

Appendix B - 2019-20 Equality, Diversity and Inclusion Actions Report

E,D&I Related Activity	Date	Summary / Achievements
Mental Health Week	May	During this week the HR Team ran several courses and drop in sessions focussing on different aspects of wellbeing, including tools for reducing stress, and raising awareness of support that is available for staff, such as our team of Mental Health First Aiders.
Breast Feeding Room	May	A specific Breast Feeding Room was allocated for staff and visitor use.
Menopause Policy	July	The Menopause Policy was introduced to better support those Council employees experiencing menopausal symptoms. The aim of the policy is to make managers aware of the Council's responsibility to understand menopause and related issues, how they can affect staff and other work colleagues, and adjustments and additional support that can be provided to those experiencing menopausal symptoms.
Premature Baby Policy	September	The Premature Baby Policy was introduced to support new Mums and Dads employed by the Council if their baby arrives early or is sick. This entitles them to additional paid leave after the birth of a child who requires an extended stay in hospital.
Black History Month	October	A staff and Member event was hosted by the Cambridge African Network to celebrate Black History Month, with market stalls, craft activities, Caribbean food and a talk that was given by Cllr Tumi Hawkins.
LGA Equality, Diversity and Inclusion Conference	October	Three members of staff from the Policy and Performance and HR teams attended a Equality, Diversity and Inclusion (ED&I) conference run by the LGA, reporting back to the Head of HR to inform the Council's ED&I agenda going forward.
Hate Crime Awareness Week	October	The Communications Team ran social media posts to help raise awareness of what hate crime is and how to report it. Between the posts shared 7,222 people were reached and the posts had 450 engagements in total.
Toilet Facilities	October	The Council now provides gender neutral toilet facilities to our visitors. Work was also undertaken to ensure that the language of signs on all of our accessible toilets is correct.
Promotion of Men's Health to coincide with International Men's Day	November	Posts on the Council Intranet raising awareness of men's mental health, and publicising the 'Movember' fundraising completed by a group of staff to raise awareness of men's health.
Launched Monthly Staff Coffee Morning	November	Monthly free coffee mornings for staff, aimed at improving communication across the organisation, giving employees a space to discuss mental health and wellbeing, and improving staff social wellbeing
Strategic Equality and Diversity Training	December	Members of the Policy and Performance and HR Teams attended a training session outlining 'A Strategic Approach to Equality, Diversity and Inclusion' in order to help inform the organisation's equality agenda going forward.
Greater Cambridge Economic Action Plan	December	The action plan captures projects to be delivered in South Cambridgeshire including: <ul style="list-style-type: none"> - Promoting Greater Cambridge as an area which welcomes diversity in the workforce - Supporting local businesses to gain access to Employee Health and Wellbeing programmes, including Mental Health First Aider training. - Developing and distributing information resources for EU workers in South Cambridgeshire.
Holocaust Memorial Day	January	Cllr Cahn and his wife gave a presentation to staff and Members about the atrocities that happened during World War II, and how they effected individuals, families and Jewish communities.
Review of use of title and pronouns fields on customer e-forms	January	We reviewed the way that we collect the preferred titles and pronouns of our customers for some of our e-forms to ensure a more inclusive approach. This work will continue to be developed in the 2020/21 financial year.
Stress Management Training	February	This was a session designed for our managers on how to spot and manage stress in their teams.

