

## **POLICY & FINANCE COMMITTEE**

**26 SEPTEMBER 2019**

### **EQUALITIES UPDATE**

#### **1.0 Purpose of Report**

1.1 To provide Members with an update on the progress made over the last year towards the Council's corporate equalities objectives and the gender pay gap and to give an overview of activities planned for the future.

#### **2.0 Background Information**

2.1 On 1 October 2010 the Equality Act came into force, bringing together over 116 separate pieces of legislation into one single Act.

2.2 The Public Sector Equality Duty included at s.149 of the Act came in to force in April 2011. Specific duties required under this Act are included in Section 3.

2.3 To ensure transparency and to assist in the performance of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require public authorities to publish:

- equality objectives, at least every four years (from 6 April 2012);
- information to demonstrate their compliance with the public sector equality duty on at least an annual basis (from 31st January 2012).

2.4 During 2016 the Council adopted a revised Equality & Diversity Strategy which sets out the Authority's commitment on how it plans to meet the duties placed upon it by equality legislation.

2.5 The Council's corporate equality objectives for 2016 – 2020 are:

Equality Objective 1: In delivering the Council's priorities and themes, we will have due regard to equalities implications through leadership, partnership and organisational commitment.

Equality Objective 2: To improve our services by better understanding our communities through the collection and analysis of information, and engaging with partners to share as appropriate.

Equality Objective 3: To ensure our services are accessible to meet the needs of our citizens.

Equality Objective 4: As an employer, promote an inclusive working environment to maintain and develop a modern and diverse workforce.

#### **3.0 The Equalities Act 2010**

3.1 The Equality Act (2010) includes nine protected characteristics:

- Age;
- Disability;
- Gender re-assignment;
- Pregnancy and maternity;
- Race – this includes ethnic or national origins, colour or nationality;

- Religion or belief – this includes lack of belief;
- Sex;
- Sexual orientation.

It also applies to **marriage** and **civil partnership**, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

3.2 In accordance with the Public Sector Equality Duty (s.149) the Council is required, in carrying out its functions, to have due regard to:

**Eliminating unlawful discrimination**, harassment and victimisation;

**Advancing equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it; and

**Fostering or encouraging good relations** between persons who share a relevant protected characteristic and persons who do not share it.

3.3 Having **due regard** means consciously thinking about the three aims of the Public Sector Equality Duty as part of the decision-making process. This means that consideration of equality issues must influence the decisions reached in terms of:

- how we act as an employer;
- how we develop, evaluate and review policy;
- how we design, deliver and evaluate services; and
- how we commission and procure from others.

3.4 Having due regard to the need to **eliminate unlawful discrimination** and **advance equality of opportunity** involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics;
- meet the needs of people with protected characteristics; and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

**Fostering good relations** involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

3.5 As a local authority we also have a duty to collect and publish information on service users and our communities with regards to the protected characteristics and consider the impact of the decisions that we make on people with protected characteristics.

#### **4.0 What the Council is Doing and Summary of Work Planned Over the Next 12 Months:**

4.1 The Council has a number of projects, initiatives and work streams that contribute to delivery of the objectives contained within the Equality & Diversity Strategy, which are managed through the corporate Equalities Working Group.

4.2 A summary of key activities undertaken over the last 12 months is included below:

- Continued delivery of equalities based briefing sessions tailored to the needs of all staff including reference to, and improved understanding of, the Council's Equality & Diversity Strategy and Objectives as well as an understanding of the Council's and employees' obligations under the Equality Act. This programme is ongoing with further sessions planned for this year. 71% of Castle House staff have now completed the sessions and these will be extended to include all staff;
- Equality based training is now also available through the on line e-learning platform Page Tiger to facilitate refresher training and training for new staff;
- Specific equality based training has been delivered e.g. LGBT awareness ;
- Promotion of specific equality-based days, e.g. IdahoBit Day (International Day Against Homophobia, Transphobia and Biphobia aimed at raising awareness around LGBT+ rights);
- Raising awareness of the Gypsy Roma Traveller (GRT) community as part of GRT month;
- Raising Member and Business Manager awareness of equality and diversity related issues with particular reference to equality implications relating to policy decisions contained in committee reports to demonstrate that the Council pays 'due regard' to equality issues.

