

## Equality Objectives 2016-2020

## Action Plan 2016/17 Q2

	Actions	Milestones	Responsible Service(s)		Initiative Status	Target Date	Initiative Progress
1.	Include the Council's equality requirements in terms of reference or service level agreement as appropriate, of <i>new</i> partnerships.	EO1.01.a - Include the Council's equality requirements in business plan guidance	PIU		On Target	March 2017	A project to improve Corporate and Business Planning has been initiated with a project delivery date of October 2016. How to integrate equality requirements into business planning will be considered in the course of this project.
		EO1.01.b - EFDC equality requirements included in governance arrangements of new partnerships	All Directorates		On Target	March 2020	No progress has been made with this action this quarter, as focus has been targeted on 1.1(a). Action remains within target date or March 2020.
2.	Reflect the Council's public sector equality duty in governance documentation relating to partnerships listed in the Corporate Community Partnerships Register	EO1.02.a - Review governance documents of partnerships listed in the Corporate Community Partnerships Register: to establish inclusion of the Council's public sector equality duty	All Directorates		On Target	March 2017	No progress this quarter whilst work focusses on business planning arrangements (1.02a). Within deadline of March 2020.
		EO1.02.b - For partnerships not already reflecting the public sector equality duty in governance arrangements: <ul style="list-style-type: none"> <li>identify the partnership governance arrangements review process and review opportunity;</li> <li>For partnerships not already reflecting the public sector equality duty in governance arrangements: implement inclusion</li> </ul>	All Directorates with partnership responsibility		On Target	Sept 2018 March 2020	

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3.	Include equality outcomes as a criterion in the community grant allocation process	EO1.03.a - Draft criteria produced and considered by O&S Task and Finish Group and Cabinet	Communities			March 2017	No progress reported at 30/9/16
		EO1.03.b - criteria adopted and implemented	Communities			March 2017	No progress reported at 30/9/16
4.	Each directorate to be responsible for organising the programme of work experience for 3 young people each year 2016-2020	EO1.04.a - HR to work with Directorates to help develop relevant programmes of work experience for 3 young people each year 2016-2020	Human Resources			August 2016	No progress reported at 30/9/16
		EO1.04.b - Directorates develop and implement programme of work experience for 3 young people each year 2016-2020	Human Resources			September – August each year from 2016	No progress reported at 30/9/16
5.	Work with partners to help older people to reduce the impacts of isolation as identified in the Impact of the Ageing population Study	EO1.05.a - Deliver a series of Older People's engagement events	Communities			Ongoing from April 2016	No progress reported at 30/9/16
		EO1.05.b - Work with partners to establish EF Dementia Action Alliance	Communities			Commence April 2016	No progress reported at 30/9/16
		EO1.05.c - Pursue Dementia Friendly Services and Communities linked to above	Communities			Commence April 2016	No progress reported at 30/9/16
		EO1.05.d - Work with NHS and ECC colleagues to deliver Early Intervention initiatives in EF	Communities			Commence April 2016	No progress reported at 30/9/16

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EO2 - To apply robust equality requirements in commissioning, procurement and contract management

	<b>Actions</b>	<b>Responsible Service(s)</b>		<b>Initiative Status</b>	<b>Target date</b>	<b>Initiative Progress</b>
1	EO2.01 - Review Procurement Strategy to ensure it reflects EHRC 'Buying better outcomes: Mainstreaming equality considerations in procurement' guidance requirements	Procurement Steering Group			March 2017	No progress reported at 30/9/16
2	EO2.02 - Review procurement Toolkit and guidance to ensure they reflect EHRC 'Buying better outcomes: Mainstreaming equality considerations in procurement' guidance requirements for guidance documents	Procurement Steering Group			September 2016	No progress reported at 30/9/16
3	EO2.03 - At next review opportunity undertake a review of Standing Orders to ensure they reflect EHRC 'Buying better outcomes: Mainstreaming equality considerations in procurement' guidance where appropriate	Governance			March 2020	No progress reported at 30/9/16
4	EO2.04 - Review Standing Orders user guide to ensure they reflect EHRC 'Buying better outcomes: Mainstreaming equality considerations in procurement' guidance where appropriate	Procurement Steering Group			March 2017	No progress reported at 30/9/16
5	EO2.05 - Ensure requirements for procurement business cases and specifications include: Mandatory consideration: (a) Relevance to equality Considerations where equality is relevant; and applied in a proportionate way; (b) Added value potential (c) Reasonable adjustments requirements; (d) Positive action which can be delivered through the procurement; (e) Monitoring requirements, responsibilities, and arrangements; (f) How requirements lots can facilitate equality.	All Directorates			April 2016	No progress reported at 30/9/16

