

# MELTON BOROUGH COUNCIL – EQUALITY AND DIVERSITY ACTION PLAN 2016 – 2020

## APPENDIX B

<b>Equality Objective 1: Ensure that we engage, consult &amp; communicate in appropriate &amp; accessible ways and empower under-represented groups and individuals to participate in society and at work</b>			
<b>Objective</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Target date for completion</b>
1) We communicate effectively about our equality priorities, how we are responding to and meeting the needs of our communities, balancing diverse but sometimes conflicting interests and fostering good relations	<ul style="list-style-type: none"> <li>• Maintain Equality web pages</li> </ul>	Central Services Admin	On-going
	<ul style="list-style-type: none"> <li>• Proactive press releases/internal communications to staff and partners</li> </ul>	MB (T3)	On-going
	<ul style="list-style-type: none"> <li>• Ensure information is accessible to the community</li> </ul>	Web Champions Melton Observatory	Review 6 monthly
2) Work is undertaken to advance equality of opportunity in terms of the participation of under-represented groups in public life, including as elected representatives	<ul style="list-style-type: none"> <li>• Develop solutions to better consult, engage and involve people from all communities in the council's decision making process at as early stage as possible</li> </ul>	SS	30/06/16
	<ul style="list-style-type: none"> <li>• Ensure that equalities is fully embedded in MBC's consultation and engagement principles.</li> </ul>	SE	30/06/16

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	<ul style="list-style-type: none"> <li>Publicity to encourage members of the community to apply to become a Councillor includes targeting of people from underrepresented groups</li> </ul>	SE	<p>If a by-election occurs</p> <p>Lead up to next council election in 2019</p>
3) Ensure that all staff are empowered to participate at work, in particular under represented staff in the workforce	<ul style="list-style-type: none"> <li>Include questions on equalities within staff survey and review outcomes including staff satisfaction</li> </ul>	SJO	Annually following staff satisfaction survey
4) Involvement, engagement and consultation influences and informs our equality priorities and feedback is given	<ul style="list-style-type: none"> <li>Review how we use our consultation and involvement exercises to identify equality issues</li> </ul>	SE/SS	Annual review
<b>Equality Objective 2: Ensure services are accessible, responsive and appropriate for all our community</b>			
Objective	Action	Responsible Officer	Target date for completion
5) Access to and appropriateness of our services is monitored regularly by Members and Management teams	<ul style="list-style-type: none"> <li>Review within EIAs</li> </ul>	T3	Review each quarter at T3
	<ul style="list-style-type: none"> <li>Identify issues arising from major projects/policy changes</li> </ul>	T3	Review each quarter at T3
	<ul style="list-style-type: none"> <li>Identify service areas or elements</li> </ul>	T3	Review 6 monthly at

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	<p>that could be assessed</p> <ul style="list-style-type: none"> <li>• Governance Report</li> </ul>	MB	T3 November each year
<p>6) Equality analysis is integrated systematically into our service, policies (including employment) and project planning across the MBC</p> <p>7) Transformation programme will ensure people affected by changes are not socially, digitally and financially excluded</p> <p>8) Actions and appropriate resources have been proposed to mitigate adverse impact and improve equality outcomes where changes in service provision have been identified</p>	<ul style="list-style-type: none"> <li>• “Three year programme of Equality Impact Analysis” (EIA’s) in place.</li> <li>• Refresh of Check and Challenge</li> <li>• Transformation Programme is monitored through Transformation Programme Board</li> <li>• Evidenced through EIAs and the Action Plans arising from them</li> </ul>	<p>T3</p> <p>MB/SC</p> <p>PB</p> <p>T3</p>	<p>Review each quarter at T3 and ESG</p> <p>Review each quarter at T3</p> <p>Review each quarter at T3 &amp; ESG</p>
<p>9) Equality objectives are integrated into corporate</p>	<ul style="list-style-type: none"> <li>• Annual report to Members</li> </ul>	MB	Governance Committee

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<p>planning &amp; service plans across MBC, with progress towards them monitored regularly by portfolio holders and departmental management teams</p>	<ul style="list-style-type: none"> <li>• Review of replacement for Service Plans to include integration of Equality Objectives</li> </ul>	<p>SS</p>	<p>Annual review</p>
<p>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 to ensure they continue to be appropriate and accessible</p>	<ul style="list-style-type: none"> <li>• Review of Procurement Toolkit to ensure legislative changes and the impact on Equality are clearly understood by staff</li> </ul>	<p>Welland Procurement</p>	<p>Sept 2016</p>
	<ul style="list-style-type: none"> <li>• Training to be organised for revised approach.</li> </ul>	<p>Welland Procurement</p>	<p>Sept 2016</p>
<p>11) Human rights issues are considered and addressed when delivering services to customers and clients</p>	<ul style="list-style-type: none"> <li>• Information/Advice/Guidance regarding HRA to be placed on to the website</li> </ul>	<p>MB/SC</p>	<p>31/03/16</p>
	<ul style="list-style-type: none"> <li>• Promotional material to be given to staff – via T3 to be cascaded and article in Corporate Messenger</li> </ul>	<p>MB/SC</p>	<p>31/03/16</p>
	<ul style="list-style-type: none"> <li>• Awareness sessions for front-line staff to be available if required</li> </ul>	<p>MB/SC</p>	<p>31/03/16</p>

