

Diversity Action Plan 2016 – 2020 – 2016 Review

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	Content reviewed March 2017
	Publish the new Diversity Action Plan for the 2016 – 2020 period.		S4C Authority supported by the Strategic and Management Board and Operational Group	The Diversity Action Plan for the period 2016 – 2020 is available on the S4C Website.
	All staff to report any incidences or concerns relating to any unlawful discrimination or other to the HR Unit.	Continuous	HR Unit	The S4C Equality and Diversity Policy is given to all new staff during induction. S4C has a grievance procedure in place which is outlined in the Staff Handbook.

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	Where appropriate HR to take steps to eliminate any discrimination, harassment or victimisation.	As required	Corporate and Commercial Director HR	S4C has grievance and disciplinary procedures which are outlined in its Staff Handbook.
Promote equality of opportunity between persons who share a relevant protected characteristic ¹ 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	S4C includes an obligation within appropriate job descriptions for staff to work with S4C to ensure their co-workers are treated with respect and dignity and that they promote equal opportunity through all aspects of the business in accordance with the relevant S4C policies.
	Include requirement for all staff to comply with S4C's Equality and Diversity Policy in all employment contracts.	Continuous	Corporate and Commercial Director HR	S4C notes in all employee contracts that they are required to comply with the policies included within the S4C staff handbook (which includes the Equality and Diversity Policy). This requirement is also noted in S4C's offer letters.

¹The 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.

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	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	<p>All S4C contracts for services require our suppliers to comply with the principles of S4C's Diversity and Equality Policy.</p> <p>All S4C invitations to tender documents require tenderers to confirm whether they have had any findings of unlawful discrimination made against them or had a complaint upheld on grounds of alleged unlawful discrimination.</p>
	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.	<p>Review of the Code of Practice and Terms of Trade by September 2016</p> <p>Amend Commissioning Agreements and General Terms by September 2016</p>	Corporate and Commercial Director Legal Director of Content	All S4C contracts for services require our suppliers to comply with the principles of S4C's Diversity and Equality Policy.

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	<p>Ensure that S4C's commitment to provide access and support services (http://www.s4c.cymru/e_access.shtml) in relation to programmes and content is maintained. This includes Gwifren Gwylwyr (Viewers' Helpline), Access services, Welsh learners' services (http://www.s4c.cymru/en/entertainment/dal-ati/), and information for viewers and users.</p>	Continuous	Director of Content Director of Communications	<p>The Gwifren Gwylwyr is contactable via the following mediums:</p> <p>S4C's core Social Media accounts; Letter; Telephone; and Email</p> <p>40 Episodes of the Welsh Learners' programmes Dal Ati and Dal Ati – Bore Da have been broadcast on Sunday mornings and the Dal Ati Ap is also made available to assist Welsh learners.</p>
	<p>Meet Ofcom's targets on Access Services' requirements</p> <ul style="list-style-type: none"> • Subtitling – 53% of programmes • Audio description – 10% of programmes • Signing – 5% of programmes 	Report quarterly to the Strategic and Management Board, Authority and Ofcom	Director of Content The Authority's Content Committee	<p>In 2016 S4C exceeded Ofcom's targets on Access Services' requirements as follows:</p> <p>Subtitling: 80.36%</p> <p>Audio Description - 10.33%</p> <p>Signing – 5.17%</p>

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	<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>	<p>Continuous</p>	<p>Director of Communications</p>	<p>S4C's new website went live on the 30th of January 2017.</p> <p>S4C is in the process of commissioning an audit of the S4C homepage to investigate whether there are any accessibility issues requiring further consideration.</p>
	<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>	<p>Continuous</p>	<p>Director of Communications Chief Technical Officer</p>	<p>The invasion signing service was re-tendered in 2016.</p> <p>S4C provides subtitles in the English and Welsh language.</p> <p>S4C considered displaying larger subtitles but found that its platforms do not allow for this.</p> <p>There has been no change in the technology used in terms of access services linked to S4C's content services.</p> <p>Audio description services are also provided.</p>

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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	All new staff are given the Equality and Diversity Policy on Induction. The policy is in the staff handbook which is available on the staff intranet. Equality and Diversity training by an external provider was offered to all staff during November/December 2016.
	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	All staff have been required to attend Equality and Diversity training sessions, further sessions will be offered to staff during March 2017.

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	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	S4C is in discussions with TAC regarding the provision of training on a variety of subjects to the sector, including Equality and Diversity.
	Consider options for and establish a new diversity monitoring system for S4C content.	By end of December 2016	Director of Content	S4C have held multiple discussions with Silvermouse, the company which provides diversity monitoring for other public service broadcasters in the UK. S4C has unique technical requirements which we are working to resolve with CDN and Silvermouse as soon as possible.
	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	Accessibility is considered by the Marketing team when organising events

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	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	All staff have received the S4C Diversity and Equality training. Risk assessment training includes assessing accessibility issues relating to locations. S4C offers simultaneous translation for all Question and Answer sessions held with the public and ensures that all content displayed at events contain subtitles.
	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	S4C considers the appropriateness of the mechanisms for entry associated with the competitions organised by its internal staff against the relevant competitions' target audience.
	Publish, adopt and review access guidelines for S4C publications and incorporate them in S4C's Brand Guidelines.	Continuously	Director of Communications	The S4C Brand Guidelines are currently being updated to include accessibility.
	Conduct access audits for all S4C buildings. Assess, and as far as possible, act on any suggestions.	Continuous	HR Chief Technical Officer	S4C continually assesses access provisions in association

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	Maintain and regularly review a continuous			<p>with its buildings. S4C has arranged ramps to be fitted at the main access points to the front and back at the S4C headquarters building. Disabled parking is allocated close to the main entrances and exits of the S4C headquarters. Disabled locks have been installed on the disabled toilets in the S4C headquarters building. These locks are part of a national scheme where the keys can be used to access any disabled toilet in the country using the same lock system. S4C has also been taking steps to improve access to some internal areas within its headquarters.</p> <p>S4C internally reviews access situations as and when they arise.</p> <p>A record of requests</p>

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	data base of requests for reasonable adjustments, how long it took to make the change, type of alteration and effectiveness.			for reasonable adjustments is kept and maintained.
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	Secretary to the Authority Director of Communications	S4C conducts Viewers' Evenings annually which give viewers the opportunity to feedback on the S4C service.