

EQUALITY OBJECTIVES AND ACTIONS TO DELIVER THEM

Action		Step/s required to deliver the action	Responsible Officer & Target Date.	Update	Risks
	Equality Objective 1: Engage and communicate in appropriate and accessible ways				
1.1	We provide advice and information in the most appropriate way to meet individual needs.	2) Ensuring our website meets with the new accessibility standards for public sector websites.	Communities and Neighbourhoods Manager (Albert Wilson) 1.1.1 and 1.1.3 Completed. September 2021.	Update at November Meeting.	
1.2	Engagement and consultation is accessible to enable people to participate in the decision making process	1) Priority 6 of the new Corporate Strategy is based around engagement ('connected with and led by our community') – we will review the actions that fall under this priority to ensure talks of inclusive and	Corporate Engagement Officer (Role not filled) Position still not filled- Update next meeting.	On hold till role is replaced.	

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		<p>accessible engagement.</p> <p>2) Accessibility and inclusivity are present as considerations when a new Engagement Strategy is developed.</p> <p>3) Teams and Officers are encouraged to consider how they can make activities accessible and inclusive. This is done through referring teams to the Engagement Toolkit before undertaking an engagement activity / consultation. Using the toolkit at the early stages (and having clear guidelines / templates around</p>			

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		<p>engagement in place) will ensure considerations around equality are understood and then implemented in the activity.</p> <p>A section in the Toolkit is specifically looking at equality considerations (accessibility / inclusivity / EIA/EIS).</p> <p>4) Explore alternate engagement methods which may lend themselves to reaching broader (thus more inclusive) audiences.</p> <p>Additionally, the potential for the adoption of a new online engagement</p>			

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		<p>platform with increased capabilities (not replacing other engagement methods but improving and expanding on our current operations).</p> <p>5) Ensure an effective feedback process following consultations – so that reviews can be taken to ensure engagement and consultation is accessible in future activities.</p> <p>6) Review current engagement methods used across service areas. As part of this review, identify ways accessibility / inclusivity can be improved.</p>			

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1.3	Consultation informs our equality priorities at Melton Borough Council.	<p>1) Ensure that services plan consultation and engagement into their business planning at an early stage.</p> <p>2) We ensure when engagement activities / consultation occurs the participants / respondents are reviewed to understand if the output is representative of Melton (essential ensure we understand WHO was involved).</p> <p>3) Include a section in the engagement toolkit on equalities, to ensure this is considered through</p>	<p>Corporate Engagement Officer</p> <p>Ongoing * Whilst updates on progress can be provided, this action should be continuous; not a one off activity</p>	Linked with 1.2- on hold. Hoping to have update at next meeting.	

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		<p>all consultation / engagement activities.</p> <p>4) In order to be able to analyse the engagement activity / consultation's participants we need to ensure the right questions are asked to capture relevant information – so ensure this is built into the development of engagements / consultations.</p>			
1.4	We continue the work of the 'Prospective Councillor' programme to encourage nominations from protected/underrepresented groups.	<u>Action:</u> Consider interactive training for members.	Democratic Services Manager (Natasha Taylor) Legal representative Kieran Stockley	Jul 2022 – build into election Planning	

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1.5	Staff are empowered to participate in work decisions and in particular those staff from underrepresented groups.	<p><u>Action:</u> Provide Real time Snapshot of staff engagement.</p> <p><u>Action:</u> Consider whether Service Champions group has adequate representation from each service area.</p> <p>Via champions group meetings. Attendance monitored and representation from underrepresented groups encouraged.</p>	<p>Senior HR Officer (Clare Bassendine-Matthews)</p> <p>Ongoing work.</p>	SJC to provide written update.	
<p>Equality Objective 2: Develop and support a diverse workforce (being recognised as an employer of choice) <i>Meeting this objective should enable us to consequently attract and recruit the best talent.</i></p>					
2.2	We continue developing and maintaining our representative and inclusive workforce.	Attract, recruit and retain individuals with both physical and	HR & Communications Manager	SJC to also provide written update.	

