

EQUALITY, DIVERSITY AND INCLUSION ACTION PLAN 2021-25

The following action plan sets out the key actions which will be undertaken during year two of the action plan - 2022-23 to support our objectives.

Objectives	Action Number	Action	2022-23 Quarter 1 Milestone (Apr-June)	2022-23 Quarter 2 Milestone (July-Sept)	2022-23 Quarter 3 Milestone (Oct-Dec)	2022-23 Quarter 4 Milestone (Jan-March)	Lead responsibility	Directorate
<p>1: Encourage and enable a skilled and diverse workforce to build a culture of equality and inclusion in everything we do</p>	1A	Review and deliver equality, diversity and inclusion (EDI) training for Council Officers and Elected Members. This includes training that covers employment, mental health and wellbeing, recruitment and selection, raising awareness of the needs of different users and customers and unconscious bias.	Upward Trend	Upward Trend	Upward Trend	Upward Trend	Organisational Development & Performance	Corporate Resources
	1B	Identify any areas of under-representation in the Council's workforce reflective of the working age community of the District and develop positive action initiatives to promote diversity in the workplace.	No action required	Discussion paper on the underrepresentation in the Councils workforce with a options paper for positive actions initiatives to promote diversity	Review of options to be developed and supporting resources/initiatives to be progressed.	Approved options to be progressed and rolled out/ Outcomes to be set and monitoring arrangements in place.	Organisational Development & Performance	Corporate Resources
	1C	Publish a Gender Pay Gap report, report on any issues and actions taken.	No action required	No action required	Draft Gender Pay Report for the Leadership Team to approve.	Gender pay report submitted to Finance & Management Committee for approval. Share report with EDI Steering group	Organisational Development & Performance	Corporate Resources
	1D	Design and deliver an annual employee engagement survey; ensure that it is accessible to all staff and includes questions that enable the Council to monitor trends and progress around equality, diversity and inclusion.	Proposal of an employee survey presented to Leadership Team.	Share proposed employee survey with EDI Steering Group, Employee Forum and Trade Unions	Issue employee survey	Commence analysis of the data returned and highlight any emerging trends	Organisational Development & Performance	Corporate Resources
	1E	Produce a set of standard equality and diversity monitoring categories so that Council Officers, residents and customers can declare information in a consistent manner.	Diversity Monitoring Categories are presented to Full Council for approval.	Roll out approved Diversity Monitoring Categories across all Service areas and agree date for these to be used.	All service areas to be using new monitoring categories.	Initial review completed on the use of the new monitoring categories to identify any development or changes that may be required.	Organisational Development & Performance	Corporate Resources
	1F	Use a recognised index or framework to assess achievements and progress in LGBTQ+ inclusion	A proposal will be presented at the Leadership Team for consideration. The proposal will be brought to a future EDI steering group meeting.	Seek feedback from the EDI Steering Group on proposals to assess achievements and progress in LGBTQ+ inclusion	Determine approach and seek formal Committee approval if required.	Commence the coordination or completion of data for any proposal approved.	Organisational Development & Performance	Corporate Resources
	1G	Publish an annual report on progress made, achievements and further actions to deliver on the key outcomes in the Equality, Diversity and Inclusion Action Plan 2021 - 2025.	Annual report for 2021/22 completed and submitted to Full Council and EDI Steering Group	Review actions or comments arising from the completion and approval of the 2021/22 annual report	Consult the EDI Steering Group on the proposed content for the annual report 2022.23 Commence preparation for the completion of Annual report, gathering of evidence etc	Collate evidence for the production of the annual report in quarter 1 2022/23	Organisational Development & Performance	Corporate Resources
	1H	Promote the 'Access to Work' scheme and any other national/local schemes that enable financial or other support for current or future employees.	Review R&S materials to include reference to the Access to Work scheme and other national/local schemes	Review R&S materials to include reference to the Access to Work scheme and other national/local schemes	Review R&S materials to include reference to the Access to Work scheme and other national/local schemes	Review R&S materials to include reference to the Access to Work scheme and other national/local schemes	Organisational Development & Performance	Corporate Resources
	1I	Collate and maintain data on equality, diversity and inclusion as a shared resource available on the Council's internal and external web pages, including the publication of the Equality Profile of South Derbyshire's population based on the nine protected characteristics, to help inform service delivery.	Maintain and review the data on the website. Include the Workforce profile	Maintain and review the data on the website.	Complete the annual Workforce Profile and present the information to Leadership Team and then to the EDI Steering Group.	Maintain and review the data on the website.	Organisational Development & Performance	Corporate Resources
