

Report on Sexual Harassment Prevention: Action Plan

Meeting date: QSMTM 20 January 2026

Report by: Lynn Balfour, Head of Business Support

1. Purpose of report

To take forward steps identified on the Sexual harassment in the workplace prevention risk assessment as an agreed action plan.

2. Recommendations for SMT

- (i) Note progress to date.
- (ii) Review and agree the action plan.
- (iii) Consider whether this report should be published in full.

3. Report

Background

As of 26 October 2024, the Worker Protection (Amendment of Equality Act 2010) Act 2023 came into effect in the UK. This legislation introduces a new legal duty on employers to take reasonable steps to prevent sexual harassment in the workplace, including harassment by third parties such as clients, customers, or service users.

Compliance with this law is not optional. Employers who fail to take appropriate preventative measures may face enforcement actions and increased compensation liabilities in employment tribunal claims. Visible and proactive efforts are critical not just for legal compliance, but to demonstrate a commitment to a safe and respectful workplace culture.

Progress to Date

To date we have taken the following actions in response to the new legislation:

- Updated the Employee Handbook to reflect changes in law.
- Rolled out mandatory sexual harassment prevention training for all managers.
- Rolled out sexual harassment prevention training to all staff, not just managers.
- Sent an SMT communication to all staff reinforcing the importance of this initiative and outlining expectations and next steps
- Launched a short internal awareness campaign, including posters in communal areas.
- Conducted a sexual harassment risk assessment to identify and mitigate areas of concern.

Remaining Compliance Requirements

To fully meet our legal obligations, we must now:

Develop and implement an action plan based on findings from the risk assessment, which may include further updates to policies, procedures, and support mechanisms.

Proposed Action Plan

Area	Action	Details	Assigned to
Policies & Governance	Maintain clear, up to date policies with anti harassment details.	Review and update sections of the Employee Handbook and key documents, particularly around grievance policy and procedures, internal complaints policy and procedures and external /internal complaints policy and procedures.	HoBs
Policies & Governance	Have standalone guidance about relationships at work	Create new text for inclusion either in employee handbook, an existing key document, or as a standalone policy.	HoBs
Policies & Governance	Communicate policies regularly to staff.	Continue to highlight policies to staff via email and consider Intranet space going forward to host this information in one place.	HoBs
Reporting & Support	Ensure clear, accessible, and confidential reporting routes are communicated to staff and highlighted in relevant policies.	Review and update sections of the Employee Handbook and key documents, particularly around grievance policy and procedures, internal complaints policy and procedures and external complaints policy and procedures.	HoBs
Reporting & Support	Promote access to HR and Employee Assistance support.	Continue to highlight these areas to staff via email and consider Intranet space going forward to host resources and signpost.	HoBs
Training & Awareness	Embed harassment awareness in staff induction	Ensure new staff carry out mandatory training as part of their induction – add to induction plan.	BSM (PPP)
Training & Awareness	Deliver regular refresher training for all staff	Ensure this is included as part of the staff training plan under mandatory training	HoBs
Training & Awareness	Deliver regular enhanced training for managers	Ensure this is included as part of the staff training plan under mandatory training	HoBs
Culture & Management	Promote an inclusive, respectful workplace through leadership behaviour	Ensure training opportunities are available to those in leadership roles.	SMT and those with line management responsibilities
Culture & Management	Ensure there is the opportunity for regular wellbeing check ins.	Managers should ensure they are regularly checking in with their staff and providing a safe space to discuss any wellbeing or harassment concerns.	SMT and those with line management responsibilities
Culture & Management	Ensure regular staff consultation on key matters.	Continue to conduct an annual staff survey and have open forums in the form of all staff (and other) meetings, as well as consultation and communications on key matters where possible.	SMT

Culture & Management	Ensure transparent decision making.	Key decisions to continue to be documented and communicated clearly to staff.	SMT
Working Environment & Security	Maintain appropriate physical, digital, and lone working safeguards, clear behavioural expectations, and building security measures.	Carry out risk assessments in these areas, keep informed of best practice, and implement actions arising from the building security audit.	BSM (Risk)
Events, Travel & External Engagement	Carry out risk assessments for events and travel, set clear conduct and alcohol boundaries, avoid lone attendance where possible, and ensure safe reporting mechanisms.	Ensure appropriate templates in place and staff are aware of their responsibilities around this.	BSM (Risk)