Junior members of the HR team have also worked together to deliver an Equalities Workforce project in which they:

- Created videos about visiting Castle House and what to expect at an interview. These videos have been posted on YouTube and other media channels (NSDC's Website "Working with us/ Applying for job" page, Facebook, Instagram and Twitter and links to the videos have also been included on job adverts. The aim of this project was give potential applicants an idea of what to expect when coming for interview and to put them at ease. It is hoped that the videos will help people with neurodiversity as the idea of going somewhere they don't know can often cause great anxiety;
- Worked to improve awareness of the Council's commitment to equalities matters on our recruitment material including adding more logos regarding our Armed Forces Covenant accreditation and our status as a Disability Confident, Mindful Employer and Age Positive Employer;
- Explored the possibility of developing a short video to support people complete job application forms (work in progress);
- Researched the potential costs of advertising on sites such as Disability Jobsite, Diversity Jobsite, LGBT Media, Disability Network and Ethnic Jobsite all of which target equalities based groups (to be considered once costs are known);
- Improving the Council's website to promote our work around the equalities agenda (ongoing).

4.3 In addition to the above the Council have also adopted a revised Community Plan. The plan includes a range of activities that will help address inequalities and support vulnerable groups in line with the objectives contained within the Equality Strategy.

- 4.4 Following the adoption of the Community Plan relevant actions have been mapped to each of the equality objectives to ensure that the Council continues to have *due regard* when making decisions, particularly when allocating resources, undertaking service planning, engaging with communities; planning and monitoring services which ultimately enable the Council to comply with its public duties. See Appendix 1 for a full list of completed Equality and Diversity Actions as at 31.3.2019.
- 4.5 As part of the business planning process Business Managers have identified a number of equality based objectives demonstrating how they will contribute to the Council's equality objectives for the current year. These have been incorporated in to Business Plans and where appropriate will be cascaded into individual employee appraisal documents as SMART objectives.
- 4.6 To ensure our ongoing commitment to and compliance with the Equalities Act and distil an understanding of how our services meet the Act, equalities work will continue to be actioned and reviewed. Along with a review of the current documentation a summary of the actions to be completed in addition to those referenced above over the forthcoming year are included below:
- Set up a project team to review our current equality objectives and to consult on new ones with a view to developing a new three year strategy which will align to the Council's existing Community Plan so that both documents can be reviewed /refreshed at the same;
  - Reviewing/updating the calendar of celebrating equality;
  - **Autism awareness** – a 2 hr introductory session for up to 16, delivered by Autism East Midlands to be delivered for front facing staff and business managers (date to be confirmed);
  - **Autism in the Workplace** - a 3 hr session on 4 November delivered by Autism East Midlands for up to 20 people, covering autism awareness, knowledge around employer adjustments and workplace strategies, including legislation and the law. This session is designed for line managers, team leaders and HR, who might want to support colleagues with autism;
  - **Gender identity** – a 3 hr session to be delivered by ACAS on 21 November for up to 16; designed for line managers, it will cover legislation (current and proposed changes); statistics, vocabulary, creation and implementation of policies (management and employee), data protection and getting it right with customers and service users;
  - **Mental Health 1<sup>st</sup> aid** – a full day training leading to the delegates being able to act as Mental Health Champions, who would be qualified and comfortable in supporting colleagues in need, advocating mental health awareness through the Council and building a mentally healthy workplace. Mental Health Champions will be willing and competent to train and advise other staff. Date to be confirmed;
  - **Mental Health 1<sup>st</sup> aid awareness** – a 4 hr session to cover mental health and factors which impact it, stress management, spotting signs of distress and “take 10 together” – how to initiate supportive conversations. Delegates will be able to look after themselves better and feel more confident about starting conversations about mental health with colleagues. Date to be confirmed;
  - **Action on hearing loss/deaf awareness** – a 3 hour session for 16 people who deal with customers with hearing loss / deafness. Date to be confirmed;
  - **Awareness of visual impairments** – a half-day session delivered by Visualise for up to 16 people who deal with customers with visual impairments;

