

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

## APPENDIX A

<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>				
Objective	Action	Responsible Officer	Target date for completion	Update
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> <li>• Proactive press releases/internal communications to staff and partners</li> <li>• Ensure information is accessible to the community</li> </ul>	<p>Central Services Admin MB (T3)</p> <p>Web Champions Melton Observatory</p>	<p>On-going</p> <p>On-going</p> <p>Review 6 monthly</p>	<p>e.g Disability Pages improved. Pride Day 03/09/16. LSEF Town Centre Audit has identified several areas where improvements can be made</p> <p>Discussed with CH for web champions to look into accessibility issues on web site. SE to consider as part of her Committee Software EIA</p>

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

<p>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</p>	<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> <li>• Ensure that equalities is fully embedded in MBC's consultation and engagement principles.</li> <li>• Publicity to encourage members of the community to apply to become a Councillor includes targeting of people from underrepresented groups</li> </ul>	<p>SS</p> <p>SE</p> <p>SE</p>	<p>31/03/17</p> <p>31/01/17</p> <p>If a by-election occurs. Lead up to next council election in 2019.</p>	<p>Meeting to be held with SE to discuss</p> <p>Meeting to be held with SE to discuss</p>
<p>3) Ensure that all staff are empowered to participate at work, in particular under represented staff in the workforce</p>	<ul style="list-style-type: none"> <li>• Include questions on equalities within staff survey and review outcomes including staff satisfaction</li> </ul>	<p>SJO</p>	<p>Annually following staff satisfaction survey</p>	<p>To be included on next staff survey and outcomes reviewed.</p>
<p>4) Involvement, engagement and consultation influences and informs our equality priorities and feedback is given</p>	<ul style="list-style-type: none"> <li>• Review how we use our consultation and involvement exercises to identify equality issues</li> </ul>	<p>SE/SS</p>	<p>Annual review</p>	<p>Meeting arranged with SE to discuss further</p>

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

<b>Equality Objective 2: Ensure services are accessible, responsive and appropriate for all our community</b>				
<b>Objective</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Target date for completion</b>	
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	EIA template and guidance has been reviewed and improved. SC/MB taken back to T3 – Q drive updated to provide various different sources of data as requested by 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 that could be assessed</li> </ul>	T3	Review 6 monthly at T3	
	<ul style="list-style-type: none"> <li>• Governance Report</li> </ul>	MB	November each year	
6) Equality analysis is integrated systematically into our service, policies (including employment) and project planning across the MBC	<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> </ul>	T3  MB/SC	Review each quarter at T3 and ESG	Discussed at every T3 meeting.  Review has been undertaken which has included training by SC to the C&C group. EIA updated and improved as have guidance notes to go out with them.

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

7) Transformation programme will ensure people affected by changes are not socially, digitally and financially excluded	<ul style="list-style-type: none"> <li>Transformation Programme is monitored through Transformation Programme Board</li> </ul>	PB	Business Efficiency Steering group (BESG)	This is now being monitored through the BESG – workshop to be held end of September to look at understanding our F-2-F customers.
8) Actions and appropriate resources have been proposed to mitigate adverse impact and improve equality outcomes where changes in service provision have been identified	<ul style="list-style-type: none"> <li>Evidenced through EIAs and the Action Plans arising from them</li> </ul>	T3	Review each quarter through Check and Challenge	Check and Challenge to review actions and action plan arising from EIAs as part of the refresh of the Check and Challenge/ EIA process
9) Equality objectives are integrated into corporate planning & service plans across MBC, with progress towards them monitored regularly by portfolio holders and departmental management teams	<ul style="list-style-type: none"> <li>Annual report to Members</li> <li>Review of replacement for Service Plans to include integration of Equality Objectives</li> </ul>	MB  SS	Governance Committee  Annual review	November 2016  To be reviewed with SS
10) Mechanisms are in place to ensure that service	<ul style="list-style-type: none"> <li>Review of Procurement Toolkit to ensure legislative</li> </ul>	Welland Procurement	Sept 2016	Discussion with procurement unit