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		hidden disabilities in line with Disability Confident Leader status. Ensure job adverts have equalities statement. Monitor the characteristics of those applying for jobs and those being successful.	(Sarah-Jane O'Connor) Ongoing work.	AR -Currently Looking at a 'hybrid model' of working-engagement models taking place to see how staff are feeling, any concerns and how to incorporate Hybrid working.- Update next meeting.	
2.4	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.	Policies reviewed on a three year cycle and consulted on through the check and challenge group. All new or changed policies etc., will be reviewed when the need arises.	HR & Communications Manager (Sarah-Jane O'Connor) November 2021	Delayed- Work will be fitting in to the organisational development work.	
2.5	Any harassment and bullying incidents are monitored and analysed regularly and that	Bullying and Harassment policy reviewed every three	HR & Communications Manager	SJC to provide update.	

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	appropriate action is taken to address the issues that have been identified.	years using guidance from the EHRC.	(Sarah-Jane O'Connor) Ongoing.	(if 'No Reports' please provide date also.)	
2.6	The working environment is accessible.	<p><u>Action:</u> Ensure adequate representation from the Corporate Asset Team.</p> <p><u>Action:</u> HR Manager and Corporate Asset Manager to discuss considering widening the working environment to include all under represented groups.</p> <p>Accessibility audits to be carried out using Building Regulations part M for guidance.</p>	<p>Facilities Co-ordinator'/ Corporate assets manager. (Sarah Allen and James Morris)</p> <p>HR & Communications Manager (Sarah-Jane O'Connor)</p>	SJC to provide written update.	

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		Responding to access requests/complaints requests from staff and visitors			
2.7	We provide a range of learning and development opportunities to support councillors and officers in achieving equality objectives and outcomes.	<p><u>Action:</u> HR Manager and Equalities Lead to discuss face to face equalities training imbed in the work place.</p> <p>A variety of e-learning course available on MIKE and equalities forms part of the induction process.</p>	<p>HR/ Democratic Services.</p> <p>(SJC or Clare / Natasha Taylor)</p> <p>November 21.</p>	Update at November meeting.	
<p>Equality Objective 3: Ensure services are in place or commissioned which are inclusive and responsive.</p> <p><i>These actions are referenced in the cross-partnership outcomes framework which can be found in Appendix D of the Equality Scheme 2020-2024. The framework was developed by the Melton People Board to illustrate success indicators using a life course approach. It demonstrates a series of outcomes from pre birth to death that, if achieved, would show what success would look like over the longer term.</i></p>					

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3.1	Undertaking an equality analysis is a key consideration when developing service and employment policies, practices & procedures etc. (This would include actions and appropriate resources have been proposed to mitigate adverse impact and improve equality outcomes where changes in provision have been identified.)	<p>Ensuring continued focus on the completion of Equality Impact Assessments and maintaining an upward trend.</p> <p>Promote a step change towards consideration of Equality Impact during policy development and not as an “after-thought”.</p>	<p>Leisure, Culture & People Manager (Aysha Rahman) Equalities Lead (Miriam Bentley-Rose)</p> <p>Ongoing Work</p>	<p>This can be moved to completed as we have mechanisms in place and it is an ongoing consideration.</p> <p>Positive work being undertaken with quality impact assessments. Still being regularly used and considered earlier on and not as an afterthought. Next stage- Aiming for them to be used more before a policy is developed.</p> <p>Council and Cabinet reports-</p>	.

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				coming through with equalities sections have been completed with lot of detail. Really positive.	
3.2	Using appropriate tools and data more effectively to target people where need is identified.	<p>1) The target audience of each activity should be considered alongside an EIA, where it can be identified if specific groups will be impacted.</p> <p>2) Mosaic is used to define an audience in the development stage (to ensure the appropriate people are targeted effectively).</p> <p>3) Mosaic is used in the reflection / analysis / review stage, so that we can</p>	<p>Corporate Engagement Officer (Role not filled) .</p> <p>Ongoing * Whilst updates on progress can be provided, this action should be continuous; not a one off activity</p>	<p>Group are Comfortable that each area has own tools and wouldn't miss mosaic as an engagement tool. Currently no justification for retaining it.</p> <p>Action will move to completed. AR- to re look at objective. The objective can still stand as it is not solely related to Mosaic but</p>	

