

MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
priorities and set equality objectives.			
Leadership, partnership and organisational commitment			
<p>2.4 Political and executive leaders demonstrate personal knowledge and understanding of local communities and are committed to addressing inequality</p>	<ol style="list-style-type: none"> 1) Quarterly equality performance reports are considered by the Councils Equality Steering group; 2) Review and refresh the Council's Equality and Diversity Policy 3) Briefing papers are received by the Councils Equality Steering group and the Equality Champions. 4) Summary paper on Age Equality produced and circulated to Members 	CMcD	<p>September and October 2012 Thereafter every quarter First report to be submitted in January 2013</p>
<p>2.5 Shared equality priorities, objectives and outcomes for the local area are understood and acted on at all levels within the organisation. (Links to 2.7, 2.16)</p>	<ol style="list-style-type: none"> 1) Equality and Diversity guidance included within Annual Service and Financial Planning Guidance – updated to include quality considerations. This will be monitored via the Council's balance score card process. 	Performance Officer and CMcD	<p>September 2012 Completed in October 2012</p>
<p>2.6 Equality analysis is integrated systematically into service and project planning across the authority, with clear pathways for training and support where needed. (Links to 2.15)</p>	<ol style="list-style-type: none"> 1) Revise the Council's current "three year programme of Equality Analysis" (EIA's); 2) Deliver Equality Analysis training session to key staff - policy/service development or decommissioning services and budget setting. 3) Heads of Service to comment/provide timescale for completion of their EIA's for 2013/14 	CMcD	<p>End of September 2012 Revised EIA distributed to HoS following Nov ESG - for comment and agreement on target dates.</p>
2.7	See actions at point 2.5	Performance Officer and	September 2012

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Specific and measurable equality objectives have been integrated into corporate planning and action is being taken to achieve them. Outcomes are measured and monitored regularly by political and senior management leaders.		CMcD	Completed in October 2012
2.8 The setting and monitoring of equality objectives is subject to challenge through the political Overview and Scrutiny process. (Links to 3.5)	<ol style="list-style-type: none"> 1) Set up the Council’s Check and challenge group; 2) Training session held for key officers who will led on the Check and Challenge group 3) Check and Challenge flow chart and process for sign up under discussion 4) 	CMcD	<ol style="list-style-type: none"> 1) Mid September 2012 <li style="color: red;">2) Completed on 25 September 2012 3) Await LA & DG agreement on proposed process with consideration to groups responsibilities.
2.9 The authority communicates effectively about its equality priorities, how it is responding to and meeting the needs of its communities, balancing diverse but sometimes conflicting interests and fostering good relations.	<ol style="list-style-type: none"> 1) Good news stories are shared with staff via MIKE; 2) Update the Councils external and internal Equality and Diversity web pages 	CMcD and Communication Officer	Start September 2012 and on-going On-going
2.10 Mechanisms are in place to ensure that service equality objectives are delivered by contractors, partners and providers through good contract	N/A		

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management, and that they are monitored effectively. (Links to 2.9)			
2.11 Work is being undertaken to promote equality of opportunity in terms of the participation of under-represented groups in public life, including as elected representatives	N/A		
2.12 The authority and its partners have a strong understanding of the quality of relations between different communities and collectively monitor relations and tensions. Harassment and hate crimes are monitored and analysed regularly, and appropriate action is taken to address the issues that have been identified.	<ol style="list-style-type: none"> 1) Actively promote the importance of reporting all hate incident (related to age, disability, gender identity, race, religion / belief or sexual orientation); 2) Increase the level of hate crime incident reporting across the borough 3) LSEF to capture what/how each council deals with hate crime and bullying and harassment for staff. 	Community Safety Manager and the CDRP	<p>TBC</p> <p style="color: red;">Project headed by LSEF. MBC requested to document its current arrangements/policies.</p> <p style="color: red;">SJO advised MBC already have appropriate policies in place.</p>
Community engagement and satisfaction			
2.13 Community engagement mechanisms and structures are working efficiently and effectively within the council and across formal and informal partnerships	<ol style="list-style-type: none"> 1) Service areas to include Equality and Diversity Monitoring questions as part of consultation 2) Guidance to be produced for use by staff and for use to develop the CRM system and capture customer profile 3) Standard equalities monitoring questions to be developed for dissemination. 	<p>Customer Insight Officer and Change Manager</p> <p>CMcD</p>	<p>Start September 2012</p> <p>Dec 2012</p>

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<p>2.14 Involvement and consultation influences and informs equality objectives and local priorities and feedback is given to those consulted.</p>	N/A		
Responsive services and customer care			
<p>2.15 Actions and appropriate resources have been proposed to mitigate adverse impact and improve equality outcomes where changes in service provision have been identified. The cumulative impact of decisions is mapped across the authority. (Links to 2.15)</p>	See actions at point 2.6		
<p>2.16 Equality objectives are integrated into service plans across the authority, with progress towards them monitored regularly by portfolio holders and departmental management teams. (Links to 2.7, 2.15, 2.16, 2.17)</p>	See actions at 2.4 and 2.5		
<p>2.17 The authority ensures that contractors, commissioned services and grant receivers regularly review</p>	1) Guidance to be produced and meeting arranged with Procurement Manager	CMcD	December 2012

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their services to ensure they continue to be appropriate and accessible. (Links to 2.10)			
2.18 Access to and appropriateness of services is monitored regularly by portfolio holders and departmental management teams. (Links to 2.15 and 2.16)	See actions at point 2.6		
2.19 Human rights issues are considered and addressed when delivering services to customers and clients. (Links to 2.15, 2.16)	N/A		
A skilled and committed workforce			
2.20 The equality objectives contained within workforce policies and procedures are implemented and monitored	N/A		
2.21 Specific and measureable employment objectives have been set based on internal monitoring, staff consultation and the assessment of the local labour market and barriers to employment. (Links to 2.2)	1) Review latest results of "Staff disclosure/Staff validation" survey - develop base line indicators 2) Collation of results underway	HR and Communication Team	Staff survey currently underway – November 2012
2.22	1) Publish annually, by end of January employee profile data both on external	HR and Communication Team	End of January - yearly

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The authority regularly monitors, analyses and publishes employment data in accordance with its statutory duties.	web pages and MIKE		
2.23 The effects of all employment procedures have been assessed, and action has been taken to mitigate any adverse impact identified and to promote equality of opportunity.	1) HR policies are refreshed as required and in line with council's 3 year Equality Analysis programme.	HR and Communication Team	
2.24 Staff are engaged positively in service transformation and in developing new roles and ways of working.	N/A		
2.25 A range of improvements to the working environment can be demonstrated.	N/A		
2.26 The authority has reached agreement with the unions and/or staff about the implementation of equal pay.	N/A		
2.27 Harassment and bullying incidents are monitored and analysed regularly. Appropriate action is taken to address the issues that	1) Information and advice is made available to staff via MIKE; 2) Harassment and bullying incidents are captured based on protected characteristics;	HR and Communication Team	

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have been identified.	3) Annual data publication (by end of January) in line with requirements of the Equality Act 2010		January 2012
2.28 Equality implications inform the setting of objectives in management and individual appraisals.	1) Review and refresh as appropriate the Council's Appraisal system and guidance; 2) guidance for inclusion within Appraisal guidance to be amended to include equality consideration, with pointers given on amending questions in staff survey.	HR and Communication Team and CMcD	November 2012 Completed in October 2012
2.29 The authority provides a range of learning and development opportunities to support councillors and officers in achieving equality objectives and outcomes.	N/A		