

Richmondshire District Council

Action Plan to meet the Equalities Objectives – 2019/20

Theme 1: The Council as an Employer

Objective: Employment policies, procedures, guidance and practice promote an inclusive workforce

1. Implement the Council's Workforce Strategy, developing and implementing actions to promote, and continue to train, a workforce reflective of the community we serve.					
Action		Progress	Owner	Target date	Complete
1.1	Workforce Strategy to be reviewed to reflect progress to date and actions needed for 2019/20.		Senior Management Team / HR & Payroll Manager	Oct 2019	Yes
1.2	Staff induction process to be updated to ensure encouragement provided to those with protected characteristics.		HR & Payroll Manager	March 2020	
1.3	Six monthly sessions to be held (for new staff and as refresher training) and refresh of e-learning to be undertaken		HR & Payroll Manager	March 2020	
1.4					
1.5					

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Theme 1: The Council as an Employer

Objective: Community engagement through promoting and encouraging access to Council services across the District area

2. Through the Workforce Strategy, prioritise succession planning and the use of apprenticeships, ensuring a suitable mix across the protected characteristics.					
Action		Progress	Owner	Target date	Complete
2.1	Identify key posts required for future training / development and produce plan to recruit into.		HR & Payroll Manager	Ongoing March 2020	
2.2	Develop suitable recruitment processes that encourage an appropriate mix of people with all protected characteristics to apply.		HR & Payroll Manager	Ongoing March 2020	
2.3	Train and develop all staff, particularly apprentices, to retain a balanced workforce for the longer term.	Part of Flick roll out and Apprenticeship programme.	HR & Payroll Manager / All Managers	Ongoing March 2020	
2.4					
2.5					

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Theme 2: Local Community Engagement

Objective: Community engagement through promoting and encouraging access to Council services across the District area

3. Continue to consult, engage and work with those groups representing the protected characteristics to ensure policies and action plans are effective and appropriately targeted.					
Action		Progress	Owner	Target date	Complete
3.1	Review list of contacts, confirming coverage of protected characteristics and willingness of participation.	Review procurement register on an ongoing basis.	Corporate Director (Resources)	Aug 2019	Yes
3.2	Consult on appropriateness of objectives, action plan and Annual Report, taking into account relevant feedback.	Approved July 2019	Corporate Director (Resources)	July 2019	Yes
3.3	Follow up any identified actions in line with timescales set out.	Set out in this action plan	Corporate Equalities & Diversity Group	March 2020 and ongoing	

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Theme 2: Local Community Engagement

Objective: Community engagement through promoting and encouraging access to Council services across the District area

4. Work with specific groups who are encouraging those with protected characteristics to become involved and lead across the community. Examples include The Beacon, The Veterans' Lifestyle Programme, the Council's External Apprenticeship scheme, and progressing the Councils Dementia friendly approach.					
Action		Progress	Owner	Target date	Complete
4.1	<p><u>General</u> We will continue to support organisations including North Yorkshire Sport, Richmond School.</p> <p>facilitate the reinvigoration of the Richmondshire Inclusive Sports Group that had ceased meeting on the merger with Hambleton</p>	<p>We continue to work with partners to develop inclusive and intergenerational sports and activity projects. We have facilitated a joint project between pupils from Risedale School and Rosedale Nursing Home which will include an activity programme delivered in the home by the pupils and training programmes for the pupils taking part.</p> <p>Exploring the current and future provision and gaps for EU Settlement Scheme applications for businesses and residents</p>	Business & Community Manager	Ongoing March 2020	
4.3	<p><u>Health related projects:</u> Work with partners (e.g. NYCC Public Health; Hambleton, Richmondshire and Whitby Clinical</p>	<p>We continue to work with partners:</p> <ul style="list-style-type: none"> • Adult Weight Management programme • Dementia Friendly Richmondshire 	Business & Community Manager / Team	Ongoing March 2020	


