

Appendix B - Equality Scheme Action Plan Progress Report

Objective 1: Understand the diversity that exists within the South Cambridgeshire population and identify, prioritise, and deliver actions that will narrow the gap in outcomes between disadvantaged groups and the wider community.

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|---|------------------------|---|------------|
| Promote and participate in quarterly Equality Pledge signatory meetings, to share and hear about examples of good practice from other like-minded Cambridgeshire organisations. | Policy and Performance | <p>A meeting of Equality Pledge signatories took place in Q1 of 22-23 with representatives sharing information about how they are working to progress EDI (equality, diversity and inclusion) within their organisations.</p> <p>Equality Pledge Partners, Cambridge City Council, have collated a list of businesses who have expressed interest in the pledge and we are using this to consider how best to further promote further pledge in 2023, including through pledge meetings in Summer and Autumn.</p> <p>Although Equality Pledge activity has taken place during 22-23, this action is shown as Amber because meetings have not taken place on a quarterly basis as originally anticipated.</p> | Amber |
| Attendance at key regional and national events and conferences and feeding back of key findings to the rest of the organisation. | Policy and Performance | <p>7 conferences have been attended by members of the SCDC staff Equality, Diversity and Inclusion (EDI) forum this year. Attendees have created and shared presentations and videos about key findings.</p> <p>Members of the Policy and Performance Team have also attended meetings of the East of England Regional EDI Network to hear and share details of EDI work in public sector organisations throughout the region.</p> | Purple |
| All 2022-23 Business Plan Actions have Equality Impact Assessments completed. | Policy and Performance | <p>14 EqIAs (Equality Impact Assessments) were completed and published on our website during 22-23 (compared with 13 in 21-22) helping to demonstrate due regard for the aims of the Public Sector Equality Duty.</p> <p>Further EqIAs were under development at end of Q4, including those relating to 4 Day Week and the Council's Menopause policy. We have also provided review and feedback in relation to EqIAs being completed by partner organisations, including in relation to the GCPs Making Connections proposals.</p> <p>Although there has been an increase in EqIA work being undertaken, we are still working to increase awareness this. An EqIA guidance video was recorded in Q3 receiving positive feedback from colleagues and promoting EqIAs will be a significant focus of the Policy and Performance team throughout 23-24.</p> | Amber |

