the business and have introduced our Management Development Programme to provide our managers with the necessary skills to progress, or to improve their performance at their present level. This programme is targeted more individually towards managers' individual skill sets than our previous management training events. The Forestry Commission has its own in-house Learning and Development team, who design and deliver training in response to business needs. [External training](#) is widely used to cover areas of particular expertise. Our in-house Learning and Development team receives regular updates on equality and diversity issues and offer flexible training options to those who request them because they have a disability or caring responsibilities. This enables more people to access training by removing barriers created by the training materials, or by the need to travel to a training venue or commit whole days to training.

Our analysis allows us to identify and investigate any apparent discrepancies in the year, but the low numbers of disabled and BAME employees means that the data can be significantly changed by just one or two people being promoted, taking training, receiving top performance marks etc. We compare data gathered over the years to see whether any trends are developing, and whether discrepancies are repeated year on year.

8.2 Staff in post at 31 March 2012

| Disabled | Not disabled | | Female | Male | | BAME* | White Other | White British | | Age 39 or less | Age 40 or over |
|----------|--------------|--|--------|------|--|-------|-------------|---------------|--|----------------|----------------|
| 66 | 2794 | | 919 | 1941 | | 18 | 75 | 2761 | | 869 | 1991 |
| 2.3% | 97.7% | | 32% | 68% | | 0.6% | 2.6% | 96.5% | | 30% | 70% |

*0.2% of staff racial group "unknown"

The table shows that our workforce is predominantly male, not disabled, aged 40 or over and White British.

Our staff turnover was:

- 18% in 2009/10;
- 22% in 2010/11; and,
- 23% for 2011/12.

The Forestry Commission has run Voluntary Exit Schemes during both 2010/11 and 2011/12, which explains the increase in staff turnover from 2009/10. In 2011/12 the data shows that 35% of the 757 people who left the organisation did so through the Voluntary Exit Schemes.

In 2011/12 we aligned our reporting mechanisms with the Civil Service standard and now monitor age groupings 30-34, 35-39 etc rather than 31-35, 36-40 etc as we have done in previous years. This allows us to be consistent with other Civil Service bodies and organisations and we are able to compare data with other public sector workforces.

Our staff age data shows that our workforce is predominantly made up of staff aged 40 and over. Only 2.8% (79) of our staff are aged 24 or under and 38% of these are on Short Term Temporary Contracts, with the majority of these staff participating in our Apprenticeship Schemes.

8.3 Full/part time split at 31 March 2012

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|-----------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Full time | 89% | 86% | 67% | 94% | 94% | 85% | 85% | 88% | 84% |
| Part time | 11% | 14% | 33% | 6% | 6% | 15% | 15% | 12% | 16% |

Overall, the percentage of staff that work part time has fallen in comparison to 2010/11, with the exception of BAME where there was a slight increase. Part time female workers reduced from 35% to 33% in 2011/12 and part time staff with disabilities from 22% down to 11%. This is likely to be as a result of the Voluntary Exit Scheme.

The data highlights that women are more likely to be part time than others; Males and Black and Asian Minority Ethnic employees are least likely to work part time. The

reasons why women are more likely to work part time are generally well understood and the Forestry Commission has good family friendly policies, including a range of working pattern options, in place to support staff. To help staff with caring responsibilities learn about their rights and what the Forestry Commission can do to help support them, we published guidance on support for Carers.

In our 2011 Staff Survey, women gave a more positive response than other groups against all questions and particularly positive to the statements 'I am treated fairly at work', 'I feel that I have a good work/life balance' and 'I would recommend the Forestry Commission as a great place to work'.

8.4 Type of contract at 31 March 2012

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Perm | 97% | 91% | 89% | 92% | 89% | 73% | 92% | 86% | 94% |
| Fixed term | | | | | | | | | |
| Temp | 0% | 2% | 3% | 2% | - | 4% | 2% | 5% | 1% |
| Short term | | | | | | | | | |
| Temp | 0% | 4% | 6% | 2% | 6% | 8% | 3% | 7% | 2% |
| Other | 3% | 3% | 3% | 4% | 6% | 15% | 3% | 2% | 3% |

The table highlights that the majority of the Forestry Commission's employees are on permanent contracts, with an increase in all groups in comparison to 2010/11. In particular staff that consider themselves disabled has increased by 9%, and those that identify as White Other background and are aged 39 or less have increased by 8%.

Overall, fewer staff aged under 39 or from a White Other ethnic background are likely to be permanently employed. This is because staff from these groups are more likely to be employed as Apprentices or seasonal workers.

The number of White Other staff employed on an "Other" basis remains high compared with other groups; "Other" include Part Year appointments employed at our Tree Nursery in Delamere, where work is seasonal and employees come from a large Eastern European community in the area.

8.5 Pay Band at 31 March 2012

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|--------------------------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Senior Pay Bands* | 2% | 1% | 1% | 1% | 6% | - | 1% | <1% | 1% |
| Middle Pay Bands | 6% | 11% | 8% | 13% | 11% | 9% | 11% | 5% | 14% |
| Other Pay Bands | 92% | 86% | 90% | 85% | 83% | 89% | 87% | 94% | 83% |
| Contractors and Office Holders | 0% | 2% | 1% | 2% | - | 1% | 1% | <1% | 2% |

*Senior Pay Bands include our Chair and Forestry Commissioners.

The table shows that distribution of protected characteristics across the Pay Bands is quite even and has not changed significantly from the figures reported in 2010/11, with staff who are not disabled, age 40 or over and male employees slightly more likely to be in a higher pay band than disabled, younger and female employees.