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6	EO2.06 - Ensure PQQ suitability questions include, where relevant, demographic data and analysis of needs to help contractors to respond.	All Directorates			April 2016	No progress reported at 30/9/16
7	EO2.07 - Ensure arrangements for procurement activity advertising, includes a consideration of equality where relevant.	All Directorates			April 2017	No progress reported at 30/9/16
8	EO2.08 - Include equality clauses and requirements in tendering documents where relevant.	All Directorates			April 2016	No progress reported at 30/9/16
9	EO2.09 - Ensure contract management and control process include monitoring of equality requirements	All Directorates			March 2017	No progress reported at 30/9/16
10	EO2.10 - Ensure equality benefits derived through procurement are recorded	All Directorates			March 2017	No progress reported at 30/9/16
11	EO2.11 - Ensure equality lessons learnt through procurement contracts are captured and applied to future contracts	All Directorates			March 2017	No progress reported at 30/9/16

### EO3 - Our employees have the knowledge, skills and confidence to deliver our plans

	<b>Actions</b>	<b>Milestones</b>	<b>Responsible Service(s)</b>		<b>Initiative Status</b>	<b>Target Date</b>	<b>Initiative Progress</b>
1.	Provide relevant equality training for employees and ensure future provision builds on training provision to date and targets corporate aims and objectives	EO3.01.a - Training need identified and quantified	Human Resources			March 2017	No progress reported at 30/9/16
		EO3.01.b - Training provision sourced	Human Resources			September 2017	No progress reported at 30/9/16
		EO3.01.c - Training included in the Corporate Training Programme	Human Resources			April 2018	No progress reported at 30/9/16

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2.	Update Procurement e-learning module to reflect equality requirements set out in Procurement Toolkit and Guidance / Standing Orders / Procurement Strategy	EO3.02.a - Procurement e-learning module reviewed and areas for development identified	Procurement Human Resources			March 2017	No progress reported at 30/9/16
		EO3.02.b - E-learning module developed as appropriate	Human Resources Procurement			March 2017	No progress reported at 30/9/16
		EO3.02.c - Module included in Corporate Training Programme	Human Resources Procurement			October 2017	No progress reported at 30/9/16
3.	Review, evaluate and make improvements (where necessary) to the process for providing members with relevant equality information to support decision making (due regard record process).	EO3.03.a - Review Due Regard Record system and evaluate	PIU			March 2017	Report considered by MB in July 2016 setting out the implications of recent case law relating to due regard in decision making.  (S. Tautz) Democratic Services Manager has considered the need for amendment to the Cabinet and Portfolio Holder report templates, to provide for addition of a 'Must Read' statement. As an 'Equality Implications' heading is already retained at the end of the existing templates, it is considered that the statement could be added there for the sake of consistency. Otherwise, it may be difficult for the Cabinet APG to ensure that it is included. The situation is different for reports to the Council (which makes very few actual decisions anyway) as there is no such template. Many decisions of the