- **Welcoming All Customers** – a full day for up to 16 people delivered by Welcome to Excellence, designed to boost the confidence of staff in anticipating and meeting the needs of disabled customers, including adapting communication styles to identify customer needs.

4.7 Consideration is currently being given to nominating less formal champions for other topics (autism awareness, good practice in communicating with deaf or hard of hearing service users and those with a visual impairment), whose remit would be to create/produce training content to be incorporated into Page Tiger modules for wider use.

4.8 A Page Tiger module on Dementia awareness, which will be used as follow up consolidation for new starters and then refresher training for all staff, is planned for early 2020.

## **5.0 Measuring the Gender Pay Gap**

5.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires all employers with more than 250 employees to report the following information on an annual basis:

- the difference between the mean and median average hourly rate of pay for male and female employees;
- the proportion of men and women in each quartile of the pay bands;
- the gender pay gap for any bonuses paid out during the year.

(Note – The Council does not pay bonuses and therefore there are no figures to report in this regard).

Results from the Gender Pay Gap review have been published on the Council's website and on the Government dedicated Gender pay gap reporting website.

## **5.2 Workforce Profile**

On the 'snapshot' date of 31 March 2018 there were 411 employees in post. Of these 411 employees **381** were in scope for gender pay gap reporting. These were made up of 195 females, representing 51% of the workforce, and 186 males representing 49% of the workforce.

## **5.3 Our Gender Pay Gap**

The data set out in this report has been calculated using the standard methodologies referenced in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This includes calculating an hourly rate for all staff paid on the snapshot date (31 March 2018) using ordinary pay.

Ordinary pay includes: basic pay; allowances such as market supplements; shift pay, on-call and stand-by allowances. Payments that are excluded are: payments for overtime; redundancy payments and sums relating to termination of employment. Also excluded are employees on reduced pay due to family or sick leave.

5.4 The **gender pay gap** is based on the difference between the average hourly pay received by men and women across the Council. We are required to report two measures for this purpose; the **mean** and the **median** gender pay gap.

**MEAN** – The mean is calculated by adding up the total salary for each gender (e.g. females) and then dividing the result by the number of female employees. We have calculated the mean average for both men’s and women’s hourly pay and have included the percentage difference below.

**MEDIAN** - The median is calculated by producing a list of salaries in numerical order for each gender. The median is determined by identifying the middle number for each gender. We calculate the median for both men’s and women’s hourly pay and report the percentage difference. The median gender pay gap removes any influences of very high and very low pay.

2018			
Hourly Rate	Men	Women	% Difference
Mean	£13.16	£12.88	2.14%
Median	£10.44	£11.02	-5.61%

#### 5.5 Our Quartile Pay

The quartile data shows the Council’s workforce divided into four equal sized groups based on calculated hourly rates of pay. Each quartile is made up of 25% of the workforce. The lower quartile includes employees in receipt of the lowest pay. The upper quartile represents those in receipt of the highest pay. Our pay quartiles by gender are listed below:

2018					
QUARTILE	Men	Women	Number of Men	Number of Women	Total
Lower Quartile	60%	40%	58	38	96
Lower Middle Quartile	46%	54%	44	51	95
Upper Middle Quartile	36%	64%	34	61	95
Upper Quartile	53%	47%	50	45	95

#### 5.6 Analysis

Following completion of the review it is noted that the Gender Pay Gap for the Council has reduced from **7.4%** in 2017 to **2.14%** in 2018 which means that on average men are now paid just 28p more per hour than women. However the median difference is now -5.61% meaning that women are now paid 58p per hour more than men.