The differential for age at Middle Management level can be explained by longer service and greater experience, which generally leads to increased application for higher graded posts. The most significant difference is for White Other Employees, none of whom are in the Senior Pay Bands and who are less likely to be in the Middle Pay Bands than other employees. Detailed analysis shows that 16% of our White Other staff are employed on Part Year Appointments to work in our Tree Nursery in Delamere, where limited management positions are available.

Despite the number of staff leaving this year via Voluntary Exit Schemes, the distribution of staff across the Pay Bands has not changed significantly from those reported in 2010/11, with the exception of those staff in Other Paybands which shows a reported increased of disabled staff from 87% to 92%, and also those aged 39 or less from 87% to 94%. However, it should be noted that direct year on year comparisons for age cannot be quantified due to changes to the reporting of age bands.

It should also be noted that the number of staff employed as a contractors or office holders has fallen across all protected characteristic groups, as these posts have reduced as a result of restructuring.

8.6 Internal post filling and promotion during 2011/2012

| | Disability | | | Gender | | | Ethnicity | | | | Age | | |
|---|------------|--------------|--------------------|--------|------|----------------|-----------|-------------|---------------|--------------|------------|------------|-------------|
| | Disabled | Not disabled | Disability unknown | Female | Male | Gender unknown | BAME | White Other | White British | Race unknown | 39 or less | 40 or over | Age unknown |
| Number of Applicants | 3 | 178 | 207 | 72 | 124 | 192 | 3 | 14 | 229 | 142 | 130 | 115 | 143 |
| All applicants | 1 % | 46% | 53% | 19% | 32% | 49% | 1% | 4% | 59% | 36% | 33% | 30% | 37% |
| All Interviewed | 1 % | 51% | 48% | 20% | 35% | 45% | 1% | 4% | 62% | 33% | 36% | 32% | 32% |
| All Successful | 1 % | 98% | 1% | 38% | 62% | - | 1% | 3% | 94% | 2% | 53% | 46% | 1% |
| All Successful and Promoted | - | 100% | - | 37% | 63% | - | 1% | 3% | 94% | 2% | 55% | 45% | - |
| As % of applicants within each Protected Characteristic Group | | | | | | | | | | | | | |
| Interviewed | 100% | 92% | 73% | 89% | 91% | 73% | 66% | 93% | 87% | 73% | 87% | 88% | 73% |
| Successful | 66% | 84% | 1% | 79% | 77% | - | 33% | 36% | 62% | 2% | 61% | 62% | 1% |
| All Successful and Promoted | - | 58% | - | 54% | 53% | - | 33% | 21% | 43% | 1% | 45% | 41% | - |

With the exception of Forest Research, which holds traditional promotion boards for its scientific staff, the Forestry Commission holds open internal competition for many of its vacancies. Success in an internal competition will result in promotion when the job advertised is at a higher pay band than that of the successful applicant.

The table shows that staff that are aged 39 or less, male, White British or are not disabled are more likely to be successful in their application for vacant posts than their colleagues. Disabled, BAME and White Other, and female applicants were less likely to be successful or promoted. Lower numbers of applications from disabled, BAME and White Other staff mean that any additional single success would have a significant impact on the figures.

It should be noted however, that there were a number of candidates who did not provide their diversity information when applying for internal vacancies and this may have had a potential impact on the statistics. To ensure that we receive more accurate data in the future, we have changed our recruitment process to gather mandatory information from applicants.

We shall continue to monitor this data and establish whether there is any trend, or any indication that staff from BAME or White Other backgrounds are less likely to apply for vacant posts than other staff. If so, we shall invite the [Equality and Diversity Staff Forum](#) to help us understand any barriers and identify solutions, to encourage more of our BAME staff to enter internal competitions.

| | Disability | | | Gender | | | Ethnicity | | | | Age | | |
|---|------------|--------------|--------------------|--------|------|----------------|-----------|-------------|---------------|--------------|------------|------------|-------------|
| | Disabled | Not disabled | Disability unknown | Female | Male | Gender unknown | BAME | White Other | White British | Race unknown | 39 or less | 40 or over | Age unknown |
| Number of Applicants | 44 | 1197 | 522 | 391 | 1131 | 245 | 108 | 147 | 1278 | 234 | 1162 | 356 | 249 |
| All applicants | 2% | 68% | 30% | 22% | 64% | 14% | 6% | 8% | 72% | 14% | 66% | 20% | 14% |
| All Interviewed | 4% | 69% | 27% | 36% | 56% | 8% | 3% | 3% | 87% | 7% | 67% | 26% | 7% |
| All Successful | - | 74% | 26% | 40% | 55% | 5% | 3% | 3% | 90% | 4% | 65% | 29% | 6% |
| As % of applicants within each Protected Characteristic Group | | | | | | | | | | | | | |
| Interviewed | 20% | 15% | 13% | 24% | 13% | 8% | 6% | 5% | 18% | 8% | 15% | 19% | 7% |
| Successful | 0 | 4% | 4% | 7% | 4% | 2% | 2% | 1% | 5% | 1% | 4% | 6% | 2% |

8.7 External recruitment during 2011/2012

The number of posts advertised externally has reduced significantly over the last two years as a result of the downsizing process, particularly in our England, Forest Research and supporting central services (Silvan House) management units. Restrictions implemented as part of the Government spending review means we have also stopped promoting our job opportunities in targeted media outlets to avoid raising expectations beyond our current capacity to recruit. The number of applicants for 2010/11 was 1767, compared to a total of 1862 during 2009/10, and 7248 during 2008/09. A higher percentage of applications were received from people from Black and Asian Minority

Ethnic (BAME) and White Other backgrounds, and those aged 40 and over this year than had been recorded in the previous year. The percentage of applications from people with disabilities was marginally lower.

