

## Equalities Objectives Action Plan

Objective	Actions	Responsible officer	How will we know that this done?	To be delivered by:
<b>As a Community Leader:</b> We will engage with residents in an open and meaningful way.				
Increase understanding of Maidstone's residents through analysis of demographic information.	Provide ward level analysis of demographic information from annual Resident's Survey to Ward Councillors.	Policy and Information team – Data Intelligence Officer	<ul style="list-style-type: none"> <li>• Report to be produced for every ward member following annual Resident's Survey</li> </ul>	November 2017
Provide a consistent approach to providing information to residents in alternative formats across the authority	An audit review to be undertaken on information provided in alternative front facing services	Policy and Information team - Equalities and Corporate Policy Officer	<ul style="list-style-type: none"> <li>• A clear process and procedure used consistently across the authority and monitored.</li> </ul>	October 2017
Embed the principles of good consultation and engagement (as set out in the Communications and Engagement Strategy).	New Consultation toolkit and guidelines to be developed	Policy and Information team - Data Intelligence Officer & Equalities and Corporate Policy Officer	<ul style="list-style-type: none"> <li>• Improvement in standard and consistency of consultation.</li> <li>• Wider engagement with hard to reach groups demonstrated by responses received.</li> </ul>	December 2017
Demonstrate effective engagement with the community and voluntary sector,	Creating a single point of contact for the organisation for all community groups and forums to ensure forward	Policy and Information team - Equalities and Corporate Policy Officer & Data	<ul style="list-style-type: none"> <li>• Increased number of consultation responses from hard to reach groups per public consultation</li> </ul>	September 2017

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providing evidence of involvement in the Council's decision-making process.	planning and coordination.	Intelligence Officer	<ul style="list-style-type: none"> <li>• Ensure consistent engagement with changes in Council policy</li> <li>• Consistent message being directed across the authority</li> </ul>	
<b>As a Service Provider:</b> We will ensure our services are inclusive, accessible and support residents and customers.				
Review Equalities data collected to ensure personal information is handled correctly, in line with General Data Protection Regulations (GDPR).	To complete an annual equality data audit with Service Managers.	Policy and Information team - Equalities and Corporate Policy Officer & Data Intelligence Officer  Unit Managers	<ul style="list-style-type: none"> <li>• Provide an Equalities data audit record, reported to Committee in the Annual Equalities Update Report.</li> <li>• Improved use of Equalities data as an evidence base, where held appropriately.</li> </ul>	Review by March 2018
Raise standard of Equalities Impact Assessments (EqIAs)	<ul style="list-style-type: none"> <li>• Review of EqIAs paperwork</li> <li>• Undertake training with Managers and Key officers that complete EqIAs</li> <li>• Monitor Committees work programmes to</li> </ul>	Policy and Information team - Equalities and Corporate Policy Officer	<ul style="list-style-type: none"> <li>• Engagement with Policy and Information Team at earliest opportunity</li> <li>• Well thought out and prepared documents</li> </ul> <p>All reports to have clearly considered equalities implications</p>	September 2018

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	<p>identify where EqIAs should be included.</p> <ul style="list-style-type: none"> <li>• Provide challenge and support to officers where gaps are identified.</li> </ul>		<ul style="list-style-type: none"> <li>• All EqIAs to be published on the website.</li> </ul>	
Provide a consistent approach to contract management across the services.	<ul style="list-style-type: none"> <li>• Review Commissioning and Procurement Strategy</li> <li>• Evaluate commission and procurement processes and procedures</li> <li>• Review existing contracts</li> </ul>	Procurement	<ul style="list-style-type: none"> <li>• Ensuring all contracts managed are compliant with the Council's values, in line with the Public Sector Equality Duty.</li> </ul>	Review by March 2018
<b>As an Employer:</b> To have a workforce that feels valued and respected.				
Integrate Equalities into Service Planning process.	<ul style="list-style-type: none"> <li>• Equalities to form part of Service Planning Requirements</li> <li>• EqIA requirements submitted to Policy and Information team and timetabled for the year ahead.</li> <li>• Presentation to staff forum/unit managers on annual basis in line</li> </ul>	<p>Policy and Information team</p> <p>All staff</p>	<ul style="list-style-type: none"> <li>• Increase in the number and quality of EqIA's completed.</li> <li>• Increased understanding of equalities impact on decision making</li> <li>• NETconsent reporting and testing functionality used to ensure all staff have read and understood the policy</li> </ul>	September 2018

**Appendix A**

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	<p>with service planning timetable</p> <ul style="list-style-type: none"> <li>• NETconsent to deliver Equality Policy to All Staff. Mandatory to read and accept.</li> </ul>			
<p>To deliver annual Equalities training to all elected members as part of ongoing professional development</p>	<ul style="list-style-type: none"> <li>• Equalities Training to be included in the Member Development Programme</li> </ul>	<p>Democratic Services &amp; Policy and Information</p>	<ul style="list-style-type: none"> <li>• Members demonstrating an understanding of the implications and importance of providing a sound evidence base as part of Equalities Impact Assessments in determining changes to or reviews of Policy decisions.</li> </ul>	<p>May 2018</p>
<p>To ensure newly elected members are offered appropriate support to be effective in their role</p>	<ul style="list-style-type: none"> <li>• At new member induction session (and on a rolling annual basis) provide a form to request reports, minutes and communications in alternative formats such as large print.</li> </ul>	<p>Democratic Services</p>	<ul style="list-style-type: none"> <li>• Completed forms returned to Democratic Services</li> <li>• Take-up of support</li> <li>• Improved understanding of elected members and their needs and requirements within Democratic Services team</li> </ul>	<p>May 2018</p>
<p>To develop and support member engagement with</p>	<ul style="list-style-type: none"> <li>• Signpost members to appropriate bodies, forums and groups</li> </ul>	<p>Democratic Services &amp; Policy and Information</p>	<ul style="list-style-type: none"> <li>• Improved engagement and understanding of hard to reach groups in</li> </ul>	<p>May 2018</p>

**Appendix A**

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hard to reach groups in the community.	within the community		Maidstone.	
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