

Draft Equality & Diversity Action Plan 2018-2020

Promoting Equality, Celebrating Diversity

Version 1 – May 2018

Objective A. Promote equality and inclusion within our workforce, our Members and through our employment and procurement practices

Outcome A: We are a fair and equitable employer, striving to achieve a diverse and culturally competent workforce.

Overall lead: Janet Atkin, HR

Action	Timescale	Leads
1. Review and roll out Cultural Competence Train the Trainer course through 3 full day sessions, ensuring take up from all services	April 2018	Paul Evans & Bethan Rees
2. Launch new Bullying and Harassment policy with a remodelled policy on Trust and Respect in the Workplace, led by the Chief Executive. Roll out training to all Directors/Heads of Service management teams and with a clear communications plan to get the message out to all staff. The policy contains a clear statement on our duty to challenge discriminatory behaviour	March 2018	Head of HR
3. Review online equalities e-learning content, relaunch as part induction process and monitor the percentage of new starters undertaking the training	April 2019	Paul Evans
4. Produce an annual workforce report for SMT including monitoring information on Employee Data by protected characteristics, publish on the website and take to EDAG and CDG	January 2018	Head of HR
5. Consider the results of the staff survey, the Staff Health & Wellbeing report and any equality & diversity issues in and make links with Health & Wellbeing Champions	March 2018	EDAG
6. Raise awareness of the Staff & Member Diversity Network to encourage attendance	March 2018	The Network, Comms & HR
7. Raise awareness of the Access to Work scheme and ensure access is in place before employees start	April 2018	Phil Hill and Janet Atkin

8. Develop Reasonable Adjustments e-learning package	June 2018	Jenni Bartlett
9. Consider Member training and involvement in championing E&D	April 2018	CDG
10. Continue to give advice about how E&D can be incorporated into specifications and tendering process	January 2018	LGSS
11. Refresh the Equality and Diversity Camweb pages	January 2018	Diane Lane, Elsa Evans, Marc Mageean, Bethan Rees

Objective B: Promote equality and inclusion through fair and accessible services

Outcome B: Our services are fair and accessible to everyone

Lead: Sarah Ferguson, People & Communities

Action	Timescale	Leads
Ensure staff and members understand the how to make Community Impact Assessments meaningful and focused on actions to mitigate risks – monitor 10 samples from across the organisation	April 2019	EDAG
Commission Disabled Go to develop an access guide to 2000 venues across Cambridgeshire which look at access and disability from a variety of perspectives and for Disabled Go to train local disabled people to survey venues as part of their work experience programme	April 2018	Sarah Dean
Consider how we can take part in the Safer Spaces campaign as part of the roll out	January 2019	EDAG
Ensure website meets Accessibility Standards and is able to be translated and converted to Read Aloud	April 2018	Ed Strangeways
Introduce Plain Language campaign to make sure we provide jargon free information in formats and places that people can reach, use, understand and comment on	April 2018	Marc Mageean
Ensure compliance with accessibility to buildings as required by the Equality Act 2010:		Phil Hill
<ul style="list-style-type: none"> Phase 1 review current accessibility audits) - report to Strategic Operational Asset Board Phase 2 Based on priority commence programme of audits) Phase 3 Structural enhancements as identified by audits) 	April 2018 July 2018 March 2019	
Continue to champion service user access to our: buildings, information, communication, language, appropriate use of different technologies and events	April 2019	EDAG

Objective C: Promote equality, inclusion and celebrate diversity in our communities

Outcome C: We recognise and celebrate the diversity of our communities and respond to people's needs.

Lead: Christine Birchall, Communications

Action	Timescale	Leads
1. Raise the profile of equality and diversity through communications campaigns, such as LGBT+ History Month, International Day of Persons with Disabilities, International Women's Day, Vote100, Gypsy, Roma and Traveller History Month, Black History Month, Cambridgeshire Celebrates Age, Human Rights Day, White Ribbons Campaign and other campaigns as appropriate	April 2019	Christine Birchall
2. Promote awareness campaigns internally via Daily Blog and refreshed Camweb pages including an updated calendar of key events	April 2018	Marc Mageean and Diane Lane
3. Show our public commitment to the Equality Pledge via email signatures and promote via Support Cambridgeshire, brand all E&D work with Equality Pledge	April 2019	Marc Mageean and Diane Lane
4. Make sure the language and images used reflects the community around us, taking proper note of the needs of those with protected characteristics making sure that we represent, but don't stereotype, people through their age, gender identity, ethnicity, ability or sexuality	January 2018	Christine Birchall
5. Publish and promote 'Working Together', an engagement and consultation strategy developed with Adult Social Care service users, and recruit 'Working Together' Champions	April 2018	Adam Thorp and Carol Williams