

Appendix 3

Equality Strategy Action Plan

2020 – 2022

Introduction

This Action Plan is a key document for recording how service areas and corporate related activity will work to deliver the Council's Priority Equality Objectives and Equality Strategy 2020-2024. This plan will also be used to monitor progress and achievements against the activities in the plan, ensuring targets are on track and delivered.

All services across the Council contribute to the overall delivery of the Equality Strategy and Priority Equality Objectives in a variety of ways. Promoting and embedding equality and diversity both internally within the organisation, and externally across the Borough, requires continuous activity in order to create cultural change with a view to attaining the Council's overarching vision of fairness, respect and equal access to service delivery for all.

This Equality Action Plan therefore includes a number of key milestones, to be met as appropriate, as part of the Council's commitment to providing better outcomes for all people.

Action		Completion Date	Success Measure	Lead
PEO 1: To assess, consult and evaluate the equality impact of our policies and decisions and to change where reasonably possible what we do if it creates inequality				
1.1	Review and update the council's approach to Equality Impact Assessments (EIAs)	September 2021	Positive feedback on revised process and EHRIA template Equality related complaints are reduced Equality related legal action is reduced	Improvement & Organisational Development Team
1.2	Develop & maintain an up-to-date Equality Impact Assessment (EIA) completion programme	April 2021	EIA completion programme developed and publicised	Improvement & Organisational Development Team
1.3	Audit Equality Impact Assessment (EIA) completion and publication rates against numbers of planned EIAs and take action where necessary to address issues	March 2022	Annual EIA Report submitted to Equality Working Group and SLT for monitoring and scrutiny	Improvement & Organisational Development Team
1.4	Equality Working Group to act as a critical friend to services in reviewing Equality Impact Assessments (EIAs)	Quarterly	Minimum of one EIA per quarter reviewed as part of the monitoring framework	Equality Working Group
1.5	Raise awareness of the EIA process and guidance, through internal communications	May 2021 & May 2022	One article published, per year, to raise awareness of process	Improvement & Organisational Development Team
1.6	Review and update the Council's Equality Monitoring Policy and Guidance	March 2022	Equality Monitoring Policy statement published on-line Improved equality data for service users	Improvement & Organisational Development Team
1.7	Enable and encourage the involvement of communities of interest in service changes, policy changes and consultations	Ongoing	Minimum of one EIA per quarter reviewed in line with the monitoring framework	Equality Working Group

			Increased representation of all sections of the community in engagement and consultation	
1.8	Monitor discrimination related complaints and develop mitigating action, as appropriate	October 2021	Annual report submitted to the Equality Working Group	Human Resources/ Customer Experience Team
PEO 2: To enhance understanding of and promote equality and diversity at all levels within Charnwood Borough Council.				
2.1	Promote the completion of equalities training, including the induction e-learning module, for staff	March 2022	100% new starters undertake equalities e-learning module	Improvement & Organisational Development Team
2.2	Develop an LGBTQ+ e-learning module for staff	September 2021	E-learning module developed, as specified in Leicester LGBT Centre Peer Review Assessment	Improvement & Organisational Development Team
2.3	Provide development opportunities to Elected Members on equality, diversity & inclusion	March 2022	Minimum of two member sessions provided per year	Democratic Services/ Improvement & Organisational Development Team
2.4	Develop regular internal communications to promote equalities related events and celebrations	Ongoing	Articles published as appropriate Staff awareness/ knowledge raised	Improvement & Organisational Development Team
2.5	Present annual report to SLT on equality, diversity and inclusion practice, to raise awareness of both best practice and emerging issues	March 2022	Report issued to SLT Equalities championed at senior level within the organisation	Improvement & Organisational Development Team
PEO 3: To ensure that our staff and Councillors engage and communicate with members of the community in an accessible and inclusive way.				
3.1	Develop and deliver external communications to promote equality, diversity and inclusion	Ongoing	Analytics on reach and engagement	Improvement & Organisational Development Team

