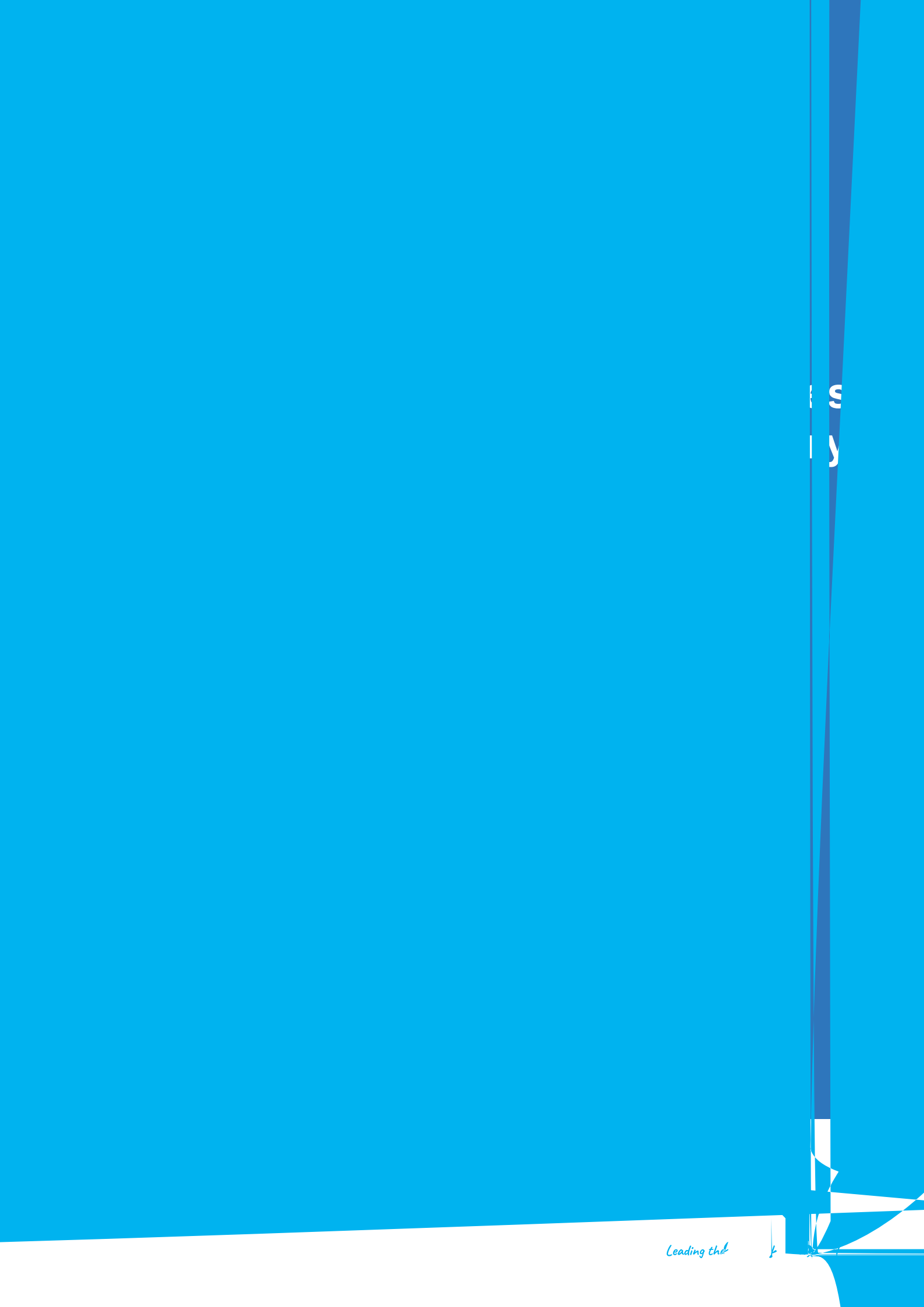

Leading the

Implementing our action plan

The recommendations from the report have been incorporated into our four pledges that we make to our members:

- ***Pledge 1 – "We will embed the importance of a volunteer network that truly represents our membership across the College"***
- ***Pledge 2 – "We will review and clarify the needs and expectations of our volunteer roles"***
- ***Pledge 3 – "We will identify and appoint the best candidates for our roles; ensuring developmental opportunities are accessible"***
- ***Pledge 4 – "We will evolve our ways of working"***

NB: The recommendations (a) to (u) are directly quoted from the commissioned report. Actions listed are followed by the staff groups tasked with the delivery of that action. Where actions refer to a 'Staff Working Group', this reflects a cross College group of staff tasked with supporting delivery of equality, diversity and inclusion activity.

