

## Equalities Action Plan 2019-2020

Objective	Tasks	Lead Officer	Timescale	Measures of Success	Actual Performance	Complete/ Work in Progress
<b>Explore our approach to data</b>	<ul style="list-style-type: none"> <li>Task &amp; Finish group to explore data wants &amp; needs</li> </ul>	<p>Emily Bolland</p> <p>Colleagues TBC as relevant to topic</p>	Begin at April 2019 meeting	<ul style="list-style-type: none"> <li>Focus on knowing our communities – benchmark with LGA</li> <li>Define what data we need/want and how we will use it</li> <li>Focus on specific interests e.g. complaints data</li> </ul>	<p>Group to invite colleagues to discuss and analyse specific pieces of work:</p> <ul style="list-style-type: none"> <li>Housing</li> <li>Equalities in TG2 processes</li> <li>3GS contract</li> </ul> <ul style="list-style-type: none"> <li>Look at demographics &amp; trends of those using/affected by services</li> <li>Understand where we can embed more equalities considerations in services e.g. ACEs, etc.</li> </ul>	WIP
<b>Link Networks between City &amp; County councils</b>	<ul style="list-style-type: none"> <li>Link networks such as Prism, disability, carers and young employees networks</li> <li>Shared support between city &amp; county networks</li> </ul>	<p>Nina Willenberg</p> <p>Faye Adams</p> <p>Cllr. Tom Coole</p>	Ongoing	<ul style="list-style-type: none"> <li>Rebrand networks</li> <li>Web info updates</li> <li>Joint launch event for all networks</li> <li>City staff join networks</li> <li>Joint information sharing</li> <li>Councillors encouraged to join networks – share info with members</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated intranet page listing networks and contact details</li> <li>Publicised in Team Brief</li> <li>Information in staff welcome packs</li> <li>Arrange second network event for September &amp; publicise online</li> <li>Network meetings published on newsfeed on website</li> <li>Request to Comms to link information sharing to city &amp; county</li> </ul>	Complete, ongoing
<b>Cross party motion to Council in</b>	<ul style="list-style-type: none"> <li>Motion to Council</li> </ul>	Cllrs. Watkins, Hyman and Coole	July council	<ul style="list-style-type: none"> <li>Cross party endorsement of Equalities work</li> </ul>	<ul style="list-style-type: none"> <li>Being drafted June 2019</li> </ul>	WIP

support of EWG work					<ul style="list-style-type: none"> <li>Aiming for July 2019 Council</li> </ul>	
Define Equalities objectives internally	<ul style="list-style-type: none"> <li>Equalities policy/mission statement</li> </ul>	Emily Bolland Anne Brinkhoff	June 2019	<ul style="list-style-type: none"> <li>Clear, easily understandable Equalities information on website</li> </ul>	<ul style="list-style-type: none"> <li>Equalities vision complete and approved by EWG June</li> <li>Webpage to be created</li> </ul>	WIP
	<ul style="list-style-type: none"> <li>Publish specific equalities information online</li> </ul>	Emily Bolland Nina Willenberg	June 2019		<ul style="list-style-type: none"> <li>Annual workforce equalities report online</li> <li>Gender pay gap report online</li> <li>Link webpages together</li> </ul>	WIP
	<ul style="list-style-type: none"> <li>Develop the role of O&amp;S and members in Equalities</li> </ul>	Emily Bolland Tanya Davies	Ongoing	<ul style="list-style-type: none"> <li>Members development session</li> <li>Members induction programme 2020</li> <li>Greater awareness of Equalities</li> <li>O&amp;S reports and scrutiny of major contracts</li> <li>Members supporting consultation redesign</li> </ul>	<ul style="list-style-type: none"> <li>Members development session Sept 2019</li> <li>Cllr Hyman working on members induction for 2020</li> </ul>	WIP
	<ul style="list-style-type: none"> <li>Increase use of Equality Impact Assessments</li> </ul>	Emily Bolland Service Managers Democratic Services	Ongoing	<ul style="list-style-type: none"> <li>Increased use of EIAs</li> <li>Integration of EIAs in democratic reporting</li> <li>Review template and guidance</li> </ul>	<ul style="list-style-type: none"> <li>HR policy reviews include EIAs</li> <li>PIAs included in reporting – terminology and guidance to be updated</li> </ul>	WIP
	<ul style="list-style-type: none"> <li>Check contractors are complying with equalities considerations</li> </ul>	Emily Bolland Anne Brinkhoff	Ongoing	<ul style="list-style-type: none"> <li>Alignment with GCC equality objectives for contractors and sub-contractors</li> </ul>		
	<ul style="list-style-type: none"> <li>Equalities training opportunities</li> </ul>	Nina Willenberg Emily Bolland Isobel Johnson	Ongoing	<ul style="list-style-type: none"> <li>Promotion of various training opportunities with higher levels of take up e.g. dementia friends, ACAS e-learning</li> <li>Create log of training given/available to teams throughout 2019</li> </ul>	<ul style="list-style-type: none"> <li>Dementia friends ongoing</li> <li>Hate crime awareness</li> <li>ACAS e-learning part of induction training &amp; publicised in intranet</li> </ul>	Ongoing