	1J	Promote employment and training opportunities including volunteering for school leavers, the unemployed and those furthest from employment or self employment, through careers activities and attendance at careers events, job fairs and other events held in the District.	Deliver a young enterprise programme as part of Love Your Local Market. Support the annual 'meet the employer' mock interview programme with local secondary schools. Support delivery of the Way to Work job fair.	Update labour market information.	Research and review careers information.	Create dedicated careers area on Destination South Derbyshire website providing careers and labour market information.	Economic Development and Growth	Chief Executive

	1K	Continue to support apprenticeship and other national schemes to provide employment opportunities in partnership with local colleges and other providers.	Promote the apprenticeship programme through the Learning & Development newsletter which is distributed across the Council.	Review and update the work experience process	Develop an internal campaign to promote apprenticeships	Develop an internal campaign to promote apprenticeships and support National Apprenticeship week	Organisational Development & Performance	Corporate Resources	
	1L	Continue to carry out an employee risk assessment should an employee's circumstances change in relation to any of the protected characteristics and put in place reasonable adjustments where necessary.	Develop approach to individual risk assessment as part of the introduction of new Flexible Ways of Working	Review of individual risk assessment as part of the introduction of new Flexible Ways of Working	Organise work spaces that are based around the different needs of employees, including the provision of adapted workstations	Review the arrangements in work spaces and identify any further reasonable adjustments that may be required.	All Services/ Head of Organisational Development & Performance	All Directorates	
	1M	Review our recruitment process to ensure we proactively encourage diversity when people apply for jobs at the Council	Review the existing process and draft proposals to change the Council's approach to the recruitment and selection of staff to align with the implementation of flexible working.	Complete proposals to update the Recruitment and Selection Procedure and seek feedback from stakeholders, EDI Steering Group	Develop project plan to redesign the Council's approach to Recruitment and Selection that builds employer reputation, makes it accessible for all and enhances the benefits of the flexible working model	Commence the project plan and progress actions	Organisational Development & Performance	Corporate Resources	
2: Demonstrate inclusive leadership, partnership and a clear organisational commitment to being a leader in equality, diversity and inclusion in the District	2A	Review the Corporate Equalities, Diversity and Inclusion Steering Group governance and terms of reference to ensure that the Council's services are inclusive and accessible.	Review EDI Steering group Terms of Reference and present to EDI Steering Group in June.	Update the terms of reference on Connect	No action required.	No action required.	Organisational Development & Performance	Corporate Resources	
	2B	The Council's Leadership Team and Elected Members lead and actively drive equality, diversity and inclusion to ensure that all services are accessible and that we work with partners, business and other groups to promote equality, diversity and inclusion across the District.	The Leadership Team and Full Council to approve the action plan and milestones for 2022/23.	EDI action plan and milestones to be presented to the EDI Steering group for comment and monitoring.	Update on EDI actions and milestones discussed at Steering group meetings	Update on EDI actions and milestones discussed at Steering group meetings. Commence the update of the plan for 2023/24.	Organisational Development & Performance	Corporate Resources	
	2C	Develop and implement an Equality Impact Assessment (EIA) Framework to determine whether a part or full assessment is required and publish the results	Review EIA Framework and process against LGA and other recognised national equality frameworks	Provide a report on the review of the EIA's Framework and process	Provide an update on any changes made to improve the EIA process	No action required.	Organisational Development & Performance	Corporate Resources	
	2D	Carry out an Equality Impact Assessment when considering new or changes to existing policy, service or processes in terms of how it might impact on different groups of people.	Consider role of EDI Steering Group in supporting with the completion of EIA as a critical friend to the Council EIA on Flexible Working Policy to be used as a start point.	Report on EIA's completed and any feedback received.	Review EIA framework and identify any developments required. Discuss any proposed changes with EDI Steering Group	Update EIA framework and supporting materials as required.	All Services/ Head of Organisational Development & Performance	All Directorates	