However, it should be noted that applicants from these groups were still significantly lower in comparison to applications from people who were male, from White British backgrounds and not disabled.

There was a small difference in the percentage of applicants we appointed aged 39 or less to those who were aged 40 or over, although the total number of applicants aged 40 or over was significantly lower. Male applicants, those from a BAME or White Other background, or who considered themselves disabled were least likely to be successful, with no disabled people being successful during the year.

We also note that BAME and White other applicants are less likely to be invited to interview than other applicants. This was similar to previous years, and we have already taken steps to improve the information available to candidates to assist them when completing application forms.

Case Study

The Employment Skills Team of Forestry Commission Scotland delivered an Employment Skills Programme over 2011/12 to tackle unemployment issues affecting young people. The team has been working closely with five organisations – Barnardos, British Trust for Conservation Volunteers Living Solutions, East Ayrshire Woodlands and The Wise Group – to deliver a range of outdoor conservation-based training courses to help improve young people's long term employability prospects.

The scheme worked closely with local young people, many of whom are disengaged from mainstream education, to provide skills, confidence and qualifications to help with their future prospects.

The Employment Skills Team targeted a wider audience and sought to increase the number of young people taking part in the programme by working closely with Jobcentre Plus to highlight outdoor opportunities to young people visiting the centre.

To date 108 people from across the central belt have completed the programme, with:

- 43% come from Scotland's most deprived areas.
- 41% of the programme's participants have secured jobs or progressed to further training and volunteering.
- 9% of participants have learning difficulties and overcame huge barriers thanks to the scheme.

The Forestry Commission supports and encourages these members by helping them complete application forms, closely mentoring the individuals and keeping in touch with their progress once the course finishes.

The Employment Skills Programme received lots of positive feedback from those who took part in the scheme. One of the participants had dyslexia and now works as a forestry operative after completing the skills training left positive feedback, saying:

“This course has changed my life. I’ve thoroughly enjoyed it, made many great friends and my new skills have given me an insight into what I can do with my future.”

8.8 Performance marking for the year ending 31 March 2012

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|---|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Top Performer | 8% | 22% | 26% | 19% | 13% | 24% | 23% | 23% | 23% |
| Good Performer | 92% | 78% | 74% | 81% | 87% | 76% | 77% | 77% | 77% |
| Not Fully Effective – less than 1%, figures would be disclosive | | | | | | | | | |

The data shows that females are more likely than males to be awarded a Top Performance and this mirrors last year’s figures. The data also shows BAME employees are less likely to receive a Top Performance rating than any other racial group. However, the percentage of BAME staff who received a Top Performance rating has risen from 12% in 2010/11 to 13% in 2011/12.

Previous analysis shows the length of service has a significant impact on the probability of being regarded as a Top Performer; more than half (56%) of all employees receiving a Top Performance rating had more than ten years service. Currently, only 5% of our BAME staff has more than 10 years service.

Employees with a disability are also less likely to be awarded a Top Performance rating than those without a disability, with the number of disabled people achieving a Top Performance rating decreasing from 15% in 2010/11 to 8% in 2011/12.

A closer analysis of the data shows that the number of staff with disabilities who have achieved a Top Performance rating has fallen from 10 people in 2010/11 to 5 people in

2011/12, and also 27% of disabled staff left the Forestry Commission during the reporting period, including staff members who had many years service. As a result of the smaller number of disabled staff we employ overall, a small change in the number of people who achieve a rating can have a significant impact on the proportion of staff who achieve a particular grade. We can conclude that there is no evidence for discrimination and note that the small numbers of disabled staff make it difficult to draw conclusions based upon statistics alone, and as highlighted above, the length of service has a significant impact on the probability of being regarded as a Top Performer. There is no evidence of discrimination occurring here.

This conclusion is also supported by information obtained via our Staff Survey, where disabled respondents did not report any issues in relation to performance management. However, we will continue to monitor performance markings and if such trends continue, we may need to look at the issue in more detail.

8.9 Internal training, events attended per person during 2011/12

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|-------------------------------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Forest Man'ment and Operations | 1.67 | 1.30 | 0.83 | 1.53 | 0.89 | 1.01 | 1.32 | 1.78 | 1.09 |
| IT, Product Knowledge People Skills | 0.86 | 0.73 | 0.85 | 0.67 | 0.67 | 0.73 | 0.75 | 0.81 | 0.70 |
| Man'ment Dev'ment Prog | 0.39 | 0.27 | 0.37 | 0.23 | 0.50 | 0.33 | 0.27 | 0.47 | 0.19 |
| All training | 2.92 | 2.29 | 2.05 | 2.43 | 2.06 | 2.09 | 2.32 | 3.06 | 1.98 |

The table shows that during the year, those aged 39 or less received more training than those aged 40 or over. This is to be expected, as we have a large proportion of staff aged 39 or less who have been recruited or moved in to new roles, including our Apprentices. Our BAME staff received the least training per individual. This can be explained by the relatively short length of service in that group compared to other groups, and overall low BAME staff numbers. Men received more training than women,

however as operational training is all focussed in the Forest Management and Operations category, predominantly staffed by men we would expect to see these results.

Staff with disabilities received more internal training than staff without disabilities. This is a change from last year where it was non-disabled staff who received more internal training.

