

EQUALITY SCHEME ACTION PLAN 2018 - 2021

EQUALITY OBJECTIVES - KEY AREAS	OBJECTIVE	ACTIONS	LEAD OFFICER	TARGET DATE	UPDATES AND CHANGES	COMMENTS
1. LEADERSHIP AND CORPORATE COMMITMENT	1.1 Councillors and senior managers to be aware of the equality profile of the residents of the borough	1.1.1 Publish 2011 census information relating to Guildford Borough residents equality profile on intranet	Lisa Dudley	28/02/18		
	1.2 Impact on equality is considered as part and parcel of implementing change before decision-making and policy changes take place	1.2.1 Establish which services are routinely conducting EIAs	Lucy Richards and members of E&D Forum	30/12/18		
		1.2.2 Ensure all managers understand how to assess impact on equality	Lucy Richards and members of E&D Forum	30/12/18		
		1.2.3 Establish where EIAs are being filed/published	Lucy Richards	30/12/18		
		1.2.4 Publish a summary of EIAs and actions quarterly on the website	Lucy Richards	31/08/18		
	1.3 Conduct meaningful impact assessments	1.3.1 Review current EIA template and investigate alternative formats or options	Lucy Richards and members of E&D Forum	31/08/18		
1.3.2 Expand E&D knowledge within HR especially in relation to advising and checking EIA's		Lucy Richards, Francesca Smith, HR team	30/06/18			
2. SERVICE DELIVERY AND CUSTOMER CARE	2.1 Equality monitoring is consistently carried out across Council services where relevant	2.1.1 Establish what monitoring is currently being carried out	Lucy Richards and members of E&D Forum	30/12/18		
	2.2 Data collated from equality monitoring is published on the website annually	2.2.1 Investigate how data can be published in a useful and meaningful but not onerous way	Lucy Richards and Lisa Dudley	30/12/18		
	2.3 Data is used to establish impact on equality/ to inform EIA's	2.2.1 Make the data available for use as per 2.2.1	Lucy Richards and Web Team	30/12/18		
	2.4 Equality monitoring wording is consistent and sensitive	2.4.1 Compare current equality questions and make appropriate changes	Lucy Richards	30/12/18		
	2.5 Ensure our communications are accessible to protected groups	2.5.1 Review and re-issue document to staff 'Guidance on Alternative Forms of Communication'	Lucy Richards	30/04/18		
	2.6 Check whether HR information and customer information that is sent out is available in hard copies inform people that an alternative range of formats is available on request	2.6.1 Review documents and add information if necessary	Lucy Richards, HR team and members of E&D Forum	30/09/18		
	2.7 Barriers to accessing services are removed where identified	2.7.1 Managers complete an EIA when planning changes and where an impact is identified they amend the proposal to remove or reduce the adverse impact	Lucy Richards, HR team and members of E&D Forum	30/12/18		

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	2.8 Staff deliver excellent customer service to protected groups	2.8.1 Investigate and implement a viable process for monitoring customer complaints and compliments from people in protected groups or for complaints of harassment or discrimination	Lucy Richards and Sam Adam	30/04/18		
	2.9 The website is accessible to protected groups	2.9.1 Website is reviewed to ensure it meets the needs of protected groups	Lucy Richards, HR, and Jenifer Davis, Web Manager	30/06/18		
	2.10 We understand the needs of our community	2.10.1 Ensure equality information is included in customer satisfaction surveys	Lucy Richards, HR, and various managers	30/12/18		

3. EMPLOYMENT AND TRAINING						
	3.1 Staff are paid fairly and equitably	3.1.1 Appropriate use is made of the job evaluation scheme and appeals process	Francesca Smith	Continuous		
		3.1.2 Completion of the Council-wide job evaluation project	Francesca Smith	30/12/18		
		3.1.3 Regular salary benchmarking activity to ensure that salaries remain competitive and equitable in comparison to the local economy	Francesca Smith	30/12/18		
		3.1.4 Annual review of the Pay Policy	Francesca Smith	30/11/18		
	3.2 Workforce profiling is used to compare and move towards a similar profile to that of our customers	3.2.1 Complete and publish workforce profile 2016	Lucy Richards	31/01/18		
		3.2.2 Publish workforce profile for 2017	Lucy Richards	By end of February 2018		
	3.3 Adequate recruitment training is provided for managers	3.3.1 Ensure recruitment training is in place for newly appointed managers and as a refresher, provided or arranged by HR	Francesca Smith	30/04/18		
	3.4 Equality monitoring is used to inform decisions regarding employment policies and procedures	3.4.1 The impact of policies and procedures is reviewed annually and policies revised if necessary	HR team	Continuous		
	3.5 Form and equality and diversity forum	3.5.1 Invite employees to join a group looking at equality matters relating to employment and customers	Lucy Richards	28/02/18		
	3.6 Equality and diversity training available to all staff	3.6.1 Add refresher E&D training to the Corporate Training Plan	Hannah Cornick	31/03/18		
	3.7 Be a Disability Confident employer	3.7.1 See separate action plan to achieve and maintain Disability Confident status	Lucy Richards and HR team			

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	3.8 Meet the commitment to the Time to Change campaign	3.8.1 See separate action plan for Time to Change	Natasha Sherwood, HR, Helen Barnsley, Corporate Public Health Coordinator			
	3.9 Increase equality and diversity awareness for employees	3.9.1 With the introduction of the Equality and Diversity Forum (see objective 3.5) introduce bitesize awareness sessions for employees on various aspects of equality and diversity.	Lucy Richards	30/09/18		
	3.10 Increase the number of job applications from a more diverse range of candidates including those with protected characteristics	3.10.1 Investigate options and advertise on specialist diversity recruitment sites in order to reach a more diverse range of applicants	Lucy Richards	30/04/18		
		3.10.2 Create a brief diversity and safeguarding statement to appear on all job adverts	Ali Fleming	30/04/18		
4. CONSULTATION AND COMMUNITY DEVELOPMENT	4.1 The borough's various communities are encouraged to engage with the Council on equality matters	4.1.1 Use all of our communications media to communicate our key messages	Sam Hutchison/Lucy Richards	30/04/18		
	4.2 Protected groups are targeted by inviting them to participate in consultation	4.2.1 Appropriate services are made aware of key issues that their various communities can engage with	Equality and Diversity Forum	31/12/18		
		4.2.2 Coordinate with service leaders on community consultation with regard to the services we provide	Equality and Diversity Forum	31/12/18		