

## Appendix A

### LDC Equality and Fairness Action Plan 2018/19

Ref	Action	Lead Officer	Target date	
1.	Review and report on equality profile in relation to recruitment and development of staff	Head of Human Resources	December 2018	In hand
2.	Publish Gender Pay Gap report	Head of Human Resources	April 2018	Completed
3.	Establish joint Equality and Fairness Planning Group with EBC	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
4.	Establish joint Equality and Fairness Stakeholder Group with EBC	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
5.	Identify representatives of women's interests to join Equality and Fairness Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
6.	Continue supporting Sompriti to ensure effective engagement with BAME communities	Strategy and Partnerships Lead – Thriving Communities	December 2018	Grant allocated and activities monitored.
7.	Identify approaches to engagement which encourage participation by young people, women, people living in rural areas, faith communities, BAME communities and LGBT people and increase the proportion of responses from these groups	Customer Communications and Engagement Lead	December 2018	Ongoing. Officers attended meetings of the Your Town Project, the Children and Young People's Trust and ESCC Take Over Day.
8.	Provide training and guidance on Equality Duties and Equality Analysis for Heads of Service, Managers and Team Leader, Project Managers and members of Planning Group and Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	May 2018	Completed.
9.	Arrange training on Access Issues to Neighbourhood First teams and ensure	Strategy and Partnerships Lead	June 2018	Completed

Ref	Action	Lead Officer	Target date	
	Neighbourhood Officers are able to respond confidently and effectively to customer enquiries relating to access issues	– Thriving Communities		
10.	Promote 'White Ribbon' Activities and implement action plan in partnership with EBC and Domestic Abuse Working Group.	Specialist Advisor – Community Safety	Dec 2018	Completed – White Ribbon status confirmed.
11.	Promote activities commemorating the centenary of the Representation of the People's Act 1918	Customer Communications and Engagement Lead	Dec 2018	Completed
12.	Review and align LDC/EBC Equality Monitoring Policies for JTP	Strategy and Partnerships Lead – Thriving Communities	April 2018	Completed.
13.	Work with voluntary sector partners to promote equality and fairness through training and network meetings	Strategy and Partnerships Lead – Thriving Communities	Decr 2018	Ongoing – 3VA cover this within their programme of training for voluntary sector organisations.
14.	Implement a 3-year programme of functional reviews following completion of Phase 2 JTP	Strategy and Partnerships Lead – Thriving Communities	April 2018 to 2021	Forms and process agreed – reviews are now ongoing. See 20 below.
15.	Monitor use and quality of translation and interpreting services	Strategy and Partnerships Lead – Thriving Communities	Dec 2018	Ongoing. Council Hub information on BSL services improved following consultation with DeafCOG and other BSL speakers.
16.	Undertake self-assessment against Equality Framework for Local Government	Strategy and Partnerships Lead – Thriving Communities	Deferred pending completion of	n/a

Ref	Action	Lead Officer	Target date	
			JTP (2019/20)	
17.	<p>Carry out a programme of service reviews:</p> <ul style="list-style-type: none"> <li>Projects and Performance monitoring</li> <li>Communications</li> <li>Community Grants</li> <li>Tourist Information Services</li> <li>Marketing</li> <li>Homelessness Services</li> <li>Housing Grants and Loans</li> <li>Customer Advice services – telephone and reception</li> <li>Business rate setting and collection</li> <li>Household waste collections, recycling, bulky waste, trade waste</li> </ul>	<p>Responsible service leads for:</p> <ul style="list-style-type: none"> <li>Performance and Programmes</li> <li>Customer Advice</li> <li>Strategy and Partnerships — Thriving Communities</li> <li>Tourism and Enterprise</li> <li>Tourism and Enterprise</li> <li>Homes First</li> <li>Homes First</li> <li>Customer Advice</li> <li>Functional lead – Growth and Prosperity with Accounts manager</li> <li>Waste collection services</li> </ul>	<ul style="list-style-type: none"> <li>31<sup>st</sup> Dec 18</li> <li>31<sup>st</sup> March 19</li> <li>31<sup>st</sup> Dec 18</li> <li>31<sup>st</sup> March 19</li> <li>31<sup>st</sup> March 19</li> <li>31<sup>st</sup> Dec 18</li> <li>31<sup>st</sup> March 19</li> <li>31<sup>st</sup> Dec 18</li> <li>31<sup>st</sup> Dec 18</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> <li>In hand – discussed with stakeholder group Sept 18</li> <li>Completed</li> <li>In hand – will be discussed with stakeholder group March 19</li> <li>In hand – will be discussed with stakeholder group March 19</li> <li>To be merged with review of housing options in 2019/20</li> <li>In hand – discussed with stakeholder group June 18</li> <li>In hand – discussed with stakeholder group Dec 18</li> <li>To be merged with review of Council Tax setting and collection in 2019/20</li> <li>Deferred pending recruitment of new service manager</li> </ul>

Ref	Action	Lead Officer	Target date	
	<ul style="list-style-type: none"> <li>Recruitment</li> </ul>	Human Resources	31 <sup>st</sup> Dec 18	Deferred to 2019 to allow time for alignment of key staffing policies required as part of JTP.
	<ul style="list-style-type: none"> <li>Committees and Councillors</li> </ul>	Democratic Services	31 <sup>st</sup> March 19	Deferred until after local elections
	<ul style="list-style-type: none"> <li>Rent setting and collection</li> </ul>	Strategy and Partnerships – Thriving Communities	31 <sup>st</sup> Dec 18	Completed – presented to stakeholder group Dec 18
	<ul style="list-style-type: none"> <li>Budgeting</li> </ul>		31 <sup>st</sup> Dec 18	Agreed this needs to be incorporated into Service and Financial Planning process ensuring responsible service heads assess impact of any budget proposals.