8.10 External training, events attended per person during 2011/12

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|----------------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| IT | 0.05 | 0.02 | 0.04 | 0.02 | 0.11 | 0.04 | 0.03 | 0.03 | 0.03 |
| Interpersonal Skills | - | 0.01 | 0.01 | - | - | 0.03 | 0.01 | 0.01 | 0.01 |
| Man'ment training | 0.03 | 0.07 | 0.08 | 0.06 | - | 0.07 | 0.07 | 0.08 | 0.06 |
| Personal Dev'ment | 0.24 | 0.28 | 0.22 | 0.31 | 0.22 | 0.17 | 0.27 | 0.29 | 0.27 |
| Technical training | 0.27 | 0.3 | 0.19 | 0.35 | 0.17 | 0.21 | 0.31 | 0.34 | 0.28 |
| All training | 0.59 | 0.68 | 0.54 | 0.74 | 0.44 | 0.52 | 0.4 | 0.75 | 0.64 |

External training covers Continuous Professional Development, specialist courses and conferences. The data shows that in comparison to 2010/11 participation in external training by staff across all groups has increased, with the exception of BAME where participation has decreased slightly per person. However, it should be noted that as a result of the smaller number of BAME staff we employ, a small change in the number of people employed and then who access external training can have a significant impact on the data overall. However, we will re-examine this again next year and if such trends continue, we may need to look at the issue in more detail.

8.11 Leavers during 2010/2011

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|------------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Leavers in group | 19% | 23% | 28% | 21% | 20% | 18% | 23% | 30% | 19% |
| End of | 25% | 44% | 39% | 47% | 25% | 21% | 44% | 72% | 22% |

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|-------------------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| contract | | | | | | | | | |
| Retirement | 13% | 6% | 3% | 8% | - | - | 6% | - | 10% |
| Resignation | 6% | 13% | 15% | 11% | 25% | 15% | 12% | 18% | 8% |
| Compulsory Early Leaver | - | - | - | - | - | - | - | - | - |
| Dismissal | - | <1% | - | 1% | - | - | 1% | <1% | 1% |
| Death in Service | 6% | - | 1% | - | - | - | 1% | - | <1% |
| Transfer / Secondment | - | 1% | 1% | 1% | - | - | 1% | <1% | 1% |
| Career Break | - | <1% | 1% | - | - | - | 1% | <1% | - |
| Voluntary Early Exit | 50% | 35% | 40% | 32% | 50% | 64% | 34% | 9% | 57% |

As a result of the Government's Spending Review 2010, we are in the process of downsizing and are looking to reduce our overall staff headcount during the period 2012 to 2015. Therefore the data highlights that the most common reason for leaving the Forestry Commission was through Voluntary Early Exit.

In preparation for reducing the overall Forestry Commission workforce we have utilised Short Term Temporary Appointment contracts (STTAs) that last up to two years to fill seasonal / short term jobs and to cover for staff absences i.e. maternity leave, long-term sick absence, etc. As a result 44% of all leavers during the year were as a result of STTA contracts ending.

Historically, it is younger people who apply for and are appointed to STTA contracts, and this accounts for the higher level of leavers aged 39 or less. We have a high proportion of White Other staff on temporary contracts, mainly in our seasonal positions based in nurseries, and that also accounts for the higher leaver rate as a result of termination of contract.

Disabled employees were least likely to leave because their contract had terminated, although the percentage of disabled staff on temporary contracts is comparable to other staff. The low disabled staff population means that one or two additional leavers will have had a significant impact on the proportions shown in the table.

Employees with disability were less likely to resign than other staff. Other resignation levels are comparable and indicate no underlying issues that might prompt an increased turnover in some groups in comparison.

8.12 Discipline during 2011/12

| Disabled | Not Disabled | Female | Male | BAME | White Other | White British | Age 39 or under | Age 40 or over |
|----------|--------------|--------|------|------|-------------|---------------|-----------------|----------------|
| - | 100% | 11% | 89% | - | - | 100% | 32% | 68% |

Nineteen staff were disciplined during the year, representing less than 1% of all staff in post, with all disciplinary proceedings resulting in a penalty.

All disciplinary cases are individually overseen by a HR Case Manager, to ensure that the Discipline Policy and procedure is applied correctly and consistently across the Forestry Commission. There is no evidence from the table or from reasons for discipline (not shown) of any discrimination. This figure is equal to the number of disciplinary cases in 2010/11

8.13 Grievances raised during 2011/12

| Disabled | Not Disabled | Female | Male | BAME | White Other | White British | Age 39 or under | Age 40 or over |
|----------|--------------|--------|------|------|-------------|---------------|-----------------|----------------|
| - | 100% | 20% | 80% | - | - | 100% | - | 100% |

The number of staff grievances raised during 2011/12 fell from twelve in 2010/11 to five in 2011/12; this figure represents less than 1% of staff in post. There is no evidence from the table of any discrimination.

The reasons for raising the grievance are varied, with one case citing disability discrimination. The case was fully investigated, and there was no evidence to suggest that disability discrimination had occurred.

Of the grievances, one was partially upheld and four were not upheld.

During the 2011 Staff Survey we took the opportunity to include questions for staff on "Inclusion and Fair Treatment". Although not attributable to any particular protected characteristic group, the results highlighted that of 1972 respondents (60% of staff in post) who completed the survey 12% (240) said they had personally experienced discrimination or bullying/harassment at work during the past 12 months, with 47%

(112) reporting it to a manager, and 34% (38) feeling their complaint was dealt with in line with FC procedures.

This is slightly at odds with the 72% (1419) of all respondents who felt they could report discrimination or bullying/harassment without it having a negative impact on them. The indication is that this is a theoretical view only and those who actually have experienced discrimination or bullying/harassment have potentially had a different and negative experience.