Pledge 1	***"We will embed the importance of a volunteer network that truly represents our membership across the College"*** **This pledge is about the internal processes that will underpin our work going forward. We will address the following recommendations under this pledge:**	**Time period**
What we will do	**a) Incorporate voluntary roles into the RCPCH Diversity and Inclusion Policy.** Our voluntary roles were not explicitly referenced within our internal Diversit Ş c int & iC o na 8	

What we will do	**d) Delivery of diversity outcomes should in future feature in the performance management frameworks of all senior staff and the role descriptions of Senior Officers and Trustees.** This is a recommendation that we can begin to implement immediately and appraisals for senior staff, Trustees and Senior Officers will be amended to include diversity outcome delivery. Additions to existing job descriptions would constitute a contractual change for existing employees and substantial administrative burden. For all newly recruited senior staff, Trustees or Senior Officers, we will be able to ensure delivery of diversity outcomes is listed on the role description. Within the next 12 months, this change will be reflected in the recruitment for President, Chair of Trustees, Registrar and Vice President of Training and Assessment amongst others. **Action:** •	Within one year

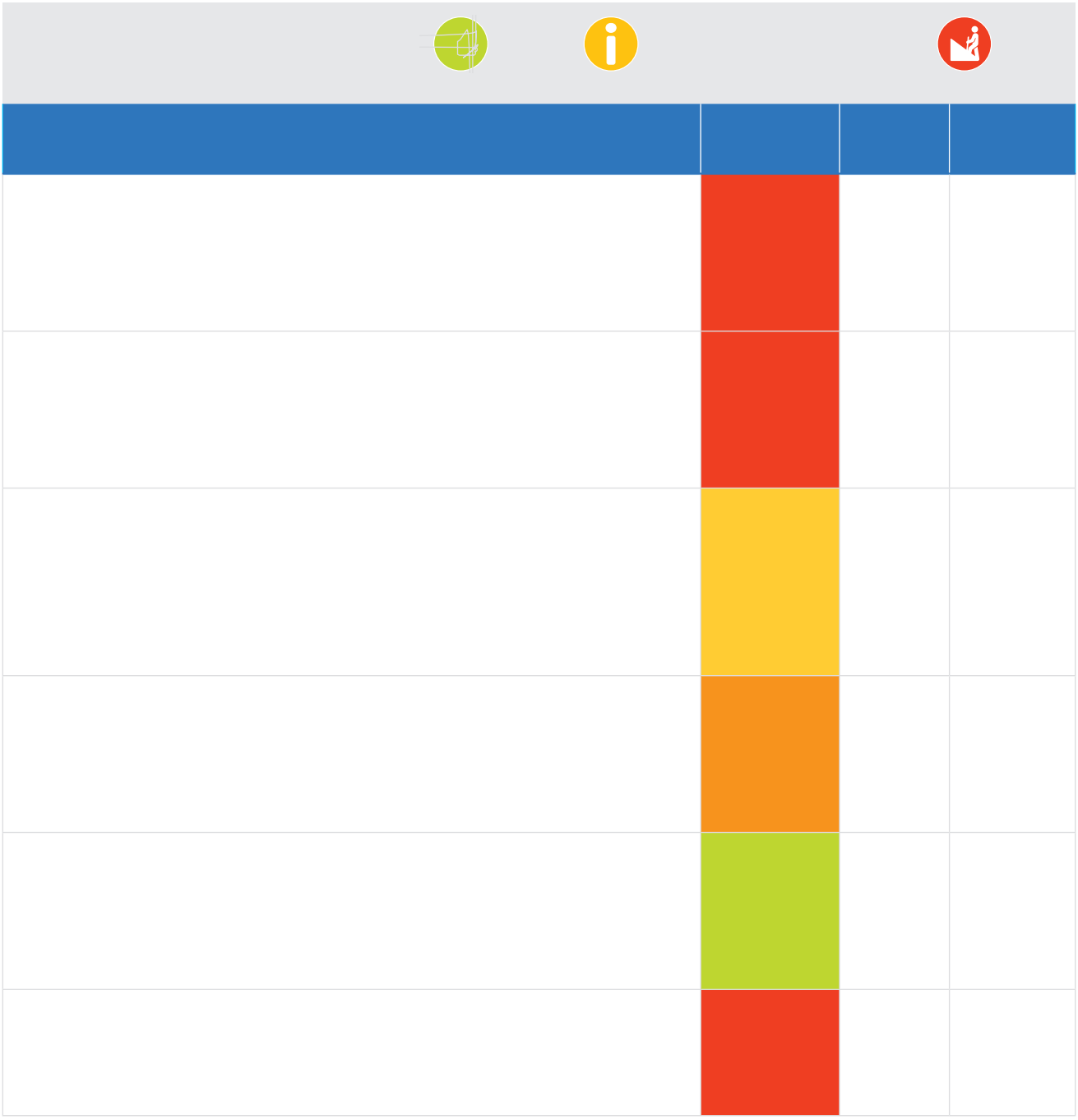
What we will do	**i) Advertise all voluntary roles, including the most senior, as job shares to make it easier for those who are 'time poor' to engage in them, and succeed.**	

