

MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
Knowing your Communities			
<p>2.1 Relevant and appropriate information is gathered efficiently using a range of techniques, across the authority’s area, to identify key equality gaps and inform the authority’s corporate policy and strategy.</p>	<p>1) Incorporate required information into ‘Melton Truth’ 2) UCP cohort equality mapping</p>	<p>ST ML</p>	<p>As per ‘Melton Truth’ timesales Dec 2013</p>
<p>2.2 Systems are in place, both corporately and at service / unit level, for the collection, disaggregation and analysis of information and data, to support the assessment and monitoring of local needs and priorities and inform equality objectives and service planning. (Links to 2.5, 2.15, 2.16 and 2.22)</p>	<p>1) Assess current collection points and determine data quality. 2) Incorporate equality monitoring guidance into consultation approach.</p>	<p>ST SE</p>	<p>As per ‘Melton Truth’ timesales Nov 2013</p>
<p>2.3 Relevant and appropriate information and data (including that relating to national data requirements) is mapped, disaggregated and used with partners, to assess needs and</p>	<p>1) Review priorities Incorporated into annual service planning process.</p>	<p>HoS</p>	<p>Ongoing</p>

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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	Annual report to Governance Committee	CC	Nov13
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)	Incorporated into Service planning process.	HoS	Annual review
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) “Three year programme of Equality Analysis” (EIA’s) in place.	Policy Manager	Ongoing
	2) Training needs as defined.	T3	Ongoing
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 monitored regularly by political and senior management leaders.	Incorporated into Service planning process.	HoS	Annual review

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<p>2.8 The setting and monitoring of equality objectives is subject to challenge through the political Overview and Scrutiny process. (Links to 3.5)</p>	<p>1) Annual report to Governance Committee 2) Equalities assessment for all committee papers</p>	<p>CC Report approval process</p>	<p>Annual Numerous</p>
<p>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.</p>	<p>1) Maintain Equality web pages 2) Proactive press releases</p>	<p>central services admin T3</p>	<p>Ongoing Ongoing</p>
<p>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)</p>	<p>1) Pre-qualification questionnaire and MBC procurement rules to include contractor responsibilities for Equalities. 2) Training to be organised for revised approach</p>	<p>Welland Procurement Welland Procurement</p>	<p>Jan2013 April 2014</p>
<p>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</p>	<p>N/A</p>		
<p>2.12 The authority and its partners have</p>	<p>1) Actively promote the importance of reporting all hate incident (related to age,</p>	<p>Community Safety Manager (External)</p>	<p>Ongoing</p>

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<p>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>disability, gender identity, race, religion / belief or sexual orientation); 2) Increase the level of hate crime incident reporting across the borough</p>	<p>SJO (Internal)</p>	<p>LSEF project disbanded</p>
<p>Community engagement and satisfaction</p>			
<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 any consultation. 2) Consultation guidance to be updated to include equality monitoring.</p>	<p>HoS SE</p>	<p>Ongoing See 2.2</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>		
<p>Responsive services and customer care</p>			
<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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<p>in service provision have been identified. The cumulative impact of decisions is mapped across the authority. (Links to 2.15)</p>			
<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>	<p>See actions at 2.4 and 2.5</p>		
<p>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)</p>	<p>See actions 2.10</p>		
<p>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)</p>	<p>See actions at point 2.6</p>		
<p>2.19 Human rights issues are considered and addressed when delivering services to customers and clients.</p>	<p>N/A</p>		

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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.	SJO	Annually
	2) Bring indicator set back to ESG.	SJO	Annually
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	SJO	Annually (January)
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 (see 2.6).	SJO	See 3 year programme.
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 	SJO	See 2.12 & 2.22
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 3) Disseminate and communicate changes 	SJO	March 2014
2.29 The authority provides a range of learning and development opportunities to support councillors and officers in achieving equality	N/A		

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objectives and outcomes.			