

Equality Objective 1 – Equality Information

Action	Lead Officer	Target Date	Status	Progress
EO1.01 - Develop Corporate Equality Monitoring Policy and Guidance and publish on intranet	Snr Performance Improvement Officer	30-Sep-12	Achieved	Policy agreed by Cabinet on 3 Dec 2012 and uploaded to intranet. Action complete.
EO1.02a - Carry out pilot exercise to develop and implement three bespoke equality monitoring systems.	All Directors	31-Mar-16	Under Control	In July 2014 CEWG decided pilot exercises should be completed in all Directorates. The following services have been identified: Communities Directorate - an exercise by Sports Development was undertaken in 2012 (then Directorate of Deputy Chief Executive). A further exercise in C.A.R.E is underway and a report will be provided to CEWG Meeting in July 2015. Neighbourhoods - An exercise in the Assisted Collections service did not take place as planned. To be reviewed to see if it can be resurrected. Governance - Development Management. The exercise has been scoped at a Governance Management Team meeting. Resources - Recruitment Monitoring (Progress in Resources to date has been delayed because of work demands and availability of key staff. To consider reallocating the responsibility for undertaking the exercise to other staff). Progress reports to CEWG in July 2015.
EO1.02b - Promote Equality Monitoring Policy and Guidance as required	Snr Performance Improvement Officer	31-Dec-13	Achieved	An article was included in the Winter 2012 edition of The Forester explaining why equality monitoring was undertaken, and further information was included in the November 2013 equality update for staff, Fair Ground. Equality Monitoring will be publicised again when the pilot exercise in Action 1.02a is completed. Further information will be made available as required in the future. Action Complete.
EO1.03 - Develop and implement as necessary, bespoke equality monitoring systems within relevant services	All Directors	31-Mar-16	Achieved	This Action was linked to E01.2a, the completion of pilot exercises, and as a result has been held back by the delays in their completion. In July 2014 CEWG decided the link was unnecessary and should be removed. It is understood that many service areas now collect and use equality monitoring data in their service planning and delivery. Work to determine service areas for which equality monitoring data is appropriate and therefore those in which systems and practices should be in place is now in progress as necessary.

EO1.04a - Include evidence of due regard as relevant in reports to the Council's decision-making bodies	Chief Executive, All Directors	31-Mar-14	Achieved	New approach developed and agreed by MB for introduction 1 July 2014 whereby Cabinet and portfolio holder report templates are amended to include a Due Regard Record (DRR) as an additional page. Relevant equality information to be recorded on the DRR by the report author for use by Cabinet or Portfolio holders in their decision making. It has been agreed in principle that existing Planning and Licencing report templates will be amended to encourage the inclusion of equality information. Reports to Management Board will continue to use the existing system. Action complete.
EO1.04b - Conduct pilot exercise on use of Due Regard Record as mechanism to ensure decision making bodies are aware of equality implications of reports under consideration	Snr Performance Improvement Officer	30-Apr-14	Achieved	Due Regard Record pilot was completed in February 2014 and reviewed by CEWG in April. CEWG recommendations agreed by MB in June 2014. (see EO1.04a) Action complete.
EO1.05 - Identify and annually update sources of non-service specific equality information and place on intranet	Snr Performance Improvement Officer	31-Mar-13	Achieved	Factsheet produced providing details and links to reports, data, and research providing local and national information about the protected characteristics. The factsheet, Factsheet 2: Sources of Information about Equality Protected Characteristics, is one of a set of factsheets produced to support the Equality Analysis Toolkit and guidance). The Toolkit and factsheets are available on the Intranet. Action Complete
EO1.06 - Review committee report guidance and publish on intranet	Snr Performance Improvement Officer	30-Apr-14	Achieved	Factsheet 'Providing equality information to Cabinet or a Portfolio Holder' has been produced as part of the Equality Analysis Toolkit and replaces former committee report guidance. Published on the intranet. Action complete.
EO1.07 - Deliver briefing session concerning the monitoring of reports for evidence of due regard to Chairs of Agenda Planning Groups	Snr Performance Improvement Officer	21-Oct-13	Achieved	Briefing for Chair of Cabinet APG provided 25 September 2013 Action Complete

Equality Objective 2 – Equality Ownership

Action	Lead Officer	Target Date	Status	Progress
EO2.01 - Explore with the Local Strategic Partnership opportunities to share equality awareness and information	Snr Performance Improvement Officer	31-Mar-16	Under Control	LSP and Management Board agreed that equality information sharing is to be taken forward via a revision of the Epping Forest Compact. Discussion held with HR to identify potential internal resources to progress this initiative, indicated that one of the June 2015 ILM 5 in Leadership and Management cohort might take on the project. Project to be offered to participants. Alternatively Chris Overend who was involved in the original development of the Compact may be the right person to undertake this. Julie Chandler to be approached. Project outline completed.
EO2.02 - Review and refresh as necessary, existing equality training for members	Assist. Director Governance and Performance Management	31-May-14	Achieved	Equality training for Members has been included in the Councillor Development Programme 2014/15. The course is to be repeated in May 2015. Action Complete
EO2.03 - Deliver appropriate equality training for members	Assist. Director Governance and Performance Management	31-Mar-14	Achieved	Introduction to Equality training delivered to Members on 28 June 2014 through the Councillor Development Programme 2014/15. Further session to be delivered 16 May 2015 and thereafter as necessary. Action complete.
EO2.04 - Introduce arrangements for directorate based reporting of equality achievements as part of the annual 'Equality Report'	Snr Performance Improvement Officer	31-Mar-13	Achieved	Equality Information Publishing Guidance agreed by CEWG 22/11/12. Cross-directorate training delivered to 21 officers on 9 January 2013. Action complete.






