

## 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	Behind schedule	Work will continue to be progressed and reported in the Equality Information Report 2018
2.	Reflect the Council’s public sector equality duty in governance documentation relating to partnerships listed in the Corporate 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 with partnership responsibility	Achieved	One Epping Forest has been restructured and a new Board put in place comprising key functions. It is chaired by the Finance Portfolio holder.
		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		Achieved	The One Epping Forest Partnership fully reflects the Council equality duties and approaches in its work in health and economic development.
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	Achieved	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. Disabled Facilities Grants and Repayable Housing Assistance are fully available and accessible to all District residents. Applications can be made personally or through an approved referring agent. There is a formal application

						process, financial means test and eligibility criteria that each applicant has to go through.
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		Achieved	Three Stay Well this winter events took place in Oct/Nov 2016 in Ongar, Chigwell and Loughton. These were attended by 170 older people. Organised by EFDC & West Essex Clinical Commissioning group they delivered key messages to help residents stay healthy, well and safe. This is an ongoing initiative delivering a minimum of four older people's engagement event each year.
		EO1.05b Work with partners to establish EF Dementia Action Alliance	Communities		Achieved	Attendees also met over 20 local services including EFDC care & repair team, Alzheimers society, Age UK, VAEF, Community Nurses, Fire Service. EF Dementia Action Alliance was launched in May 2016. The alliance has a page on the Dementia Action Alliance website with key actions. The EF Dementia Action Alliance has an independent chair and is continuing to encourage organisations to sign up to the alliance.
		EO1.05.c Pursue Dementia Friendly Services and Communities linked to above	Communities		Achieved	Dementia Awareness Information sessions are delivered on ongoing basis. A simple guide on how to join the EF Dementia Action Alliance has been produced for organisations. A leaflet has been produced to promote and raise awareness of the EF Dementia Action Alliance
		EO1.05.d Work with NHS & ECC colleagues to deliver Early Intervention initiatives in EF	Communities		Achieved	Successful project are being delivered such Milife and Livewell Child in local primary schools. This work is ongoing through the Early Help And Start Health and Wellbeing group.

## 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	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).
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	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	Achieved	Procurement rules were reviewed in April 2017. They will next be reviewed in April 2019 to ensure fair and equal access for different size businesses to bid for the Council tenders.
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	Achieved	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; <ul style="list-style-type: none"> <li>a. Relevance to equality considerations where equality is relevant; and applied in a proportionate way;</li> <li>b. Added value potential</li> <li>c. Reasonable adjustments requirements;</li> <li>d. Positive action which can be delivered through the procurement;</li> <li>e. Monitoring requirements, responsibilities and arrangements;</li> <li>f. How requirements lots can facilitate equality</li> </ul>	All Directorates	Behind schedule	These considerations are not mandatory however will be considered in BAU. Progress where relevant will be reported in the Equality Information Report 2018.
6	EO2.06 Ensure pre-qualification questionnaire suitability questions include, where relevant, demographic data and analysis of needs to	All Directorates	Achieved	The council uses the Government's standard Selection Questionnaire for all above OJEU

	help contractors to respond				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		Behind schedule	These actions will be considered in BAU and reported in the Equality Information Report 2018
8	E02.08 Include equality clauses and requirements in tendering documents where relevant	All Directorates		Behind schedule	These actions will be considered in BAU and reported in the Equality Information Report 2018
9	E02.09 Ensure contract management and control process include monitoring of equality requirements	All Directorates		Behind schedule	These actions will be considered in BAU and reported in the Equality Information Report 2018
10	E02.10 Ensure equality benefits derived through procurement are recorded	All Directorates		Behind schedule	These actions will be considered in BAU and reported in the Equality Information Report 2018
11	E02.11 Ensure equality lessons learnt through procurement contracts are captured and applied to future contracts	All Directorates		Behind schedule	These actions will be considered in BAU and reported in the Equality Information Report 2018

### 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 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		Achieved
					A survey was carried out for EFDC by EELGA (East of England Local Government Association) to determine whether the EFDC training programme was in line with what other local authorities do. 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. The L&D Manager is satisfied that the EFDC Equality and Diversity training programme is relevant, fit for purpose and in line with the Corporate plan.

		EO3.01.b - Training provision sourced	Human Resources		Achieved	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.
		EO3.01.c - Training included in the Corporate Training Programme	Human Resources		Achieved	Included in the last training cycle, training courses are available for staff to attend
4	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		Achieved	E-learning module reviewed; sufficient equality information included
		EO3.02.b - E-learning module developed as appropriate			Achieved	Module provides knowledge required to undertake procurement activities in EFDC
		EO3.02.c - Module included in Corporate Training Programme			Achieved	Module is included in Corporate Training Programme
7	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		Achieved	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 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). Since then a new Equality Impact

						Assessment Form has been produced to ensure Cabinet, Council and Portfolio Holders are supported by a high quality full impact assessment, and that projects or significant changes to services, are assessed at key stages of their delivery.
		EO3.03.b - Identify and develop improvements where necessary	PIU		Achieved	Process reviewed and improvements identified – new EqlA form in use (EqlA form has been updated to provide Members with a full understanding of the equality implications when taking final decisions)
		EO3.03.c - Gain approval of CEWG MB, and appropriate members	PIU		Achieved	Approval for improvements gained from MB on 6 July 2016 and process to be considered by CEWG in October 2016.
		EO3.03.e - Include in member Training	PIU		Achieved	Member training has been reviewed. The new EqlA form will be included in a Member training in June 2018
12	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		Behind schedule	<u>Planning (achieved)</u> : Planning policies in Local Plan Submission Version 2017 covers equalities and decision making on planning applications  <u>Licensing (behind schedule)</u> : work to be progressed in 2018/19 and be reported in the Equality Information Report 2018
		EO3.04.b - - Develop system and gain approvals from CEWG, MB, and appropriate PFHs				
		EO3.04.c - Promote with staff via District Lines				
		EO3.04.d - Include in Member Training Programme				

#### 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	Behind schedule	Integration of new equality impact assessment into project management has been prototyped and will be taken forward in 2018-19.
2.	Map, develop, and promote the potential to channel corporate equality expertise into corporate business processes (eg: <i>Building control for access issues; Neighbourhoods for languages</i> )	EO4.02.a - Map developed	CEWG	Behind schedule	Decision to list the building by Historic England delayed P002 Service Accommodation Review by 6-12 months, which will impact on the delivery of these objectives

	<i>spoken in the district)</i>	EO4.02.b - Process developed	CEWG		Behind schedule	
		EO4.02.c - Implementation	All Directorates		Behind schedule	
3.	Produce and promote a process for accessing comprehensive translation services	EO4.03.a - Process developed	PIU		Behind schedule	Plans to develop this process have not been progresses. This action is included in the new Equality Action Plan with target dates August and September 2018.
		EO4.03.b - Promote via Intranet and District Lines	PIU			