

Equality Objectives Action Plan 2018-2022

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

Ref	Action	Measures (measurable outcome)	Responsibility	Milestones	Deadline
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.	Procurement rules show fair and equal access for different size businesses to bid for the Council tender	Resources/ Procurement	Review procurement rules: to establish inclusion of the Council's public sector equality duty	April 2019
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.)	Commitment to taking forward the Council's equality duty	Procurement/ Transformation	Equalities related questionnaire produced for Contractors and included in a procurement checklist	March 2019
			Resources/ Procurement	Procurement checklist revised and updated to reflect equality duty	April 2019
			Procurement/ Transformation	Agree on what contract documentation is required	June 2019

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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	Action	Measures	Responsibility	Milestones	Deadline
1.	Continue with Springboard Women's Development Programme	The Programme is promoted across the Council	People's Team	-	November 2018
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	-	September 2018
3.	Provide a communication to clarify the flexi working arrangements process	Communication on flexi working arrangements produced	People's Team/ Directors	Review current documentation and make changes where necessary	November 2018

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4.	Promote what equality training is available for all employees	Officers are trained to meet Corporate requirements	People's Team/ Directors	Promote via Intranet and District Lines	May 2018
5.	Maintain accreditation to Mindful Employer for further 3 years	Commitment to supporting the mental health of employees	People's Team/ Directors	-	Dec 2018

Objective 3: We will take into account the equality impacts of our emerging proposals and seek to mitigate any adverse impacts where possible

Ref	Action	Measures	Responsibility	Milestones	Target dates
1.	Incorporate EqIA into PID and Cabinet Report	Improved due regard to equality in projects and reviews	Transformation	Integration of equality information into project management	May2018
				Integration of equality information into Cabinet report	May 2018
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	Transformation	Equality Impact Assessment form user guide reviewed and updated	May 2018
				The EqIA flow chart made available to all staff	May 2018

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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	Transformation	Forms and templates on the Intranet reviewed and updated	March 2019
				Reorganisation and revision of online materials on equality and diversity	May 2019

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

Ref	Action	Outcomes	Responsibility	Milestones	Target dates
1.	Produce and promote a process for accessing translation services	Improved access to translation services	Transformation	Process developed	August 2018
				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	Transformation	Collate evidence and statistical information from all Directorates	May 2018
				Complete and publish the report	July 2018

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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	Transformation	Review training materials for Members, identify and develop improvements where necessary	May 2018
		Improved provision of relevant equality information to Members		Deliver training to Members	June 2018

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