In spring 2013 we are scheduled to refresh our Grievance policy and procedures, and will ensure consideration is given to the issues highlighted in the 2011 Staff Survey. We will re-examine this again following results of the next Staff Survey in 2013 and if such trends continue, we may need to look at the issue in more detail.

8.14 Work patterns at 31 March 2012

| | Disabled | Not disabled | Female | Male | BAME | White Other | White British | Age 39 or less | Age 40 or over |
|----------------|----------|--------------|--------|------|------|-------------|---------------|----------------|----------------|
| Five weekdays | 88% | 86% | 72% | 93% | 94% | 88% | 86% | 85% | 87% |
| 1 – 4 weekdays | 9% | 5% | 14% | 2% | - | 4% | 6% | 6% | 5% |
| Other | 3% | 9% | 14% | 5% | 6% | 8% | 8% | 9% | 8% |

Staff with disabilities and female staff are more likely than others to work a one to four day week. This reflects what would be expected when considering traditional caring responsibilities and difficulties that some people with disabilities may have to sustain a five day week working regime.

Male employees are less likely to work one to four weekdays, and no BAME staff work between one and four weekdays. The number of male employees who work a five day week has increased since 2010/11, increasing from 91% to 93%.

Other work patterns include Annualised Hours, which allow for attendance to vary through the year, and Rostered contracts, which generally include duty turns over weekends. This flexibility is important to the Forestry Commission, as it allows us to manage both recreation and forest management needs and accommodate seasonal peaks and troughs.

8.15 Return to Work after Maternity Leave

| Absences in year | | | Returns and expected returns | | | | | | | Leavers | |
|------------------|------------------|---------------------|------------------------------|-----------|--|-------------------------------------|--|--------------------|---|---------|-----------|
| Total | Due to mat leave | Due to career break | Returns before 31/3/12 | % Returns | Returns from mat period only before 31/3/12* | % of returns due to mat period only | Expected returns following mat period after 1/4/12 | % Expected returns | Returns from career break following mat period before 31/3/12 | Total | % Leavers |
| 63 | 51 | 12 | 33 | 52% | 17 | 52% | 17 | 15% | 2 | 13 | 21% |

*does not include staff who have unpaid leave immediately following maternity leave

The maternity table for 2011/12 has been altered to provide additional information and, in future years, an opportunity to compare trends. Our new approach will provide a more in-depth analysis of returns from maternity within the Forestry Commission.

- Because of the amended format, we have been unable to fully compare previous years and current figures. However, the analysis from the 2011/12 data shows an average return rate of 71% that compares favourably with the GB percentage of women who return to work after maternity leave, which the [Health and Safety Executive](#) calculated at 69% in 2002.

9. Equal Pay

The Forestry Commission is committed to the principle of equal opportunities in employment. We believe it is in the Commission's interest and makes good business sense that all aspects of pay are awarded fairly and equitably.

Below the Senior Staff Group there are 10 pay bands, reflecting 8 levels of job responsibility. At pay band 5 and 6a level, there are 'Operational' pay bands for staff in roles which require longer and more variable working hours than the norm, and on-call duties. Staff in these pay bands receive a higher basic salary than their non-operational peers, but do not generally qualify for paid overtime.

The Forestry Commission undertakes regular pay audits to review our policies, their application, and to identify any direct or indirect causes of pay inequality. For the past ten years, we have been actively re-structuring our pay system, shortening the length of pay scales and the time it takes to progress from entry point to pay band maximum.

This approach is steadily reducing the gender pay gaps in our system, as measured by the two primary indicators (mean average salary and mean average earnings).

The shortening of the pay scales means employees can theoretically reach the maximum of the Pay Band within four years. However, the Civil Service pay freeze since 2010 has halted this annual progression and scope to address outstanding Pay Gap issues will be extremely limited until the pay freeze is lifted or the period of the restriction expires.

9.1 Average earnings at 31 March 2012

Average earnings include Salary and Overtime. Protected characteristic earnings are compared to all-staff earnings by Pay Band. Details shown in red in the table below highlight where average earnings are below the all staff average earnings for the protected characteristic groups, and details show in blue highlight where it is equal to or above the staff average earnings.

| | All staff average earnings | Disabled // All staff | Not disabled // All staff | Female // All staff | Male // All staff | BAME* // All staff | White Other // All staff | White British // All staff | Age 39 or under // All staff | Age 40 or over // All staff |
|-----------|----------------------------|-----------------------|---------------------------|---------------------|-------------------|--------------------|--------------------------|----------------------------|------------------------------|-----------------------------|
| SSG1A | £73,549 | -2.4% | 0.3% | -2.5% | 0.8% | - | - | 0.0% | - | 0% |
| SSG1 | £69,201 | - | 0.0% | - | 0.0% | - | - | 0.0% | -3% | 1% |
| PB1 | £62,959 | - | 0.0% | -0.2% | 0.0% | - | - | 0.0% | - | 0% |
| PB2 | £52,499 | - | 0.0% | -2.9% | 0.6% | -11% | -11% | 0.2% | -8% | 1% |
| PB3 | £42,289 | 3.1% | 0.0% | -5.9% | 1.7% | 0% | -2% | -0.1% | -5% | 1% |
| PB4 | £34,743 | 2.9% | -0.1% | -5.7% | 1.9% | -6% | -4% | 0.1% | -9% | 3% |
| PB5Op | £31,285 | -1.3% | -0.1% | -9.5% | 1.5% | -3% | -12% | 0.6% | -7% | 3% |
| PB5 | £27,518 | 4.5% | -0.2% | -3.8% | 4.2% | 2% | -4% | 0.1% | -5% | 2% |
| PB6AOp | £27,345 | 2.1% | -0.2% | -6.8% | 1.6% | -10% | -4% | 0.3% | -6% | 4% |
| PB6A | £26,229 | 26.4% | -0.1% | -10.9% | 1.9% | -15% | -17% | 0.2% | -6% | 2% |
| PB6B | £20,708 | -7.0% | 0.2% | -3.2% | 2.0% | -33% | -6% | 0.2% | -3% | 1% |
| PB7 | £15,840 | - | 0.0% | -3.6% | 1.6% | -7% | 1% | 0.3% | 0% | 0% |
| All Staff | £29,561 | -0.5% | 0.0% | -14.6% | 5.4% | -7% | -10% | 0.3% | -14% | 5% |

