

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
<b>Knowing your Communities</b>			
<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' timescales. Update to be provided at June Meeting  Dec 2013-Completed</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' timescales. Update to be provided at June meeting  Nov 2013 - Completed</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 priorities and set equality objectives.</p>	<p>1) Review priorities Incorporated into annual service planning process.</p>	<p>HoS</p>	<p>May 2014. Linked to 2.1 and 2.2 above  <b>Completed</b></p>

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
<b>Leadership, partnership and organisational commitment</b>			
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	MB/CM	November each year
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  <b>MB/ST</b>	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.  2) Training needs as defined.	<b>T3</b>  T3	Review Each Quarter at T3  Review each quarter at T3
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	May (Each year)

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
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) Annual report to Governance Committee 2) Equalities assessment for all committee papers	MB/CM HoS	November each year Committee Cycles
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) Maintain Equality web pages 2) Proactive press releases	Central Services Admin MB (T3)	As appropriate- Reviewed April 2014 for new website  As appropriate
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)	1) Pre-qualification questionnaire and MBC procurement rules to include contractor responsibilities for Equalities. 2) Training to be organised for revised approach.	Welland Procurement  Welland Procurement	Mar 2015  Mar 2015
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		

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
<p>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.</p>	<p>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</p>	<p>Community Safety Manager (External)  SJO (Internal)</p>	<p>Review 6 monthly (June/Dec each year)</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 any consultation. 2) Consultation guidance to be updated to include equality monitoring.</p>	<p>SE  SE</p>	<p>Review on each consultation  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>		

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
<b>Responsive services and customer care</b>			
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)	See actions at point 2.6	T3  T3	Review Each Quarter at T3  Review each quarter at T3
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	MB  HoS  ST?	Governance Committee  Annual review  May 2014 Completed
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)	See actions 2.10	Welland Procurement  Welland Procurement	Mar 2015  Mar 2015

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
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	T3  T3	Review Each Quarter at T3  Review each quarter at T3
2.19 Human rights issues are considered and addressed when delivering services to customers and clients. (Links to 2.15, 2.16)	N/A		
<b>A skilled and committed workforce</b>			
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) Bring indicator set back to ESG.	SJO  SJO	Update to be provided to September 2014 ESG meeting  Completed

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
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 service transformation and in developing new roles and ways of working.	Transformation Programme	CC	Transformation Programme Timescales
2.25 A range of improvements to the working environment can be demonstrated.	Review of services – are particular groups of people being affected (e.g. Age/gender etc)	SJO	Following reviews
2.26 The authority has reached agreement with the unions and/or staff about the implementation of equal pay.	N/A		

## MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN

Objective	Action	Responsible Officer	Target date for completion
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"> <li>1) Information and advice is made available to staff via MIKE;</li> <li>2) Harassment and bullying incidents are captured based on protected characteristics;</li> <li>3) Annual data publication (by end of January) in line with requirements of the Equality Act 2010</li> </ol>	SJO	January Each year
2.28 Equality implications inform the setting of objectives in management and individual appraisals.	<ol style="list-style-type: none"> <li>1) Review and refresh as appropriate the Council's Appraisal system and guidance;</li> <li>2) Develop appropriate guidance for inclusion within Appraisal guidance</li> <li>3) Disseminate and communicate changes</li> </ol>	SJO	Review every 3 years
2.29 The authority provides a range of learning and development opportunities to support councillors and officers in achieving equality objectives and outcomes.	Training needs to be picked up at Appraisals to include Safeguarding Equalities (MIKE) EIA Training	HoS/Line Managers	Twice yearly at Appraisals