

## Appendix 1: Equality Action Plan 1 (2021-2022)

We have an action plan so that we can measure progress in achieving our three priorities for 2021-2025. It does not include everything that we hope to achieve in the coming years or 'business as usual', it focuses on actions that we will work on in the first year to make a difference. Many actions require collaboration that will help to embed good practice. We will share, publish and review our Equality Action Plan(s) every year to make progress on our 4-year Equality Plan.

	What are we going to do	Measurable Outcomes	Target date for completion
<b>Equality priority 1 - Listen to and learn from our communities and use this to deliver services that work well for everyone</b>			
<b>Objective 1</b>	<b>We will improve the collection of data</b> about our communities, publishing it in a transparent manner and acting on this information to improve the way we work. This will help enable us to make the greatest possible positive impact on tackling inequality and ensure that our delivery meets the needs of the communities we serve.		
<b>Action 1</b>	Publish equality and diversity information on our website	Residents can easily access information about equality on our website	Q1 April to June 2021 and ongoing
<b>Action 2</b>	Review and identify any potential areas of change to improve our equality monitoring form and monitoring practices	An updated equality monitoring form, or a record of reasons why no changes were made, is available.  An equality monitoring policy or reasons for the absence of one is available.	Q4 January to March 2022
<b>Action 3</b>	Introduce an 'easy read' equality monitoring Form. Easy read is a way of making information accessible to people with learning disabilities. It can also help people that find it difficult to read and write, younger people, people who have memory problems, or are communicating in another language	An easy read equality monitoring form is available	Q4 January to March 2022
<b>Action 4</b>	Conduct service audits to identify any potential gaps in equality monitoring data	All service areas collect equality monitoring data. Those that do not, have written reasons why.	Q4 January to March 2022
<b>Objective 2</b>	<b>We will engage and communicate</b> with our residents to encourage participation, learn and adapt so that we build trust, strengthen collaboration in delivery, and generate insight and learning to continually strengthen and improve our services. We will adapt our methods of communication and engagement to the needs of our increasingly diverse population to make sure everyone is included.		

<b>Action 5</b>	Identify an approach to develop a Resident Equality Group	A group has been set up to provide a voice to advance equality for people with protected characteristics	Q3 October to December 2021
<b>Action 6</b>	Support the 'BME' Forum to deliver on its objectives, purpose and activities	A representative and independent BME Forum for the Borough	Q3 October to December 2021
<b>Action 7</b>	Identify how to improve the experience of residents who need to communicate in other languages	A document is available to show measures that could be taken to support residents who need additional support.	Q3 October to December 2021
<b>Action 8</b>	Support staff to offer 'Easy Read' for new public documents	More public documents are available in Easy Read	Q4 January to March 2022
<b>Objective 3</b>	<b>We will use feedback from residents</b> to identify barriers to equality of opportunity, and continuously improve our approach and learn from mistakes.		
<b>Action 9</b>	Introduce Equality Monitoring into our complaints process and when gathering customer feedback via phone, email and online and ensure this is used to shape service delivery	Meaningful equality data is captured via customer touchpoints, maximising the reach and quantity received, for improved monitoring	Q3 October to December 2021
<b>Action 10</b>	Listen to a diverse range of community groups and partners to gather insights	Improved channels of engagement with existing groups and new groups to improve inclusive participation in decision making Feedback is used to make improvements in services.	Ongoing

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	What are we going to do	Measurable Outcomes	Target date for completion
<b>Equality priority 2 - Act on our commitments to equality, diversity and inclusion in the way we plan, deliver and shape our services.</b>			
<b>Objective 4</b>	<b>We will embed our commitments and ambitions to promote equality into the way we plan, purchase and deliver.</b> We will assure equality in our approaches in a meaningful way that uses feedback and robust performance and contract management to ensure we address needs for all our residents, and continuously improve.		
<b>Action 11</b>	Review our consideration of modern-day slavery in contract and commissioning activities	Activity has been reviewed and opportunities to strengthen our approach established	Q4 January to March 2022
<b>Action 12</b>	Review equality standards for procurement activities	Contract and monitoring clauses have been reviewed Needs analysis shows that services to be procured are representative, fair and reasonable. Equality is built into corporate procurement strategy	Q4 January to March 2022
<b>Objective 5</b>	<b>We will model active community leadership</b> by driving commitments to tackle inequality in our work with strategic partners, including our local area and partnership strategies and plans, and through our collaboration and coproduction with the communities and customers we serve.		

