

Equality Objectives 2017-2020 – Action Plan

Objective 1: Ensure services delivered by, or on behalf of Selby District Council are - as far as possible - accessible and do not discriminate.

Action	Outcome	Responsibility	Timescale	Monitor
Service Plans				
<ul style="list-style-type: none"> Ensure equalities are integrated in all Service Plans e.g. Action to develop/improve data gathering mechanisms. 	Due regard given to equalities across the organisation.	Head of Service - Business Improvement and Development/Senior Policy and Performance Officer.	March 2018.	Annual review of plans. Reporting mechanism – to be monitored/discussed at ELT.
Community Needs Assessment				
<ul style="list-style-type: none"> NYCC to provide business intelligence to update the latest version to include district profile in terms of Protected Characteristics (PCs). 	A picture of the diversity of the district, which can be used to inform corporate planning and strategies.	Customer Business Analyst – Community, Partnerships and Customers.	October 2017	Annual update is completed and reported to ELT.
Delivery Partners and Third Sector				
<ul style="list-style-type: none"> Develop relationships to better connect and support communities across the district. 	Our partners and service providers understand our values and commitment to equalities when designing and delivering services.	Head of Service - Community, Partnerships and Customers.	March 2018.	An equalities log will be developed and shared between service areas. It will be updated with specific examples/case studies of related intel
Customer Strategy				
<ul style="list-style-type: none"> Monitor progress on the implementation of the strategy. 	Ensure the updated strategy takes account of the latest Community Needs Assessment and new equality objectives.	Head of Service – Community, Partnerships and Customers.	January 2018	Customer Surveys. Website usage and feedback.
Resident Survey				

<ul style="list-style-type: none"> Deliver a survey to a sample of all residents to test out views of what it is like to live in the district. Analyse by PCs. 	Customer feedback/satisfaction levels, broken down into the different equality strands.	Head of Service - Community, Partnerships and Customers.	January 2018	To develop our evidence base
Equality Network Groups				
<ul style="list-style-type: none"> Establish and maintain links with local equality networks e.g. Selby Equality Network Group. Identify new equality networks e.g. Mental Health. 	A greater understanding of local issues and the barriers to accessing services for particular groups. Communities are better able to contribute to policies/service design and any specific needs are considered.	Head of Service - Community, Partnerships and Customers/ Senior Policy and Performance Officer.	March 2018.	Where relevant, evidence these groups are included in consultations when developing/reviewing policies/strategies/service provision.
Employer Sponsored Volunteer Scheme				
<ul style="list-style-type: none"> Design a scheme and promote the benefits to employees. 	A greater understanding/ awareness of the third sector. Employees gain new skills and experience.	Head of Service - Community, Partnerships and Customers and Head of Service - Business Development and Improvement.	March 2018	Record data re the number of employees taking part and feedback - experience and benefits
Equality Diversity and Community Impact Assessments (EDCI) and Health Impact Screening				
<ul style="list-style-type: none"> Review EDCI template and include health impact as part of the assessment 	Considered in key strategies – e.g. Car Park Strategy – review number and location of disabled spaces. EDCIs are completed where applicable e.g. changes to policies/services etc. and considered as part of the	Senior Policy and Performance Officer. All service areas	November 2017	Included and/or referenced in all reports to ELT and Executive.

	decision making process			
<ul style="list-style-type: none"> EDCIs - roll out training to assist with assessment completion 	Impact assessed and mitigation actions proposed. Create a central point of reference	Solicitor to the Council. Senior Policy and Performance Officer	December 2017	Included and/or referenced in all reports to ELT and Executive.

Objective 2: Ensure employees and Members are supported to deliver accessible, non- discriminatory services.