The lower quartile now includes a proportionately higher number of men than women compared to 2017. This is predominantly due to the number of Waste Management Operatives, the majority of whom are men, now falling within a lower quarter than in 2017.

There are now a higher proportion of women in receipt of the highest levels of pay in the top quartile compared to last year.

The Council is committed to the principle of equal opportunities and equal treatment for all employees and as an employer we support men and women to develop to the best of their potential.

The Equality Act 2010 requires that men and women must receive equal pay for the same or broadly similar work or work of equal value. In line with this we have a clear policy of paying employees equally for the same or equivalent work, regardless of their sex, or any other characteristic. We do this through the use of a job evaluation scheme which robustly evaluates job roles and pay grades to ensure a fair and transparent pay structure.

The Council is therefore confident that our 2.14% Gender Pay Gap does not stem from paying men and women differently for the same, broadly similar or equivalent work / work of equal value; it is as a result of the type of roles in which men and women work within the Council and the salaries that these roles, having been evaluated, attract.

#### 5.7 Actions to Further Reduce the Gender Pay Gap

Although the Council's gender pay gap is relatively small, we will continue to take the following actions to have a positive impact and help further reduce the gap:

- Use structured interviews for both recruitment and promotions, using skill-based assessment tasks where appropriate;
- Continue to offer flexible working arrangements for both men and women;
- Succession planning/career development.

#### 6.0 Equalities Implications

6.1 This report is predominantly for information purposes and details the progress made in achieving the Council's Corporate Equality Objectives. A full Equality Impact Assessment was undertaken prior to the Corporate Equality Strategy 2016 – 2020 being agreed. Equalities Actions identified in this report support agreed Corporate Equality Objectives and aim to ensure Equality and Diversity issues are integral to the Council's performance and strategic aims as well as ensuring that there is a strong vision and public commitment to equality across services. The Gender Pay Gap Report should have positive impact on equality and diversity in terms of putting in place developing actions with the aim of reducing the gender pay gap further.

#### 7.0 Financial Implications (FIN19-20/1016)

7.1 Funding for the actions identified in this report can be found from within existing budgets.

#### 8.0 RECOMMENDATIONS that:

- a) the report and the progress made against the Council's equality and diversity objectives be noted; and
- b) the Committee note the outcomes and findings of the Gender Equality Pay Gap report and in particular the positive reduction of 5.26% compared our 2017 outturn.

### Reason for Recommendations

To keep Members informed of progress made against the objectives included within the Council's adopted Equality and Diversity Strategy and the Gender Pay Gap Report.

### Background Papers

Newark & Sherwood District Council Equality and Diversity Strategy 2016-2020

For further information, please contact Tracey Piper on Ext 5219.

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# Appendix 1

## ACTION - E&D Completed Actions 2018/19



To show completed E&D Actions for the period 01/04/2018 – 31/03/2019





**Equality\_01 In delivering the Council's priorities and themes we will have due regard to equalities implications through leadership, partnership and organisational commitment**

