

**Equality Objectives 2012-2016  
Progress Report – Quarter 2 2014/15**

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**EO 1 – Equality Information**

<b>Action</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Status</b>	<b>Progress</b>
EO1.01 - Develop Corporate Equality Monitoring Policy and Guidance and publish on intranet	PIU	30-Sep-12	1. Achieved	Policy agreed by Cabinet on 3 Dec 2012 and uploaded to intranet. Action complete.
EO1.02a - Carry out pilot exercise to develop and implement three bespoke equality monitoring systems.	All Directors	31-Mar-15	3. Under Control	A pilot exercise was completed by Sports Development (now Communities Directorate) in 2012. An exercise in C.A.R.E (Communities Directorate) has been delayed due to increased workload. An exercise in Neighbourhoods Assisted Collections service did not take place. In July 2014 CEWG decided pilot exercises should be completed in all Directorates. Therefore the following are to be completed: Communities - C.A.R.E.; Governance - Development Management; Neighbourhoods – tba; Resources - Recruitment Monitoring. Reports to CEWG in April 2015
EO1.02b - Promote Equality Monitoring Policy and Guidance as required	PIU	31-Dec-13	1. Achieved	An article was included in the Winter 2012 edition of The Forester explaining why equality monitoring was undertaken, and further information was included in the November 2013 equality update for staff, Fair Ground. Equality Monitoring will be publicised again when the pilot exercise in Action 1.02a is completed. Further information will be made available as required in the future. Action Complete.
EO1.03 - Develop and implement as necessary, bespoke equality monitoring systems within relevant services	All Directors	31-Mar-16	3. Under Control	This Action was linked to E01.2a, the completion of pilot exercises, and as a result has been held back by the delays in their completion. In July 2014 CEWG decided the link was unnecessary and should be removed. It is understood that many service areas now collect and use equality monitoring data in their service planning and delivery. Work to determine service areas for which equality monitoring data is appropriate and therefore those in which systems and practices should be in place, is now in progress.
EO1.04a - Include evidence of due regard as relevant in reports to the Council's decision-making bodies	Chief Executive; All Directors	31-Mar-14	1. Achieved	New approach developed and agreed by MB for introduction 1 July 2014 whereby Cabinet and portfolio holder report templates are amended to include a Due Regard Record (DRR) as an additional page. Relevant equality information to be recorded on the DRR by the report author for use by Cabinet or Portfolio holders in their decision making. It has been agreed in principle that existing Planning and Licencing report templates will be amended to encourage the inclusion of equality

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				information. Reports to Management Board will continue to use the existing system. Action complete.
EO1.04b - Conduct pilot exercise on use of Due Regard Record as mechanism to ensure decision making bodies are aware of equality implications of reports under consideration	PIU	30-Apr-14	1. Achieved	Due Regard Record pilot was completed in February 2014 and reviewed by CEWG in April. CEWG recommendations agreed by MB in June 2014. (see EO1.04a) Action complete.
EO1.05 - Identify and annually update sources of non-service specific equality information and place on intranet	PIU	31-Mar-13	1. Achieved	Factsheet produced providing details and links to reports, data, and research providing local and national information about the protected characteristics. The factsheet, Factsheet 2: Sources of Information about Equality Protected Characteristics, is one of a set of factsheets produced to support the Equality Analysis Toolkit and guidance). The Toolkit and factsheets are available on the Intranet. Action Complete
EO1.06 - Review committee report guidance and publish on intranet	PIU	30-Apr-14	1. Achieved	Factsheet 'Providing equality information to Cabinet or a Portfolio Holder' has been produced as part of the Equality Analysis Toolkit and replaces former committee report guidance. Published on the intranet. Action complete.
EO1.07 - Deliver briefing session concerning the monitoring of reports for evidence of due regard to Chairs of Agenda Planning Groups	PIU	21-Oct-13	1. Achieved	Briefing for Chair of Cabinet APG provided 25 September 2013. Action Complete.

