

Richmondshire District Council

Action Plan to meet the Equalities Objectives – 2020/21 to 2022/23

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 2020/21, taking into account likely LGR	Main focus on recruitment of apprentices – now in place. Training support programme in process of development for LGR preparation. No change Training support programme developed. Approval granted and currently being rolled out with stress awareness completed in q1.	Senior Management Team / HR & Payroll Manager	Dec 2020	No longer being progressed other than within context of LGR
1.2	Staff induction process to be updated to ensure encouragement provided to those with protected characteristics.	Induction process already requires completion of E&D modules. Courses available on FLICK.	HR & Payroll Manager	March 2021	No further actions other than relating to LGR to be progressed
1.3	Six monthly sessions to be held (for new staff and as refresher training) and refresh of e-learning to be undertaken	As above. Currently available on FLICK	HR & Payroll Manager	March 2021	No further actions other than relating to LGR to be progressed

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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.	This has been partly superseded by LGR. We will need to liaise with NYCC over future progression plans	HR & Payroll Manager	Ongoing March 2021	No further actions other than relating to LGR to be progressed
2.2	Develop suitable recruitment processes that encourage an appropriate mix of people with all protected characteristics to apply.	Ongoing awareness of issues. Recruitment policies and advertisement takes this into consideration. Needs to be kept under constant review to keep abreast of changes.	HR & Payroll Manager	Ongoing March 2021	No further actions other than relating to LGR to be progressed
2.3	Train and develop all staff, particularly apprentices, to retain a balanced workforce for the longer term.	Training of Apprentices is a priority – currently there are 5 training and with a further 4 commencing in September 2021.	HR & Payroll Manager / All Managers	Ongoing March 2021	No further actions other than relating to LGR to be progressed

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3. 3. Consider the Implications of the Black Lives Matter campaign and widening of definitions and requirements to reflect inclusion on employment and future recruitment.					
Action		Progress	Owner	Target date	Complete
3.1	Undertake some analysis of the latest changes to fully understand requirements for Richmondshire District Council	RDC approach aligns to new Council proposals – will not amend unless law requires it	HR & Payroll Manager	July 22	June 22
3.2	Develop suitable approach to ensure inclusiveness in recruitment / retention policies and practices.	Inclusiveness in recruitment actioned. In terms of retention and practices, we have training for staff, my only other suggestion would be to set up a focus group to review policies from an E&D perspective rather than only complete EIA's.	HR & Payroll Manager	Ongoing March 2021	No further actions other than relating to LGR to be progressed
3.3	Report on progress as part of quarterly monitoring, with associated actions	This is done on an ongoing basis.	HR & Payroll Manager / All Managers	Ongoing	Oct 22

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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. Continue to consult, engage and work with those groups representing the protected characteristics to ensure policies and action plans are effective and appropriately targeted. Ensure this is aligned to the latest thinking on acceptability.					
Action		Progress	Owner	Target date	Complete
4.1	Review list of contacts, confirming coverage of protected characteristics and willingness of participation.	Continue to cross check as needed Link to list here	Corporate Director (Resources)	March 22	
4.2	Consult on appropriateness of objectives, action plan and Annual Report, considering relevant feedback.	Approved by December Council. Looking to report back in September 2021 on 20/21 plan. All work now to cover 20/21 to 22/23.	Corporate Director (Resources)	August 22 likely to continue to March 23	
4.3	Follow up any identified actions in line with timescales set out.	Key actions on the agenda for discussion . Continuing	Corporate Equalities & Diversity Group	March 2022 and ongoing	

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Theme 2: Local Community Engagement

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5. Work with specific groups who are encouraging those with protected characteristics to become involved and lead across the community. Examples include the Armed Forces Covenant, the AFC Employers Recognition Scheme, the Council’s External Apprenticeship scheme, and progressing the Councils Dementia friendly approach.					
Action		Progress	Owner	Target date	Complete
5.1	<p><u>General</u> We will continue to support organisations including North Yorkshire Sport, and Richmond School by playing an active role in of the Richmondshire Inclusive Sports Group</p> <p>Annual awareness calendar</p>	<p>The work of Richmondshire Inclusive Sports Group have continued but have not met as a group – this has not been necessary. They have successfully sought funding via Area Partnership and other sources.</p> <p>North Yorkshire Sport have successfully delivered a scheme in Richmondshire with support via the Community Investment Fund, please see the video summary here</p> <p>annual calendars are now linked with calendars for safeguarding and community safety themes and now feed into the staff newsletter JS and JH to update</p>	Business & Community Manager	Ongoing	

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		<p>We have supported colleagues in NHS to deliver a Nepalese Health Mela on 18th June this year which was a great success, attracting hundreds of participants.</p> <div style="text-align: center;">  checklist.pdf </div> <p>We are currently working with the Council Leader looking at ways to support our Fijian communities and celebrating culture.</p> <p>We continue to work with partners at North Yorkshire Youth to promote LGBTQ+ events in the district.</p> <p>Working with partners to explore the potential of establishing Richmondshire Credit Union schemes including Payroll Partners and Young Ambassadors</p>			
5.2	<p><u>Health related projects:</u> Work with partners (e.g., NYCC Public Health; Health Watch North Yorkshire, Hambleton, Richmondshire and Whitby Clinical Commissioning Group; North Yorkshire Fire and Rescue Service) on projects in Richmondshire.</p>	<p>We have continued to work with partners in delivery of projects to include:</p> <ul style="list-style-type: none"> • Tier 2 Adult Weight Management Programme • we worked with NHS colleagues to deliver a Nepalese Health Mela on Saturday 18th June 2022, see above • Continue to support Dementia Friendly Richmondshire who are soon hosting a 	Business & Community Manager / Team	Ongoing	