Status	Code	Title	Responsible BU
✓	08 E&D 18/19	Develop a calendar of Equality Awareness display/days	(BU) Customer Services & Communications
✓	ADMIN_E&D1.01	As part of Business planning & service delivery, equality matters are routinely considered	Administrative Services
✓	ARTS_E&D1.03	Provide discretionary grants for partner organisations that deliver services e.g. Home Start family support, Newark & Sherwood "Play in the Park", RCAN, CVS	Housing, Health & Community Relations
✓	ASSET_E&D1.01	As part of Business planning & service delivery, equality matters are routinely considered	Asset Management & Car Parks
✓	COM-SAF_E&D1.01	Action plan through Partnership plus - costed and delivered	Public Protection
✓	COM-SAF_E&D1.02	Actively participate in Community Safety partnership which provides services such as: - Victim support worker - LMAP's vulnerable people - Framework worker - Hate crime awareness training - Community Cohesion Project	Public Protection
✓	COM-SAF_E&D1.03	Allocated funding through partnership plus to commission the Framework worker to work with vulnerable persons and promote the "Say no to hate" training	Public Protection
✓	CULTURE_E&D1.07	Friends of the Museum – local community group carry out charity fundraising for the Museum	Heritage, Culture & Visitors
✓	CUST-S_E&D1.04	Ollerton and Southwell Hubs open	Customer Services & Communications
✓	ECO-GRO_E&D1.04	Ollerton Outreach service - provides access to jobseekers	Economic Growth
✓	ECO-GRO_E&D1.06	Provide events across the district to reach all communities and ensure accessibility	Economic Growth
✓	ECO-GRO_E&D1.08	Time-wise project - working with employers to give them an understanding of different ways of working	Economic Growth
✓	ECO-GRO_E&D1.10	Survey of businesses that we work with regularly regarding Apprenticeships/Time-wise	Economic Growth
✓	ENV-H_E&D2.06	Consider Equality implications in respect of public spaces protection order	Public Protection
✓	FIN-SERV_E&D1.01	Ensure Financial Services meets the needs of all its (internal) customers. e.g. Provide paper payslips rather than Selima Online for those who require this.	Financial Services
✓	FIN-SERV_E&D1.04	Update contract procedure rules to align with latest E&D Legislation	Financial Services

Status	Code	Title	Responsible BU
✓	FIN-SERV_E&D1.05	Equality & Diversity clauses included in appropriate services & works invitation to tender and awarded contract documents	Financial Services
✓	HSG&SAF_E&D1.01	Corporate safeguarding	Housing, Health & Community Relations
✓	HSG&SAF_E&D1.02	EIA's – Policy and Strategy Development action planning with partners	Housing, Health & Community Relations
✓	HSG&SAF_E&D1.04	Monitoring strategy development, action planning with partners	Housing, Health & Community Relations
✓	HSG&SAF_E&D1.05	Live, Web based Enhanced Housing Options Self-Serve facility	Housing, Health & Community Relations
✓	HSG&SAF_E&D1.06	Rough Sleeper service	Housing, Health & Community Relations
✓	ICT_E&D1.01	Online forms – straight into back office applications – alternative access/delivery channels prevents re-keying of info by staff	ICT
✓	PLAN-P_E&D1.04	Continue to seek out representatives from community groups to achieve better communication with protected groups	Planning Policy
✓	REV&BEN_E&D1.02	Officers visit vulnerable claimants to assist with Benefit claims	Revenues & Benefits
✓	REV&BEN_E&D1.04	Providing alternative to cash payments at post offices (bar codes)	Revenues & Benefits
✓	STRAT_HG_E&D1.01	Develop & Inform health & housing agendas data policy, e.g. hospital discharge scheme; warm homes on prescription. (County Lead)	Housing Strategy & Development
✓	STRAT_HG_E&D1.03	Monitor Newark & Sherwood Homes to provide assurance that they meet equality objectives through regular meetings and delivery plans	Housing Strategy & Development

**Equality\_02 To improve our services by better understanding our communities through the collection and analysis of information, and engaging with partners to share as appropriate**

