Equality, Diversity and Inclusion Action Plan 2022-2024

Progress: As at August 2023

Action	Tasks	Desired Outcomes	Progress
Objective 1: The workforce feels equality, diversity, inclusion and belonging is highly valued and there is a commitment to continuous improvement if this area.			
Join and progress externally accredited equality campaigns Achieve Disability Confident Level 2	Research requirements of Disability Confident Level 2 Address any gaps Submit form Re-brand to level 2 on recruitment and other documents/ website Publicise to all	Become a Disability Confident Level 2 Employer Data on disabled applicants utilising the guaranteed interview included in annual staff data report	Identified need to review Reasonable Adjustments Policy. Policy drafted and under review
Join the Sunflower Network	Join the Sunflower Network championing people with hidden disabilities	Council is a Sunflower Network Champion	Identified need to review Reasonable Adjustments Policy. Policy drafted and under review. Sign up to the Sunflower Network once completed
Sign Menopause Workplace Pledge	Research requirements Address any gaps Sign the menopause working pledge Publicise and maintain commitment	Signed an menopause pledge and staff are aware	A Menopause Policy has been written and shared with staff. We have signed the Menopause Workplace Pledge showing our commitment to making our organisation a place of support and understanding to those experiencing Menopause
Establish LGBT+ ally scheme	Research requirements of joining Hertfordshires LGBT+ Ally scheme Address any gaps Publicise	LGBT+ Ally scheme in place and visible to staff	LGBT+ ally scheme has been launched to staff with information and sign up details. 80 people have so far joined the scheme.
Engage with staff on equality matters	Staff engagement sessions run for Race/ Women and Accessibility in the Workplace	Staff engagement activities happen regularly following initial sessions	Sessions have been run across the business and a Gender Equity Network Group has also been established, meeting quarterly.

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	An action plan created from the sessions developed and progress monitored by the EDI working group (this will be circulated alongside this action plan)	Staff can influence change	Action plan drafted for review with EDI working group
Improve data on the makeup of the workforce	Implement EDI Monitoring Form for recruitment	More reliable staff data	Form created and being reviewed before implementation
	NEW: Create missing data report on ITrent Run targeted activities to encourage staff Rerun missing data report and make any changes for the next report	Annual process to reduce 'unknown' data implemented 20% increase in completion of demographic information	Reports are being identified and communications developed to remind all staff of why it's important for us to collate EDI data and that we will continue to capture any missing data.
NEW: SLT and Members visibly support EDI	Visible EDI Champion in SLT	Staff are aware of EDI champions and they attend internal/ external events	
EDI Training Review	Review mandatory EDI training offered		Mandatory EDI Training can now be booked by staff on the learning platform
	Review EDI training offer for Councillors		EDI training for Councillors took place in July 23.
	EDI Objective training for PDR and service planning		Completed and implemented in June 23.
	Workshop on being a LGBT+ ally to be developed with Community Action Dacorum		Discussing with Community Action Dacorum

Objective 2: To enhance understanding and support for our communities by improving community engagement and how we collect, share and analyse data.

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Find out who we are engaging with online	Develop, roll out and monitor use of single Monitoring Form when Comms is engaging with residents	Consistency on EDI monitoring questions	A form has been drafted for staff, once finalised this form will be used to inform the service form.
	Review and analyse EDI data collected by different services online	Data reports on by protected characteristic will be available	This is being reviewed as part of the CSU Strategy and procurement of a new system to capture customer queries.
Increase evidence base to assess the equality impact of policies,	Review the Community Impact Assessment Process (including the information used to inform the process, training and awareness raising)	Mandatory training for all leading on or completing a CIA Referenced in all inductions Guidance available on the intranet	A review is being undertaken and will include recommendations, guidelines and training requirements.

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practices, events and decision-making processes etc.	A Working Group to be set up to review what and how equality data is collected and used across the Council

Activities undertaken to increase resident data | More reliable and accessible data that is shared across the council | Data systems used across the council identified and a working group is to be set up to identify actions for improvement. |
NEW: SLT and Members visibly support EDI	Recruit a visible EDI Champion in SLT and for Members	EDI champions attend internal/ external events	
Celebrate EDI with local communities	Event to commemorate 75th Anniversary Celebration of HMT Empire Windrush	Flag raised from Town Hall	Completed. Multiple events were run including school competitions and events.
	Celebrate annually agreed awareness LGBT+ Pride	Visibly promote LGBT+ inclusion	Completed. Rainbow flag was raised on June 1st along with spotlights on the forum throughout June with the colours of the pride flag. Herts Pride was publicised to all staff.
Challenge hate crime	Social Media Response to have a response policy for high impact cases, like Black Lives Matter	Be able to respond to social issues timely.	
	Produce a Hate Crime and PREVENT Action plan	Joint approach for dealing with hate crime.	ASB Policy exists which refers to hate crime and a Hate Crime Action Plan is being developed which will report into the EDI Working Group.
Objective 3: The Council ensures that policies and processes are in place to best support equality, diversity and inclusion.			
Council challenges Modern Day Slavery	Draft Modern Day Slavery Statement and integrate into business requirement for contractors	All contractors to agree to support the Modern Day Slavery Policy	A Supplier Code of Conduct has been written for use in tender documents which includes Modern Slavery requirements in regards to contracts.
Information is inclusive and accessible	Explore the use of a diverse and inclusive image bank	A diverse image bank that anyone in the Council can have access to.	Working in collaboration with Comms team
	Digital Accessibility of website reviewed and guidance updated	Website complies with all accessibility requirements	A working group has been created to have solutions and current issues discussed; IT team provided a presentation to EDI working group (23/2/23) to understand requirements and priorities on this project.

Action	Tasks	Desired Outcomes	Progress
NEW: Embed EDI in significant processes	Review EDI into governance processes committee reports/templates	Equality is embedded in key processes	
	Equality consideration in the budget process	Decision makers are aware of the equality impact of budget proposals	Discussions on how to embed equality in the budget process will be taking place in late 23.
	Policies reviewed annually to ensure equality issues addressed (new policies agreed annually)	Working group see Hate Crime Action Plan, Menopause Policy, Community Safety Action Plan	
NEW: Our commitment to EDI is visible at all levels	Update EDI council policy statement outlining our commitment to EDI		This has been drafted.
	Update on EDI action plan sent to SLT	SLT aware of all actions and influence where appropriate	Updated action plan to be shared Nov 24.
NEW: Take steps to improve outcomes for vulnerable groups	Domestic Abuse Housing Alliance accredited	To be the first in Hertfordshire to be accredited	New policies have been published.
	Review housing adaptations process for disabled residents	To ensure all possibilities regarding adaptations are being used	
NEW: Equality Key Performance Indicators	Each service to set and report annual improvement targets on equality data	Housing: Reduce overall % of unknown ethnicity, religion and disability by 15% HR: Reduce overall % of missing data on protected characteristics by 20% All: 100% of Cabinet reports have an accompanying CIA	HR and Housing baseline data identified.
	Housing to provide report on finding and actions linked to the Housing Satisfaction Survey		
Community needs inform funding	Voluntary and community sector grants/ contract review will be completed to see who applied for funding, who was successful etc.		Awaiting feedback from commissioning on the project