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						Council (e.g. Council Tax setting) are cyclical in nature, referred up from the Cabinet or other executive bodies. In these circumstances, it is envisaged that the inclusion of a link back to the relevant Cabinet agenda, alongside the 'Must Read' statement, would suffice, although this wouldn't apply when the Council was exercising quasi-judicial functions (such as the determination of planning applications). CEWG to consider.
		EO3.03.b - Identify and develop improvements where necessary	PIU	On Target	October 2017	Improvements identified. To be considered by Democratic Services Manager (see 3.03a above)
		EO3.03.c - Gain approval of CEWG MB, and appropriate members	PIU	On Target	October 2017	Approval for improvements gained from MB on 6 July 2016 and process to be considered by CEWG in October 2016.
		EO3.03.d - Promote with staff via District Lines and member Forums	PIU	On Target	April 2018	Dependent upon actions 3.03 a-c above.
		EO3.03.e - Include in member Training	PIU	On Target	2017/18 programme	
4.	Develop system for including relevant equality information in licencing and planning decision making	EO3.04.a - Liaise with NR and JN to identify process and required tools	Neighbourhoods, PIU, Development Management	Under Control	June 2016	Work to progress 3.03 will inform this action.
		EO3.04.b - - Develop system and gain approvals from CEWG, MB, and appropriate PFHs	Neighbourhoods, PIU, Development	On Target	December 2016	Action 3.04 (a) refers. Remains within target date.

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			Management				
		EO3.04.c - Promote with staff via District Lines	Neighbourhoods, PIU, Development Management		On Target	March 2017	Action 3.04 (a) refers. Remains within target date.
		EO3.04.d - Include in Member Training Programme	Neighbourhoods, PIU, Development Management		On Target	2017/18 programme	Action 3.04 (a) refers. Remains within target date.
5.	Develop, implement and promote an electronic system for equality screening and analysis submission	EO3.05.a - Identify user requirements	PIU		Under Control	June 2016	A review of the whole equality analysis system including screening will be considered by CEWG in October 2016.
		EO3.05.b - Develop system	ICT & Facilities Management		Under Control	September 2016	
		EO3.05.c - Implement system	ICT & Facilities Management Performance Management and Equalities		On Target	April 2017	
6		EO3.06 Maintain accreditation to Mindful Employer for further 3 years	Human Resources		On Target	Dec 2016	EFDC has re-joined the Mindful Employer Scheme and accreditation will be reviewed in 2018.

EO4 - To improve and develop equality in our business activities

	<b>Actions</b>	<b>Milestones</b>	<b>Responsible Service(s)</b>		<b>Initiative Status</b>	<b>Target Date</b>	<b>Initiative Progress</b>
1	EO4.01.a - Integration of equality into project management guidance / tools		Transformation		On Target	April 2017	Research is underway via P003 Establish Project Management to identify a Programme and Project management ICT system with the capacity to monitor equality impact assessment production. In the interim the Transformation Programme team has introduced an email system requesting of project managers that equality impact assessments for their project/s are submitted.
2.	Map, develop, and promote the potential to channel corporate equality expertise into corporate business processes ( <i>eg: Building control for access issues; Neighbourhoods for languages spoken in the district</i> )	EO4.02.a - Map developed	CEWG		On Target	March 2017	Plans to develop a mapping template have not been progressed this quarter, due to the focus on the due regard and equality analysis systems. Action remains within target date of March 2017.
		EO4.02.b - Process developed	CEWG		On Target	March 2018	
		EO4.02.c - Implementation	All Directorates		On Target	March 2020	Dependent upon 4.02a. Action remains within target dates.



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3.	Produce and promote a process for accessing comprehensive translation services	EO4.03.a - Process developed	PIU		On Target	June 2017	Plans to develop this process have not been progressed this quarter, due to the focus on the due regard and equality analysis systems. Action remains within target date of June 2017.
		EO4.03.b - Promote via Intranet and District Lines	PIU		On Target	Sept 2018	
4	Review the requirement for business advice provided in other languages; extend the provision where identified	EO4.04.a - Requirement reviewed	All Directorates		On Target	March 2017	As 4.3 - Remains within target date
		EO4.04.b - Develop provision where identified and appropriate	All Directorates		On Target	March 2020	As 4.3 - Remains within target date