Status	Code	Title	Responsible BU
✓	14 E&D 18/19	Annual report for Policy and Finance Committee.	HR & Organisational Development
✓	16 E&D 18/19	Review and update all Equality policy/guidance documents	HR & Organisational Development
✓	COM-SAF_E&D1.04	Encourage making projects sustainable through long term funding with the Office of Police and Crime Commissioner	Public Protection
✓	COM-SAF_E&D2.03	Understand our communities through Bassetlaw and Newark & Sherwood Community Safety Partnership	Public Protection
✓	COM-SAF_E&D2.05	Improve consistency and accessibility to the service through re-design of processes	Public Protection
✓	CULTURE_E&D1.11	Conduct exit surveys & observation studies – TripAdvisor/Visitors Verdict	Heritage, Culture & Visitors
✓	CULTURE_E&D2.01	Compare data set with overall community statistics and benchmark with similar heritage sites	Heritage, Culture & Visitors
✓	DEM-SERV_E&D1.01	Accessibility of Council and Committee meetings, publication of agendas on the website, use of induction loops and paper copies of information in meeting rooms as required	Elections & Democratic Services
✓	DEM-SERV_E&D1.03	Collate equalities data for those applying to work on elections	Elections & Democratic Services
✓	ECO-GRO_E&D1.01	Economic Development projects delivered and ongoing - Women in Engineering event - Newark Business project for primary schools	Economic Growth
✓	ECO-GRO_E&D1.07	Raise awareness of the variety of employment opportunities available across the district e.g. Apprenticeships	Economic Growth
✓	ECO-GRO_E&D1.11	Ongoing Listening Project for hard to reach groups in order to assist them into employment	Economic Growth
✓	ENV-H_E&D1.02	Consultation with all car park users	Public Protection
✓	ENV-H_E&D1.03	Disabled Facilities Grants looking at discretionary funding for home repair assessments	Public Protection
✓	ENV-H_E&D1.06	Health champions role, in sign posting and support	Public Protection
✓	ORG-DEV_E&D1.01	Monitor Equality & Diversity actions across all Business Units	HR & Organisational Development
✓	ORG-DEV_E&D1.02	Implemented Equality & Diversity monitoring action plan to reflect new Equality Objectives	HR & Organisational Development
✓	PARKS_E&D2.02	Gather Information from events held on NSDC green spaces to identify participants in relation to equality considerations	Parks & Open Spaces
✓	PARKS_E&D2.03	Repeat Survey work at S&D Park to establish different user group representation with a view to improving accessibility (2)	Parks & Open Spaces

Status	Code	Title	Responsible BU
	PLAN-P_E&D1.02	Carry out research and policy making to support the development of Planning Policy to meet community requirements	Planning Policy
	STRAT_HG_E&D1.04	Policy Development and Implementation e.g. Allocation Scheme undertaken	Housing Strategy & Development
	STRAT_HG_E&D1.05	When undertaking projects (Housing Needs Assessment and Neighbourhood studies), fully consider equality implications through EIS process and provide consultation materials in reasonable alternative formats.	Housing Strategy & Development
	STRAT_HG_E&D1.06	Monitor Impact of policies	Housing Strategy & Development