	2E	Use equality, diversity and inclusion best practice to inform Council activity.	Consider membership of EDI Steering Group and if any gaps need to be addressed. Work with colleagues on EDI Steering Group to inform ongoing	Establish link with regional Equality, Diversity and Inclusion network	Support any regional work groups of networks to promote EDI.	Use stakeholders and other groups to comment on Annual report and development of action plan for 2023/24	Organisational Development & Performance	Corporate Resources	
	2F	Develop a programme of targeted communications to celebrate the diversity of our communities.	The EDI calendar proposal to be further discussed with the Leadership Team. The proposal will be presented at Full Council for approval.	EDI calendar implemented and shared across all service areas. Programme of events to be recognised will be published, supported with details on how the events will be supported.	Events Calendar used to complete the celebration of events during the quarter.	Events Calendar used to complete the celebration of events during the quarter.	Organisational Development & Performance	Corporate Resources	
	2G	NEW To monitor the completion of EIA's and the actions proposed to address any negative/positive impacts	Report number of EIA's completed and monitor the actions proposed	Report number of EIA's completed and monitor the actions proposed	Report number of EIA's completed and monitor the actions proposed	Report number of EIA's completed and monitor the actions proposed	Report number of EIA's completed and monitor the actions proposed	Organisational Development & Performance	Corporate Resources
	3. Involve and enable our diverse communities to play an active role in society and put the resident's voice at the heart of decision-making	3A	Hold at least one annual equality, diversity and inclusion community event , involving councillors and officers to encourage joint working on shared aims and continue to develop future plans to embed equality, diversity and inclusion throughout our services.	An update on local and community events to be discussed with the EDI Steering group. Support Liberation Day	Agree the detail on any community event to be supported during the year.	Work with key stakeholders in the development of the community event and determine arrangements.	Continue with the development of a community event whilst supporting other activities in line with the approved EDI calendar	Organisational Development & Performance	Corporate Resources
3B		Review the involvement of diverse communities within the district with guidance on how they may be involved in the democratic processes of the Council.	Ensure up to date contact details of all Proper Officers at Parish Council's/Parish Meetings.	Establish links with Community Officer to establish other community groups.	Make contact with other community groups identified.	Provide information regarding Council/Committee meetings and advise of how communities may engage with the democratic process.	Legal & Democratic Services	Chief Executive	
3C		Ensure the Council delivers cultural events which are inclusive of the diverse community, inclusive of our local communities and our communities over the boundary.	Liberation Day targeted at 60+ audience. Festival of leisure due to take place. Jubilee events taking place- e.g. Beacon lighting	Summer Provision across Parish Councils and potential Holiday and Activities Food Programme. Music in the parks sessions.	Christmas activity programme. Remembrance Sunday	Holocaust Memorial Day	Cultural and Community Services	Service Delivery	
3D		Review the effectiveness of the Community Grants programme for voluntary, community and faith-based groups to ensure that it meets the needs of our communities.	Carry out a review of the CEPS funding allocations for the past 10 Years- Where has the money been spent geographically and on what time of project.	Commence reviewing the Project guidance and application process. Consider adding impact on EDI as a standard question or prompt in application form	Complete reviewing the Project guidance and application process. Consider adding impact on EDI as a standard question or prompt in application form	Consult with other funding streams (inc Foundation Derbyshire and South Derbyshire CVS) to identify any gaps across the District	Cultural and Community Services	Service Delivery	
3E		Review our website and council information and implement a set of standards to ensure that it is accessible and inclusive.	Best practice guidelines drafted as part of communications and engagement strategy, digital captions identified	Champions to review the content in their service areas	Amendments made to content of the Council website	Ongoing review on Council website	Organisational Development & Performance	Corporate Resources	

	3F	Review planning consultation practices to encourage and enable groups that are not currently engaged in the planning process.	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	A review of the Statement of Community Involvement is to be undertaken in advance of the issues and options consultation into the Local Plan in an effort to increase participation in the process	Planning and Strategic Housing	Service Delivery
