

Appendix B - Equality Scheme Action Plan Progress Report

Objective	Action	Time	Measure	Feb-22 Position	RAG
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	O1A1: Review SCDC policies, projects, and services to ensure equality considerations are embedded within service design and delivery	(Q2 2021-22)	Increase the number of policies, strategies, projects, and other proposals with accompanying Equality Impact Assessments (EqIAs), identifying actions to narrow the gap in outcomes between disadvantaged groups and the wider community.	16 EqIAs completed during 20-21 to date on a range of new policies, strategies and other proposals, with a number of further EqIAs currently being drafted. This is an increase on previous years. Work is ongoing to ensure that key actions from within the Business Plan have EqIAs to accompany them,	Green
Objective 1: See previous description	O1A1: Review SCDC policies, projects, and services to ensure equality considerations are embedded within service design and delivery	(Q2 2021-22)	Actions identified within EqIAs are undertaken and completed within the timescales set out.	The template has been amended to ensure that EqIAs detail how delivery of actions identified within EqIAs will be monitored. This then receives sign-off at project sponsor, Head of Service or Service Area Manager level ensuring lines of accountability exist for the completion of actions identified within EqIAs.	Purple
Objective 1: See previous description	O1A2: Review access to Housing, Homelessness, and welfare support by those with protected characteristics, identifying actions on how the Council can adopt remove barriers to inclusion	(Q1 2021-22)	Creation of a report setting out findings and implementation of recommendations from Task and Finish group.	<p>The Race Equality Task and Finish Group presented a report detailing their findings in the first half of 2021-22. The main recommendation in relation to this action was to monitor access to these key services by those with protected characteristics going forwards, for the identification of solutions for the removal of any barriers that may be identified.</p> <p>An action is included within the revised Equality Scheme to ensure that research and monitoring of this takes place as part of the review of the Homelessness Strategy.</p>	Purple

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Objective 1: See previous description	O1A3: Establish an Equality, Diversity, and Inclusion Forum to understand the diversity that exists within the South Cambridgeshire population and best practice to help identify improvements to narrow the gap in outcomes between disadvantaged groups and the wider community	(Q4 2020-21)	Equality, Diversity, and Inclusion Forum established, trained, and actively updated on changes to make up of the district and identifying improvements to narrow the gap in outcomes between disadvantaged groups and the wider community.	<p>The Equality Diversity and Inclusion Forum is now well established, with approximately 20 members from across the Council's services. A first progress report was presented to Leadership Team in June.</p> <p>The forum undertook a range of activities in it's first 6 months, including the creation of an Inclusive Language Guide and Calendar of Notable Dates, approved by Leadership Team and since publicised to staff.</p> <p>The forum has been consulted in relation to items of work including as the Council's Modern Slavery Statement and Greening of South Cambs Hall project, and has started gathering information to inform future areas of focus.</p> <p>Going forward the forum is seeking to participate in conversations around recruitment, as well as those around the way in which we use our office premises, and also has plans to review key equality data such as the SCDC Equality in Employment Report and 2021 Census data once available.</p>	Purple
Objective 1: See previous description	O1A4: Improve the collection and analysis of quantitative and qualitative information about the makeup of our residents and customers, to inform decisions that might impact on different protected characteristic groups	(Q4 2021-22)	A single format for gathering and presenting equality data, accessible across Council services. This should include the availability of data in relation to protected characteristic groups, including forecasts of future makeup of the district	A project has commenced that includes the use of Microsoft Power BI to develop an internal South Cambs equality profile dashboard. This will provide key and up to date data covering representation of protected characteristic groups amongst our communities. Completion of this project is now likely to take place in Q2/Q3 of 2022/23	Amber