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**EO 2 – Equality Ownership**

<b>Action</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Status</b>	<b>Progress</b>
EO2.01 - Explore with the Local Strategic Partnership opportunities to share equality awareness and information	PIU	31-Mar-15	3. Under Control	It was agreed by CEWG in July 2014 and by the LSP Board in September 2014 that equality information sharing could be delivered through a refreshment of the Epping Forest Compact. Management Board to be consulted on how this could be taken forward and resourced.
EO2.02 - Review and refresh as necessary, existing equality training for members	Assist. Dir. Democratic Services and Performance Management	31-May-14	1. Achieved	Equality training for Members has been included in the Councillor Development Programme 2014/15. Action Complete
EO2.03 - Deliver appropriate equality training for members	Assist. Dir. Democratic Services and Performance Management	31-Mar-14	1. Achieved	Introduction to Equality training delivered to Members on 28 June 2014 through the Councillor Development Programme 2014/15. Further sessions to be delivered when considered necessary. Action complete.
EO2.04 - Introduce arrangements for directorate based reporting of equality achievements as part of the annual 'Equality Report'	PIU	31-Mar-13	1. Achieved	Equality Information Publishing Guidance agreed by CEWG 22/11/12. Cross-directorate training delivered to 21 officers on 9 January 2013. Action complete.

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**EO 3 - Engagement**

<b>Action</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Status</b>	<b>Progress</b>
EO3.01 - Develop and publish an Equality Profile of the District to assist the completion of robust equality analysis and informed decision making	PIU	31-Mar-15	3. Under Control	Draft equality profile produced. To be considered by CEWG at its meeting in January 2015.
EO3.02 - Review how existing engagement activities can be developed.	Consultations Officer; PIU	31-Mar-15	3. Under Control	The potential for delivering the public sector equality duty through existing engagement is being explored by the CEWG in the light of the research report produced by PR and Marketing. Action end date not considered practical because of current resource levels in the Performance Improvement Unit, and has been revised to 31/03/15.
EO3.03 - Develop and adopt an Equality Engagement Plan	Consultations Officer; PIU	30-Apr-15	5. Pending	It is noted that extensive engagement is being undertaken across the Council through which the PSED is being delivered to some extent. This action seeks to derive additional value from existing engagement by identifying and structuring the potential of those engagements with the capacity to deliver the PSED more fully, in a formal plan. It is therefore dependent upon 3.2 above.
EO3.04 - Carry out equality engagement according to equality engagement plan	All Directors	31-Mar-16	5. Pending	This action awaits the completion of 3.02 above and the production of the engagement plan at 3.03.
EO3.05 - Explore and facilitate opportunities for interaction between council members and community groups and representatives	PIU	31-Mar-16	5. Pending	Action awaiting the assessment of the potential of existing engagement to deliver engagement opportunities, 3.02 and 3.03 refer.
EO3.06a - Undertake a feasibility study for provision of a fully accessible meeting room facility at the Civic Offices	Director Resources	31-Mar-15	3. Under Control	Feasibility study to be undertaken as part of a wider review of accommodation and access requirements at the Civic Offices, following implementation of senior management restructure.
EO3.06b Subject to 3.6a above, prepare and submit bid for appropriate funding	Director Resources	31-Mar-15	3. Under Control	Action dependant on completion of EO3.06a above.

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**EO 4 – Equality in workforce development**

<b>Action</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Status</b>	<b>Progress</b>
EO4.01(a) - Annually report anonymised details of the Council's workforce at Grade 8 and above, in the context of the whole staff equality profile to CEWG	Assist. Dir. HR	30-Jun-13	2. On Target	10/10/13 HR Workforce profile made available to CEWG and the public in respect of : Age Disability Faith (Religion) Race Sex Sexual orientation. Workforce profile at grade 8 summary made available to CEWG and the public in respect of: Sex (female only) Disability Race. Information is to be analysed to identify trends and submitted to CEWG for consideration and recommendations prior to submission to MB. Reports to be produced annually from June 2014.
EO4.01(b) Ensure publication of anonymised details of the Council's workforce at Grade 8 and above, in the context of the whole staff equality profile.	Assist. Dir. HR	30-Jun-13	2. On Target	10/10/13 HR Workforce profile published on website in respect of: Age Disability Faith (Religion) Race Sex Sexual orientation. Workforce profile at grade 8 summary published on website in respect of: Sex (female only) Disability Race. Information refreshed quarterly. Information is to be analysed to identify trends and submitted to CEWG for consideration and recommendations prior to submission to MB. Reports to be produced annually from June 2014. Equality Information report to Cabinet 03/11/2014.
EO4.02 - Carry out analysis of workforce data to identify trends and patterns in areas as identified by CEWG	Assist. Dir. HR	31-Mar-16	2. On Target	Report presented to CEWG in July 2014, to be discussed at interim meeting of CEWG in September 2014.
EO4.03 - Undertake a comprehensive review of the Council's recruitment and selection processes to demonstrate transparency, promote equality, and ensure best practice and safeguarding	Assist. Dir. HR	31-Mar-14	2. On Target	A review of recruitment and selection processes has been undertaken and presented to CEWG and JCC in January 2014. Implementation through 2014 as part of the Safer Recruitment Policy.
EO4.04 - Investigate, identify and pursue (where agreed) standards and accreditations to help demonstrate the Council's commitment to equality and increase awareness.	Assist. Dir. HR; PIU	31-Mar-16	2. On Target	Two Ticks Disability standard re-awarded in May 2014. Mindful Employer standard awarded 3 October 2013. HR to investigate other relevant accreditations which must have meaning and be good value.




