

Objective 1: To integrate the Council’s public sector equality duty into our partnership working

Ref	Action	Measures (measurable outcome)	Responsibility	Milestones	Deadline
1.	Include the Council’s equality requirements in terms of reference or service level agreement as appropriate, of <i>new</i> partnerships.	Partnerships which take forward the Council’s equality duty	Senior Performance Improvement Officer	Include as a requirement in business plan guidance	March 2017
			All Directors	EFDC equality requirements included in governance arrangements of new partnerships	March 2020

2.	Reflect the Council's public sector equality duty in governance documentation relating to partnerships listed in the Corporate Community Partnerships Register	The basis and mandate for the inclusion of the public sector equality duty in our work with partner organisations	All Directors with partnership responsibility	Review governance documents of partnerships listed in the Corporate Community Partnerships Register: to establish inclusion of the Council's public sector equality duty	March 2017
				For partnerships not already reflecting the public sector equality duty in governance arrangements: <ul style="list-style-type: none"> • identify the partnership governance arrangements review process and review opportunity; • implement inclusion 	Sept 2018 March 2020
3.	Include equality outcomes as a criterion in the community grant allocation process	Grant provision which addresses inequality	Communities (Assistant Director Community Services and Safety)	Draft criteria produced and considered by O&S Task and Finish Group and Cabinet	March 2017
				Criteria adopted and implemented	March 2017

4.	Each directorate to be responsible for organising the programme of work experience for 3 young people each year 2016-2020	Young people are helped to acquire the skills and access to work	Resources (HR officers to coordinate) / All Directors	HR to work with Directorates to help develop relevant programmes	August 2016
				Directorates develop and implement programme	September – August each year from September 2016
5.	Work with partners to help older people to reduce the impacts of isolation as identified in the Impact of the Aging population Study	Reduce isolation in rural locations	Communities (Assistant Director Community Services and Safety)	Deliver a series of Older People’s engagement events	Ongoing from April 2016
				Work with partners to establish EF Dementia Action Alliance	Commence April 2016
				Pursue Dementia Friendly Services and Communities linked to above	Commence April 2016
				Work with NHS and ECC colleagues to deliver Early Intervention initiatives in EF	Commence April 2016

Objective 2: To apply robust equality requirements in commissioning, procurement and contract management

Ref	Action	Measures	Responsibility	Milestones	Deadline
1.	Review Procurement Strategy to ensure it reflects EHRC <i>'Buying better outcomes: Mainstreaming equality considerations in procurement'</i> guidance requirements	Consideration of equality embedded in Procurement Strategy	Procurement Steering Group		March 2017
2.	Review procurement Toolkit and guidance to ensure they reflect EHRC <i>'Buying better outcomes: Mainstreaming equality considerations in procurement'</i> guidance requirements for guidance documents	Consideration of equality embedded in Procurement Toolkit and Guidance	Procurement Steering Group		September 2016
3.	At next review opportunity undertake a review of Standing Orders to ensure they reflect EHRC <i>'Buying better outcomes: Mainstreaming equality considerations in procurement'</i> guidance where appropriate	Standing Orders reflect the EHRC guidance for equality in procurement	Director Governance		March 2020

4	Review Standing Orders user guide to ensure they reflect EHRC <i>'Buying better outcomes: Mainstreaming equality considerations in procurement'</i> guidance where appropriate	Consideration of equality embedded in Standing Orders User Guide	Procurement Steering Group		March 2017
4.	<p>Ensure requirements for procurement business cases and specifications include the following equality considerations:</p> <p>Mandatory consideration:</p> <p>(a) Relevance to equality</p> <p>Considerations where equality is relevant; and applied in a proportionate way:</p> <p>(b) Added value potential;</p> <p>(c) Reasonable adjustments requirements;</p> <p>(d) Positive action which can be delivered through the procurement;</p> <p>(e) Monitoring requirements,</p>	Business cases and specifications include a consideration of equality, and record appropriate equality considerations	Directors		April 2016