					<ul style="list-style-type: none"> <li>Conscious/unconscious bias training for managers/team leaders</li> </ul>	
<b>Community-Council mentoring scheme</b>	Set up scheme for mentoring/shadowing via volunteering policy	Isobel Edwards Nina Willenberg	Complete	<ul style="list-style-type: none"> <li>Amend volunteering policy to include potential for mentoring scheme</li> <li>Staff using volunteering hours for mentoring scheme</li> <li>Quarterly volunteering update</li> <li>Ongoing promotion of opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Volunteering policy amended and publicised</li> <li>Some staff enquiries &amp; interest</li> <li>100 women mentoring scheme – Anne</li> <li>Continue to promote volunteering for staff</li> <li>Continue to promote Engage in Gloucester</li> </ul>	Complete, ongoing
<b>Tell the stories &amp; raise awareness</b> to advance equality and foster good relations	<ul style="list-style-type: none"> <li>Awareness days &amp; initiatives calendar</li> <li>Define key initiatives to support for each year</li> </ul>	Leanne Purnell Isobel Johnson  EWG	Complete	<ul style="list-style-type: none"> <li>Calendar of key awareness days and initiatives for 2019</li> <li>Clear commitment of which initiatives GCC will support this year</li> <li>Avoid duplication/share work with County</li> <li>Promotion of key initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Awareness days calendar for 2019 complete</li> <li>Calendar being cross referenced with county comms</li> <li>Supporting residents to celebrate initiatives that are important to them via ABCD, Your Gloucester</li> </ul>	WIP
	<ul style="list-style-type: none"> <li>Link in with Culture objectives</li> </ul>	Anne Brinkhoff	ongoing			
	<ul style="list-style-type: none"> <li>Share more positive stories from the community</li> <li>Promote how the council supports equalities</li> </ul>	Leanne Purnell Isobel Johnson	ongoing	<ul style="list-style-type: none"> <li>Positive promotion</li> <li>Higher levels of engagement</li> </ul>	<ul style="list-style-type: none"> <li>Team brief stories</li> </ul>	Ongoing
<b>Front facing services redesign</b>	<ul style="list-style-type: none"> <li>Reshape consultation policy and related Equalities questions</li> </ul>	Emily Bolland Consultation Team – County Council Isobel Johnson	End of 2019	<ul style="list-style-type: none"> <li>Meaningful and genuine consultations with higher levels of resident engagement</li> <li>Pilot with key consultations throughout 2019</li> <li>Rewrite consultation policy</li> <li>Support colleagues with meaningful consultations</li> <li>EWG to support redesign</li> </ul>	<ul style="list-style-type: none"> <li>Focussing on Podsmead &amp; Matson regeneration in 2019 – Pilot consulting in a different way</li> <li>Working closely with Planning on s106 arrangements for communities</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>• ACEs aware services</li> </ul>	Anne Brinkhoff Ruth Saunders	Ongoing	<ul style="list-style-type: none"> <li>• Embed ACEs in frontline service delivery</li> </ul>	<ul style="list-style-type: none"> <li>• ACEs training to some teams – roll out to all</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>• Dementia friendly spaces</li> </ul>	Isobel Johnson	Ongoing	<ul style="list-style-type: none"> <li>• Assess GCC public spaces for dementia friendliness and accessibility</li> <li>• Overcome barriers to make spaces accessible</li> </ul>	<ul style="list-style-type: none"> <li>• Crem staff all dementia friends and venue is dementia friendly</li> <li>• Due to assess Guildhall, museums and new reception</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>• Trauma informed spaces</li> </ul>	Ruth Saunders	Ongoing			WIP

