

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	EIA training (video)	September 2023	Specialist Training	Content finished, with HC for finalising		
1.2	Reasonable adjustment guidance for service users with disabilities	Feb 2023	Specialist HR	This has been circulated to all staff along with accessibility guidance for Word documents.	Feb 23	
1.3	Challenge managers when reports have no EDI implications and no EIA	Ongoing	all	Requesting EIA when one isn't provided, challenging poor EIAs, provide training (as above)		
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	JB running projects outside of CSAT system (as uptake on CSAT is low) to ensure equality complaints picked up		

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

	Actions	Deadline	Lead Officer	Action to be taken/taken	Date completed	RAG rating
2.1	EDI training for Councillors	4/7/23		AH attending online to answer queries etc	4/7/23	
2.2	Review of Disability Confidence scheme and rating	TBC	Specialist HR			

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

	Actions	Deadline	Lead Officer	Action to be taken/taken	Date completed	RAG Rating
3.1	Joint/shared EDI policy for Waverley and Guildford	July 23	Specialist HR	Worked with Wav to create a shared policy with common objectives Once reviewed by CGSC (July 23), update intranet		
3.2	Support the development of staff diversity networks, where there is interest, for people with protected characteristics to develop their role and profile (e.g. LGBTQ+, women etc)	Ongoing	all	Include a piece in Tom's staff email to gauge interest		
3.3	Menopause survey with a view to providing policy, guidance or signposting depending on results	September 23	Specialist HR			
3.4	Training focussed on 'banter' culture to tackle potential discrimination	TBC	Specialist Training			
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 encouraging the use of personal pronouns in email signatures	June 23	Specialist HR	Shared approach for Wav and GBC. Wording is agreed. Awaiting Tom to send email		
4.2	Update BW to reflect best practice in protected characteristics	TBC	Specialist IT	e.g. need to include gender reassignment, trans (?), marriage/civil partnership, more options for pronouns. 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	Ongoing		e.g agile working, job evaluation etc		

DRAFT - UNDER REVIEW