**Equality\_03 To ensure services are accessible to meet the needs of our citizens**

Status	Code	Title	Responsible BU
✓	13 E&D 18/19	Equality Impact Assessments to be undertaken as appropriate.	HR & Organisational Development
✓	ARTS_E&D1.01	Provide opportunities for all members of the community to enable them to feel engaged and integrated locally. e.g. Activity and Community Village and health and wellbeing venue	Housing, Health & Community Relations
✓	ARTS_E&D1.02	Provide arts and cultural activities for hard to reach groups so they feel valued and a part of their community. e.g. working with Memory Cafe	Housing, Health & Community Relations
✓	ASSET_E&D1.02	Continued review to ensure facilities are inclusive, safe, appropriate and fully accessible for all visitors/residents as appropriate	Asset Management & Car Parks
✓	CULTURE_E&D1.02	Building accessible to all	Heritage, Culture & Visitors
✓	CULTURE_E&D1.03	Children's activities at permanent galleries (Pikes & Ladders/Events 4 kids)	Heritage, Culture & Visitors
✓	CULTURE_E&D1.04	Deaf and visual awareness training for L&P manager, Volunteer manager, front of house staff and volunteers	Heritage, Culture & Visitors
✓	CULTURE_E&D1.05	Subtitles and signing for films in cinema on request and signed performances of Panto	Heritage, Culture & Visitors
✓	CULTURE_E&D1.06	Free access for carers	Heritage, Culture & Visitors
✓	CULTURE_E&D1.08	Range of activities and events to encourage access and participation of all age groups	Heritage, Culture & Visitors
✓	CULTURE_E&D1.09	Makaton training for Front of House, Learning & Participation, Volunteers.	Heritage, Culture & Visitors
✓	CULTURE_E&D1.10	Newark and District Young Archaeologist Club (NADYAC) at National Civil War Centre	Heritage, Culture & Visitors
✓	CULTURE_E&D1.12	Signposting to access/car parking etc. on web and in print	Heritage, Culture & Visitors
✓	CUST-S_E&D1.01	Continue to ensure the website content is accessible -Browse Aloud, audible read and translate function - Review the content to ensure it's accessibility	Customer Services & Communications
✓	CUST-S_E&D1.02	Ensure services are accessible	Customer Services & Communications
✓	CUST-S_E&D1.03	Face to face services delivered in a number of locations	Customer Services & Communications
✓	CUST-S_E&D1.05	Translation service provided	Customer Services & Communications
✓	CUST-S_E&D1.06	Provide digital zones for customers	Customer Services & Communications
✓	CUST-S_E&D1.07	Identify customers who may require digital assistance	Customer Services & Communications
✓	DEM-SERV_E&D1.04	Continued review to ensure polling stations are accessible to all electors in addition to the statutory review,	Elections & Democratic Services

Status	Code	Title	Responsible BU
		promote the availability of postal voting	
✓	DEM-SERV_E&D1.06	Wider training for canvas staff to assist citizens with completing registration forms	Elections & Democratic Services
✓	DEV_E&D1.01	Continue to consult with relevant organisations regarding areas of work – i.e. planning applications etc.	Planning Development
✓	DEV_E&D1.02	Engagement with local branches of RNIB regarding content of letters – plain English	Planning Development
✓	DEV_E&D1.03	Ensure appropriate access to venues as part of planning related events (e.g. planning appeals/Hearings)	Planning Development
✓	DEV_E&D1.04	Provision of information in different formats (e.g. large print etc.) or face to face, telephone meetings	Planning Development
✓	DEV_E&D1.05	Review the provision of clear and understandable information – e.g. Application forms/jargon busting	Planning Development
✓	ECO-GRO_E&D1.02	Engage with and educate employers of sources of information available in respect of reasonable adjustments required by potential employees. e.g. Shift times, equipment	Economic Growth
✓	ECO-GRO_E&D1.03	Ensure customer facing staff are fully trained in Equality & Diversity	Economic Growth
✓	ECO-GRO_E&D1.05	Promotional material – available in reasonable alternative formats	Economic Growth
✓	ENV-H_E&D1.01	Equality Impact Assessment for Disabled parking policy completed and applied	Public Protection
✓	ENV-H_E&D1.04	Food hygiene training in different languages	Public Protection
✓	ENV-H_E&D1.05	Taxi Policy looks at wheelchair accessibility	Public Protection
✓	ENV-H_E&D1.07	Local alcohol action scheme to target/protect young people	Public Protection
✓	ENV-H_E&D1.08	Keep cash payments for dog control, Gypsy & Travellers	Public Protection
✓	ENV-H_E&D1.12	Provision of suitable service information for all potential lorry park users	Public Protection
✓	ENV-H_E&D2.04	Develop advice leaflets in other languages or picture-grams as necessary	Public Protection
✓	FIN-SERV_E&D1.02	Provide financial information in alternative formats where reasonable to both internal and external customers.	Financial Services
✓	HSG&SAF_E&D1.03	Health & Housing Alignment , Homelessness, Resettlement of asylum refugees, Fuel Poverty, Dementia Awareness training, Warm Homes on Prescription, Hospital Discharge, Severe weather provision for rough sleepers,	Housing, Health & Community Relations
✓	ICT_E&D1.02	Promotion of Digital Services	ICT
✓	ICT_E&D1.03	Website – text to speech – alternative languages	ICT
✓	ICT_E&D2.01	Provision of self-service digital zone in new council offices	ICT
✓	PARKS_E&D1.01	Engagement with different local communities’ e.g. Sconce-fest event with Polish Food stand	Parks & Open Spaces