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EO4.05 - Produce and display appropriate publicity material relating to equality characteristics, such as posters etc. outlining the Council's commitment to equality	Manager PR and Marketing; PIU	31-Mar-16		2. On Target	The sexual orientation characteristic has been promoted through the Council's support of LGBT History Month in February 2014. HR to update template for recruitment advertising; and publicise Council's commitment to equality on on-line application form. Agreed at CEWG in July 2014 that: a) that the promotion of equality characteristics should be put into practice. b) value could be derived from reviewing how equality characteristics have been embedded in the past internally (eg. male / female representation on working parties). Further actions to be identified.
EO4.06 - Determine types of equality related employee information (other than data, see 4.01) that can be made available to employees to support awareness of equality issues.	Assist. Dir. HR	31-Mar-14		3. Under Control	To be discussed at interim CEWG meeting to consider HR relevant actions, in September 2014.
EO4.07(a) - Undertake a comprehensive review of the Council's existing arrangements for employee engagement	PIU	31-Mar-15		3. Under Control	A review of employee engagement arrangements was considered by Management Board in 2012 and a range of recommendations agreed for implementation when the review of the operation and existing terms of reference for the Joint Consultative Committee (see 4.7(b)), was complete. The recommendations originally made to MB in 2012 will be reviewed to ensure their relevance and suitability in the light of the JCC Terms of Reference review in July 2014. Target date for completion changed to 31/03/15 to reflect completion date of JCC Terms of Reference review, and current resource levels in the Performance Improvement Unit. Management Board have agreed that the National Graduate Trainee will be undertaking a project beginning in April 2015. The Project Sponsor will be Bob Palmer and the Lead Officer Paula Maginnis
EO4.07(b) Undertake comprehensive review of current terms of reference of Joint Consultative Committee	Assist. Dir. HR	31-Mar-14		1. Achieved	Report considered by JCC in July 2014, to APG in August 2014 and Cabinet in September 2014. Paula Maginnis to provide a District Lines article November 2014 Action complete.
EO4.08 - Review and analyse the attendance on the Evolution Programme as a comparison of the whole workforce	Assist. Dir. HR	31-Mar-14		3. Under Control	Analysis of Evolution Programme completed. Report on trends, patterns and equality gaps to be considered by CEWG at interim meeting on 8 September 2014 before going to Management Board by end of October 2014.

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EO4.09 - Ensure consistency of application of flexible working practices	Assist. Dir. HR; Chief Internal Auditor	31-Mar-16		2. On Target	Agreement to be sought to include in Internal Audit work programme, appropriate checks to determine the consistency of the application of flexible working practices, for example, applications for parental leave and flexible working etc. Regular items advising and promoting flexible working arrangements to be included in District Lines. Further review of Flexi Scheme to be undertaken following comments from Employee Survey 2013.
EO4.10 - Review and refresh as necessary existing equality training for officers	Assist. Dir. HR	31-Oct-13		3. Under Control	Learning and Development Manager and training providers review content and provide up-to-date cases and examples of good practice. Completed July 2013. To be kept under review. E-learning package to be considered by CEWG at interim meeting in September 2014.
EO4.11 Deliver appropriate equality training for officers:	Assist. Dir. HR	31-Dec-13		3. Under Control	E-Learning course for both induction and refresher training have been completed, and will be piloted by CEWG. Discussion to be held with CEWG on rolling out training to appropriate target audience, and decision on analysis to be undertaken on take up of training. To be progressed at interim meeting of CEWG in September 2014.