APPENDIX 2

**Equalities Action Plan April 2022**

| | | Action | Completion Date | RAG Status | April 2022 Commentary |
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| 01 | | To promote the 'Diversity, Equality and Discrimination' training module on the LMS to 'certification' level i.e. a Mandatory requirement. | Preparation complete by December 31 2021 for roll out by 31st January 2022. | | Mandatory Equalities module went live 1st February 2022.<br><br>As of 14th April 2022, **441** staff have completed the module |
| | | People and Performance to promote mandatory training on LMS with assistance from Communications Team. | January 2022 | | |

| 02/a | To investigate suitability of the additional Equalities LMS modules as follow on training for both Staff and Elected Members.<br><br>Modules are:<br>• Direct and Indirect Discrimination<br>• Avoiding and Dealing with –<br>   o Race Discrimination<br>   o Gender Reassignment Discrimination<br>   o Religion/Belief Discrimination<br>   o Sexual Orientation Discrimination<br>   o Age Discrimination<br>   o Sex Discrimination<br>   o Disability Discrimination<br>• Armed Forces Covenant<br>• Modern Slavery | December 2021 | | Completed . All existing Equality and Diversity modules identified as appropriate follow on modules. Further news items to be included in Team Weekly and on the Staff Portal to encourage take up of discretionary modules.<br><br><br>LGA Equality, Diversity and Inclusion for Councillors module integrated within the LMS.<br><br>To date completed by **3** members. |

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| - | | | | Numbers of staff completing the 'discretionary' modules is as follows:-<br><br>• Direct and Indirect Discrimination - 3<br>• Avoiding and Dealing with -<br>   o Race Discrimination - 7<br>   o Gender Reassignment Discrimination - 5<br>   o Religious/Belief Discrimination - 3<br>   o Sexual Orientation Discrimination - 2<br>   o Age Discrimination - 3<br>   o Sex Discrimination - 2<br>   o Disability Discrimination - 2<br>   o Armed Forces Covenant – 2<br>• Modern Slavery 6<br>• Equal Opportunities in the Workplace - Maternity Leave -1 |
| 03 | Communications Campaign | Ongoing activity | | Initial tasks completed on 17/01/22 via One Team Weekly article and Staff Awareness session. |
| 04 | Update Equalities information/resources on Staff Portal | Ongoing (as required) | | First update completed as of 31st December 2021. |

| 05 | Improve overall visibility of PSED across the business e.g. use of images on website and in communications | | | Initial meeting held with Comms team on 17th February. Provided with a range of Accessibility guides and source of royalty free Diversity images being researched.<br><br>Digital services asked about introduction of a 'sans-serif' font (e.g. Arial, Helvetica or Verdana). minimum point 12 as default for email. Has been added to their to-do list. |

| 06 | Update all the default Implications sections of the Committee Templates including Equalities. | Ready for February 2022 reports | | Task completed.<br><br>As of 25th February **26** Equality Impact Relevance Check Forms completed and signed off and **2** Full EIA pending.<br><br>In comparison, only 15 Impact Relevance Check Forms and 2 full EIA's were completed in the whole of 2021.<br><br>46 reports went to either Full Council, DX or Area Committees in the period Jan to April 2022.Of these 31 required decisions and should, therefore, have had Equality Impact Relevance Check Forms completed. This means 5 reports that should have provided an Impact Relevance Check Form as a minimum failed to do so (16%) |
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| 07 | Provide Due Regard template options for SLT reports | December 31st 2021 | | Preferred option has been for all SLT reports requiring a decision to submit Impact Relevance Check Form as a minimum. |
| 08 | Carry out second equalities compliance audit in 2022 | July 2022 | | |
| 09 | Annual Equalities performance Report to DX and Full Council | March 2022 | | Scheduled for DX only on May 12th 2022 |

| 10 | Quarterly Action Plan progress reports to SLT | March 2nd/9th , June 8th September 7th and December 7th 2022 | | First report considered by SLT on 2nd March 2022 |
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| 11 | Develop an approach and material to assist case officers and Specialists to challenge discriminatory comments from customers/stakeholders | 31/01/2022 | | Initial meeting held with Sharon Jones on 07/01/22<br><br>Currently exploring potential resources |