

WRES Action Plan

Action Required	Lead Responsibility	Timescale	Comments
Ensure HR data is transferred to Open HR	Head of HR	September 2017	
Ensure that, through the testing processes, report writing functionality is reviewed to ensure diversity data can be extracted in required reporting formats.	Head of HR	September 2017	
Run diversity reports, ensure that data is required in required formats - to include that data is available for staff by salary bands (based on revised organisational structure) and information is available for Board members	Head of HR	End October 2017	
Updated data should also be used to inform the revised Fairness Strategy and complete an equality impact assessment on the organisational restructure	Fairness Steering Group	End November 2017	
Review AMRIS system in relation to whether the diversity section should be a mandatory field (with an option not to provide data)	Head of HR/ Fairness Steering Group	End September 2017	
<p>Complete monthly monitoring of data relating to applications/ interview/ offer.</p> <p>Where data indicates anomalies, deep dive review and/ or audit spot checks need to be undertaken to confirm that recruitment decisions were appropriate and do not evidence bias in either process or the application of the process.</p>	Recruitment Manager	End October 2017	
Review access arrangements to management training programmes to ensure fair access/ allocation arrangements	L&D Manager	End September 2017	
Complete and issue the Fairness Strategy	Fairness Steering Group	End November 2017	
Complete Fairness Annual Report	Fairness Steering Group	End November 2017	