* Includes 0.2% of staff racial group "unknown"

We do not show the average salary for Pay Bands SSG3 and SSG2 as there is only one person in each. Therefore, to do so would be disclosive and there is no comparator.

The data indicates some significant differences (highlighted in bold) in average earnings per Pay Band between the different protected characteristics for which we capture data.

Further investigation of the differences show that they occur as a direct result of staff length of service and payment of overtime.

Many of our roles, and associated Pay Bands, are operational and specifically forest-based roles such as forest crafts, machine operators, etc which are historically and predominantly roles held by males, White British and aged over 40. Details below of average length of service highlights that this dominance is still apparent in the structure of the workforce today:

- 18.4 years for males, and 11.2 years for females;
- 16.5 years for White British, 5.1 years for BAME, and 4.8 years for White Other; and,
- 6.1 years for those aged 39 or less, and 20.3 years for those aged 40 and over.

As our longer-serving employees tend to be male, White and over 40 years of age proportionately we have more of these groups of staff at the maximum of the pay scales than women, are BAME/White Other and aged 39 or less which gives rise to 'natural' pay gaps.

Many of these roles also have a greater business need to work additional hours, resulting in payment of overtime and this continues, although to a lesser extent than in previous years.

In Spring 2013 we will commence an Operational Pay Review across the Forestry Commission to ensure the continued suitability of our current pay bands by reviewing operational pay and its application within the organisation. We will report progress on this review and any action taken as a result in our Diversity Monitoring report in January 2014.

10. Our approach to monitoring and evaluation

Monitoring and evaluation is a key priority for the Forestry Commission and will form the basis, along with Equality Analysis, of future action. Comprehensive and meaningful data, information and research will be collected and used to build an evidence base to help us assess our progress in meeting our objectives for equality. The Forestry Commission will continue to monitor the required areas under the Equality Act and will report and benchmark progress on an annual basis. This information will be used to identify gaps in representation. Where gaps are identified, action will be taken to investigate reasons and to address discrepancies appropriately.

We will ensure that monitoring information in relation to employment and service provision offers:

- Comprehensive benchmarks against which we can monitor progress against achieving our [Equality Objectives](#) (see Section 2.3 and [Appendix 1](#))
- A quantitative basis for Equality Analysis with which we can highlight areas of required action.

11. Conclusion

We continue to be encouraged with the progress we are making as an organisation to provide our customer services to communities of those with protected characteristics. However, we are also very aware that we still have a challenge ahead of us and know that there is more to do. This will not be an easy challenge, many of the issues will take time, but work is underway and we are committed to making a real difference to our customers and our staff.

Thank you for reading our annual monitoring report. If you have any views, please write to us at:

The Diversity Team,
Forestry Commission,
Sivan House,
231 Corstorphine Road,
Edinburgh,
EH12 7AT.

Or e-mail us at diversity@forestry.gsi.gov.uk.

If you would like a paper copy of this document or to receive it in an alternative format, please contact us at the address or email above or phone us on **0131 314 6575**.

Appendix 1

Equality and Diversity Objectives – Summary

This document is a summary of our progress (as of December 2012) in achieving our specific equality and diversity objectives.

These have been split into four tables of responsibility as follows: the Diversity Team, Forestry Commission England, Forestry Commission Scotland and Forestry Commission Wales. Although the Forestry Commission is a GB organisation, responsibility for forestry is devolved and the organisation exercises its powers and duties separately, and receives separate funding in England, Scotland and Wales. This has led to different Forestry Commission business models in each country. For example, Forestry Commission England has recently undergone a major downsize and re-structuring exercise as a result of the Westminster Government's 2010 Spending Review. This has led to several services being stopped or reduced delivery. As a result, some objectives cannot be taken forward in all three countries, and the pace of progress will depend on the resources available in each country.

Summary Table of Objectives – Diversity Team Responsibilities – Progress Report

| Objective | Suggested Deadline | Progress |
|--|---------------------------|---|
| Develop a new Diversity Communications Strategy | December 2012 | 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 | December 2012 | 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 Forestry Commission New Entrants' course has also been redeveloped. We ensure that all training courses and products, where appropriate, include key messages and referral to diversity considerations and promotion. |
| Ensure that staff over 55 have an Individual Learning Plan and are developed appropriately | On-going | 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 distribution of Forestry Commission staff | January 2013 | This information and analysis is included in Table 9.2 of the annual Monitoring Report and also considered and |

