

## Appendix 1. Equality Objectives 2016-2020

## Action Plan 2016/17 Q4

### E01 – To integrate the Council’s public sector equality duty into our partnership working

Equality Objective Actions		Responsible Service(s)	Initiative Status	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	Achieved	Equality in business planning has been addressed through project 124. Relevant equality information will be included in directorate intranet pages as business planning information.
		EO1.01.b – EFDC equality requirements included in governance arrangements of new partnerships	All Directorates	On target (March 2020) - Monitor ongoing	Action remains within target date of March 2020.
		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	Complete Monitor ongoing	
2.	Reflect the Council’s public sector equality duty in governance documentation relating to partnerships listed in the Corporate Partnerships Register	EO1.02.b For partnerships not already reflecting the public sector equality duty in governance  Identify the partnership governance arrangements review process and review opportunity;  For partnerships not already reflecting the public sector equality duty in governance arrangements; implement inclusion	All Directorates with partnership responsibility	Complete Ongoing  March 2020	
3.	Include equality outcomes as a criterion in the community grant	EO1.03a Draft criteria produced and considered by O&S Task and Finish Group and Cabinet	Communities	Complete	Equality Impact Assessment Report is now required for all community grant decisions, completed as part of the grant allocation decision making process. The Grant Aid criteria ensures no unfair restrictions on membership/participation is acceptable in terms of groups applying for funding against all of the protected equality characteristics. Advice is given in any scenario that doesn’t meet the criteria
		EO1.03.b Include equality outcomes as a criterion in the community grant allocation process; criteria adopted and implemented	Communities	Complete	

4.	Each directorate to be responsible for organising the programme of work experience for three young people each year 2016-2020	EO1.04.b HR to work with Directorates to develop relevant programmes of work experience for three young people each year 2016-2020	Human Resources		Complete	HR continue to work with members of the public and managers to respond to work experience requests when received but the roll out of a specific achievable programme has not yet commenced. External factors may influence our target in this objective as the Apprenticeship Levy will mean an increased intake of Apprentices which will affect Managers capacity to also take on additional work experience requests	
5.	Work with partners to help older people to reduce the impacts of isolation as identified in the Impact of the Ageing population study	<p>EO1.05.a Deliver a series of Older People's engagement events</p> <p>EO1.05b Work with partners to establish EF Dementia Action Alliance</p> <p>EO1.05.c Pursue Dementia Friendly Services and Communities linked to above</p> <p>EO1.05.d Work with NHS &amp; ECC colleagues to deliver Early Intervention initiatives in EF</p>	Communities	Communities	Communities	Communities	<p>Complete but ongoing activities</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Resources – PSG – Quarter 3 2016</p>

## E02 – To apply robust equality requirements in commissioning, procurement and contract management

Equality Objective Actions		Responsible Service(s)	Initiative Status	Initiative Progress
1.	EO2.01 Review procurement strategy to ensure it reflects EHRC 'Buying better outcomes': mainstreaming equality considerations in procurement guidance requirements	Procurement Steering Group	Achieved March 2017	The strategy is an over arching document which includes a requirement that the Equality Act 2010 is an influence on the Council's approach to procurement. The strategy has been reviewed and no amendments were found to be necessary. The application of the strategy is via the Procurement Toolkit (see 2.2). PSG Resources Quarter 3 2016
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	Achieved Sept 2016	The toolkit has been updated and cross referenced with EHRC guidance which sets out the requirements for integrating equality into procurement. The toolkit includes the business case for procurement activities and the EHRC guidance is referred to specifically
3.	EO2.03 At next review opportunity undertake a review of Procurement Rules to ensure they reflect EHRC 'Buying better outcomes; Mainstreaming equality considerations in procurement' guidance where appropriate	Procurement Steering Group	N/A at this stage	The next review will be April 2018 at which stage this task will be completed
4	EO2.04 Review Standing Orders user guidance to ensure they reflect EHRC 'Buying better outcomes: Mainstreaming equality considerations in procurement' guidance where appropriate	Procurement Steering Group  Speak to Bob/Shane	Achieved April 2016	Procurement Rules were created in April 2016 to replace Contract Standing Orders. No user guide has been created to date. Should this change and a decision be made to develop a user guide than the requirements of the EHRC guidance will be reflected in it. However it is considered that the toolkit does actually contain all required information.
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	N/A at this stage	This is not mandatory at this stage but will be reviewed as such going forward

