

## Help Sheet



Use this section when you are reviewing the checklist (especially the radar chart) to develop actions that will lead to improvement.

The best places to start are PEOPLEZONE at [www.constructingexcellence.org.uk](http://www.constructingexcellence.org.uk) T 0845 605 5556 and ACAS [www.acas.org.uk](http://www.acas.org.uk) T 08457 474747

Organisations & Initiatives	Website	Telephone	Details
ACAS - Advisory, Conciliation and Arbitration Service	<a href="http://www.acas.org.uk">www.acas.org.uk</a>	HELPLINE 08457 474747  Minicom 0845 606 1600	ACAS's staff are employment relations experts. They provide up-to-date information, independent, impartial and confidential advice, high quality training, and they work with employers and employees to solve problems and improve performance. Their Equality advisors provide free and confidential strategic advice to employers so they can draw up and apply policies and practices for equality among their workforce. Visit the website for guidance material/publications.
Building Equality in Construction	<a href="http://www.change-construction.org/building_equality/index">www.change-construction.org/building_equality/index</a>	0161 200 3446	Partnership between employers, training providers and support organisations. Aims to reach a wider, more diverse pool of people (address the skills shortage) through practical solutions and support. Also to address the barriers women face. Gives women the opportunity to gain practical work experience to consolidate their NVQ level 2 whilst getting opportunities for employment in the industry.
Building Work for Women	<a href="http://www.buildingworkforwomen.org.uk">www.buildingworkforwomen.org.uk</a>	020 7637 8265	Disseminates best practice initiatives including several on diversity issues. Includes useful definitions of diversity and equal opportunities and examples of business case arguments for action to be taken on diversity issues.
Change the Face of Construction	<a href="http://www.change-face.org.uk">www.change-face.org.uk</a>	020 7091 0007	Activities include three toolkits (recruitment, retention and customer satisfaction), mentoring schemes, career development lectures and training courses.
CIC Construction Industry Council	<a href="http://www.cic.org.uk">www.cic.org.uk</a>	020 7399 7400	Focusing on a number of practical outputs the Council supports professional members and can provide advice and other links through the development of an equal opportunities network.
CITB - Construction Skills	<a href="http://www.citb-cs.co.uk">www.citb-cs.co.uk</a>	for your local office call 01485 577577	CITB-CS provides assistance in all aspects of recruiting, training and qualifying the construction workforce, whilst working with industry partners and Government to improve the performance of the industry as a whole.
CRE - Commission for Racial Equality	<a href="http://www.cre.gov.uk">www.cre.gov.uk</a>	020 7939 0000	The CRE provides advice/assistance on equal opportunities policies, ethnic monitoring and recruitment. Following the amended Race Relations Act which has extended to impose a general duty on all major public bodies to promote equality of opportunity and good race relations, the CRE has produced a statutory code of practice, and four non-statutory guides, to help public bodies meet their duty.
DfES - Department for Education and Skills	<a href="http://www.dfes.gov.uk">www.dfes.gov.uk</a>	0870 000 2288	Produced a Code of Practice on age diversity in employment (non-statutory). It sets the standard for: non-ageist approaches to recruitment, training and development, promotion and redundancy and retirement. It explains the business benefits and provides advice and guidance about age neutral employment policies. The Code is accompanied by detailed guidance and case studies.
Diversity Directory	<a href="http://www.diversityuk.co.uk">www.diversityuk.co.uk</a>	01234 881 380	Aims to help companies and organisations achieve their equality goals by listing 99 consultancies and an outline of the support they can provide.
DRC - Disability Rights Commission	<a href="http://www.drc.org.uk">www.drc.org.uk</a>	08457 622 633  Textphone 08457 622 644	The DRC provides information and advice to employers about the rights of disabled people and how their employment needs can be met. Codes of practice produced provide practical advice on meeting obligations under the DDA and on good practice, e.g. "Employing Disabled People: A Good Practice Guide or Managers and Employers" The website includes useful definitions of disability. Initiatives are not specifically construction related.
ECITB - Engineering Construction Industry Training Board	<a href="http://www.ecitb.org.uk">www.ecitb.org.uk</a>	01923 260 000	Has been supporting a project with schools to improve recruitment into the sector from under represented groups.
EFA - Employees Forum on Age	<a href="http://www.efa.org.uk">www.efa.org.uk</a>	020 7981 0341	The EFA is a network of employers who deal with the issue of age discrimination in the workforce. It confronts the changes needed to effectively identify and measure business benefits of having a mixed age workforce. Its main aims are: to provide support in managing the skills and age-mix of a workforce, to remove barriers in order to achieve an age balanced workforce and to inform all employers of the benefits of a mixed-age workforce