Equality Objective 3 – Equality Engagement

Action	Lead Officer	Target Date	Status	Progress
EO3.01 - Develop and publish an Equality Profile of the District to assist the completion of robust equality analysis and informed decision making	Snr. Performance Improvement Officer	31-Mar-15	Achieved	Equality profile produced and uploaded to the Intranet as one of the Factsheets supporting the Equality Analysis Toolkit. Action complete.
EO3.02 - Review how existing engagement activities can be developed.	Snr. Performance Improvement Officer	31-Mar-16	Under Control	Existing engagement reviewed via the Equality Consultation report produced by PR and Marketing, and the earlier Consultation Opportunities Register produced by the PIU. It is considered additional value can be gained from existing engagement by considering the results of service/activity equality analysis alongside the engagement currently undertaken by responsible directorates, to see if any requirements identified through the equality analysis process can be addressed through those engagement channels. Guidance note to be produced for Directorates.
EO3.03 - Develop and adopt an Equality Engagement Plan	Snr. Performance Improvement Officer	31-Mar-16	Under Control	This is linked to 3.02 above. It is considered that a corporate equality engagement plan is inappropriate, and that this should be progressed by Directorates on a bespoke basis and in line with the approach taken to other equality processes. Therefore individual Directorates to consider how the areas for development identified through their equality analysis processes can be progressed via their existing engagement with service users and residents, and thereby gain additional value from existing engagement activities.
EO3.04 - Carry out equality engagement according to equality engagement plan	All Directors	31-Mar-16	Under Control	This action is related to 3.02 and 3.03. Directorates to address equality analysis requirements via existing engagement activities, on a service specific basis. This bespoke approach is consistent with other equality processes. The production of an engagement plan is not specifically required as requirements for further engagement with service users or residents is captured in the Equality Analysis reports.

EO3.05 - Explore and facilitate opportunities for interaction between council members and community groups and representatives	All Directors	31-Mar-16		Under Control	This is linked to 3.04. Directorates to consider if in order to deliver the requirements of their equality analysis, there are opportunities to facilitate interaction between council members and community groups, in the course of their existing engagement activities.
EO3.06a - Undertake a feasibility study for provision of a fully accessible meeting room facility at the Civic Offices	Director Resources	31-Mar-16		Under Control	New desks are in place in committee rooms which are easier to manoeuvre, and a text messaging service linked to the Fire Alarm system for any hearing impaired or deaf visitors or employees has been implemented. The adjustments to partitions and doors for full accessibility is yet to be progressed. Corporate plans for the use of space and offices may generate further options and opportunities and this will be raised as appropriate, and is likely to extend beyond the lifetime of this objective (March 31, 2016).
EO3.06b Subject to 3.6a above, prepare and submit bid for appropriate funding	Director Resources	31-Mar-16		Under Control	Action dependant on completion of EO3.06a above, and may extend beyond the lifetime of this objective (31 March, 2016)

Equality Objective 4 – Equality in Workforce Development

Action	Lead Officer	Target Date	Status	Progress
EO4.01(a) - Annually report anonymised details of the Council's workforce at Grade 8 and above, in the context of the whole staff equality profile to CEWG	Assist. Director HR	30-Jun-13		Achieved 10/10/13 HR Workforce profile made available to CEWG and the public in respect of : Age Disability Faith (Religion) Race Sex Sexual orientation. Workforce profile at grade 8 summary made available to CEWG and the public in respect of: Sex (female only) Disability Race. Information is to be analysed to identify trends and submitted to CEWG for consideration and recommendations prior to submission to MB. Reports to be produced annually from June 2014.