Appendix B - 2019-20 Equality, Diversity and Inclusion Actions Report

Local Plan Consultation	February	The 'First Conversation', or Issues and Options consultation as it is formally known, ran from 13 January to 24 February and marked the start of the process to develop the new Greater Cambridge Local Plan – the first joint Local Plan between Cambridge City and South Cambridgeshire District councils. The consultation was carefully planned to obtain a diverse range of views, including those of traditionally harder to reach groups, and as such reached more residents than ever.
Faith and Community Land Allocation Policy for Northstowe	February	The Sustainable Communities Team developed a policy which balances the needs of faith communities to help establish inclusive community facilities in Northstowe, with the recognition of equality and diversity issues in the wider population. This policy can now be applied across all South Cambridgeshire growth sites.
Task and Finish Group established to progress SCDC actions under the Disability Confidence Scheme (Committed - Level 1)	March	A Task and Finish group was set up and we have engaged with a number of local disability groups following a motion at Council in early 2019 to sign up to the Disability Confidence Scheme (which replaces the old 'two ticks' scheme). Some of the things we are doing to meet our Disability Confident Commitments include: - Offering recruitment information in accessible formats e.g. large prints. - Offering candidates who declare a disability assistance to attend interview, support with tests or any other reasonable adjustments. - Carrying out our duty to support our employees with disabilities by making reasonable adjustments.
Equality Impact Assessment review	March	The Policy and Performance Team reviewed and redesigned the Equality Impact Assessment template so that it's more user-friendly and effective in terms of prompting consideration of equality issues during the design and delivery of projects, policies, and service delivery activities and procedures.
Planning of Equality, Diversity and Inclusion Training	March	A contract has been awarded for the delivery of Equality, Diversity and Inclusion training for all staff, to be carried out in the 2020-21 financial year.
Modern Slavery Statement	March	The Council published its annual Modern Slavery Statement, setting out the steps the Council is taking to tackle modern slavery and make sure that it plays no part in our business or supply chains.
Modern Slavery Communications Planning	March	Communications have been planned around the publication of our Modern Slavery Statement, to raise awareness of modern slavery and human trafficking issues. Posts have already been published on the Staff Intranet (including the promotion of a flyer on modern slavery and COVID-19), and social media posts will follow alongside a South Cambs Magazine article.
Equality and Anti-Slavery Member Champion	March	Discussions took place with a view to the appointment of an Equality and Anti-Slavery Member Champion (now appointed as of early 2020-21), to play a key role in continuing to develop the Council's equality, diversity and inclusion agenda going forward.
Promotion of mental health awareness throughout COVID-19	March	Daily tips for managing mental health sent to all staff members, as well as regular online wellbeing sessions being held for staff to raise awareness of mental health, and the measures that can be taken to manage this.
Adult Safeguarding Course	March	Introducing staff to the basic principles of safeguarding adults at risk of abuse or neglect, the concept of wellbeing, the safeguarding principles and initial considerations for making safeguarding personal.
Accessibility Compliance	Ongoing	Work has taken place throughout the year to ensure that the Council is on track to meet the requirement for all online documentation to meet accessibility requirements by September 2020. A full time member of staff has been employed in the Communications Team for this purpose.
Equality in Employment Report	Ongoing	Work has been ongoing throughout the year to gather information and data to inform this report, which is due to be presented to the Employment and Staffing Committee in the first half of 2020-21.

Appendix B - 2019-20 Equality, Diversity and Inclusion Actions Report

Equality Scheme	Ongoing	Work has been ongoing throughout the year to produce a draft revised Equality Scheme, due for presentation to committee and publication in the first half of 2020-21. This will set out the Council's Equality, Diversity and Inclusion objectives for SCDC for the next 4 years.
Quarterly Advertisements placed in Fyne Times (LGBTQ+ lifestyle magazine)	Ongoing	SCDC places quarterly adverts promoting the Council as an organisation that values difference within its workforce. Copies of this magazine are made available to staff and members at communal areas throughout the council building.
Programme of Staff Wellbeing Events	Ongoing	A number of events were held throughout the year promoting mental and physical health of SCDC staff. They included 3 lunchtime strength resilience training, regular pilates, yoga, and fitness classes, supersleep wellbeing event, reflexology and massage sessions and The Big Lunch.
Child Safeguarding Training	Ongoing	Mandatory child safeguarding training rolled out to staff, to introduce the principles of safeguarding children at risk of abuse or neglect, the concept of wellbeing, the safeguarding principles and initial considerations for making safeguarding personal.
EU Settlement Scheme	Ongoing	A range of marketing activities took place during the year to encourage EU nationals in South Cambridgeshire to apply for Settled Status including mail-outs, flyers, social media and magazine articles.
Business Newsletter	Ongoing	The Council's regular COVID-19 Business Newsletter has included information on several initiatives that support businesses owned or managed by people from protected characteristics. For example, the 'Back Her Business' initiative designed to support the set-up of new women-owned or led businesses.
Business Support Webpages	Ongoing	The Council's website is regularly updated with: <ul style="list-style-type: none"> - Information for employers on organisations that they could work with to provide jobs for people with disabilities e.g. the Richmond Fellowship and the Shaw Trust. - Links for young people on starting a business and finding a job. - Information for EU nationals on how they can apply for Settled Status.
Community Rail Partnership	Ongoing	The Council have partnered with Govia Thameslink Railway in offering 'Try a Train' trips to groups who provide a range of services for children, young people and adults to help build their confidence to travel by train, including: <ul style="list-style-type: none"> - Participants of Eddie's Befriending Scheme and their befrienders were taken on a trip from Cambridge to Stevenage for bowling. Eddie's befriending scheme provides friendship and support for people aged 15-25 with learning difficulties and / or autism to participate in activities. - Red2Green took a group of over 16s with learning difficulties or are on the autistic spectrum from Cambridge to Shepreth to visit Shepreth Wildlife Park. The organisation supports their young people to achieve goals in training, education, work, friendship and fun. - Safe Soulmate also travelled from Cambridge to Stevenage for bowling. The group helps diversely able adults to meet new people, socialise and create friendships in a safe way. - Melbourn Village College took a group of young carers from Meldreth to Cambridge for drinks and biscuits at Caffè Nero. Many of which have never travelled into Cambridge before but will need to in the future for higher education. The school supports their student young carers whose caring roles risks impacting upon their emotional or physical wellbeing and their prospects in their education and life.