Summary Table of Objectives – Diversity Team Responsibilities – Progress Report

| Objective | Suggested Deadline | Progress |
|--|---|---|
| | | 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 | Throughout 2012 | In order to increase the number of staff telling us of their disabilities we have reviewed and updated our guidance on recording a disability, provision of reasonable adjustments and highlighted case studies both internally and externally. |
| Investigate the Two Ticks Standard | During 2014 | 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 | On-going (when external recruitment begins again) | This information and analysis is included in Table 9.7 of the annual Monitoring Report. This year we had 44 disabled applicants, of which 4% were interviewed, but none were successful. |
| We will prepare and publish guidance on Forestry Commission interaction with the Gypsy and Traveller Communities | December 2012 | This guidance has been externally assessed and published on our Intranet. Relevant staff were involved in the development of the guidance, with others informed of its availability via our weekly all-staff news bulletin. |
| We will prepare and publish factsheets on specific religions | On-going throughout 2012-13 | Factsheets have been externally assessed and published on our Intranet throughout the year. |

Summary Table of Objectives – Diversity Team Responsibilities – Progress Report

| Objective | Suggested Deadline | Progress |
|---|------------------------------|---|
| We will review and consider launching another Graduate Recruitment Programme at the appropriate time | When recruitment freeze ends | 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 | Date to be confirmed | There are no current plans to launch another Leadership Programme. |
| We will consider 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% | March 2016 | There are no current plans to undertake 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 | When recruitment freeze ends | Not commenced while a Government-wide recruitment freeze is in place. |
| Canvas views of LGB community on Forestry Commission services through a short survey | Summer 2012 | A survey was completed in partnership with Stonewall Scotland. No significant barriers to Forestry Commission services were identified. |
| Participate in the Stonewall Good Practice Programme | On-going | The Diversity Team continues to engage in this Programme. |

Summary Table of Objectives – Forestry Commission England (FCE) – Progress Report

| Objective | Suggested Deadline | Progress |
|---|---------------------------|--|
| Continue to offer disabled viewing platforms and free carer tickets for disabled people who need assistance attending live music events | 2012-13 | <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> |
| Promote local accessible trails and facilities and improve information available | On-going | <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</p> |

Summary Table of Objectives – Forestry Commission England (FCE) – Progress Report

| Objective | Suggested Deadline | Progress |
|------------------|-------------------------------|---|
| | | <p>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> <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.</p> <p>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</p> |

Summary Table of Objectives – Forestry Commission England (FCE) – Progress Report

| Objective | Suggested Deadline | Progress |
|------------------|-------------------------------|--|
| | | <p>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 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'. 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 also have this information available on a business card that customers can take away with them. This service is free. The additional document attached is the final report on a</p> |

Summary Table of Objectives – Forestry Commission England (FCE) – Progress Report

| Objective | Suggested Deadline | Progress |
|---|---------------------------|---|
| | | <p>short term project to open up Westonbirt to other diversity groups.</p> <p>In Central FD, the Nottinghamshire and South Yorkshire community woodlands advertise their accessibility through the National Walk4Life website, highlighting local routes in the community and their accessibility.</p> |
| Use Visitor Experience Toolkit developed with the Sensory Trust to audit facilities at our Forest Centres | 2016 | No audit has been undertaken to date. |
| Improve information available about accessible trails | 2016 | <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> |
| Investigate the possibility of providing free car-parking for people with disabilities | 2015 | Our policy remains one of charging for disabled car parking. Given all funds raised from car parking charges are ploughed back in to the management of our Forests and development of our sites, it is seen as income to |

Summary Table of Objectives – Forestry Commission England (FCE) – Progress Report

| Objective | Suggested Deadline | Progress |
|---|---|--|
| | | 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 | On-going, as and when new trails are proposed | <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 loop for family level mountain biking as part of the Cycling 4 All project.</p> |
| We will identify two or three locations to specifically target BAME groups with publicity about employment (and recreation) | When actively recruiting again | <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>Targeted promotion re recreation</p> |

Summary Table of Objectives – Forestry Commission England (FCE) – Progress Report

| Objective | Suggested Deadline | Progress |
|------------------|-------------------------------|---|
| | | <p>The Mosaic Website (www.mosaicnationalparks.org) is an example of where we are working with the National Parks to promote use of our forests for recreational purposes.</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 BEN Sheffield and East Midlands po Polsku.</p> |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|----------------------------------|---|
| Objective | Suggested deadline | Progress |
| 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 | 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.</p> <p>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 raise awareness of local accessible trails, etc through advertising and promotion through local networks and our Internet site. | 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</p> |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|--------------------|---|
| Objective | Suggested deadline | Progress |
| | | <p>reviewing trails with 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>In addition the Phototrails website will provide an additional online tool that enables stakeholders to obtain up to date information regarding 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>In addition publicity material such as leaflets promoting FCS sites as well as accessible trails is available in a variety of formats on request via the Diversity Team.</p> |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|---|-------------------------------|--|
| Objective | Suggested deadline | Progress |
| | | <p>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 explore opportunities to support marketing with partners e.g. RADAR accessibility holiday guide. | Review Annually (by December) | <p>This is an ongoing role of the FES Marketing Manager and is covered by a marketing strategy which was the subject of an EQA.</p> <p>Ongoing – website will be a major opportunity for marketing.</p> |
| We will continue to provide educational support to children with additional needs and/or disabilities where resources allow | Review Annually (by December) | <p>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.</p> <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> |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|-------------------------------|--|
| Objective | Suggested deadline | Progress |
| | | Looking ahead it will take time and resources to develop and deliver a realistic plan for Scotland. |
| We will investigate the possibility of providing free car parking for disabled people by 2015. | 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 liaise with local public transport providers to improve transport links where possible and appropriate. We have done this at one of our sites but the costs may prove prohibitive. | 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 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. |
| We will continue to work with disabled mountain bike users to develop accessible trails where appropriate. This work will be | Review Annually (by December) | As part of ongoing programme as appropriate seek to improve accessibility on a case by case basis. |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|-------------------------------|--|
| Objective | Suggested deadline | Progress |
| 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 already built up with relevant groups. | | <p>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.</p> <p>No new opportunities at present as no new trails being built or planned.</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. | 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 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> |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|--------------------|---|
| Objective | Suggested deadline | Progress |
| | | <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 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. 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> |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|-------------------------------|---|
| Objective | Suggested deadline | Progress |
| | | Where car parks are associated with buildings FCS has improved disabled parking and the access routes to the building. All car parks not associated with a building and all trail improvements are dealt with by the FD. |
| Continuously monitor progress to ensure relevant FC buildings are as accessible as they can be | Review Annually (by December) | See comments above Staff disabilities are dealt with on an as needs arise basis. |
| 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. An EqA has been done for Land Regeneration at Cuningar Loop but not at Bothwell Park or Greenoak Hill. Apprenticeship Manager to complete combined EqA for all the skill sector projects. |