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

<p>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>	<p>changes and the impact on Equality are clearly understood by staff</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>– Claire has put an article in CM (September to outline requirements of Equalities within procurement. Profile raised with Procurement who will identify and support staff in relation to Equality within contracts. Equality questions are set during initial tender process</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> <li>• Promotional material to be given to staff – via T3 to be cascaded and article in Corporate Messenger</li> <li>• Awareness sessions for front-line staff to be available if required</li> </ul>	<p>MB/SC  MB/SC  MB/SC</p>	<p>31/03/17  31/03/17  31/03/17</p>	<p>Awaiting for the new Bill of Rights before taking this forward. Brexit may have an implication on this area and we need to understand those implications.</p>

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

<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>				
<b>Objective</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Target date for completion</b>	
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	<p>Prevent training has taken place for Councillors and Officers</p> <p>Issues raised at community safety partnership. Awf to come to ESG – September regarding Prevent agenda</p>
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	<p>hate incident reports are emailed through to Victim First who will contact the victim. County Council collate all hate incidents and these are reported through</p>

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

	<ul style="list-style-type: none"> <li>Outcomes of monitoring are provided to T3 / ESG</li> </ul>	ASB Officer	Annual Review	<p>to CSP and JAG. National Hate Crime week is taking place between 8-12 October and a programme for the week has been created.</p> <p>To be discussed at future T3 meeting.</p>
<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>				
<b>Objective</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Target date for completion</b>	
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> <li>Consider setting targets for increasing number of employees from BME communities?</li> </ul>	SJO  SJO	Annually (January)	Meeting to be held with SJOC to progress

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

	<ul style="list-style-type: none"> <li>• Campaign to encourage staff to self-declare</li> </ul>	SJO/MB/SC		
15)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	<ul style="list-style-type: none"> <li>• HR policies are refreshed as required every 3 years</li> <li>• Undertake consultation with a) those applying for posts b) who have applied and been invited for an interview.</li> <li>• Staff Survey</li> </ul>	SJO  SJO  SJO	Set 3 year programme.  30/04/17  30/04/17	Meeting to be held with SJOC to progress
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>	Transformation Team  Transformation Team	Transformation Programme Timescales	This will now be picked up by the Business Efficiency Steering Group. Staff being included to take ownership and promote – eg meetings regarding benefit processes and understanding our F-2-F customers
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</li> </ul>	DB/SJO	Annually	To be fed into annual Governance report as



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

	documented			appropriate.
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	Meeting to be held with SJOC to progress
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 inclusion within Appraisal guidance</li> <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>SJO</p> <p>MB/SC</p> <p>MB</p> <p>Line Managers</p>	<p>Review every 3 years</p> <p>April 2017</p> <p>Ongoing</p> <p>Within one month of starting</p>	<p>Meeting to be held with SJOC to progress</p> <p>New training packages have</p>

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

				been created to be used by staff at all levels including induction
20) We provide a range of learning and development opportunities to support councillors and officers in achieving equality objectives and outcomes	<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> </ul>	HoS/Line Managers	Yearly at Appraisals	New training packages (G/S/B) have been created.
		SS/MB	Reviewed annually	This area still to be developed. Data to support EIA has been identified and placed in the Q drive. This has been communicated to T3 Officers
		MB/SC	Reviewed annually	EIA training has been given to Check and Challenge staff. Presentation to T3 re new changes to the EIA and Guidance notes.

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

	<ul style="list-style-type: none"> <li>Member training –provided for all Councillors</li> </ul>	MB/SC	As required	<p>Offer of training for their staff given at this meeting.</p> <p>All Councillors elected since 2015 have received Equalities training</p>
<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</li> </ul>	SS/MB	Ongoing	<p>Melton Observatory still being developed. Following request at T3, a number of data sources to help support EIA have been identified and placed in the q drive.</p> <p>The EIA form and</p>

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

	communicated to staff and easily accessible by them including to be used to complete EIAs			guidance notes have been updated with the C&C refresh. Article on new changes to EIA/template/C&C refresh to go to Corporate Messenger.
<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</li> <li>• ESG monitors equality issues</li> </ul>	MB/SC  MB	November each year  Ongoing	November 2016  All Councillor training up to date. ESG commissioned Town Centre Audit following presentation by Peter Burgess