Action	Outcome	Responsibility	Timescale	Monitor
Workforce Data				
<ul style="list-style-type: none"> HR employee information form – include details of all PCs and ensure system is able to record all details Improve the quality of our data and information analysis by improving the electronic employee data recording system 	A strengthened understanding of the diversity of the Council's workforce. The needs of employees are known and understood and where appropriate, measures are put in place to support them to deliver non-discriminatory services e.g. training, reasonable adaptations etc.	Head of Business Development and Improvement Senior Human Resources Officer	Annually – linked to publication of data to comply with Public sector Equality Duty (31 January) March 2018	Forms issued to all employees on an annual basis. Outstanding forms chased. Follow up action e.g. actions arising from identified support requirements etc. Identify employees who may require additional support Annual workforce profile published on the Council's website
Staff Survey				
<ul style="list-style-type: none"> Include equality group/PC data questions in staff survey 	Able to analyse responses linked to PCs	Head of Business Development and Improvement.	March 2018	Rate of return Analyse responses and develop and implement Action Plan.
Organisational Development Strategy				
<ul style="list-style-type: none"> Develop a new strategy which considers the diversity of the workforce 	Able to offer tailored training solutions	Head of Business Development and Improvement.	March 2018	Review strategy and impact 12 months from adoption

Equality Diversity and Community Impact (EDCI) Screening/Assessment				
<ul style="list-style-type: none"> Provide support and training/refresher training for staff. Raise awareness of and review the EDCI process to ensure completion monitoring, accountability, quality controls and health impact assessment 	<p>Raised awareness/reinforced message of the requirement to complete.</p> <p>Consideration and evidence of due regard across the organisation i.e. there is a strengthened approach to assessing the impact of significant policies/changes to services etc. on equalities</p>	<p>Gillian Marshall</p> <p>Senior Policy and Performance Officer</p>	<p>March 2018</p>	<p>Number completed and quality (including random sample checking)</p>
Equalities Staff Working Group				
<ul style="list-style-type: none"> Explore the appetite for a staff forum/working group (through the staff survey) made up of representatives from all PCs 	<p>The needs of the workforce are taken into account</p>	<p>Senior Policy and Performance Officer</p>	<p>December 2017</p>	<p>If there is an appetite, identify key stakeholders and agree Terms of Reference. Option for the group to quality check a percentage of completed EDCIs</p>
Employment Policies				
<ul style="list-style-type: none"> Develop and review employment policies to ensure they are up to date and supportive of a diverse workforce. Review Equal Opportunities in Employment and Equal Opportunities Policy Relating to Disability 	<p>Recruitment and retention of a diverse workforce which, ideally, mirrors the community we serve.</p> <p>Information and support is available for all employees</p>	<p>Senior Human Resources Officer.</p>	<p>March 2018</p> <p>March 2018</p>	<p>Analysis of HR employee data. An increase in the diversity of the workforce.</p> <p>Implementation of policies, raised awareness/increase in take up of e.g. flexible working, home working etc.</p>

Equalities training				
<ul style="list-style-type: none"> Develop/improve our training offer around equalities, e.g. through updating our eLearning package <p>Requirement for all roles – understanding of equalities</p> <ul style="list-style-type: none"> Mandatory training for all employees 	<p>Employees and Elected Members are aware of and understand the importance of equalities in service delivery and have due regard in their day to day work</p> <p>Raised awareness of the need to consider equalities</p>	<p>Head of Business Development and Improvement</p> <p>Senior Human Resources Officer</p> <p>Senior Human Resources Officer</p>	<p>March 2018</p> <p>At induction for all new starters and annually for all employees</p>	<p>Agreement in place with NYCC (Learning Zone).</p> <p>Included in Job Descriptions</p> <p>Electronic HR employee system data - 100% completion target rate</p>
Management Information				
<ul style="list-style-type: none"> Introduce equalities management information reporting 	<p>An understanding of the diversity of the workforce – e.g. number of employees declaring a disability, number of females in senior positions etc.</p> <p>Any need to increase representation of particular groups in the workforce is acknowledged and addressed</p>	<p>Head of Service – Business Development and Improvement. Human Resources to provide data</p>	<p>January 2018</p>	<p>Included in performance reports to ELT</p>