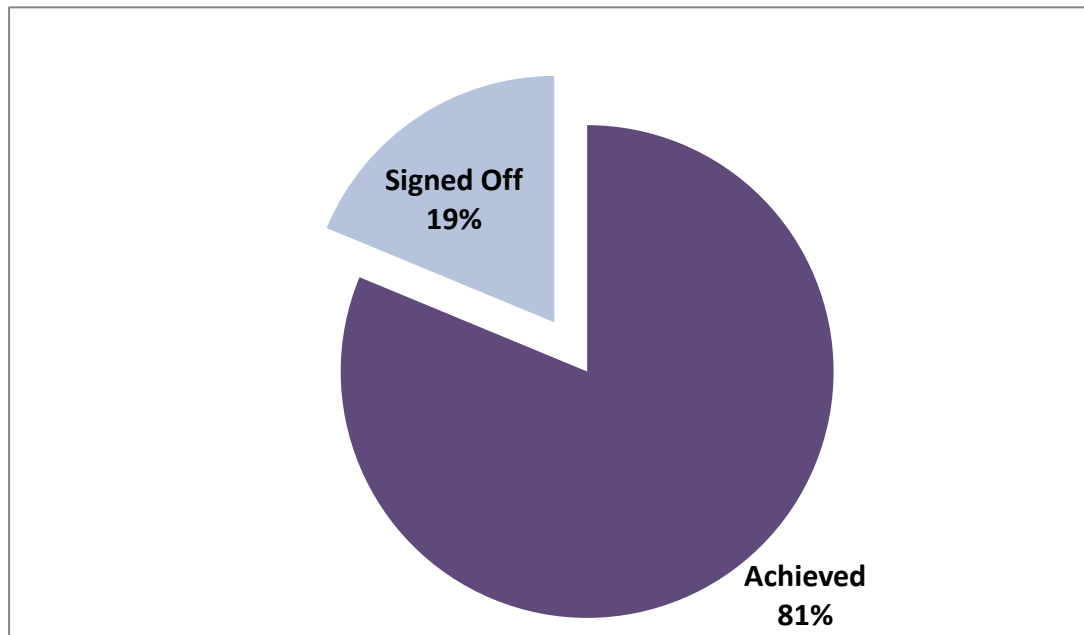




Equalities & Diversity Priorities and Actions for 2014/15

## Equalities and Diversity Action Plan 2014/15

### Performance as at March 2015



Status	Percentage	Number
Achieved	81%	13
Signed Off	19%	3
Total		16

#### Actions Achieved as of March 2015:

- Review membership of the Equalities Forum to ensure representation of the nine strands of equality (protected characteristics)
- Ensure key consultation undertaken by the Council includes equalities monitoring questions
- Utilise the Equalities Forum to ensure information on issues/challenges are captured and identify where the Council can improve things and implement where appropriate
- Identify local community groups which could be asked to join the Equalities Forum
- Identify and if possible attend Local Organisations meetings to help understand more about the role, purpose and challenges of Equalities and Diversity
- Run an internal campaign on the 9 protected characteristics
- Run a reminder campaign on completing CEIA's
- Collate the Equalities Actions that Officers have done throughout the year (use as positive messaging; internally and externally)

# **Equalities and Diversity Action Plan 2014/15**

## **Performance as at March 2015**

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- Review the Council's co-ordination of information on the collection of the 9 protected characteristics (taking into account issues of Data Protection) – liaising with parts of the organisation who may already hold information on residents
- Reports to Corporate Management Board (CMB) and committees to include equalities implications
- Amend the Staff Appraisal forms to capture Core Values particularly 'Equality and Diversity' one to enable performance monitoring against Core Values set
- Continue to hold an event for all residents which focuses on celebrating the Equalities & Diversity of the Borough
- Review the options and wording asked in the Equalities Monitoring questions to ensure that they are inclusive

### **Actions Signed Off:**

- Include the promotion of equality in the regular meetings held with current contractors
- Review procurement procedures to ensure compliance with the Council's equality aims and objectives
- Publish the annual staff profile