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|---|-----------------------------------|--|---------------|
| <p>Actions identified within EqlAs are undertaken and completed within the timescales set out.</p> | <p>Policy and Performance</p> | <p>EqlAs are signed off by policy owners and project sponsors. In many instances EqlAs highlight actions that go on to inform further policy and project development. For example in relation to the 4DW EqlA, which highlighted further action that is taking place to understand how neurodiverse members of staff have experienced the 4DW to date. Completion of actions raised through 2022-23 EqlAs will continue during the 2023-24 financial year.</p> | <p>Green</p> |
| <p>Identify and implement an approach for the review of feedback received in relation to the impacts of services and council activities on protected characteristics.</p> | <p>Policy and Performance</p> | <p>A Customer Insight Group has been set up, comprising officers from the Web Team, Transformation, Policy and Performance and Call Centre. A survey on customer satisfaction is currently live and has collated over 650 responses to date. These responses are being reviewed by the group to ensure equality and operational issues are identified.</p> <p>One example of this led to internal communications raising awareness of how we can provide better customer service to those with speech impediments.</p> | <p>Purple</p> |
| <p>Review of access to homelessness, housing and welfare support data to inform the development of a new Homelessness strategy.</p> | <p>Housing Advice and Options</p> | <p>This action has been rolled forward to the 2023-24 financial year.</p> | <p>Amber</p> |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|--|--------------------|---|------------|
| Continued engagement with agencies coordinating local government refugee resettlement efforts to identify further opportunities to assist with the housing of refugees. | Cross Council Team | The situation in Ukraine continues to dictate our work in this area. So far under the Homes for Ukraine scheme, around 740 Ukrainian people have arrived in South Cambs, and there is ongoing demand for places for them to stay. SCDC and Cambridge City Council have recently released a joint campaign to attract hosts. We are also engaging with the Home Office -assigned Bar Hill hotel which is housing asylum seekers, organising activities and securing clothes and devices for them to use. | Purple |
| Completion of Domestic Abuse Housing Alliance (DAHA) equality and intersectionality framework relating to practice that enables staff to understand and respond to victims and survivors' intersectional needs and experiences of disadvantage and discrimination. | Housing | Accreditation achieved December 2022, with the assessor particularly noting the Council's aim of continuous improvement as a real highlight to observe. | Purple |
| Achievement of DAHA accreditation. | Housing | See above | Purple |
| Work with the County to assist in their duty to undertake Domestic Abuse Needs Assessment reporting and review this information internally to help shape future response to domestic abuse. | Housing | Working with County around Domestic Abuse Needs Assessment reporting and reviewing the information - statistics provided to the County as and when requested. | Green |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|---|-------------------------------|--|---------------|
| <p>A South Cambridgeshire equality profile dashboard is available, providing a robust and useful evidence base about local demographics to those shaping SCDC policies, services, and projects.</p> | <p>Policy and Performance</p> | <p>A Power BI dashboard has been created, bringing together a range of publicly available data sets which provide an ongoing picture of South Cambridgeshire demographics. This has been shared on EDI and the Corporate Management Teams sites, and will continue to be updated to account for new data as it becomes available.</p> | <p>Purple</p> |
| <p>Emerging data in relation to EDI (including 2021 Census and LGBT+ Needs Assessment results) is reviewed and available through new equality profile dashboard, with key findings promoted through key internal communications channels.</p> | <p>Policy and Performance</p> | <p>Encompass Network produced their Needs Assessment report in November 2022, and shared the data with Cambridge City and SCDC who made contributions to support this research. A summary of the Needs Assessment was promoted in Q4. The availability of this information will be promoted again in June 2023 to coincide with Pride month.</p> <p>Census data relating to the Sexual Orientation protected characteristic has also been added to the equality profile dashboard.</p> | <p>Purple</p> |
| <p>Promote the Cambridgeshire Equality Pledge to businesses through our Business Support Newsletter and other channels.</p> | <p>Business Support</p> | <p>The Cambridgeshire Equality Pledge has been promoted to businesses through our Business Support Newsletter at different times throughout the year.</p> | <p>Purple</p> |
| <p>Promote equality resources to businesses, to help broaden understanding of inequalities that exists in the workplace and action that can be taken to address this.</p> | <p>Business Support</p> | <p>Equality resources (including webinars, events, posters, funds and awards) have been promoted through the Business Support newsletter since April.</p> | <p>Purple</p> |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|--|----------------------------|--|---------------|
| <p>Provision of Equality, Diversity and Inclusion training as part of new member induction process, following elections in 2022.</p> | <p>Democratic Services</p> | <p>A total of 13 Members have undertaken Equality, Diversity and Inclusion training since the election in May 2022. The sessions were advertised through an all Member email, and through the CEO's all Councillor newsletter. This training was not mandatory and although 13 out of 45 members may seem like low attendance, similar sessions were run in 21-22.</p> | <p>Purple</p> |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

Objective 2: South Cambridgeshire District Council is an employer that values difference and recognises the strength that a diverse workforce brings