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Employers for Work-Life Balance	<a href="http://www.employersforwork-lifebalance.org.uk">www.employersforwork-lifebalance.org.uk</a>	0870 165 6700	Employers for Work-Life Balance has been formed by an alliance of business leaders who believe that the introduction of work-life policies has benefited their organisation. Their aim is to share best practice and establish a one-stop shop for employers for information on work-life issues.
EOC - Equal Opportunities Commission	<a href="http://www.eoc.org.uk">www.eoc.org.uk</a>	0845 601 5901	Provides straightforward information to help individuals and employers. Published Equal Opportunities is Your Business Too (1999), a good practice guide aimed at helping small firms deal with equal opportunities (produced jointly by the EOC, CRE and NDC)
Equality Direct	<a href="http://www.equalitydirect.org.uk">www.equalitydirect.org.uk</a>	0845 600 3444	The service is designed to give business managers easy access to authoritative and joined-up advice on a wide range of equality issues. It's available across England for the cost of a local call from 8am until 8pm Monday to Saturday and 10am to 4pm on Sunday. Advisers provide practical, down-to-earth advice on specific questions to help you make decisions which are right for your company. Your conversation will be in complete confidence.
ICE - Institution of Civil Engineers	<a href="http://www.ice.org.uk">www.ice.org.uk</a>	020 7222 7722	ICEFLOE - equal opportunities forum set up to increase awareness of equal opportunities through training and the media; to research and reduce obstacles to equality in the workplace; to challenge and root out discrimination if and when it occurs, and to keep ICE policies and practices under review.
Jobcentre Plus	<a href="http://www.jobcentreplus.gov.uk">www.jobcentreplus.gov.uk</a>	See local Directory	Jobcentre Plus provides help and advice on jobs and training for people who can work and financial help for those who cannot.
Language Line	<a href="http://www.languageline.co.uk">www.languageline.co.uk</a>	0800 169 2879 or 020 7520 1430	Language Line allows your staff to communicate instantly with people whose English is poor or non-existent. Available on a pay-as-you-go basis, at the end of an ordinary telephone line, our service enables you to offer equality of access to your services to people from the various ethnic communities in the UK.
Promoting Women in Construction	<a href="http://www.pwic.co.uk">www.pwic.co.uk</a>	0118 967 5250	Promoting Women in Construction aims to increase awareness and address barriers existing for employment of women.
Race For Opportunity	<a href="http://www.raceforopportunity.org.uk">www.raceforopportunity.org.uk</a>	020 7566 8707	Race for Opportunity is a national business-led network of organisations working on race and diversity as a business agenda.
RIBA Royal Institute of British Architects	<a href="http://www.architecture.com">www.architecture.com</a>	020 7307 3641	Architects for Change is the Equal opportunities Forum at the RIBA. Its principal objective is to encourage women and ethnic minorities into architecture.
SOB Society of Black Architects	Chair: Mr Musa Garba, e-mail: <a href="mailto:musagarba@onetel.net.uk">musagarba@onetel.net.uk</a>		Aims to overcome barriers faced by ethnic minorities pursuing a career in architecture. The society is determined to foster more black talent by offering guidance to students and young professionals through the difficult stages of their early careers.
WAMT - Women and Manual Trades	<a href="http://www.wamt.org">www.wamt.org</a>	020 7251 9192	WAMT is a membership-based organisation set up by a group of tradeswomen (1975) to: provide information, advice and support to women working in, training in or wishing to enter the construction industry, to raise the profile of women's participation in training and employment in trades where women are traditionally under represented and to help improve the conditions of training and employment in the trades.
WEB - Women's Education in Building	<a href="http://www.wes.org.uk">www.wes.org.uk</a>	020 7233 1974	Offers free training in construction trades to unemployed women.

### Books and Guidance

The Institute for Employment Studies	<b>Balancing the Building Team</b> - Gender Issues in the Building Professions. Institute for Employment Studies/CIOB, University of Sussex (ISBN 1 8518 4210 1). This report presents the findings of a study commissioned by the CIOB and the Department of the Environment on how best to improve the representation of women in professional, managerial and technical occupations in the building industry. A key aim of the research was to develop a series of recommendations to encourage more women to enter the building professions and subsequently to remain within the industry. The report provides a detailed analysis of the views of women in building and their assessment of a series of actions which could be taken to change the current gender balance.
Royal Institute of Chartered Surveyors - <a href="http://www.rics.org.uk">www.rics.org.uk</a>	<b>Women in Property and Construction - Raising the Ratio Report</b> (search for "Raising the Ratio" at <a href="http://www.rics.org.uk">www.rics.org.uk</a> ) - Raising the ratio is about making sure that UK employers in the property profession are fishing from the widest pool of talent.
The Housing Forum - <a href="http://www.constructingexcellence.org.uk">www.constructingexcellence.org.uk</a>	<b>Recruitment, Retention and Respect for People: 20 ideas for delivering the 3Rs</b> - A simple guide.
Trades Union Congress - <a href="http://www.tuc.org.uk">www.tuc.org.uk</a>	<b>Changing Times</b> : TUC guide to work life balance (ISBN 1 8500 6609 4) - In association with the DTI. Sets out a unique process designed by the TUC to achieve changes in the organisation of working time that will benefit both employer and employee. It is a practical step-by-step guide to implementing work-life balance strategies which will enhance productivity and efficiency.