## On-going Commitment

Lead officer	Objective	Action	Progress as at March 2015
Irene Clarke / Adama Roberts	Ensure that the needs and issues of those of the 9 protected characteristics are heard and acted upon	Utilise Equalities Forum to ensure information on issues/challenges is captured; and identify where the Council can improve things, and implement where appropriate	<p>Issues highlighted from the meetings are addressed and incorporated in the minutes.</p> <p>Eg in the March meeting concerns were raised around some residents perception of the Gypsy and Traveller community. It has been agreed that as in the previous Equalities Event, the Council will work with Epsom &amp; Ewell's Gypsy &amp; Traveller community to raise awareness as part of its Equalities Event 2014.</p> <p>Eg concerns were also raised around Gypsy &amp; Traveller Site Allocation and the injustice experience as a result of the negative media and resident comments that followed it. It is recognised that the Council is also supportive of our Gypsy &amp; Traveller community and will continue to explore ways of raising awareness within all sectors of its community.</p>
Joy Stevens		Monitor complaints and compliments by protected characteristics and analyse the incidence of complaints for differential impacts on different groups. Publish all completed Community Equality impact Assessments	Complaints and compliments now incorporate the nine protected characteristics questions. This will be reviewed periodically and promptly addressed.
Irene Clarke	Ensure that the needs and issues of those of the 9 protected characteristics are heard and acted upon	Ensure any equality issues raised by representatives of the protected groups are relayed to partners and other organisations (if the Council does not have direct responsibility) as appropriate	None identified for this quarter.




## On-going Commitment

Lead officer	Objective	Action	Progress as at March 2015
Irene Clarke	Monitor the information the Council collects to ensure all residents are treated equally	Monitor service users by the protected characteristics where practicable	This information will continue to be published on our website at the end of each financial year.
All elected members	Councillors ensuring that their residents are treated equally	Feedback any equality-related issues identified in wards to the Lead Member, who will report back to Consultation & Communications team	Councillors notified to liaise with Director of HR & Communication. Scrutiny and Strategy & Resources committees to continue to champion Equalities issues.
All elected members	Councillors ensuring that their residents are treated equally	Promote the Council's approach to equality through ward and Borough activities	This is done through most consultations carried out, by councillors and has been incorporated in our Equalities Event. Councillors have also been notified to inform the Director of HR & Communications about ideas for promoting and achieving this action.
Irene Clarke / Adama Roberts	Ensure that the services provided by the Council are equal and meet the residents needs	Undertake Community Equalities Impact Assessments (CEIAs) where possible on new activities and existing activities that are being changed	Two identified within this financial year ie Council Tax Support Scheme CEIA discussed at the September Equalities Forum meeting and Homeless Discharge of Duty into the Private Rented Sector Policy. This is a working document and yet to be finalised. The Housing Manager has already sought feedback from Equalities Forum members and key stakeholders. The consultation for the policy is being developed. Feedback received from members and residents as part of the consultation will feed into the CEIA.
Irene Clarke / Adama Roberts		Ensure all employees are made aware of their Equalities responsibilities through training and reminders	All staff had equalities training in 2013/14. Training needs will be reviewed and actions implemented as a result.

## On-going Commitment

Lead officer	Objective	Action	Progress as at March 2015
Irene Clarke	Raise awareness of Equalities	Develop the use of the Council's website to promote equality, including links to other useful websites and sources of information	This will continue to be delivered through the Council's Equalities webpage. The Customer Services Team have been raising awareness internally on meeting the needs of disabled residents / customers.
Irene Clarke		Undertake campaigns to raise awareness of Equality in the local community	<p>This has been delivered as part of the Equalities Event 2014. The Council has been very supportive of the Thai Community and has sponsored part of its promotional campaign by putting up banners/posters/leaflets in key strategic locations such as the Town Hall and other venues free of charge. The Head of Operations and the Research, Consultation &amp; Information Analyst met with Mr Boon to offer advice on what the Council can do to make the Thai Festival a success. A spread will also be included in e-Borough Insight and on the intranet.</p> <p>This action has been achieved as part the Equalities &amp; Wellbeing Event 2014 in collaboration with the Epsom &amp; Ewell Rotary Club's Family Fun Day. The Epsom Guardian newspaper reported the event as the "best ever" Family Fun Day in Epsom (ref: Epsom Guardian published Tuesday 23 September 2014).</p> <p>The 'Surrey Healthwatch Bus Tour' reported the tour as a great success and thanked EEBC as they received the highest numbers of voters from Epsom &amp; Ewell, more than double any other Surrey borough in their tour across Surrey.</p>



## Reinforcing Current Equalities Forum

Lead officer	Action	Progress as at March 2015	Status
Adama Roberts / Craig Salmon	Review membership of the Equalities Forum to ensure representation of the nine strands of equality (protected characteristics)	This was done as part of the Citizens Panel refresh and will be an ongoing action to ensure residents who may be interested in becoming an Equalities Forum member are given a chance. An article was included in the Winter edition of the Council's Borough Insight magazine. Looking forward another article will be incorporated in both the Council's paper and e-Borough Insight for 2015/16.	
Irene Clarke / Adama Roberts	Ensure key consultation undertaken by the Council includes equalities monitoring questions	This action has been completed for this year however it will continue to form part of the Council's consultation strategy. The Nonsuch, Town Centre, Council Tax Support Scheme, Older Residents' Accommodation Needs Surveys and Citizens' Panel Recruitment form contained questions around Equalities Monitoring and Citizens' Panel Surveys. All the reports have been published on our website bar the Older Residents Accommodation Needs Survey, which the Consultation & Communication team have just finished analysing and will publish online after Corporate Management Board and Social Committee have approved the report.	
Irene Clarke / Adama Roberts	Utilise the Equalities Forum to ensure information on issues/challenges are captured and identify where the Council can improve things and implement where appropriate	None raised for this quarter. However, previous issues raised have been addressed regarding the Gypsy and Traveller community. As a result we now have two prominent members of that community in our Forum.	