<b>Action 13</b>	Influence the creation of a wider Councils Equality Forum to share best practice with other councils	Terms of reference for a wider group has been created	Q1 April to June 2021
<b>Action 14</b>	Identify an approach to continue to engage and support collaboration with Councillors	Existing Equalities Members' Steering Group is reviewed and future ways of working agreed, to deliver against objectives	Q2 July to September 2021
<b>Action 15</b>	Celebrate successes made in tackling inequality	Publish 3 case studies of positive actions taken in 2021-2022	Q4 January to March 2022
<b>Action 16</b>	Support partners in the Borough such as schools, Public Health and <a href="#">Community Safety Partnership</a> to tackle inequalities	Actions have been set to collaboratively focus on: <ul style="list-style-type: none"> <li>• Racial equity in schools</li> <li>• Hate crime</li> <li>• Domestic abuse</li> <li>• Approach to poverty</li> <li>• Health inequalities</li> <li>• Autism Strategy</li> </ul>	Q4 January to March 2022
<b>Action 17</b>  79	Role model behaviour that promotes, encourages and showcases the benefits of diversity in our community	Publish communications that relate to protected groups such as Ethnic Minority and LGBT+ communities and people with disabilities. Such as celebrating and marking important dates throughout the year and promoting health and wellbeing Language and images used when we communicate demonstrate diversity and inclusion.	Q4 January to March 2022
<b>Objective 6</b>	<b>We will strengthen and improve our use of Equality Impact Assessments</b> to ensure that at the appropriate stages of planning and delivery we take account in a timely way of the various potential impacts of our decision-making and delivery, have due regard to our duties under the Equality Act 2010, and do what we can to promote positive equality impacts and minimise negative equality impacts		
<b>Action 18</b>	Review equality impact assessments training and procedures to ensure they are completed at the right time and are robust.	Changes made to procedures and tools to improve clarity for staff. Positive feedback from staff feeling more confident with assessments. Assessments are collated so they can be quality checked.	Q3 October to December 2021
<b>Action 19</b>	Review progress against actions and carry out a self- assessment using LGA Equality Framework. Action plan to be reviewed annually with an aim to undertake a peer review during the lifecycle of this plan to inform and strengthen our approach.	Progress is published and action plan is reviewed annually.	Q4 January to March 2022

What are we going to do	Measurable Outcomes	Target date for completion
<b>Equality priority 3 – Build a diverse and engaged workforce, where everyone is respected.</b>		
<b>Objective 7</b>	<b>We will support staff at all levels of the organisation, including our leadership, to equip them with the right tools to understand how best to tackle inequality and meet the needs of our increasingly diverse community</b>	
<b>Action 20</b>	Deliver against the 5 principles of the <a href="#">Race at Work Charter</a>	Share and publish a report about our progress since signing the Charter Q3 October to December 2021
<b>Action 21</b>	Review equality training offered to staff and Councillors and identify gaps	Training gaps are identified, and plans made to address the gaps. Elected Councillors are provided with training and feedback is collected to improve future training Q3 October to December 2021
<b>Action 22</b>	Equip staff with demographic tools to help understand the diversity of the Borough	Key metrics to measure and report on equality position and progress are provided to staff. Q3 October to December 2021
<b>Action 23</b>	Create an internal equality page for staff to collect and share information to support a diverse workforce	A page is available for staff to access information about equality in one area of our intranet Q1 April to June 2021
<b>Objective 8</b>	<b>We will honour the commitments agreed in our Equality Workforce Monitoring Report to help strengthen our approach to equality, diversity and inclusion in our workplace</b>	
<b>Action 24</b>	Review our commitment from the staff survey to undertake actions needed for protected groups	Working group on staff survey has equality indicators in its terms of reference Q2 July to September 2021
<b>Action 25</b>	Promote self-declaration of protected characteristics amongst staff	Increased numbers of staff have declared their diversity information compared to figures recorded in the Equality Monitoring Report Q2 July to September 2021
<b>Action 26</b>	Ensure work is conducted to monitor and address any gaps in relation to employees with protected characteristics in our workforce (excluding schools)	Progress reviewed against actions in our Workforce Equality Monitoring Report for 2020-21. A report is produced and published for 2021-22 showing improvements made Q3 October to December 2021
<b>Action 27</b>	Review the feasibility of actions that will support diverse recruitment in senior roles	Recommendations are available on how to improve diverse recruitment in senior roles Q4 January to March 2022
<b>Action 28</b>	Review recruitment practices to attract underrepresented groups	Employee Equality Steering Group has recorded actions taken to review practices Q3 October to December 2021
<b>Action 29</b>	Demonstrate anti-racist practice by understanding if there are gaps in what support could be offered to staff exposed to racism through their work	Options for solutions presented Q3 October to December 2021