	responsibilities, and arrangements; (f) How requirements lots can facilitate equality.				
5.	Ensure PQQ suitability questions include, where relevant, demographic data and analysis of needs to help contractors to respond.	Relevant equality information is provided to contractors via the PQQ	Directors		April 2016
6.	Ensure arrangements for procurement activity advertising, includes a consideration of equality where relevant.	Advertising tailored to sector and size of supplier with capability to deliver requirements	Directors		April 2016
7.	Include equality clauses and requirements in tendering documents where relevant.	Equality requirements are included in tendering documents	Directors		April 2017
8.	Ensure contract management and control process include monitoring of equality requirements	Equality requirements are monitored	Directors		April 2016

9.	Ensure equality benefits derived through procurement are recorded	Information about lessons learned is disseminated via the Intranet/Z Drive	Directors		March 2017
10.	Ensure equality lessons learnt through procurement contracts are captured and applied to future contracts	Information about lessons learnt is disseminated via the Intranet/Z Drive	Directors		March 2017

Objective 3: To develop our capacity so that our employees have the knowledge, skills and confidence to deliver our plans

Ref	Action	Measures	Responsibility	Milestones	Target dates
1.	Provide relevant equality training for employees and ensure future provision builds on training provision to date and targets corporate aims and objectives	Increased value to the Council and the individual of investment in training deployment	Resources (Learning and Development manager)	Training need identified and quantified	March 2017
				Training provision sourced	September 2017
				Training included in the Corporate Training Programme	April 2018

2.	Update Procurement e-learning module to reflect equality requirements set out in Procurement Toolkit and Guidance / Standing Orders / Procurement Strategy	Officers are trained to meet Corporate requirements for procurement activities	Learning and Development Manager / Senior Procurement Officer	Procurement e-learning module reviewed and areas for development identified	March 2017
				E-learning module developed as appropriate	
				Module included in Corporate Training Programme	
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).	Improved provision of relevant equality information to Members	Governance (PIU)	Review Due Regard Record system and evaluate	March 2017
				Identify and develop improvements where necessary	October 2017
				Gain approval of CEWG MB, and appropriate members	
				Promote with staff via District Lines and member Forums	April 2018

				Include in member Training	2017/18 programme	
4.	Develop system for including relevant equality information in licencing and planning decision making	Relevant equality information provided to licencing and planning decision making bodies	Governance (PIU), (Development Management) / Neighbourhoods (Neighbourhood Services)	Liaise with NR and JN to identify process and required tools	June 2016	
				Develop system and gain approvals from CEWG, MB, and appropriate PFHs	December 2016	
				Promote with staff via District Lines	March 2017	
				Include in Member Training Programme	2017/18 programme	
5.	Develop, implement and promote an electronic system for equality screening and analysis submission	Greater accountability, improved record keeping, and information integrity in the equality analysis system	Governance (PIU)	Identify user requirements	June 2016	
				Resources (ICT)	Develop system	September 2016
				Governance PIU / Resources (ICT)	Implement system	April 2017
6.	Maintain accreditation to Mindful Employer for further 3 years	Commitment to supporting the mental health of employees	Resources (HR)		Dec 2016	

Objective 4: To improve and develop equality in our business activities

Ref	Action	Outcomes	Responsibility	Milestones	Target dates
1.	Produce guidance / tool/s to support the integration of equality into projects and reviews	Improved due regard to equality in projects and reviews	Head of Transformation	Integration of equality into project management guidance / tools	April 2017
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 spoken in the district</i>)	Improved resources for business processes	CEWG	Map developed	March 2017
			CEWG	Process developed	March 2018
			All Directors with responsibility	Implementation	March 2020
3.	Produce and promote a process for accessing comprehensive translation services	Improved access to translation services	Governance (PIU)	Process developed	June 2017
				Promote via Intranet and District Lines	September 2018
4	Review the requirement for business advice provided in other languages; extend the provision where identified	Non-English speakers and small businesses helped to gain skills and knowledge to enhance their employment opportunities	All Directors	Requirement reviewed	March 2017
				Develop provision where identified and appropriate	March 2020