<p>EO4.01(b) Ensure publication of anonymised details of the Council's workforce at Grade 8 and above, in the context of the whole staff equality profile.</p>	<p>Snr. HR Officer</p>	<p>30-Jun-13</p>		<p>Achieved</p>	<p>10/10/13 HR Workforce profile published on website in respect of: Age Disability Faith (Religion) Race Sex Sexual orientation. Workforce profile at grade 8 summary published on website in respect of: Sex (female only) Disability Race. Information produced and considered by CEWG for analysis of trends and recommendations. Information submitted to MB and considered by Finance and Performance Management Scrutiny Panel in November 2014. Information to be produced for consideration by CEWG before progressing to MB. To be published annually from June 2014. Action Complete.</p>
<p>EO4.02 - Carry out analysis of workforce data to identify trends and patterns in areas as identified by CEWG</p>	<p>Snr. HR Officer</p>	<p>31-Mar-16</p>		<p>Achieved</p>	<p>CEWG considered equality information generated under EO4.01(b) and made recommendations for inclusion in its subsequent reporting to MB. This information is an annual requirement and CEWG will consider and analyse subsequent annual equality information reports to identify trends and patterns. Action complete.</p>
<p>EO4.03 - Undertake a comprehensive review of the Council's recruitment and selection processes to demonstrate transparency, promote equality, and ensure best practice and safeguarding</p>	<p>Assist. Director HR</p>	<p>31-Mar-14</p>		<p>Achieved</p>	<p>A review of recruitment and selection processes has been undertaken and presented to CEWG and JCC in January 2014. Implementation through 2014 as part of the Safer Recruitment Policy. Action complete.</p>
<p>EO4.04 - Investigate, identify and pursue (where agreed) standards and accreditations to help demonstrate the Council's commitment to equality and increase awareness.</p>	<p>Snr. HR Officer</p>	<p>31-Mar-16</p>		<p>Under Control</p>	<p>Two Ticks Disability standard re-awarded in May 2014. Mindful Employer standard awarded 3 October 2013. HR to investigate other relevant accreditations which must have meaning and be good value. HR to advise whether these accreditations are annually awarded, and whether reaccreditation is to be pursued.</p>
<p>EO4.05 - Produce and display appropriate publicity material relating to equality characteristics, such as posters etc. outlining the Council's commitment to equality</p>	<p>Snr Performance Improvement Officer Manager PR and Marketing</p>	<p>31-Mar-16</p>		<p>Under Control</p>	<p>The sexual orientation characteristic has been promoted through the Council's support of LGBT History Month in February 2014 and 2015. An initiative to develop an image library showing a diverse population in ordinary settings awaits the allocation of staff resources to undertake the project. Project offered without success to an apprentice.</p>

EO4.06 - Determine types of equality related employee information (other than data, see 4.01) that can be made available to employees to support awareness of equality issues.	Snr. HR Officer / Snr. Performance Improvement Officer	31-Mar-16		Under Control	The first of a series of interviews with employees with different characteristics who have progressed their career within the Council perhaps by a non-conventional route, has been undertaken with a female employee. Interview to be included in brief in the Spring/Summer issue of Fair Ground and fully in District Lines in May/June 2015..
EO4.07(a) - Undertake a comprehensive review of the Council's existing arrangements for employee engagement	Assist. Director HR	31-Mar-16		Under Control	A review of employee engagement arrangements was considered by Management Board in 2012 and a range of recommendations agreed for implementation when the review of the operation and existing terms of reference for the Joint Consultative Committee (see 4.7(b)), was complete. The recommendations originally made to MB in 2012 will be reviewed to ensure their relevance and suitability in the light of the JCC Terms of Reference review in July 2014. Target date for completion changed to 31/03/15 to reflect completion date of JCC Terms of Reference review, and current resource levels in the Performance Improvement Unit. Management Board have agreed that the National Graduate Trainee will be undertaking a project beginning in March 2015. The Project Sponsor will be Bob Palmer and the Lead Officer Paula Maginnis.
EO4.07(b) Undertake comprehensive review of current terms of reference of Joint Consultative Committee	Assist. Director HR	31-Mar-14		Achieved	Report on Terms of Reference from Paula Maginnis has been taken to Cabinet APG and submitted to Cabinet on 2 February 2015. Action complete.
EO4.08 - Review and analyse the attendance on the Evolution Programme as a comparison of the whole workforce	Learning and Development Manager	31-Mar-16		Under Control	Analysis of Evolution Programme completed. The report at EO4.02 was considered by CEWG and recommendations made in September 2014. 4 more cohorts have now completed ILM qualifications. Suggest update of report before going to MB.
EO4.09 - Ensure consistency of application of flexible working practices	Assist. Director HR Chief Auditor	31-Mar-16		Under Control	Agreement to be sought to include in Internal Audit work programme, appropriate checks to determine the consistency of the application of flexible working practices, for example, applications for parental leave and flexible working etc. Regular items advising and promoting flexible working arrangements to be included in District Lines. Further review of Flexi Scheme to be undertaken following comments from Employee Survey 2013. HR requested to provide an update on the progress of this action.

<p>EO4.10 - Review and refresh as necessary existing equality training for officers</p>	<p>Learning and Development Manager</p>	<p>31-Mar-16</p>		<p>Under Control</p>	<p>Learning and Development Manager and training providers review content and provide up-to-date cases and examples of good practice. Completed July 2013. To be kept under review. e-learning package considered by CEWG in September 2014 and recommendations made. New Information Officer/ e-learning formatter Phil Andrews now in place, once he is trained eLearning package can be further developed.</p>
<p>EO4.11 Deliver appropriate equality training for officers:</p>	<p>Learning and Development Manager</p>	<p>31-Mar-16</p>		<p>Under Control</p>	<p>E-Learning course for both induction and refresher training was discussed by CEWG in summer 2014 and recommendations made. New information officer/ eLearning formatter Phil Andrews now in place, once he is fully trained further development will take place.</p>