| Summary Table of Objectives – Forestry Commission Scotland (FCS) – Progress Report | | |
|--|---|---|
| Objective | Suggested deadline | Progress |
| | | <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. EqA's for David Marshall Lodge and Queens View redevelopments are underway.</p> <p>EqA's haven't been done for the following projects: Great Trossachs Forest; Leasing Project; Glenmore Sewage Works; Demolitions; and Freshwater Pearl Mussels.</p> |
| 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. |

| Summary Table of Objectives – Forestry Commission Wales (FCW) – Progress Report | | |
|--|--------------------|--|
| Objective | Suggested Deadline | Progress |
| Create local office databases of local disability organisations | 2012-13 | In progress - Forest Districts currently populating lists. |
| Provide educational support to children with disabilities | On-going | As of November 2012 the Woods for Learning Team organised 12 visits to 183 young people including a group from Barnardos and a programme of visits to Pen y Bryn Special School to support young adults gain OCN accredited units. |
| Promote local accessible trails and facilities | On-going | <p>In Coed y Brenin FD a walking trail pack has recently been revamped. This has improved the clarity of the OS maps and "Key" to the grading of the trails. It is now easier to select an accessible trail in the forest park. The free to download audio trails have also been incorporated into the maps with instructions on how to download them (3 of these audio trails are on accessible trails). PDF files are also available through the FCW Forests app.</p> <p>In June 2012 Coed y Gorora FD organised a disabled ramble which took place at Moel Famau. Positive feedback was received from participants.</p> |

| Summary Table of Objectives – Forestry Commission Wales (FCW) – Progress Report | | |
|---|--------------------|--|
| Objective | Suggested Deadline | Progress |
| | | Llanymddyfri FD undertook OGB42 reviews to identify these facilities and management. |
| Audit toilet and car parking facilities | 2016 | Forest Districts are reviewing facilities. |
| Audit toilet and car parking facilities | 2016 | <p>In Coed y Brenin FD a walking trail pack has recently been revamped. This has improved the clarity of the OS maps and "Key" to the grading of the trails. It is now easier to select an accessible trail in the forest park. The free to download audio trails have also been incorporated into the maps with instructions on how to download them (3 of these audio trails are on accessible trails). PDF files are also available through the FCW Forests app.</p> <p>Coed y Cymoedd FD is developing a project to look at the gaps in the information currently available.</p> |
| Improve information available about accessible trails | 2016 | Coed Cymoedd FD and Coed y Cymoedd FD provide free car parking within their district and Coed y Mynydd provides free car parking for blue badge holders. |

| Summary Table of Objectives – Forestry Commission Wales (FCW) – Progress Report | | |
|---|--------------------|--|
| Objective | Suggested Deadline | Progress |
| Investigate the possibility of providing free car-parking for people with disabilities | 2015 | Coed y Mynydd FD are continuing to develop the promotion of accessible trails and facilities through advertising and publicity undertaken through the visitor centre. Case study of facilities invested in Garwnant VC. ? Coed y Cymoedd FD, currently investigation the information available in the public domain to establish requirements. |
| Explore opportunities to support marketing of accessible facilities with partners | 2013 | This is a work in progress for Coed y Mynydd FD. The remaining FD's have no progress to date. |
| Develop a database of volunteers/staff who can conduct guided tours of forests for different groups | 2014 | No progress to date |
| Explore with local councils and charities the possibility of organised trips to the forest | On-going | As an active partner with BBNPA, Llanymddyfri FD sponsors Beacons Bus, which then runs via Garwnant VC daily. No further contact has been made to date. |
| Liaise with local public transport providers to improve transport links where possible | On-going | Re surfacing of the 4 all ability trails in Coed y Brenin forest park to keep them up to the standard they are promoted at. |

| Summary Table of Objectives – Forestry Commission Wales (FCW) – Progress Report | | |
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| Objective | Suggested Deadline | Progress |
| | | Coed y Brenin have also completed the MinorTaur blue grade mountain bike trail, this is accessible to "adaptive" cross-country mountain bikes. The District has continued to consult with "Challenge your Boundaries" and "Bikes for All" as the project has developed. The trail now stands at 9km. |
| We will continue to work with disabled mountain bike users to develop assessable trails where appropriate | On-going, as and when new trails are proposed | Audits carried out by Country Land Agents. Improvements made to ensure offices and visitor centre compliance. |
| Continuously monitor progress to ensure relevant FC buildings are as accessible as they can be | On-going | Analysis currently being undertaken by HR Business Partners. |
| We will identify two or three locations to specifically target BAME groups with publicity about employment (and recreation) | When actively recruiting again | In progress Forest Districts currently populating lists. |