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Objective 1: See previous description	O1A5: Encourage and promote the benefits of a diverse workforce to South Cambridgeshire businesses	(Q4 2021-22)	Promotion of materials, training, and relevant local groups and networks	A webinar was held in January to promote the benefits of joining the Cambridgeshire Equality Pledge to local Businesses. Organisations joining the Equality Pledge will benefit from the sharing of resources, good practice and experience amongst like-minded organisations who are committed to the promotion of Equality, Diversity and Inclusion through their activities. Two separate Equality Pledge meetings have also taken place since it's reinvigorated in Q3 of 2021-22, including representation from the private sector, as well as public and charity sector organisations. This action will continue to be represented within the revised Equality Scheme.	Green
Objective 1: See previous description	O1A6: Review and re-launch the Council's translation provision for different language users and accessible formats, including through the use of technology	(Q4 2021-22)	Review of languages provision and publicise to staff and residents through various channels.	Since use of this service commenced in Aug 21, interpreting services have been accessed 15 times, primarily by the Housing Advice and Options Team.  Guidance material has been made available on the Intranet and the availability of the service has been promoted internally through Intranet posts and communication with key stakeholders such as the Staff EDI Forum. Going forward, promotion will continue as business-as-usual.	Purple
Objective 1: See previous description	O1A7: Establish an Equality and Diversity training programme for all existing staff, and all new staff as part of the Council's induction process	(Q4 2020-21)	All existing staff have received Equality and Diversity training.  Regular training sessions are included as part of the induction process for new staff.	Bias and Behaviours training has been delivered to almost all existing staff, with further sessions arranged until February 2021 that all new starters are being instructed to attend. An online refresher course has also been developed, plus a slideshow for display in the crew room for colleagues within the Shared Waste Service.  Additional training on challenging inappropriate behaviours has also been made available and delivered.	Purple

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Objective 1: See previous description	O1A8: Equality, Diversity, and Inclusion training will be rolled out for Members	(Q2 2021-22)	A programme of Equality, Diversity and Inclusion training has been delivered to SCDC elected members.	<p>Bias and Behaviours training has been made available to Members with 17 having completed this training during 2021.</p> <p>This action will continue to be represented within the updated within the revised Equality Scheme action plan, to account for the opportunity for training as part of the new Member induction process due to take place following elections.</p>	Purple
Objective 2: South Cambridgeshire District Council is an employer that values difference and recognises the strength that a diverse workforce brings	O2A1: Review and examine SCDC structure and processes to ensure people with protected characteristics are not disadvantaged, including through remote working arrangements	(Q4 2021-22)	Creation of a report setting out findings and making recommendations. Implementation of recommendations from Task and Finish group.	<p>The Anti-Racism Task and Finish Group reported findings to Scrutiny and Overview committee in February and Cabinet in March. All recommendations were approved and have either been implemented or have plans in place to achieve implementation within the revised Equality Scheme, including the reporting of the workforce profile to Employment and Staff Committee on an ongoing basis.. At the request of the Task and Finish Group the Council's online jobs portal was reviewed to make it more explicit that job applications are welcomes from people of all backgrounds.</p> <p>This work will be built on through further actions such as the implementation of a recruitment communications plan in the revised Equality Scheme.</p>	Purple
Objective 2: See previous description	O2A1: Review and examine SCDC structure and processes to ensure people with protected characteristics are not disadvantaged, including through remote working arrangements	(Q4 2021-22)	Increase the number of job applications from people from the protected characteristic groups from current levels.	This measure has a grey status to reflect that work is ongoing to obtain this data from the new HR system. The data will become available following full launch of the HR System recruitment module. This module is currently being developed and a 'soft launch' is planned from April 2022.	Grey

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Objective 2: See previous description	O2A2: Celebrate and promote diversity by marking key dates within the calendar including but not limited to Black History month and LGBTQ+ month and investigate other possible events	(Q4 2020-21)	Programme of engagement with online resources and events.	<p>Since adoption of the Equality Scheme in Dec 2020, a number of history and heritage months have been successfully marked (including Black History Month, LGBTQ+ History Month, Disability History Month, Gypsy Roma and Traveller History Month and British East and South East Asian Heritage Month) through a programme of internal and external events and promotional materials recommending different resources for additional reading, viewing and listening, to cater for a range of preferred learning styles.</p> <p>This work has been supported by work from the Staff Equality, Diversity and Inclusion (EDI) Forum to establish, gain agreement for and implement a calendar of notable EDI events to be marked through various means throughout the year. This calendar is under constant review by the EDI forum to ensure it remains current.</p>	Purple
Objective 2: See previous description	O2A3: Achieve Disability Confident Level 2 accreditation and undertake a disability friendly assessment of our office buildings and buildings that we are designing and delivering	(Q4 2021-22)	Disability Confident Level 2 achieved Assessment completed.	Disability Confident Level 2 accreditation has been achieved. Work has taken place to promote and build on this, for example through four online sessions delivered by the Papworth Trust as part of Disability History Month, including 'What does it mean to be a Disability Confident Employer?', which continues to be available on the SCDC website.	Purple
Objective 2: See previous description	O2A3: Achieve Disability Confident Level 2 accreditation and undertake a disability friendly assessment of our office buildings and buildings that we are designing and delivering	(Q4 2021-22)	Assurance received from Disability Cambridgeshire	The disability-friendly assessment of our office building is currently on hold as a result of Covid and extensive building works that are currently taking place. This action will be carried forward to the revised Equality Scheme Action plan.	Amber