Pledge 3	***"We will identify and appoint the best candidates for our roles; ensuring development opportunities are accessible"*** **This pledge is about how we will reach out to the widest possible pool of talent. We will address the following recommendations under this pledge:**	**Time period**
What we will do	**k) Adopt an organisational ambition of having a similar number of men and women on recruitment panels, and a requirement that at least one person on all such panels be a woman (or a man) and one be from an under-represented group unless absolutely unavoidable.** Although easy to 'adopt as an ambition', we know that some of our volunteers are recruited without a panel, and we therefore need to know more about how recruitment happens. It is important to be clear about the percentage of volunteer appointments that would be affected by such a recommendation and look to see if further action is needed for those roles that do not use a recruitment panel. **Action:** • **Following the mapping exercise on volunteer roles and how they are recruited, we will identify where a recruitment panel is used, and if further action is needed for those roles that do not recruit via a panel** (Governance, CEO) • **We will ensure data is collected on recruitment practices, so that we can measure our performance against this recommendation** (Governance, CEO)	Within one year
What we will do	**l) Request that all members of any appointment panel engage in a light touch online training module in unconscious bias provided by the College. Require Chairs of such panels to have used such a module.** Improving our understanding in how recruitment across	

What we will do	**o) Encourage and improve informal 'talent-spotting', particularly at College events and conferences.** Encouraging members to apply for volunteer roles already happens across the College, but we recognise that 'talent-spotting' can often lead to supporting or attracting those with similar career paths or backgrounds. Tools to challenge this behaviour and support Senior Officers will be key as we implement this recommendation. This action will be underpinned by knowledge and understanding of unconscious bias. **Action:** • **Consider the best way to support senior volunteers in talent-spotting and encouraging people to apply for roles. External training of Senior Officers to deliver the tools to support this work will also be considered as part of this review.** (Governance, People Services)	Within one year
What we will do	**p) During every recruitment process ask local representatives (Area Officers, Regional Leads and Ambassadors) as a key part of their role to identify appropriate candidates, particularly from under-represented groups, and encourage them to apply.** Ensuring our volunteer opportunities are more widely shared by local representatives is an area we can look to improve through a better understanding of how we recruit volunteers. We currently collate all volunteer vacancies on a monthly basis and share this information with the membership, but we can look at how we encourage local representatives to identify and encourage applications from candidates. As some of our volunteer roles will require members at a particular grade (e.g. trainee representatives) or from a particular regional area, it might be that a subset of opportunities is the most appropriate list to share widely. **Action:** • **Consider how the list of voluntary roles can best engage local representatives to share roles and encourage applications and ensure relevant channels are used to reach diverse populations** (Governance)	Within one year

Pledge 4	***"We will evolve our ways of working"*** **This pledge is about how we change the way our Committees and volunteers work. Through this work we will address the following recommendations:**	**Time period**
What we will do	**q) The College should update guidance and training for Committee Chairs to emphasise the importance of engaging attendees from all backgrounds and perspectives. Guidance should also be provided on how to fully include those attending meetings remotely.** As part of the move to virtual meetings, guidance has already been provided to Committee Chairs on how remote meetings should ideally be run. How to engage attendees from all backgrounds and perspectives will be an important addition to the support we provide for Chairs. The People Services team will be a valuable resource in defining what this guidance and training should look like, and have previously developed similar online training for staff. **Action:** • **Guidance and training on engaging attendees from all backgrounds and perspectives to be developed and delivered** (Governance and People Services) • **Our support and induction for Committee Chairs will be reviewed, ensuring that resources to support Chairs are available in a single, easy to find, place and that staff supporting Committees are able to access such resources and utilise them to support volunteers** (Governance)	Within one year
What we will do	**r) The College should develop an informal culture of considering, at the beginning and end of meetings, whether diversity – including regional diversity – has been addressed.**	

	•	



Ways to open up voluntary roles at the RCPCH for the 21st Century

Our Action Plan

July 2020

Equality, diversity and inclusion

©RCPCH 2020
The Royal College of Paediatrics and Child Health (RCPCH) is a registered charity in England and Wales (1057744) and in Scotland (SC038299).

RCPCH
Royal College of Paediatrics and Child Health
Leading the way in Children's Health