

EQUALITY SCHEME ACTION PLAN 2018 - 2021

EQUALITY OBJECTIVES - KEY AREAS	OBJECTIVE	ACTIONS
1. LEADERSHIP AND CORPORATE COMMITMENT	1.1 Councillors and senior managers to be aware of the equality profile of the residents of the borough	1.1.1 Publish 2011 census information relating to Guildford Borough residents equality profile on intranet
	1.2 Impact on equality is considered as part and parcel of implementing change before decision-making and policy changes take place	1.2.1 Establish which services are routinely conducting EIA's
		1.2.2 Ensure all managers understand how to assess impact on equality
		1.2.3 Establish where EIA's are being filed/published
		1.2.4 Publish a summary of EIA's and actions quarterly on the website
	1.3 Conduct meaningful impact assessments	1.3.1 Review current EIA template and investigate alternative formats or options
1.3.2 Expand E&D knowledge within HR especially in relation to advising and checking EIA's		
2. SERVICE DELIVERY AND CUSTOMER CARE	2.1 Equality monitoring is consistently carried out across Council services where relevant	2.1.1 Establish what monitoring is currently being carried out
	2.2 Data collated from equality monitoring is published on the website annually	2.2.1 Investigate how data can be published in a useful and meaningful but not onerous way
	2.3 Data is used to establish impact on equality/ to inform EIA's	2.2.1 Make the data available for use as per 2.2.1
	2.4 Equality monitoring wording is consistent and sensitive	2.4.1 Compare current equality questions and make appropriate changes
	2.5 Ensure our communications are accessible to protected groups	2.5.1 Review and re-issue document to staff 'Guidance on Alternative Forms of Communication'
	2.6 Check whether HR information and customer information that is sent out is available in hard copies inform people that an alternative range of formats is available on request	2.6.1 Review documents and add information if necessary

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	2.7 Barriers to accessing services are removed where identified	2.7.1 Managers complete an EIA when planning changes and where an impact is identified they amend the proposal to remove or reduce the adverse impact
	2.8 Staff deliver excellent customer service to protected groups	2.8.1 Investigate and implement a viable process for monitoring customer complaints and compliments from people in protected groups or for complaints of harassment or discrimination
	2.9 The website is accessible to protected groups	2.9.1 Website is reviewed to ensure it meets the needs of protected groups
	2.10 We understand the needs of our community	2.10.1 Ensure equality information is included in customer satisfaction surveys

3. EMPLOYMENT AND TRAINING	OBJECTIVE	ACTIONS
	3.1 Staff are paid fairly and equitably	3.1.1 Appropriate use is made of the job evaluation scheme and appeals process
		3.1.2 Completion of the Council-wide job evaluation project
		3.1.3 Regular salary benchmarking activity to ensure that salaries remain competitive and equitable in comparison to the local economy
		3.1.4 Annual review of the Pay Policy
	3.2 Workforce profiling is used to compare and move towards a similar profile to that of our customers	3.2.1 Complete and publish workforce profile 2016
		3.2.2 Publish workforce profile for 2017
	3.3 Adequate recruitment training is provided for managers	3.3.1 Ensure recruitment training is in place for newly appointed managers and as a refresher, provided or arranged by HR
	3.4 Equality monitoring is used to inform decisions regarding employment policies and procedures	3.4.1 The impact of policies and procedures is reviewed annually and policies revised if necessary
	3.5 Form and equality and diversity forum	3.5.1 Invite employees to join a group looking at equality matters relating to employment and customers
	3.6 Equality and diversity training available to all staff	3.6.1 Add refresher E&D training to the Corporate Training Plan
	3.7 Be a Disability Confident employer	3.7.1 See separate action plan to achieve and maintain Disability Confident status

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	3.8 Meet the comittment to the Time to Change campaign	3.8.1 See separate action plan for Time to Change
	3.9 Increase equality and diversity awareness for employees	3.9.1 With the introduction of the Equality and Diversity Forum (see objective 3.5) introduce bitesize awareness sessions for employees on various aspects of equality and diversity.
	3.10 Increase the number of job applications from a more diverse range of candidates including those with protected characteristics	3.10.1 Investigate options and advertise on specialist diversity recruitment sites in order to reach a more diverse range of applicants
		3.10.2 Create a brief diversity and safeguarding statement to appear on all job adverts
4. CONSULTATION AND COMMUNITY DEVELOPMENT	4.1 The borough's various communities are encouraged to engage with the Council on equality matters	4.1.1 Use all of our communications media to communicate our key messages
	4.2 Protected groups are targeted by inviting them to participate in consultation	4.2.1 Appropriate services are made aware of key issues that their various communities can engage with
		4.2.2 Coordinate with service leaders on community consultation with regard to the services we provide