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<b>Equality Objective 3: Instilling confidence within the community to report, tackle and prevent discrimination, bullying, harassment and hate incidents experienced by people in relation to their protected characteristics</b>			
Objective	Action	Responsible Officer	Target date for completion
12)MBC and its partners have a strong understanding of the quality of relations between different communities and collectively monitor relations and tensions	<ul style="list-style-type: none"> <li>Actively promote the importance of reporting all hate incidents (related to age, disability, gender identity, race, religion / belief or sexual orientation)</li> </ul>	ASB Officer	Review 6 monthly (June/Dec each year)
13)Harassment and hate crimes are monitored and analysed regularly, and appropriate action is taken to address the issues that have been identified	<ul style="list-style-type: none"> <li>Monitor the level of hate crime incident reporting across the Borough</li> </ul>	ASB Officer	Annual Review
	<ul style="list-style-type: none"> <li>Outcomes of monitoring are provided to T3 / ESG</li> </ul>	ASB Officer	Annual Review

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<b>Equality Objective 4: Being recognised as an employer of choice for people from all communities ensuring fairness and equality of opportunity for all</b>			
Objective	Action	Responsible Officer	Target date for completion
14) We regularly monitor, analyse and publish employment data in accordance with our statutory duties	<ul style="list-style-type: none"> <li>Publish annually, by end of January each year employee profile data on external web pages and through CM</li> </ul>	SJO	Annually (January)
	<ul style="list-style-type: none"> <li>Consider setting targets for increasing number of employees from BME communities?</li> </ul>	SJO	30/04/16
	<ul style="list-style-type: none"> <li>Campaign to encourage staff to self-declare</li> </ul>	SJO/MB/SC	30/09/16
15) The effects of all employment procedures have been assessed, and action has been taken to mitigate any adverse impact identified and	<ul style="list-style-type: none"> <li>HR policies are refreshed as required every 3 years</li> </ul>	SJO SJO	Set 3 year programme.
	<ul style="list-style-type: none"> <li>Undertake consultation with a) those applying for posts b) who</li> </ul>		30/04/16

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to promote equality of opportunity	<p>have applied and been invited for an interview.</p> <ul style="list-style-type: none"> <li>• Staff Survey</li> </ul>	SJO	30/04/16
16) Staff are engaged positively in service transformation and in developing new roles and ways of working	<p>Transformation Programme</p> <ul style="list-style-type: none"> <li>• Impact on staff reviewed weekly at transformation group</li> <li>• Staff communicated with via team meetings, Corporate Messenger and Market Stall as appropriate</li> </ul>	<p>Transformation Team</p> <p>Transformation Team</p>	Transformation Programme Timescales
17) A range of improvements to the working environment can be demonstrated	<ul style="list-style-type: none"> <li>• Results from staff survey and staff satisfaction regarding working at Parkside are reviewed and improvements documented</li> </ul>	DB/SJO	Annually
18) Harassment and bullying incidents are monitored and analysed regularly. Appropriate action is taken to address the issues that have been identified	<ul style="list-style-type: none"> <li>• Information and advice is made available to staff via MIKE;</li> <li>• Harassment and bullying incidents are captured based on protected characteristics</li> <li>• Annual data publication (by end of January) in line with requirements of the Equality Act 2010</li> </ul>	SJO	January Each year
19) Equality implications inform the setting of objectives in management and individual appraisals	<ul style="list-style-type: none"> <li>• Review and refresh as appropriate within the Council's Appraisal system and guidance</li> <li>• Develop appropriate guidance for</li> </ul>	<p>SJO</p> <p>MB/SC</p>	<p>Review every 3 years</p> <p>April 2016</p>

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	<p>inclusion within Appraisal guidance</p> <ul style="list-style-type: none"> <li>• Disseminate and communicate changes</li> <li>• Equality and Diversity E-learning to be undertaken by all new staff as part of the induction process</li> </ul>	<p>MB</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Within one month of starting</p>
<p>20) We provide a range of learning and development opportunities to support councillors and officers in achieving equality objectives and outcomes</p>	<ul style="list-style-type: none"> <li>• Training needs to be picked up at appraisals and to potentially include Safeguarding</li> <li>• Equalities (Melton Observatory))</li> <li>• EIA Training</li> <li>• Member training –provided for all Councillors</li> </ul>	<p>HoS/Line Managers</p> <p>SS/MB</p> <p>MB/SC</p> <p>MB/SC</p>	<p>Yearly at Appraisals</p> <p>Reviewed annually</p> <p>Reviewed annually</p> <p>As required</p>



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<b>Other performance measures</b>			
<b>Knowing your Communities – Information and Data</b>			
<b>Objective</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Target date for completion</b>
21) Systems are in place, both corporately and at service / unit level, for the collection, disaggregation and analysis of information and data. This is to support the assessment and monitoring of local needs, identify key equality gaps & priorities and inform corporate policy/strategy, equality objectives and service planning	<ul style="list-style-type: none"> <li>• Development of Melton Truth and Observatory to produce a range of E&amp;D data</li> <li>• Information gathered communicated to staff and easily accessible by them including to be used to complete EIAs</li> </ul>	SS/MB	Ongoing
<b>Leadership</b>			
22) Political and executive leaders at MBC demonstrate personal knowledge and understanding of local communities and are committed to addressing inequality	<ul style="list-style-type: none"> <li>• Annual report to Governance Committee</li> <li>• Equalities training for members ESG monitors equality issues</li> </ul>	MB/SC  MB	November each year  Ongoing

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