## Reinforcing Current Equalities Forum

Lead officer	Action	Progress as at March 2015	Status
Tony Foxwell	Include the promotion of equality in the regular meetings held with current contractors	This will continue to be done as and when meetings with contractors are conducted.	Signed off
	Review procurement procedures to ensure compliance with the Council's equality aims and objectives	Once review is completed, measures will be implemented as part of the Council's equality aims and objectives.	Signed off






Promotional Campaign to Increase Numbers of Members and the work of the group			
Lead officer	Action	Progress as at March 2015	Status
Irene Clarke / Consultation & Communications Team	Identify local community groups which could be asked to join the Equalities Forum	This has been carried out as part of the Citizens Panel refresh for 2015. An article was also included in e-Borough Insight to boost membership of the Equalities Forum. Although this action has been completed for 2014/15, it's an ongoing action and will be monitored for 2015/16 to ensure residents who might be interested in becoming forum members are given the chance to join.	
Irene Clarke / Consultation & Communications Team	Identify and if possible attend Local Organisations meetings to help understand more about the role, purpose and challenges of Equalities and Diversity	<p>As part of the Council's Equalities &amp; Wellbeing Event 2014 and to promote services offered, the Wellbeing Centre team took part in Surrey Independent Living Council (silc) Choice Unlimited at Epsom Downs Racecourse on Thursday 19 June 2014.</p> <p>The Council is also a member of Surrey Diversity and Equality Network (SuDEN). The group meet quarterly to discuss and adapt best practice around Equality and Diversity.</p>	


## Ensuring Equalities & Diversity is a Core Value that Officers Maintain

Lead officer	Action	Progress as at March 2015	Status
Irene Clarke	Publish the annual staff profile	This will be published at year end. It's an ongoing action and will be monitored for 2015/16.	Signed off
Irene Clarke / Adama Roberts	Run an internal campaign on the 9 protected characteristics	This will be done as part of the Equalities Event in September 2014.	
Adama Roberts	Run a reminder campaign on completing CEIA's	This is done on a quarterly basis. All policies that required a CEIA conducted for 2014/15 have been completed.	
Adama Roberts / Craig Salmon	Collate the Equalities Actions that Officers have done throughout the year (use as positive messaging; internally and externally)	<p>The Wellbeing Centre has been involved in various initiatives to promote Equality &amp; Diversity. The key event the Council has been included in; in promoting this action has been the successful delivery of the Wellbeing and Diversity Event in September 2014.</p> <p>The Council was reaccredited with Investors in People at Gold in January 2015 (only 5% of organisations are able to retain their gold status), this is a great achievement and more so because the Council had development areas in all indicators it was assessed around bar Equality and Diversity.</p>	

## Ensuring Equalities & Diversity is a Core Value that Officers Maintain

Lead officer	Action	Progress as at March 2015	Status
Irene Clarke / Adama Roberts	Review the Council's co-ordination of information on the collection of the 9 protected characteristics (taking into account issues of Data Protection) – liaising with parts of the organisation who may already hold information on residents	This is done as part of the Council's Annual Service Planning and will continue to be implemented as part of this process.	
Irene Clarke / All Service Heads	Reports to Corporate Management Board (CMB) and committees to include qualities implications	All reports to CMB and committees include and Equality & Diversity risk implication assessment. This has been embedded as part of the reporting process to the two bodies mentioned above.	
Irene Clarke / Shona Mason	Amend the Staff Appraisal forms to capture Core Values particularly 'Equality and Diversity' one to enable performance monitoring against Core Values set	This has been amended and incorporated as part of the appraisal process.	

## Celebrate the Equalities & Diversity of the Borough

Lead officer	Action	Progress as at March 2015	Status
Irene Clarke	Continue to hold an event for all residents which focuses on celebrating the Equalities & Diversity of the Borough	This has been delivered as part of the Equalities Event 2014. The theme was on Wellbeing & Diversity	
Adama Roberts / Craig Salmon	Review the options and wording asked in the Equalities Monitoring questions to ensure that they are inclusive	This has been carried out as part of the Citizens Panel refresh for 2014/15.	