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		<p>take forward learnings and identify best practice where appropriate.</p> <p>4) Identify relevant data sets & information.</p> <p>5) The identified data and information is made available to staff, in order to support the assessment and monitoring of local needs, identify key equality gaps & priorities and inform corporate policy/strategy, equality objectives and service planning – this can then be leaned on to complete EIAs and inform activities,</p>		<p>“appropriate tools”</p> <p>Still have mosaic for the rest of the financial year.</p>	

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		strategies and services.			
3.4	When any changes in policy takes place we consider the needs of our residents so they are not socially, digitally and financially excluded.	<p>This will be addressed naturally through EIA completion and members of the Check and Challenge group.</p> <p>Promote a step change towards consideration of Equality Impact during policy development and not as an “after-thought”.</p>	<p>Leisure, Culture & People Manager (Aysha Rahman)</p> <p>Equalities Lead (Miriam Bentley-Rose)</p> <p>Ongoing Work.</p>	<p>Ongoing process.</p> <p>This can be moved to completed as I am comfortable we have mechanisms in place and this is an ongoing consideration.</p>	
3.5	Human Rights issues are considered and addressed when delivering services to customers and clients.	Consider impact on Human Rights issues during EIA check and challenge and when advising colleagues on service delivery in relation to Equalities.	<p>Leisure, Culture & People Manager (Aysha Rahman)</p> <p>Equalities Lead (Miriam Bentley-Rose)</p>	<p>Update at November meeting.</p> <p>Expecting a lot of changes to equalities law but not sure how this will look.</p>	

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			November 2021- to see where we are.		
3.7	<p>A proactive approach to the management of need from our most vulnerable residents</p> <p>Co-ordinating a joined up approach to service delivery with our statutory, voluntary and community sector partners. Moving beyond reactively responding to presenting issues and identifying root causes early on.</p>	As 3.6	<p>Leisure, Culture & People Manager / Senior Housing Manager</p> <p>(Aysha Rahman and Jodie Archer)</p>	<p>We have a new director in place and a number of health/wellbeing projects such as the Place-Led Plan, Health & Leisure colocated hub and integrated People Offer that we are working towards. This will ensure we maintain a proactive approach to addressing the needs of our most vulnerable residents.</p> <p>The Council were</p>	<p>A lot of vulnerable people who are unidentified- factoring risk of what this will look like next year.</p>

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				instrumental in setting up Melton Inclusive Sports & Physical Activity steering group which is focused on Melton aim to be the most inclusive area in relation to physical activity in the County. Tenancy management course was piloted when restrictions lifted- AR to give written update.	
3.8	Priority neighbourhoods To ensure that resources and services continue to develop and improve, Melton's Housing and Communities Team will involve residents in identifying what		Communities and Neighbourhoods Manager (Albert Wilson)	Fair mead is now up and running external and internal use. Currently	

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	fundamental changes need to be made to influence and change issues that people have within their communities. We want residents to influence how they wish to regenerate the area where they live, socialise and work. We will also ensure that underrepresented groups are supported in this process.			<p>customers are not allowed in, this is being looked at. Will announce when open to customers.</p> <p>Drafting plan for upcoming events for school sessions and 'belonging' sessions.</p> <p>Installed new cctv system in this area with 6 cameras in ever block- will hopefully give residents more re assurance.</p>	
3.9	Home seekers		Communities and Neighbourhoods	AW to provide a written update.	

