

Objective 1: To apply robust equality requirements in commissioning, procurement and contract management

Ref	Equality Objective Actions (Measurable outcome/s)	Milestones	Responsibility	Target Date		Initiative Status	Initiative Progress
1.	Review procurement rules to ensure small businesses are not discriminated against and are able to compete with larger organisations when bidding for the Council's contracts. <i>(Procurement rules show fair and equal access for different size businesses to bid for the Council tender)</i>	Review procurement rules: to establish inclusion of the Council's Public sector equality duty	Resources/ Procurement	April 2019		Achieved	Procurement Rules have no current date to be reviewed; equalities will be discussed as part of that process. Options will be considered to ensure all SME's are afforded equal opportunity to Council contracts
2.	Check details of each Contractor's approach to equality and diversity, to ensure that both the Contractor and the Council comply with the requirements of the Equality Act 2010 (we will do this by asking potential contractors relevant questions and include appropriate provisions in its contract documents relating to these matters). <i>(Commitment to taking forward the Council's equality duty)</i>	Equalities related questionnaire produced for Contractors and included in a procurement checklist	Procurement/ Transformation	March 2019		Achieved	Equality questions have been drafted and will be included in tender documents and new supplier forms wherever relevant.
		Procurement checklist revised and updated to reflect equality duty	Resources/ Procurement	April 2019		Achieved	Checklist updated and available on Intranet
		Agree on what contract documentation is required	Procurement/ Transformation	June 2019		On Target	A meeting with Legal is considered with regards to incorporating equality considerations into contract documentation. This is to be arranged.

Objective 2: We will recruit and retain a diverse workforce, developing our capacity so that our employees have the knowledge, Skills and confidence to deliver our plans

Ref	Equality Objective Actions (Measurable outcome/s)	Milestones	Responsibility	Target Date		Initiative Status	Initiative Progress
1.	Continue with Springboard Women’s Development Programme (The Programme is promoted across the Council)	-	People’s Team	December 2018		Achieved	This is now run by Vine HR. 5 Corporately funded places on the Springboard Women’s Development Programme have been offered to the Council’s female staff. Workshop Dates 2018/19: Tuesday 13 November Wednesday 12 December Wednesday 16 January Wednesday 13 February
2.	Agree how to support managers who have employees with mental health issues, including how to manage sickness (Guidance/communication for managers produced)	-	People’s Team/ Directors	December 2018		Achieved	Mental health training is part of the normal programme i.e. resilience, mental health awareness etc. and consideration should be made to remove this objective
3.	Provide a communication to clarify the flexi working arrangements process (Communication on flexi working arrangements produced)	Review current documentation and make changes where necessary	People’s Team/ Directors	December 2018		Achieved	Nothing has changed to the process and would have been done at its inception. The policy and guidance is on the intranet for all staff to access
4.	Promote what equality training is available for all employees (Officers are trained to meet Corporate requirements)	Promote via Intranet and District Lines	People’s Team/ Directors	December 2018		Achieved	Diversity awareness and diversity for Managers as well as an introduction to equalities through e learning – all part of the regular training programme

5.	Maintain accreditation to Mindful Employer for further 3 years (Commitment to supporting the mental health of employees)	-	People's Team/ Directors	December 2018		Achieved	The accreditation has been achieved and will be reviewed again in 2021.
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Objective 3: We will take into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible

Ref	Equality Objective Actions (Measurable outcome/s)	Milestones	Responsibility	Target Date		Initiative Status	Initiative Progress
1.	Incorporate EqIA into PID and Cabinet Report (Improved due regard to equality in projects and reviews)	Integration of equality information into project management	Transformation	May 2018		Achieved	Equality impact assessment has been incorporated into project initiation document.
		Integration of equality information into Cabinet report					Equality impact assessment is submitted with reports requiring decisions.
2.	Promote use of the EqIA flow chart to ensure understanding on clarity on when to complete the EqIA (Essential equality information, documentation and guidance available to staff)	Equality Impact Assessment form user guide reviewed and updated	Transformation	May 2018		Achieved	EqIA user guide has been updated and published for staff on the intranet
		The EqIA flow chart made available to all staff					The EqIA flow chart has been made available to all staff via email and the intranet
3.	Organise internal online resource materials on equalities, diversity and social inclusion into one location on the Intranet, so that information is available with links to further material that may be helpful, and keep under review to ensure timeliness and relevance (Essential equality information, documentation and guidance available to staff to use when completing EqIA))	Forms and templates on the Intranet reviewed and updated	Transformation	March 2019		On target	Online resource materials have been reviewed and updated where necessary
		Reorganisation and revision of online materials on equality and diversity		May 2019			This action is planned to be complete in May 2019

Objective 4: We will embed equalities in all we do and make it part of business as usual

Ref	Equality Objective Actions (Measurable outcome/s)	Milestones	Responsibility	Target Date		Initiative Status	Initiative Progress
1.	Produce and promote a process for accessing translation services (Improved access to translation services)	Process developed	Transformation	August 2018		Behind Schedule	This has not been completed yet. It is on the action plan for the Customer Service Development role with a medium priority due for completion in June 2019
		Promote via Intranet and District Lines		September 2018			
2.	Produce Equality Information Report 2018 showing an overview of our work over the last year and giving evidence that we are complying with our statutory duties (Equality Information Report 2017 produced and published)	Collate evidence and statistical information from all Directorates	Transformation	May 2018		Achieved	Transformation liaised with all Directorates and collated all necessary information for the report
		Complete and publish the report		July 2018		Achieved	The report is complete and was submitted to the Governance Select Committee in October '18 and then published on the Council's website.
3.	Elected Members will continue to receive training around equality and diversity issues and support on scrutinising equality impact assessments for major decisions. (Annual training delivered to Members) (Improved provision of relevant equality information to Members))	Review training materials for Members, identify and develop improvements where necessary	Transformation	May 2018		Achieved	Training materials have been reviewed and updated accordingly. The new EqIA form is now a part of the training.
		Deliver training to Members		June 2018		Achieved	Training for Members took place in November 2018