

Guildford Equality, Diversity and Inclusion Action Plan 2022/23

The following action plan focuses on achieving our priority outcomes for 2022-2023. Progress will be monitored by the Corporate Equality Group at each of its meetings where the plan will be reviewed.

1. Provide high quality public services which are accessible to all and delivered fairly (engagement, consultation, EIAs, collaboration) and ensure that under-represented groups throughout the borough are able to access our services (EIAs, reasonable adjustments etc).

	Actions	Deadline	Lead Officer	Action to be taken/taken	Date completed	RAG Rating
1.1	Ensure the Council adheres to our Public Sector Equality Duty including (but not limited to) producing meaningful Equality Impact Assessments (EIA).	December 2023	Specialist Training	Provide video EIA training to be completed on the intranet as and when needed. Content finished, voiceover completed. Some technical difficulties have delayed launch, currently with IT as a ticket. HC to chase		Yellow
			Senior Legal Speciality	Specific Housing related PSED training already provided	?	Green
		Feb 2023 January 2024	Specialist HR	Ensure that all staff are aware of the of any reasonable adjustments that can be made for service users with disabilities. This has been circulated to all staff along with accessibility guidance for Word documents. AH to add to intranet	Feb 23	Green

1.2	Ensure any reports submitted to CMB have had regard to the PSED and if there are equalities implications and a meaningful EIA accompanies the report	December 2023 Ongoing		Provide training (as above) Reports should be reviewed by Legal and HR and, should be challenged and returned if necessary CMB to take final and overarching responsibility for the Duty and its requirements		
1.4	Publish workforce profile by end of March annually	Annual	Specialist HR	Published May 23	May 23	
1.5	Ensure that customer complaints and compliments from people with protected characteristics are dealt with effectively	Ongoing	Customer Svs Mngr	CMB to consider the recruitment of a dedicated Customer Complaints Manager to cover the whole organisation. This will become mandatory next year. JB		

2. Work with partners and stakeholders to develop communities where equality, diversity and inclusion are respected and discrimination is eliminated

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2.1	EDI training for Councillors	4/7/23		AH attending online to answer queries etc	4/7/23	
2.2	Upgrade our Disability Confident Committed status to level 2, Disability Confident Employer through the gov.uk scheme	18/1/24	Specialist HR	AH to research what is required and present to the next EDI group meeting		

3. Improve inclusion and value difference by supporting internal EDI initiatives, and communicating and embedding EDI practices into the whole organisation

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3.1	Ensure a collaborative approach to EDI through a joint/shared EDI policy for Waverley and Guildford	July 23	Specialist HR	Worked with Wav to create a shared policy with common objectives ID to add this to the CGSC agenda and present. Once reviewed by CGSC, AH to update intranet		
3.2	Support employees who are experiencing symptoms of the menopause and their families.	January 24	Specialist HR	Carry out a menopause survey with a view to providing policy, guidance and/or signposting depending on results. AH to liaise with Wav to arrange a Menopause at Work day at Guildford.		
3.4	Training focussed on 'banter' culture to tackle potential discrimination	January 24	Specialist Training	Consider publishing a piece on the intranet on what is and what isn't OK to say, rather than a specific training course. AH to review the pronoun piece to see if this will suffice.		
3.5	Ensure pay and benefits are regularly reviewed and that staff are paid fairly and equitably	End of March annually	Lead Specialist HR	Equal pay review published annually	March 23	

4. Promote an environment where people feel safe to challenge discriminatory behaviour and language. Help to create a culture where staff feel comfortable to be themselves, to be open about our differences and to ask for help if needed.

	Actions	Deadline	Lead Officer	Action to be taken/taken	Date completed	RAG Rating
4.1	All staff email being sent jointly to both Councils and Councillors encouraging the use of personal pronouns in email signatures	December 23	Specialist HR	Shared approach for Wav and GBC. Wording is agreed. Awaiting date from Wav re. timing.		
4.2	Update BW to reflect best practice in protected characteristics	TBC	Specialist IT and HR	e.g. need to include gender reassignment, trans (?), marriage/civil partnership, more options for pronouns. AH - Need to find out if this is possible on BW		
4.3	Undertake a EDI data refresh across the Council encouraging staff to update their own records.	TBC (depending on above)	HR	All staff email? Paper forms for staff without access?		

4.4	Align processes between Waverley and Guildford to ensure a consistent approach to complaints and grievances relating to protected characteristics.	Ongoing	Specialist HR	AH meeting with Wav to produce joint Capability, Sickness, Restructure policies.		
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DRAFT - UNDER REVIEW