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Objective 2: See previous description	O2A4: Collect data about the South Cambridgeshire District Council workforce to monitor and analyse representation of people from different protected characteristics	(Q4 2021-22)	<p>SCDC produces BAME pay-gap reporting on an annual basis and uses this to inform future actions to encourage BAME representation at all levels.</p> <p>Introduce BAME and disability pay-gap reporting to align with existing gender pay-gap reporting arrangements.</p>	<p>The Equality in Employment report (showing the workforce breakdown as at 30 March 2021) has been produced and uploaded onto the Council's website. The report includes analysis of ethnic identities and disabled employees across the range of Council pay bands as well as general representation amongst SCDC staff. This aligns reporting of these areas with the majority of analyses in place for gender paygap reporting. There is one instance where further work is required to produce the same level of reporting as is the case for mandatory gender reporting, and this is in relation hourly pay. Going forward, this report will be used to inform discussions (including at the Staff EDI Forum) about how we can encourage diversity in the workforce.</p>	Amber
Objective 2: See previous description	O2A4: Collect data about the South Cambridgeshire District Council workforce to monitor and analyse representation of people from different protected characteristics	(Q4 2021-22)	Progress towards workforce diversity that represents the local equality profile	<p>The Equality in Employment report sets out representation amongst SCDC staff, compared with figures for the wider South Cambridgeshire and Cambridgeshire populations.</p> <p>This highlights that there has been an increase in staff identifying as either Black, Asian, Mixed/Multiple Ethnic, or Other Ethnic Groups (to 5.8% compared with 6.8% of South Cambs residents), as well as in staff declaring a disability (to 8.3% compared with 16.4% of South Cambs residents). The increase in these figures between March 2020 and March 2021 is likely to be partly due to an increase in staff completing monitoring information, following a campaign by the HR team to improve the completeness of data available on this subject. Representation of different religions and those identifying as LGBT+ within the organisation is broadly representative of wider figures, albeit, with a relatively large proportion of staff choosing not to declare (16% in relation to religion and 15% in relation to sexuality).</p>	Purple

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Objective 2: See previous description	O2A4: Collect data about the South Cambridgeshire District Council workforce to monitor and analyse representation of people from different protected characteristics	(Q4 2021-22)	Complete and analyse annual staff satisfaction surveys around equality, diversity, and inclusion, and publish 'you said, we listened' examples internally following analysis of the survey results.	An initial staff Equality, Diversity and Inclusion survey was undertaken in Jan 2021. Results were shared with the Equality, Diversity and Inclusion Forum and Steering Group to inform the action of these groups.  A follow up survey was undertaken in Jan 2022, and analysis and promotion of 'You said, we listened' examples will take place internally once available.	Green
Objective 3: Protected groups are included and have their voices heard in discussions about the future shape of the district	O3A1: Develop the Greater Cambridge Local Plan, with consideration given to Equality, Diversity, and Inclusion opportunities, particularly within the consultation stages	(Q2 2023-24)	EqlAs completed identifying actions to include and represent voices of those with protected characteristics within plan consultation and development. Actions from EqlAs are undertaken and completed within timescales.  Completed sustainability appraisal including sections covering social and health impact	Equalities Impact Assessments have been completed and uploaded to the SCDC website at each stage of the Local Plan process, including EqlAs covering the consultation process. Throughout consultations actions were identified and taken to ensure that the Council is making particular effort to provide often underrepresented groups with opportunities to have their say. Updated assessments will accompany subsequent stages of plan-making through to adoption of the Plan. Additional measures will be completed as part of the Local Plan process.	Green
Objective 3: See previous description	O3A1: Develop the Greater Cambridge Local Plan, with consideration given to Equality, Diversity, and Inclusion opportunities, particularly within the consultation stages	(Q2 2023-24)	Undertake evidence gathering exercises to understand needs of people with protected characteristics. This will include an accommodation needs assessment of Gypsies and Travellers.	This action is currently being carried out and will continue to be represented on the updated Equality Scheme.	Green
Objective 3: See previous description	O3A1: Develop the Greater Cambridge Local Plan, with consideration given to Equality, Diversity, and Inclusion opportunities, particularly within the consultation stages	(Q2 2023-24)	Completed sustainability appraisal including sections covering social and health impact	This action is carried out at each stage of the Plan Making process. Most recently this took place in November 2021 alongside the Greater Cambridge Local Plan First Proposals.	Green