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|---|-------------------------------------|---|------------|
| O2A1i) Implement a recruitment communications plan promoting SCDC as an inclusive and welcoming employer to applicants from under-represented groups, including a review of how and where we advertise Council vacancies. | HR (Recruitment); Communications | <p>A plan has been implemented focussing on the creation of promotional imagery and messaging that reflects our desire to be an inclusive and welcoming employer. We have also refreshed our 'Jobs' webpages to promote some of the core benefits of working at SCDC, including mention of the extended 4 day week trial.</p> <p>The status has been set as amber because although we have commenced a review of our how and where we advertise Council vacancies, this review was not completed by the end of the 2022-23 financial year. The review will be completed in Q1 of 23-24 and will go on to inform where we advertise our vacancies.</p> | Amber |
| O2A1ii) Implement a method for obtaining and reviewing data on the number of applications received from protected characteristic groups. | HR | <p>Once in place, the new recruitment system will allow us to produce an anonymised report on the equality profile of those who are applying for jobs at SCDC.</p> <p>The new system is in final testing stages and we are aiming to go live from summer 2023, once final configurations having been completed.</p> <p>Although we have limited access to application data until this time, we report annually our workforce breakdown, focussing on representation of different protected characteristics among our staff. This is available on our website at https://www.scamb.gov.uk/your-council-and-democracy/equality-and-diversity/</p> | Amber |
| O2A1iii) Increase the number of job applications from people from the protected characteristic groups from baseline levels. | HR | See above. | Amber |
| O2A1iv) Increase the number of apprenticeships being undertaken within the organisation as a means of promoting the Council as a viable career option for a broad range of prospective employees. | HR (Learning and Development) | <p>We currently have 20 apprentices (50% are new hires and 50% are grow-your-own talent) and are recruiting a new cohort of management apprentices internally, with courses due to start in September. We are also out to market with 6 Planner apprenticeships at Level 4 and Level 7. Again, these will start in September 2023.</p> <p>We are continuing to consider ways to further increase the number of apprenticeships being undertaken, to offer excellent career opportunities to a broad range of prospective and current employees.</p> <p>Although the apprentices programme continues beyond the 22-23 year, the status has been set as purple (complete) on the basis that the work plan was completed for the year.</p> | Purple |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|---|-------------------------------|--|------------|
| O2A1v) Provision of work experience opportunities within the organisation, and representation at local careers fairs and in schools and colleges to promote the Council as an employer of choice in the local area. | HR (Learning and Development) | We took on work experience students in summer 2022 for the first time since pre-Covid; we had 7 placements. This is planned to be repeated in the Summer of 2023. We worked with a local organisation and planned an event in Feb 2023 to promote SCDC as an employer of choice in the local area. | Purple |
| O2A1vi) Impacts of hybrid working arrangements are monitored through annual staff surveys. | HR | A staff survey on health and wellbeing was completed in summer 2022 and spring 2023. This measured a broad range of facets contributing to health and wellbeing, including working conditions and hybrid working arrangements. One noticeable impact identified through analysis of the results was a reduction in the social and team support felt by some individuals, partly as a result of increase hybrid working arrangements. This led to the release of guidance to staff recommending that teams come together for face-to-face meetings at least twice a month. Members are also currently being consulted on their views of Hybrid working and a report will go to the next Employment and staffing committee The surveys also highlighted positive health and wellbeing impacts attributable to the 4 day week trial leading to an extension of the trial until March 2024. | Purple |
| O2A1vii) Completion of Team Charters for each team across the Council setting out approaches to hybrid working. | All Teams | 18 Team Charters have been completed and uploaded in the CMT Teams chat. Teams were asked to review the ways they work together as part of 4 Day Week planning. This led to Charters being updated as teams adapt their working practices. | Purple |
| Supplementary action (added part way through the year): Work towards becoming a menopause-friendly organisation. | HR | We have introduced a Menopause strategy, putting in place several events in September and October to increase awareness across the organisation. We are working towards Menopause in the workplace accreditation (this will be completed in Q3 or Q4 of 2023-24). | Green |
| Disability Assessment of our offices completed, and assurance received by Disability Cambridgeshire. | Facilities Management | This action cannot be completed until the Greening South Cambs Hall and Curtain Walling projects have been completed so that the entire site can be assessed including parking provisions, fire strategy and systems. Rolled forward to the 23-24 Equality Scheme action plan. | Amber |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|--|------------------------|---|------------|
| Develop and adopt a Reasonable Adjustment Passport policy and promote its availability to Council staff (including a section on Reasonable Adjustments on the HR intranet pages) | HR | The Disability Passport scheme was adopted in Q1 and has been publicised via internal employee channels as well as in HR updates. At least two employees have used the Reasonable Adjustment Passport since it became available. | Purple |
| Analyse annual staff satisfaction surveys around equality, diversity, and inclusion, and publish 'you said, we listened' examples internally following analysis of the survey results. | Policy and Performance | The final results of the survey were presented within the EDI forum during Q3. The findings from the survey reinforced some of the actions within this action plan, including the importance of ensure that training opportunities are provided and that recruitment processes are inclusive. | Purple |
| Progress towards workforce diversity that represents the local equality profile. | HR | <p>We report annually on our workforce breakdown, focussing on representation of different protected characteristics among our staff. The latest report, providing a snapshot as of 31 March 2022, found that:</p> <ul style="list-style-type: none"> - The proportion of employees identifying as either Black, Asian, Mixed Ethnicity or Other Ethnic Group remains stable at 5.7%. This compares with 11% of South Cambs residents. - 9.3% of SCDC staff declared a disability, an increase from 8.3% in March 21 and compared with 14.8% of South Cambs residents. - 3.01% identified as either Lesbian, Gay or Bi-sexual compared with 2.38% of South Cambs residents. - 53.2% of SCDC staff identified as having a religion compared with 56.7% of South Cambs residents. <p>The full report is available on our website at https://www.scambs.gov.uk/your-council-and-democracy/equality-and-diversity/</p> <p>Green status as we are making progress towards this over multiple years.</p> | Green |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available

