

Equalities Objectives & Action Plan

Aim	Actions	Responsible officer	How will we know that this done?	To be delivered by:
Role 1: As a Community Leader We will engage with residents in an open and meaningful way.				
Provide a consistent approach to providing information to residents in alternative formats across the authority	<ul style="list-style-type: none"> • Roll out toolkit to all staff and councillors and ensure a Council wide approach • Produce new Policy and Strategy Guidance • Meet the EU accessibility standards (EN301549) for public sector websites and apps within the timescales set by Government 	<ul style="list-style-type: none"> • Policy and Information team - Equalities and Corporate Policy Officer • Communications team • Democratic Services 	<ul style="list-style-type: none"> • A clear process and procedure to providing information used consistently across the authority and monitored. • Publish an accessibility statement using the European Commission framework. 	December 2018
Demonstrate effective engagement with the community, charity and voluntary sector, providing evidence of involvement in the Council's decision-making process.	<ul style="list-style-type: none"> • Develop and grow an internal database of organisations in the community, charity and voluntary sectors • Use social media 	<ul style="list-style-type: none"> • Policy and Information team - Equalities and Corporate Policy Officer • Data Intelligence Officer • Communications and Marketing team 	<ul style="list-style-type: none"> • Increased response rate from groups with low response rates to consultation: 18-24 year olds, over 75 year olds and BME groups 	November 2019

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	<p>(and other means including the Borough Insight community section) to amplify the voice and opportunities being offered by the community, charity and voluntary sectors</p> <ul style="list-style-type: none"> • Develop individually tailored communication and engagement strategies for consultations 			
<p>Raise the profile of the Military Covenant in Maidstone</p>	<ul style="list-style-type: none"> • Develop a new Internet information page • Develop an information toolkit for all staff and councillors • Increase involvement of military including cadets at civic and community events 	<ul style="list-style-type: none"> • Mayoralty team • Equalities and Corporate Policy Officer 	<ul style="list-style-type: none"> • Number of hits on Military Covenant Internet information page • Increased awareness of Council's role in military covenant demonstrated by enquiries to Military Covenant lead officer 	<p>March 2019</p>

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Role 2: As a Service Provider				
We will ensure our services are inclusive, accessible and support residents and customers.				
Ensure sensitive personal data is only collected where required and managed securely	<ul style="list-style-type: none"> • Implement actions from Information Audits • Undertake annual audit 	<ul style="list-style-type: none"> • Policy and Information Manager • Information and Corporate Policy Officer • Unit Managers 	<ul style="list-style-type: none"> • Sensitive personal data only collected where there is a legal basis or consent is given. • Improved use of Equalities data as an evidence base, where held appropriately. 	Review March 2019
Raise standard of Equalities Impact Assessments (EIAs)	<ul style="list-style-type: none"> • Undertake training with Managers and Key officers that complete EIAs • Monitor Committees work programmes to identify where EIAs should be included. 	Policy and Information team - Equalities and Corporate Policy Officer	<ul style="list-style-type: none"> • Engagement with Policy and Information Team at earliest opportunity. • Well thought out and prepared documents • All reports to have clearly considered equalities implications. • All EIAs to be published on the website. 	December 2018
Provide a consistent approach to contract management across the services.	<ul style="list-style-type: none"> • Review Commissioning and Procurement Strategy 	Procurement	<ul style="list-style-type: none"> • Ensuring all contracts managed are compliant with the Council's values, in 	March 2019

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	<ul style="list-style-type: none"> Evaluate commission and procurement processes and procedures 		<p>line with the Public Sector Equality Duty.</p>	
<p>To take steps to becoming a Dementia Friendly Organisation</p>	<ul style="list-style-type: none"> Identify a member of staff to act as a champion for age-friendliness Attend the information seminar the Maidstone area Review training and awareness of dementia across the organisation Review information and signage from a dementia perspective 	<ul style="list-style-type: none"> Health and Well-Being team HR Customer Services Communications and Engagement team Digital team Policy and Information team 	<ul style="list-style-type: none"> Join up with other local organisations and businesses on emerging dementia initiatives The inclusion or referencing of dementia in new policies across the council Information being produced, across all communication channels in an accessible manner 	<p>March 2019</p>

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Role 3: As an Employer To have a workforce that feels valued and respected.				
To deliver annual Equalities training to all elected members as part of ongoing professional development	<ul style="list-style-type: none"> Equalities Training to be included in the Member Development Programme 	Democratic Services & Policy and Information	<ul style="list-style-type: none"> Councillors 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. 	July 2019
To ensure newly elected members are offered appropriate support to be effective in their role	<ul style="list-style-type: none"> 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. 	Democratic Services	<ul style="list-style-type: none"> Completed forms returned to Democratic Services. Take-up of support. Improved understanding of elected members and their needs and requirements within Democratic Services team. 	June 2019