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4. Work with specific groups who are encouraging those with protected characteristics to become involved and lead across the community. Examples include The Beacon, The Veterans' Lifestyle Programme, the Council's External Apprenticeship scheme, and progressing the Councils Dementia friendly approach.					
Action		Progress	Owner	Target date	Complete
	Commissioning Group; North Yorkshire Fire and Rescue Service) on projects in Richmondshire.	<ul style="list-style-type: none"> • Healthy Weight Healthy Lives Strategy • Removing Barriers to Social Inclusion in North Yorkshire • Young People's Providers and Partners Group (CFY) • Age Friendly Communities • Unintentional Harm • Warm and Well project • Seasonal Health Strategy • Looked After Children and Leaving Care – local 'Promise' • Will promote the findings of the Healthwatch North Yorkshire LGBTQ+ experiences of health and social care survey 			
4.4	<u>Refugees</u> Continue to play an active role in the Refugee Council North Yorkshire Resettlement Team and offer support where appropriate	Fortnightly drop in held which is led by Refugee Council and volunteer workers and supported by Landlord Services attending on a monthly basis with additional attendance when the need arises. Involved with preparation for 2021 arrivals (housing)	Landlord Services Manager	Ongoing March 2020	

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Action		Progress	Owner	Target date	Complete
		Promoting the findings of the HealthwatchNY Refugee Survey  HWNY-Refugee-Report-January-2020 (1)			
4.5	<u>Dementia</u> The local group have now become Dementia Friendly Richmondshire and will work closely with Dementia Friendly Communities in achieving their objectives. .	Work is ongoing with funding in place for marketing the work of the group. Business interest is continuing to grow with 25 now registered interest in becoming dementia friendly. Working with Cllr. Hodgson to explore possibility of supporting taxi drivers accessing dementia awareness training and taxi businesses in becoming dementia friendly.	Business & Community Manager	Ongoing March 2020	
	Members to support the ongoing funding of Apprenticeships across the District through allocation of budget		Chief Executive	Aug 2019	

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Action		Progress	Owner	Target date	Complete
	Reports on the achievements of apprentices to be regularly reported to Corporate Board		Corporate Director (Resources)	Sept 2019 and quarterly	
	Lessons learned to be identified and shared appropriately	Done and ongoing – listen to good practice and implement as appropriate.	Chief Executive / Corporate Equalities & Diversity Group	March 2020 and ongoing	

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Action Plan to meet the Equalities Objectives – 2019/20

Theme 3: Governance

Objective: The Council collects, monitors, reports and acts on information relating to equalities and diversity to promote service improvement and reduce the potential for discrimination

5.Improve reporting and follow up action on protected characteristics across staff and the community					
Action		Progress	Owner	Target date	Complete
5.1	Collect and report up to date information as part of annual report and quarterly Corporate Equalities and Diversity Group meetings (both internal and working with partners).	Done and ongoing.	Corporate Equalities & Diversity Group	Aug 2019	
				Nov 2019	
				Feb 2020	
				May 2020	
5.2	Identify and undertake actions needed to address issues in information requested, e.g. reduced performance.	Done and ongoing.	Corporate Equalities & Diversity Group / Officers as relevant	Ongoing	
5.3	Ensure Equality Impact Assessments continue to be undertaken for proposed major changes; any key actions to be added to service plans and flagged to Corporate Equalities & Diversity Group as relevant.	Done and ongoing. Full review to be done in March 2020.	Corporate Equalities & Diversity Group	Ongoing March 2020	

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5.Improve reporting and follow up action on protected characteristics across staff and the community

Action		Progress	Owner	Target date	Complete
5.4	Continue to review Equality and Diversity objectives and report progress on an annual basis.	Done - July 2019	Corporate Director (Resources) / Principal Policy Officer	July 2019	
5.5	Post-implementation review of Council website.	C/F – to be programmed in.	CA&H Team	Dec 19	
5.6	Review internal resources for ongoing support to E&D (annual review).	No additional resources needed.	CE&DG	May 2019	

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Objective: The Council collects, monitors, reports and acts on information relating to equalities and diversity to promote service improvement and reduce the potential for discrimination

6.Continue to review the Council's policies and procedures across all services in line with agreed timescales, publishing where relevant.					
Action		Progress	Owner	Target date	Complete
6.1	Ensure Policies and Procedures schedule is reviewed six monthly and necessary actions taken to amend as needed.	Ongoing – scheduled to discuss with new PA team – February 2020.	Corporate Director (Resources) / PA to Senior Team	June 2019	
				December 2019	
6.2	Publish external revised policies and procedures in line with agreed timelines.	Follows on from above.	All Managers	Ongoing	
6.3	Equality Policy to be reviewed and updated as necessary.	No action identified in 19/20.	Corporate Director (Resources)	July – October 2021	