6	E02.06 Ensure pre-qualification questionnaire suitability questions include, where relevant, demographic data and analysis of needs to help contractors to respond	All Directorates		April 2016	The council uses the Government's standard Selection Questionnaire for all above OJEU value (currently £164,176) procurement exercises, part of which includes equality related issues and questions. Selection Questionnaires are not permitted for lower value procurements.
7	E02.07 Ensure arrangements for procurement activity advertising, includes a consideration of equality where relevant	All Directorates		April 2017	These actions had not been communicated to the Procurement team; they will be reviewed and a decision made as to relevance going forward
8	E02.08 Include equality clauses and requirements in tendering documents where relevant	All Directorates		April 2016	As above
9	E02.09 Ensure contract management and control process include monitoring of equality requirements	All Directorates		March 2017	As above
10	E02.10 Ensure equality benefits derived through procurement are recorded	All Directorates		March 2017	As above
11	E02.11 Ensure equality lessons learnt through procurement contracts are captured and applied to future contracts	All Directorates		March 2017	As above

### E03 – Our employees have the knowledge, skills and confidence to deliver our plans

Equality Objective Actions		Responsible Service(s)	Initiative Status	Initiative Progress
1.	Provide relevant equality training for employees and managers E03.01a Training need identified and quantified	Human Resources	Complete	<p>A survey was carried out for EFDC by EELGA (East of England Local Government Association) to determine whether the EFDC training programme was inline with what other local authorities do.</p> <p>Almost all of the authorities use a mixture of taught training courses and e learning which is in line with how EFDC currently administers its equalities training</p> <p>The L&amp;D Manager is satisfied that the EFDC Equality and Diversity training programme is relevant, fit for purpose and in line with the Corporate plan.</p>

	E03.01.b Training provision sourced	Human Resources		Complete	HR have engaged CMS training as its Equality & Diversity training provider. This course receives very good feedback and CMS are more than happy to change the content as required.
	E03.01.c Training included in the corporate training programme	Human Resources		Complete	Included in next training cycle, courses are available for staff to attend
2.	Update Procurement e learning module to reflect equality requirements set out in procurement toolkit and guidance/standing orders/procurement strategy	Procurement Human Resources		Complete	
	E03.02.a Procurement e learning module reviewed and areas for development identified	As above		Complete	
	E03.02.b E learning module developed as appropriate	As above		Complete	
	E03.02.c Module included in Corporate Training programme	As above		Complete	A group of Spending Control Officers will be asked to undertake the e-learning module and to also nominate relevant/appropriate members of their teams to complete the module
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)				
	E03.03a Review due regard record system and evaluate	PIU		Complete	
	E03.03.b Identify and develop improvements where necessary	As above		Achieved	
	E03.03.c Gain approval of CEWG, MB and appropriate members	As above		Complete	New Equality Impact Assessment Form ready for approval
	E03.03.d Promote with staff via District Lines and member forums	As above		On track Oct 2017	Approved by CEWG To MB for approval Sept 2017
	E0.3.03.e Include in member training	As above		On target	To be completed 20 <sup>th</sup> September 2017

## E04 – To improve and develop equality in our business activities

Equality Objective Actions		Responsible Service(s)	Initiative Status	Initiative Progress
1.	E04.01.a Integration of new equality impact assessment into project management guidance/tools	Transformation	On track	The new equality impact assessment will be submitted along with reports to portfolio holders and other decision making groups
2.	Map, develop and promote the potential to channel corporate equality expertise into corporate business processes (ie building control for access issues;	CEWG	No update	Template developed and to be discussed at CEWG in January 2017. Action remains with target date of March 2017. Please refer to proposal for recommendations going forward
	E.04.02.a Map developed	CEWG	Complete	Please refer to proposal for recommendations going forward
3.	Produce and promote a process for accessing comprehensive translation services	All directorates	To be scoped	
	E04.03.a Process developed E04.03.b Promote via Intranet and District Lines	PIU	To be scoped	
4.	Review the requirement for business advice provided in other languages; extend the provision where identified	CEWG	To be scoped	
	E04.04.a Requirement reviewed E04.04.b Develop provision where identified and appropriate			