4. Deliver responsive services and customer care that is accessible and inclusive to individual's needs and respects cultural differences	4A	Use building regulation to ensure that developments meet the necessary standards for disabled access and other accessibility standards.	100% target achieved	100% target achieved	100% target achieved	100% target achieved	Planning and Strategic Housing	Service Delivery
	4B	Use the Councils Local Plan to develop best practice in terms of accessible homes	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	This will be undertaken as part of the consultation on Issues and options for the Local Plan review.	Planning and Strategic Housing	Service Delivery
	4C	Review parks and open spaces service as part of the Green Open Space Strategy development ensuring they are accessible and appropriate for all.	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Hold regular meetings with internal and external stakeholders	Adopt Green Space Strategy.	Cultural and Community Services	Service Delivery
	4D	Implement and promote initiatives such as Sign Live and the Hidden Disabilities Sunflower scheme to enable people with a disability to access Council services.	Initiatives in place. Review in line with face-to-face trial.	Initiatives in place. Review in line with face-to-face trial.	Initiatives in place. Review in line with face-to-face trial.	Initiatives in place. Review in line with face-to-face trial.	Customer Services	Corporate Resources
	4E	Deliver the Safer Homes and Sanctuary Scheme services to improve home security for victims of crime and domestic abuse.	Repromoted referral forms to relevant agencies.	Hold Quarterly monitoring meeting and promote scheme at Area Forums	Hold Quarterly monitoring meeting and promote scheme	Review SLA	Cultural and Community Services	Service Delivery
	4F	Develop internal safeguarding information to assist Council Officers with making safeguarding referrals.	Updating of policy. Cross refer of how it sits with the equalities group.	Update Council Safeguarding Internet Site	Review corporate safeguarding training	Hold Safeguarding Group	Cultural and Community Services	Service Delivery
	4G	Make portable hearing loops available for Council meetings - COMPLETE NOT C/F 2022/23	No action required	No action required	No action required.	No action required.	IT and Business Change	Corporate Resources
	4H	Review Council-owned public buildings to enable access for people with a disability.	Review completed DDA surveys	Procure appropriate DDA works	Progress works	Complete works	Corporate Property	Corporate Resources
	4I	Continue an approach with partners to use community programmes to reduce social isolation and improve mental health, particularly amongst groups that live in rural areas, are elderly or have limited access to other support networks.	Facilitating with partners the offer through the SAIL scheme.	Mental Health Partnership priorities identified and supported	Sustainability of SAIL Officer identified	Number of initiatives supported across the District. E.g. Financial inclusion, Connect SD, Befriending Service	Cultural and Community Services	Service Delivery
	4J	Develop the Council's website to signpost people to services that are delivered in partnership with other organisations.	Commence overview of current website and content that is available to the community and organisations	Present initial overview to EDI Steering Group and request for feedback to identify any gaps or areas for further development	Develop programme of work to review and update the website following feedback and identified areas for development	Provide update to EDI Steering Group	All Services/ Head of Organisational Development & Performance	Corporate Resources
	4K	Make available appropriate communication channels to inform staff, residents, customers and our partners of ongoing and future work.	Each service area to identify digital champions to ensure content is up-to-date and accessible	Champions to review the content in their service areas	Amendments made to content of the Council website	Ongoing review on Council website	Organisational Development & Performance	Corporate Resources
	4L	Enhance the online process for applying to join the Housing Register and for viewing and expressing an interest in vacant Council properties.	Follow Up all potentially vulnerable applicants with documentation outstanding	Re registration complete/Project complete	No action required.	No action required.	Housing Services	Service Delivery
	4M	Provide direct online access to housing rent accounts and repair ordering.	Devise Implementation Plan with software provider and Business Change Team	Commence Implementation	Subject to previous	Subject to Previous	Housing Services	Service Delivery
	4N	Host the multi-agency welfare group which will continue to support tenants and other residents through the on-line Universal Credit process to minimise delays in processing claims.	Hand over hosting of the group to another agency	Re shape SDDC involvement	Update on the progress made to continue to support tenants and residents	No action required.	Housing Services	Service Delivery
	4O	Develop a Customer Access Strategy that will make it easier and quicker to gain access to Council services and takes into account the needs of service users.	Revisit customer access strategy and review in line with face-to-face trial	Consult on customer access strategy	Consult on customer access strategy	Launch strategy	Customer Services	Corporate Resources