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		public information session for Lasting Power of Attorney			
5.3	<p><u>Refugees</u> Continue to play an active role in the Refugee Council North Yorkshire Resettlement Team and offer support where appropriate</p>	<p>All Syrian Refugee's have been accommodated from both phases of the resettlement program.</p> <p>All 9 MOD units of accommodation have been utilised as part of the Afghanistan refuge programme. No issues reported from families accommodated.</p> <p>No accommodation made available as part of the Ukraine refugee arrangements with accommodation being offered by host families . Concern has been raised re breakdown occurring with host family with Ukraine household then becoming homeless. Agreed across county that mediation is first option, followed by alternative host placement with stat homeless route being last alternative. Procedure has been agreed across county to deal with cases of breakdown. Approx. 420 arrivals to the UK which includes 122 children. Additional £200 made available to hosts to help with school transport.</p>	Landlord Services Manager	Ongoing – July 22	

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5.4	<p><u>Dementia</u> The local group have now become Dementia Friendly Richmondshire and will work closely with Dementia Friendly Communities in achieving their objectives.</p> <p>.</p>	<p>The Dementia Friendly Richmondshire group are moving forward with their plans to develop an 'accessible' village or housing plot</p> <p>They are also meeting with the Council's planning team and Harris Irwin Architects to discuss age/dementia friendly planning and the Household Model of Care https://spark.adobe.com/page/VOtujqSx8ggTY/</p> <p>Training for taxi drivers is now compulsory</p> <p>Continue to support Dementia Friendly Richmondshire who are soon hosting a public information session for Lasting Power of Attorney</p>	Business & Community Manager	Ongoing - July 22	
5.5	Reports on the achievements of apprentices to be regularly reported to Corporate Board.	Annual report approved by Council in December 2020. Quarterly updates as relevant reported through the performance monitoring reports.	Corporate Director (Resources)	Jan 2022 and quarterly	
5.6	Lessons learned to be identified and shared appropriately	Done on an ongoing basis.	Chief Executive / Corporate Equalities &	March 2022 and ongoing	

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Action Plan to meet the Equalities Objectives – 2020/21 to 2022/23

Theme 3: Governance

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

6. Improve reporting and follow up action on protected characteristics across staff and the community.					
Action		Progress	Owner	Target date	Complete
6.1	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).	Reported Nov / December 2020. Reported to CB as part of 19/20 review. Will update at outturn of 20/21 and 21/22. Will be done as part of annual report – due Oct 22	Corporate Equalities & Diversity Group	Aug 2020 /21 /22	Meeting scheduled
				Nov 2020 / 21/22	
				Feb 2021 / 22 / 23	
				May 2021 / 22	
6.2	Identify and undertake actions needed to address issues in information requested, e.g., reduced performance.	To consider as part of agenda	Corporate Equalities & Diversity Group / Officers as relevant	Ongoing	No further actions other than relating to LGR to be progressed
6.3	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.	Some have been updated but work ongoing given other priorities due to Covid19. Being progressed and chased – update to be given at November 2021 meeting Some to follow up in Operations / Strategy and Regulatory	Corporate Equalities & Diversity Group	Ongoing	
			TC	July 22	

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6. Improve reporting and follow up action on protected characteristics across staff and the community.					
Action		Progress	Owner	Target date	Complete
		Outstanding ones being pursued by Directors			
6.1	Continue to review Equality and Diversity objectives and report progress on an annual basis.	Done – reported December 2020. Annual report to be combined with 21/22 – report back May 22. Report to be compiled for Oct 22 Corporate Board	Corporate Director (Resources) / Principal Policy Officer	To update for 22/23 by Oct 22	
6.2	Ensure website complies with latest accessibility requirements and survey users to ensure satisfaction	Recently reviewed as standards have changed – currently working through action plan to address new standard requirements – continuing to work towards new accessibility standards. Issue on local plan documents – now removed as no activities taking place unless essential	CA&H Team	Mar 2022 and ongoing	
6.3	Review internal resources for ongoing support to E&D (annual review).	Perhaps worth considering use of external advisor on new initiatives. Considered at previous meeting and concluded all actions being picked up	CE&DG	Nov 2021	No further actions other than relating to LGR to be progressed

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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.

7. 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
7.1	Ensure Policies and Procedures schedule is reviewed six monthly and necessary actions taken to amend as needed.	Updated in December 2020. Considered by SMT in July 21 - up to date at that point. Unlikely to amend any further policies in light of LGR unless no longer legal.	Corporate Director (Resources) / PA to Senior Team	May 2022	No further actions other than relating to LGR to be progressed
				July 2022 & every 6 months	
7.2	Publish external revised policies and procedures in line with agreed timelines.	Done on an ongoing basis	All Managers	Ongoing	No further actions other than relating to LGR to be progressed
7.3	Equality Policy to be reviewed and updated, as necessary.	Ongoing – to be included on next agenda – no change – will come to August 2021 meeting. Unlikely to amend any further policies unless no longer legal	Corporate Director (Resources)	May 2022	No further actions other than relating to LGR to be progressed