

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			
2.4 Political and executive leaders demonstrate personal knowledge and understanding of local communities and are committed to addressing inequality	1) Quarterly equality key messages are considered by the Council's Equality Steering group; 2) Review and refresh the Council's Equality and Diversity Policy	CMcD	October 2012 Thereafter every quarter
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)	1) Equality and Diversity guidance included within Annual Service and Financial Planning Guidance	Performance Officer and CMcD	September 2012
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)	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) Build up a list of consultation groups which can be drawn upon to provide feedback on E&D issues.	CMcD	1)November 2012 2)Late Sept 2012 3)November 2012
2.7 Specific and measurable equality objectives have been integrated into corporate planning and action is being taken to achieve them. Outcomes are measured and	See actions at point 2.5	Performance Officer and CMcD	September 2012

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monitored regularly by political and senior management leaders.			
2.8 The setting and monitoring of equality objectives is subject to challenge through the political Overview and Scrutiny process. (Links to 3.5)	1) Set up the Council's Check and challenge group; 2) Training session held for key officers who will lead on the Check and Challenge group	CMcD	Late September 2012
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.	1) Good news stories are shared with staff via MIKE; 2) Update the Council's external and internal Equality and Diversity web pages	CMcD and Communication Officer	Start September 2012 and on-going
2.10 Mechanisms are in place to ensure that service equality objectives are delivered by contractors, partners and providers through good contract management, and that they are monitored effectively. (Links to 2.9)	N/A		
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	1) Actively promote the importance of	Community Safety	TBC

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<p>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.</p>	<p>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</p>	<p>Manager and the CDRP</p>	
<h3>Community engagement and satisfaction</h3>			
<p>2.13 Community engagement mechanisms and structures are working efficiently and effectively within the council and across formal and informal partnerships</p>	<p>1) Service areas to include Equality and Diversity Monitoring questions as part of consultation – toolkit to be updated</p>	<p>Customer Insight Officer and Sarah Evans</p>	<p>Start September 2012</p>
<p>2.14 Involvement and consultation influences and informs equality objectives and local priorities and feedback is given to those consulted.</p>	<p>N/A</p>		
<h3>Responsive services and customer care</h3>			
<p>2.15 Actions and appropriate resources have been proposed to mitigate adverse impact and improve equality outcomes where changes</p>	<p>See actions at point 2.6</p>		

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in service provision have been identified. The cumulative impact of decisions is mapped across the authority. (Links to 2.15)			
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)	See actions at 2.4 and 2.5		
2.17 The authority ensures that contractors, commissioned services and grant receivers regularly review their services to ensure they continue to be appropriate and accessible. (Links to 2.10)	N/A		
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.	N/A		

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(Links to 2.15, 2.16)			
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	HR and Communication Team	
2.22 The authority regularly monitors, analyses and publishes employment data in accordance with its statutory duties.	1) Publish annually, by end of January employee profile data both on external web pages and MIKE	HR and Communication Team	
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	N/A		

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service transformation and in developing new roles and ways of working.			
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 have been identified.	<ol style="list-style-type: none"> 1) Information and advice is made available to staff via MIKE; 2) Harassment and bullying incidents are captured based on protected characteristics; 3) Annual data publication (by end of January) in line with requirements of the Equality Act 2010 	HR and Communication Team	
2.28 Equality implications inform the setting of objectives in management and individual appraisals.	<ol style="list-style-type: none"> 1) Review and refresh as appropriate the Council's Appraisal system and guidance; 2) Develop appropriate guidance for inclusion within Appraisal guidance 	CMcD + Communications Officer	
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		

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