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Objective 3: See previous description	O3A2: Review the Council's arrangements for consulting on key decisions with its residents	(Q2 2022-23)	Revised approach to consultation identified and implemented	Ongoing. More specific actions have been identified for inclusion within with revised version of the Equality Scheme.	Green
Objective 3: See previous description	O3A3: Engage as a member of the Community Safety Partnership to influence an increase in the recruitment and development of more BAME Police Officers for Cambridgeshire; to ensure that BAME people are not disproportionality subject to the stop and search powers in Cambridgeshire; and to ensure that arrest and custody measures are proportionate in Cambridgeshire.	(Q4 2021-22)	Regular reports to be received by Community Safety Partnership detailing initiatives and progress, enabling SCDC to exert its influence as a member.	SCDC has helped shape the Community Safety Partnership's response to the Police and Crime Commissioner's consultation on priorities, which includes reference to the issues of equality and diversity in recruitment and 'stop and search' powers.  Minutes from the Police and Crime Commissioner's Business Co-ordination Board meeting on 16/12/20 show clearly that the use of stop and search powers are being scrutinised. In relation to recruitment, a 'positive action strategy' and 'tactical delivery plan' was developed and launched by the PCC in Oct 2020 to increase representation.	Purple
Objective 3: See previous description	O3A4: Work with the Local Resilience Forum and the NHS to review the impact of the coronavirus on protected characteristic groups, particularly the BAME community, and identify opportunities to lessen the impact	(Q4 2021-22)	Completion of a review on the impact of the coronavirus on BAME communities, with a breakdown to district level.	Throughout the pandemic the Council has played an active part in the Local Resilience Forum (LRF). This has included examination and discussion of national and regional trends in relation to the impact of Covid on protected characteristic groups, which has helped to inform the Covid response of the LRF as a whole, as well as its individual members, including SCDC.	Green

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Objective 3: See previous description	O3A5: Take action to foster good relations in areas experiencing high levels of growth, including between people with protected characteristics and those from the wider community	(Q4 2020-21)	Create and continue to run community liaison meetings and forums where significant growth is planned, to help new and existing residents (including those from protected characteristic groups) settle in.	New developments often attract higher numbers of those with protected characteristics (including those of different nationalities, disabled people, and older people). SCDC's Community Liaison forums help produce resources to assist those moving to new developments to settle into communities, thereby advancing equality of opportunity and fostering good relations in communities experiencing high growth.  19 forums were successfully held in 2021, supporting food local engagement. a new set of forums are beginning to take place as of January 2022.	Purple
Objective 3: See previous description	O3A6: Equality, Diversity, and Inclusion considerations will be promoted through our Neighbourhood Planning processes and guidance	(Q4 2020-21)	Equality Impact Assessments are completed and published relating to each Neighbourhood Plan that the Council adopts	Equality Impact Assessments are part of the neighbourhood plan making process, with templates provided in our neighbourhood planning toolkit.  The Neighbourhood Planning Officer and Policy and Performance Team have discuss how best to promote Equality Impact Assessments good practice through the Neighbourhood Planning process.	Purple
Objective 3: See previous description	O3A7: Conduct an audit of street names and any public monuments the Council is responsible for that name individuals or organisations that may give rise to sensitivity	(Q4 2020-21)	Produce a set of recommendations on any actions that should be taken.  Implement any actions as recommended	Completed. The Anti-Racism Task and Finish Group worked with the County Archives and Local Studies Group on an audit of street names in South Cambridgeshire. The group reported back to Cabinet in March 2021, confirming that "no issues regarding street names in South Cambridgeshire had been identified."	Purple