Status	Code	Title	Responsible BU
✓	PARKS_E&D1.02	Ensure Green spaces are physically accessible, e.g. Provision of appropriate footpaths	Parks & Open Spaces
✓	PARKS_E&D1.04	Maintain Green Flag status including community engagement to ensure appropriate services and accessibility	Parks & Open Spaces
✓	PLAN-P_E&D1.01	Carry out Equality Impact Assessments on new Planning Policy	Planning Policy
✓	PLAN-P_E&D1.03	Consultation documents available in reasonable alternative formats such as; paper copies in libraries as well as online	Planning Policy
✓	REV&BEN_E&D1.03	Provide financial assistance (Council Tax discounts, housing benefit, DWP)	Revenues & Benefits
✓	REV&BEN_E&D1.05	Digital Self Service provision	Revenues & Benefits
✓	REV&BEN_E&D2.01	Increase E Billing Take up	Revenues & Benefits
✓	REV&BEN_E&D2.02	Implement Online Benefit claim form	Revenues & Benefits
✓	STRAT-HG_E&D2.01	Embed regular E&D training and development within Business Unit	Housing Strategy & Development
✓	STRAT_HG_E&D1.02	Develop new housing to meet local need with reference to protected characteristics	Housing Strategy & Development
✓	WASTE_E&D1.01	Assisted Bin collections	Waste & Transport
✓	WASTE_E&D1.02	Staff awareness training	Waste & Transport

**Equality\_04 As an employer, promote an inclusive working environment to maintain and develop a modern and diverse workforce**

Status	Code	Title	Responsible BU
✓	12 E&D 18/19	Review and update online equalities website information data	HR & Organisational Development
✓	CULTURE_E&D1.01	All groups welcomed and encouraged to apply for paid and volunteer roles	Heritage, Culture & Visitors
✓	CULTURE_E&D2.03	Monitoring volunteer diversity and identifying gaps	Heritage, Culture & Visitors
✓	DEM-SERV_E&D1.05	Employ election staff which reflects the make-up of our district – diverse workforce	Elections & Democratic Services
✓	DEV_E&D1.06	Consider equality needs as part of staff appraisals	Planning Development
✓	DEV_E&D2.04	Undertake training and awareness on a timely basis for team etc. (emphasis on development and control)	Planning Development
✓	ENV-H_E&D1.09	Agile working enables more home visits for people "less mobile" on grounds of disability/finance/age etc.	Public Protection
✓	ENV-H_E&D1.10	Equality & Diversity Training embedded into team meetings	Public Protection
✓	ENV-H_E&D1.11	Monitor performance against equality based objectives through team meetings and appraisals as necessary	Public Protection
✓	HR_E&D1.01	Focus recruitment and retention activities on supporting Equalities objectives	HR & Organisational Development
✓	HR_E&D1.02	Monitor and review HR Policies and practices to ensure no one particular group is disadvantaged	HR & Organisational Development
✓	HR_E&D1.03	Promote/provide equalities based training to employees and members	HR & Organisational Development
✓	HR_E&D2.02	Work with the Access and Equalities Officer to identify ways of involving community groups in recruitment activities with the intention of improving our equality-based employment statistics and create a more diverse workforce.	HR & Organisational Development
✓	ICT_E&D1.04	Agile working provision – home/life balance	ICT
✓	PARKS_E&D1.03	Involving volunteers from different backgrounds e.g. learning disabilities, Eden Housing Project, Rumbles Catering Project	Parks & Open Spaces