4P	Signpost employees, residents, customers and partners to digital support services.	Work with partners to reduce digital exclusion and support local and national initiatives that enhance the access to digital based services.	Work with partners to reduce digital exclusion and support local and national initiatives that enhance the access to digital based services.	Work with partners to reduce digital exclusion and support local and national initiatives that enhance the access to digital based services.	Work with partners to reduce digital exclusion and support local and national initiatives that enhance the access to digital based services.	All Services	All Directorates	

	4Q	Develop online systems that are user friendly for our staff, elected members, residents, customers and partners to gain access to Council services.	Revisit CRM procurement following delay due to COVID.	Consult internally on proposed solution.	Procure solution	Procure/launch solution	IT and Business Change	Corporate Resources
	4R	To work with partners to develop a joined up Telecare service that enables vulnerable or elderly people to retain their independence.	Service under formal consultation with DCC- Engage in Consultation	Receive results of consultation	Provide Options Report for Housing and Community Services Committee	Subject to Previous Quarter	Housing Services	Service Delivery
5. Understand our diverse communities and embed that understanding in how we shape policy and practice across the Council	5A	Data collected on harassment and hate crime (in South Derbyshire) is monitored and analysed and work is carried out to raise awareness of Hate Crime and the local support services	Monthly Hate Crime stats received and reviewed. Attend Quarterly Hate Crime Network Meetings	Monthly Hate Crime stats received and reviewed. Attend County Hate Crime Network Meetings	Monthly Hate Crime stats received and reviewed. Promote Hate Crime Awareness Week	Monthly Hate Crime stats received and reviewed. Attend County Hate Crime Network Meeting	Cultural and Community Services	Service Delivery
	5B	Report on our comments, compliments and complaints and take positive action to address any equality, diversity and inclusion issues.	Comments, compliments and complaints are currently reported to committee. Equalities issues are captured on monitoring sheets.	Review methodology of reporting and monitoring internally.	Review methodology of reporting and monitoring internally.	Deliver new methodology and ensure it is reflected in reporting.	Kevin Stackhouse, Director of Corporate Services	Corporate Resources
	5C	Continue to monitor harassment and hate crime (reported to the Council) and analyse with appropriate action taken to address the issues identified.	Monthly Hate Crime stats received and reviewed	Monthly Hate Crime stats received and reviewed	Monthly Hate Crime stats received and reviewed	Monthly Hate Crime stats received and reviewed	Cultural and Community Services	Service Delivery
	5D	Produce the Communications and Engagement strategy to enable residents, partners and customers to be involved in the development of the Council's Plans	Draft Communications and Engagement Strategy	Consultation on Draft Communication and Engagement Strategy	Communication and Engagement Strategy approved by Elected Members	Guidance available to support Communications and Engagement Strategy	Organisational Development & Performance	Corporate Resources
	5E	Use the 50+ survey, to address the specific needs of the elderly population particularly around housing, social care and health and wellbeing.	Finalise the headline findings and report	Identify priorities for future service planning	Integrate into the SAIL, Housing and Careline offer and wider determinant of health agenda	Number of actions that have been identified from the survey and how many have been implemented.	Cultural and Community Services	Service Delivery
	5F	Continue to promote inclusion and develop support for children and young people from marginalised groups such as LGBTQ+, children with disabilities, Gypsies and Traveller communities and young carers.	Throughout the year promote the Children in Care and Care Leaver Offer	Continue to support groups as opportunities and demand arises.	Continue to support groups as opportunities and demand arises.	Continue to support groups as opportunities and demand arises. Number of groups supported.	Cultural and Community Services	Service Delivery
	5G	Work with partners to raise awareness and support action around digital exclusion. REMOVE NOW MERGED WITH 4P	No action required	No action required	No action required.	No action required.	All Services	Service Delivery
	5H	Work in partnership with transport service to improve the accessibility of transport services to people that live in rural areas. As part of planning proposals for new development or new site allocations.	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	Local Plan scheduled for Summer 2022. Review to take place in Quarter 4	This is ongoing but will form part of the issues and options consultation on the Local Plan.	Planning and Strategic Housing	Service Delivery