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## Diversity Action Plan 2016 – 2020

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This document sets out S4C's duties under the Equality Act 2010 and the specific objectives to be actioned by S4C in order to meet the general duties under the Equality Act 2010.

Statutory Duty	Objectives	Date for implementation	Responsibility	Review	
Eliminate discrimination, harassment, victimization and any other behaviour which is prohibited under the Act.	Review S4C's Commitment to Diversity at regular intervals to ensure its content is still accurate.	Review annually	S4C Authority supported by the Strategic and Management Board and Operational Group		
	Review S4C's Equality and Diversity Policy at regular intervals to ensure its content is still accurate.	Review annually	Corporate and Commercial Director HR Manager		
	Publish the new Diversity Action Plan for the 2016 – 2020 period.			S4C Authority supported by the Strategic and Management Board and Operational Group	
	All staff to report any incidences or concerns relating to any unlawful discrimination or other to the HR Unit.	Continuous	HR Unit		
	Where appropriate HR to take steps to eliminate any discrimination, harassment or victimisation.	As required	Corporate and Commercial Director HR		

Statutory Duty	Objectives	Date for implementation	Responsibility	Review
Promote equality of opportunity between persons who share a relevant protected characteristic <sup>1</sup> and those who do not share it.	Include specific responsibility for ensuring a culture of equality within the workplace in all appropriate job descriptions.	Continuous	Corporate and Commercial Director HR	
	Include requirement for all staff to comply with S4C's Equality and Diversity Policy in all employment contracts.	Continuous	Corporate and Commercial Director HR	
	Where appropriate, include a contractual requirement in S4C's agreements with service providers that service providers deal with their staff and where relevant, members of the public, in accordance with the principles of S4C's Equality and Diversity Policy	Immediately and continuous	Legal	
	Ensure that the commissioning agreements provide obligations on the production sector to commit to promoting and incorporating the principles of equality and diversity in all aspects of their business and content.	Review of the Code of Practice and Terms of Trade by September 2016  Amend Commissioning Agreements and General Terms by September 2016	Corporate and Commercial Director Legal Director of Content	

<sup>1</sup> The Public Sector General Equality Duty protects 8 protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Statutory Duty	Objectives	Date for implementation	Responsibility	Review
	<p>Ensure that S4C's commitment to provide access and support services (<a href="http://www.s4c.cymru/e_access.shtml">http://www.s4c.cymru/e_access.shtml</a>) in relation to programmes and content is maintained. This includes Gwifren Gwylwyr (Viewers' Helpline), Access services, Welsh learners' services (<a href="http://www.s4c.cymru/en/entertainment/dal-ati/">http://www.s4c.cymru/en/entertainment/dal-ati/</a>), and information for viewers and users.</p>	Continuous	Director of Content Director of Communications	
	<p>Meet Ofcom's targets on Access Services' requirements</p> <ul style="list-style-type: none"> <li>• Subtitling – 53% of programmes</li> <li>• Audio description – 10% of programmes</li> <li>• Signing – 5% of programmes</li> </ul>	Report quarterly to the Strategic and Management Board, Authority and Ofcom	Director of Content The Authority's Content Committee	
	<p>Review all S4C's websites continuously in order to ensure that any appropriate new standards and current good practice on access to websites are reflected in S4C's services.</p>	Continuous	Director of Communications	
	<p>Monitor technical developments in order to ensure that S4C is using the most relevant method/options to provide access to its content services, websites and digital technology.</p>	Continuous	Director of Communications Chief Technical Officer	

Statutory Duty	Objectives	Date for implementation	Responsibility	Review
Foster good relations between persons who share a relevant protected characteristic and persons who do not share that characteristic.	Ensure that all S4C staff have knowledge of S4C's Equality and Diversity Policy, S4C's legal obligations and duty.	Continuously	HR under the supervision of the Corporate and Commercial Director	
	Provide appropriate training for staff following consideration of specific job descriptions. Evaluate the training to ensure that there are no further requirements/arising from the courses.	As required	HR under the supervision of the Corporate and Commercial Director	
	Ensure that the production sector is aware of good practice guidelines in implementing the S4C Commitment to Diversity	April 2016	Corporate and Commercial Director  Director of Content	
	Consider options for and establish a new diversity monitoring system for S4C content.	By end of December 2016	Director of Content	

Statutory Duty	Objectives	Date for implementation	Responsibility	Review
	Ensure that everyone can attend and take part in every public meeting and events held by S4C, consulting on accessibility of these events.	Continuously	Secretary to the Authority Director of Communications	
	Provide additional training for staff that are in contact with the public or who organise events, in order to ensure that they understand the obligations of this commitment.	Before 30.09.16 and at regular intervals thereafter.	HR under the supervision of the Corporate and Commercial Director	
	Consider accessibility as part of S4C Competitions and ensure competitions are as accessible as possible to the public.	Continuously	Director of Communications Director of Content	
	Publish, adopt and review access guidelines for S4C publications and incorporate them in S4C's Brand Guidelines.	Continuously	Director of Communications	
	Conduct access audits for all S4C buildings. Assess, and as far as possible, act on any suggestions.  Maintain and regularly review a continuous data base of requests for reasonable adjustments, how long it took to make the change, type of alteration and effectiveness.	Continuous	HR Chief Technical Officer	

Statutory Duty	Objectives	Date for implementation	Responsibility	Review
Assess the effect and efficiency of S4C's Diversity Action Plan and report on the results	<p>Regularly review the Diversity Action Plan for the 2016 – 2020 period in order to monitor S4C's progress in meeting the objectives.</p> <p>Publish information on how S4C is progressing with meeting the objectives noted in the Diversity Action Plan</p>	<p>Review annually.</p> <p>Annually by 31.03 of each year</p>	<p>S4C Authority with the support of the Strategic and Management Board and Operational Group</p> <p>S4C Authority with the support of the Strategic and Management Board and Operational Group</p>	
	Consult with viewers and users in order to ensure that the services reflect and adapt to their requirements using the results for future action plans.	Tracking survey questions	<p>Secretary to the Authority</p> <p>Director of Communications</p>	