Appendix B - Equality Scheme Action Plan Progress Report

Objective 3: Protected groups are included and have their voices heard in discussions about the future shape of the district.

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|---|--------------------------------------|---|------------|
| Equality Impact Assessments are completed identifying actions to ensure the voices of people from protected characteristic groups are included and represented within plan consultation and development activity. | Planning Policy | The draft Local Plan is due to be considered by members in summer 2023 prior to public consultation. Each key stage of the Greater Cambridge Local Plan is accompanied by an updated EQIA and Sustainability Appraisal. Status is green as we continue to be on target to complete this multi-year target. | Green |
| Actions identified within EqIAs undertaken are undertaken and completed within the timescales set out. | Planning Policy | See comment above. | Green |
| Undertake evidence gathering exercises to understand needs of people with protected characteristics. This will include an accommodation needs assessment of Gypsies and Travellers. | Housing Strategy and Planning Policy | The Gypsy and Traveller Accommodation Needs Assessment has been delayed. The contract was terminated with the previous consultant due to concerns with the robustness of the survey and evidence base previously being used. We are currently in discussions to re-commission the work but it's like to be a further 6-9 months from March 23 before the assessment is completed. | Amber |
| Completed sustainability appraisal including sections covering social and health impact. | Planning Policy | See comment above (at top of this page). The sustainability appraisal, including sections on the social and health impacts will follow as part of subsequent stages of the Local Plan process. Status is green as we continue to be on target to complete this multi-year target. | Green |

Appendix B - Equality Scheme Action Plan Progress Report

| Measure | Lead Teams | Latest position (at end Q4) | RAG status |
|--|--------------------------------|--|------------|
| Develop a corporate list of key contacts and groups to engage with in relation to decisions. | Communications and Communities | <p>This was initially delayed by emergency work related to the Homes for Ukraine scheme, resulting in a new timescale for delivery having been agreed for 2023-24 as part of the Council's refreshed business plan.</p> <p>Work and training has already been undertaken with the Consultation Institute during Q1 and further work to take place, including the launch of an internal SCDC consultation toolkit by end of Q2.</p> | Green |
| Work with the Consultation Institute to carry out a consultation skills audit. | Communications and Communities | See above update. | Green |
| Create corporate consultation and engagement guidance. | Communications and Communities | See above update. | Green |

*Purple = Completed, Green = On target to deliver by timescale, Amber = Delayed but on target for revised timescale, Red = Not going to be delivered or delivery plan needed, Grey = Information not available