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	As homelessness is increasing at a national level, we aim to implement and maintain services which ensure that no potential or current home seeker is treated less favourably on the grounds of any of the protected characteristics. We will also seek to ensure that all applicants who may have difficulty in engaging with the service receive the help and assistance they require.		Manager (Albert Wilson) October 2021.		
Equality Objective 4: Foster good relations with and within the community (understanding difference and celebrating diversity)					
4.2	<p>MBC and its partners have a strong understanding of the quality of relations between different communities and collectively monitor relations and tensions. (This included actively promoting the importance of reporting all hate incidents related to age, disability, gender identity, race, religion / belief or sexual orientation)</p> <p>Harassment and hate crimes are monitored and analysed regularly, and appropriate action is taken to address the issues that have been identified.</p>		<p>Communities and Neighbourhoods Manager (Albert Wilson)</p> <p>Anti-Social Behaviour Officer Awf Alali</p>	Update- ongoing process.	<p>Asylum seekers residing at Scaford Hall- There has been two different sides of responses from residents. Some offering to help and some very negative- hate posts online. Currently</p>

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					working with police to run an education campaign.
4.3	It is recognised that anti-social behaviour is both a cause and effect of other vulnerabilities such as substance misuse, abuse, mental health issues etc. Housing and Communities (together with its partners) will oversee this demand in a more holistic way looking at the root causes and demonstrating a more qualitative overview for Melton.		Communities and Neighbourhoods Manager (Albert Wilson) Anti-Social Behaviour Officer Awf Alali Case Management Lead Laura Swift.	Using a new system to risk assess perpetrators. This was implemented in July, too early to say how affective. Report back next meeting.	We recognise and take into account additional factors and their risk. i.e Covid 19.

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Completed Actions:

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1.1	We provide advice and information in the most appropriate way to meet individual needs.	<p>1) Advertised on our website and also on our Council tax bills along with elections and housing that alternative formats and languages are available on request.</p> <p>3) We have a contract for translations and an agreement for alternative formats. When we are reviewing forms we need to make sure we include information about alternative formats and languages.</p>	<p>1.1.1 Completed.</p> <p>.</p> <p>1.1.3 Completed – Will be ongoing in regards to communications.</p>
2.1	We regularly monitor, analyse and publish employment data in accordance with our statutory duties. (This would include publishing, by end of January each year, the employee profile data on external web pages).	Work with organisation to ensure that individuals are updating their equalities data. Put system in place to report and publish annually.	<p>HR & Communications Manager (Sarah-Jane O'Connor)</p> <p>Completed.</p>
2.3	We encourage employees to make us aware of any protected characteristics they may have in order for us to be able to fully support them.	Regular articles in corporate messenger to encourage individuals to update their equalities data.	<p>HR & Communications Manager (Sarah-Jane O'Connor)</p> <p>Completed.</p>

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3.3	<p>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>	<p>The WPU will promote service equality objectives being considered as part of any procurement process, by including this as a question within the PID 2020. This will prompt the Council Officer to ensure details of the objectives are within the specification as Key Performance Indicators, detailing what is to be measured, how often and the format information is to be provided in.</p> <p>Following award of the Contract, the Contract Manager is responsible for monitoring the overall performance of the contract as well as identifying any risks (and ensuring appropriate contingency measures are in place). Part of this will be to ensure that the service equality objectives are delivered and monitored effectively.</p>	<p>Corporate Services Manager (David Scott)</p> <p>Completed</p>
3.6	<p>Ageing Well</p> <p>Ensure that services are currently in place for ageing well, through a variety of health/physical activity interventions targeting the most in need groups (e.g. obesity, inactivity & mental health).</p> <p>This is through referrals from other service areas. Services include; Falls Prevention Classes, Walking Groups, & Low Impact Seated Exercise for Older People. Also a variety of interventions for Children (e.g. Music & Movement) & Adults (Walking Football, GP Exercise Referral) and (Inclusive Multi Sport Programme). Links to</p>	<p>Promote, maintain and sustain investment into our early intervention services such as Sport & Health, Community Grants and Case Management.</p> <p>Increase referrals to such services through wider promotion both within the Council and to our external partners.</p>	<p>Leisure, Culture & People Manager (Aysha Rahman)</p> <p>Equalities Lead (Miriam Bentley-Rose)</p> <p>Completed but will have Ongoing work.</p>

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	services can be found at https://www.meltonsportandhealth.org.uk/		
4.1	The Council in its role as a local leader will set a positive example in relation to promoting diversity and equality issues publicly and proactively.		SLT Completed, Will stay on SLT Agenda.