When agreeing the above action plan, recognition was also given to Equalities work that is in progress or has already been completed. Examples of these, which support the objectives of the 2019-2022 action plan, are below:

Job adverts offering flexible working and job share	Unconscious bias & positive action training for staff	Detailed recommendations from Workforce Equality Report, signed off by SMT and being worked through	Gender pay gap work ongoing	Whistleblowing policy relaunched with FAQs
Promotion and awareness of groups staff can access for support	Mentoring and coaching for staff – including availability to staff as coaches and training for staff to become coaches and mentors	Jobs advertised locally and diversely	Hate crime awareness & ally training for staff - including Comms Team to combat negative comments on social media	Developing a larger Equalities network within the Council
Technical update on SAP for better recording of workforce equalities data	Drive from leadership for increased awareness of Equalities and impact of our work	Equality Impact Assessments used	Cross political party member involvement in Equalities Working Group	Health and wellbeing and equalities as part of line management.

## Appendix 1

For Reference - Equalities Action Plan 2019-2020 external version

EFLG category	Our Vision	How we will achieve this
<b>Knowing our Communities</b>	Gloucester is a strong, safe and inclusive community which celebrates diversity.	<ul style="list-style-type: none"> <li>• Build and maintain strong relationships with our communities, the voluntary and community sector (VCS) and partner agencies to improve our knowledge of our communities and enable us to work together to improve opportunities for all</li> <li>• Analyse and use equalities data to plan services that meet the needs of our diverse communities</li> <li>• Foster good relations and promote understanding between people from different groups and backgrounds across Gloucester</li> <li>• Work with residents to encourage community-led action and support residents' voices to be heard</li> <li>• Carry out genuine and meaningful consultations when we are proposing any service changes</li> <li>• Share positive community focussed and diversity-based stories to raise awareness and promote good relations</li> </ul>
<b>Involving our communities</b>	Residents of Gloucester have the opportunity to achieve their own potential and have influence in Council decision making and service planning.	
<b>Leadership, partnership and organisational commitment</b>	Equalities is embedded at all levels within the Council. We champion community-focussed, strengths-based services and make decisions based on what is best for our communities.	<ul style="list-style-type: none"> <li>• Be an equal opportunities employer</li> <li>• Create positive opportunities to employ a workforce that is representative of the City's communities</li> <li>• Provide a safe and accessible working environment that values and respects each individual</li> <li>• Secure cross-party support engagement with, and endorsement of, our Equalities work</li> <li>• A systemic approach to ensure that key pieces of work across the organisation are complementary and well-coordinated.</li> </ul>
<b>Responsive services and customer care</b>	Everyone can access our services, facilities and information	<ul style="list-style-type: none"> <li>• Use Equality Impact Assessments to assess any proposed service changes and the impacts they may have on our residents</li> <li>• Embed equality and diversity within our policies and procedures</li> <li>• Create dementia-friendly and trauma informed spaces</li> <li>• Customer focussed and supportive services incorporating key awareness elements such as Adverse Childhood Experiences</li> </ul>
<b>A skilled and committed workforce</b>	We are an employer for all. We aim for our workforce to broadly reflect the diversity of our community and to feel engaged, valued and able to reach their potential.	<ul style="list-style-type: none"> <li>• Ensure that all employees have fair access to learning and development opportunities</li> <li>• Enable staff to have the skills and knowledge to ensure that the needs of diverse and vulnerable groups are taken into account in both the development and delivery of services.</li> </ul>