3.2	Review and update the Council's policy and guidance on making information accessible to everyone	December 2021	Making Information Accessible Policy and guidance produced	Improvement & Organisational Development Team
3.3	Ensure the website up to date with information about services and that this information is accessible to a wide range of service users	Ongoing	National guidelines implemented and feedback acted upon, to maintain an accessible website	Improvement & Organisational Development Team
3.4	Monitor the equality impacts of moving to online/digital services and look to remove barriers or potential adverse impact where it may arise	March 2022	Feedback from users regarding the accessibility of alternative service delivery	SWaP Programme Board/ Equality Working Group
3.5	Further develop the council's approach to consultation and engagement to increased representation of all sections of the community	March 2022	Increased representation of all sections of the community in engagement and consultation	Improvement & Organisational Development Team
3.6	Promote the interpretation and translation service internally through One Charnwood, Intranet etc.	February 2021 & February 2022	No. of services and service users utilising the interpretation and translation service	Improvement & Organisational Development Team
3.7	Engage with service users who have specific communications needs to identify areas where we can improve our communication methods	Ongoing	Communication methods improved based on identified need Feedback/ complaints from service users	Improvement & Organisational Development Team/ Equality Working Group
3.8	Host an annual Holocaust Memorial Day Event (physically or virtually).	January 2021 & January 2022	Host an annual event (physically or virtually) attended by over 30 representatives Event evaluation	Democratic Services Team
PEO 4: To have a diverse workforce that aims to be representative of the Borough and to ensure that all staff are treated fairly.				
4.1	Promote self-declaration of protected characteristics amongst staff.	March 2022	Significant % increase against each of the protected characteristics in staff self-declaration.	Improvement & Organisational Development Team

4.2	Produce and publish quarterly workforce monitoring statistics and take action where necessary to address issues	Ongoing Quarterly Updates	Quarterly monitoring and publication of workforce statistics.	ICS/ Improvement & Organisational Development Team
4.3	Develop an implement an action plan to improve recruitment, retention and progression to PO4+ of BAME employees	March 2022	Improved representation of BAME employees at PO4+	SLT/ Improvement & Organisational Development Team
4.4	Report annually on progress towards workforce representation targets to Senior Management Team and where appropriate take action to increase representation of under- represented groups within the workforce	September 2021 & September 2022	Annual progress report produced. Action taken to address issues where appropriate.	Improvement & Organisational Development Team
4.5	Increase no. of staff aged 16-25 entering the workforce through a structured apprenticeship scheme	April 2022	Apprenticeship scheme administered in line with national guidelines. Increased no. of staff 16-25 entering the workforce.	Improvement & Organisational Development Team
4.6	Renew Disability Confident accreditation	September 2021	Progress from Level 2 (Employer) to Level 3 (Leader)	Human Resources/ Improvement & Organisational Development Team
PEO 5: To change where reasonably possible what we do if we find it creates inequality				
5.1	Undertake gender pay gap reporting and develop appropriate action to close gender pay gap	March 2021 & March 2022	Reduction in gender pay gap	Human Resources
5.2	Review Modern Slavery Statement to meet legislative requirements	March 2021 & March 2022	All policies and practices reviewed in line with Modern Slavery legislation	Improvement & Organisational Development Team
5.3	Investigate benchmarking and award schemes to drive improvement and deliver best practice in equality, diversity & inclusion	March 2022	High performance for equality confirmed by independent audits	Improvement & Organisational Development Team
5.4	Produce an annual health check of equality, diversity and inclusion activity and publish both internally and externally.	March 2021 & March 2022	Met Equality Act 2010 and Public Sector Equality Duty responsibilities	Equality Working Group

			Feedback from staff, residents and service users	
PEO6: To continue working with our partners, where appropriate, to reduce inequality in all of our communities.				
6.1	Continue to work directly with partners, local organisations and community groups as well to support delivery of the Leicester, Leicestershire and Rutland Hate Action Plan	March 2022	As per Plan	Community Safety Team
6.2	Raise awareness of procurement equality requirements with contract managers (part of wider awareness raising to include safe-guarding and Modern Slavery)	March 2022	<p>Raised awareness of Procurement Toolkit via One Charnwood</p> <p>Quarterly monitoring statistics to be provided by contract holders, where appropriate, showcasing equalities commitments</p> <p>Contract monitoring indicates that commissioned service providers are compliant with equalities requirements</p>	Procurement Team
6.3	Work collaboratively with partners including supporting and contributing to the work of the Leicester Shire Equalities Forum (LSEF) and other associated partnership projects	March 2022	Feedback on joint campaigns and products	Improvement & Organisational Development Team
6.4	Support the Prevent Action Plan and the multi-agency Prevent Steering Group to ensure we are highlighting concerns or risks in our communities related to radicalisation	April 2022	As per plan	Community Safety Team