

## Appendix B

### South and East Lincolnshire Councils Partnerships- EDI Action Plan

This action plan accompanies the SELCP 2025-28 Equality, Diversity and Inclusion Strategy. It sets out actions against each of the four Equality Objectives. It aims to provide actions that allow the public and our partners to hold us to account for their delivery.

This action plan requires additional capacity, through a shared post, being introduced to the Officer structure to lead its delivery.

#### Objective 1: Our communities: understand the needs of our communities and bring local people together

Outcome Number	Outcome (What we want to achieve)	Deliverable (How we will achieve it)	Lead Officer	Due Date	Status (RAG)
1.1	A better understanding of the needs of our community, which can be easily accessed by councillors, officers and our partners	<p>1.1.1 Produce community profiles for each council area which provide demographic details, including any particular barriers to access and languages spoken in each area</p> <p>1.1.2 Publish these on the council's website and communicate them to officers, members and partners</p> <p>1.1.3 Produce a profile of South Holland District Council tenants, including needs around access and language</p>			
1.2	A baseline for community cohesion through the residents' survey	<p>1.2.1 Include a question about how well communities get on with each other in future residents' surveys</p> <p>1.2.2 Ensure that the methodology of this survey produces a robust baseline (ie it is a representative sample)</p>			
1.3	Celebrate and support events which highlight underrepresented groups throughout the year	<p>1.3.1 Publish a calendar of events which support/ promote diversity/inclusion in the local area (ie Pride, International Women's Day, Remembrance Sunday etc)</p>			

		1.3.2 Consider how the Partnership will support local events, including building relationships with partners, considering financial or other support, and encouraging attendance at and promotion of events			
1.4	Encourage and celebrate participation in community initiatives	1.4.1 Celebrate the work of volunteers through an annual awards event  1.4.2 Work with voluntary and community groups to identify volunteering opportunities and connect them with volunteers			
1.5	Take a leadership role in promoting EDI in our area	1.5.1 Identify key voluntary and community organisations working with or representing new and emerging communities  1.5.2 Develop a positive relationship with these organisations, seeking opportunities to deliver projects together and get involved in the work they doing  1.5.3 Explore the possibility of a voluntary and community board to act as a point of reference/ consultation for key policy developments and decisions and to listen to their challenges and experiences			
1.6	Improve community cohesion and reduce hate crime	1.6.1 Establish a task and finish group to review our approach to tackling hate crime			

Objective 2: Our leadership: create a diverse and inclusive leadership team (Councillors and Officers) and embed inclusion in our decision making

<b>Outcome Number</b>	<b>Outcome (What we want to achieve)</b>	<b>Deliverable (How we will achieve it)</b>	<b>Lead Officer</b>	<b>Due Date</b>	<b>Status (RAG)</b>
2.1	Senior leaders take an active role in understanding and monitoring progress towards delivering our equalities objectives	2.1.1 Produce an annual EDI update report to publish on the Council website.  2.1.2 Require senior leaders (Service Manager and above) to demonstrate how they have promoted inclusion in their annual reviews.			
2.2	Address the gender pay gap at all levels	2.2.1 Produce an annual gender pay gap report and leadership profile for the top two tiers of management  2.2.2 Implement a plan to eliminate the gender pay gap at all levels			
2.3	Increase the diversity of the senior leadership team	2.3.1 Ensure diverse participation in talent management programmes across the partnership  2.3.2 Provide opportunities for training and development for underrepresented groups at senior levels, including funding mentoring and external training			
2.4	Encourage councillors to consider best practice around increasing diversity in representation and address equalities issues faced by elected members	2.4.1 Deliver training to councillors around EDI, with a particular focus on the role of elected members in inclusive decision making  2.4.2 Encourage discussion around issues such as the LGA's Parental Leave Policy, the timing of council meetings to allow for greater participation from those in work/ with caring responsibilities etc and initiatives to ensure greater diversity amongst executive appointments			

		2.4.3 Consider reasonable adjustments required by councillors with disabilities, including ensuring meeting rooms have hearing loops			
2.5	Encourage more diversity in candidates standing for election	2.5.1 Run a 'become a councillor' campaign, focussing on encouraging those from underrepresented groups to put themselves forward			
2.6	Embed EDI into decision making through a clear and robust Equality Impact Assessment process	<p>2.6.1 Review and update the Equality Impact Assessment template, following best practice from within the sector</p> <p>2.6.2 Publish an approach to EIAs, outlining:</p> <ul style="list-style-type: none"> <li>○ when an EIA is required</li> <li>○ who should complete it</li> <li>○ what guidance they should follow</li> <li>○ how an EIA is 'signed off'</li> <li>○ how it should be considered in the decision-making process</li> </ul> <p>2.6.3 Communicate this approach to Councillors and Officers, and make it publicly available on the council's website</p> <p>2.6.4 Provide training to relevant staff and councillors in the use and evaluation of Equality Impact Assessments</p> <p>2.6.5 Report annually on the use and impact of EIAs on decision making</p>			

**Objective 3: Our services: ensure council services meet the diverse needs of our residents and make it easy for local residents to access council services and facilities**

<b>Outcome Number</b>	<b>Outcome (What we want to achieve)</b>	<b>Deliverable (How we will achieve it)</b>	<b>Lead Officer</b>	<b>Due Date</b>	<b>Status (RAG)</b>
3.1	Ensure that meaningful consultation with diverse groups informs decisions made by the council	<p>3.1.1 Ensure that the forward plan considers how local communities will be consulted about council decisions</p> <p>3.1.2 Develop an inclusive consultation process through a task and finish group</p> <p>3.1.3 Create opportunities for partners and service providers to share experiences and input into decisions</p>			
3.2	All residents are able to access and understand information shared by the council	<p>3.2.1 Review all key communications sent by the council to ensure they are easy to read and understand (such as council tax letters, standard responses to enquiries etc)</p> <p>3.2.2 Roll out 'plain English' guidance across the Partnership and training for those most regularly in contact with the public about writing in plain English</p> <p>3.2.3 Streamline the process for accessing translation and interpreting services, ensuring this is applied equally across all departments within the council</p> <p>3.2.4 Produce an 'inclusive information' guide, which gives due regard to how information is presented to ensure it is easily to read (eg fonts, colours, format)</p>			

3.3	Remove barriers to accessing information and services online, promoting digital inclusion	<p>3.3.1 Consider whether the Digital Strategy aligns with the EDI Strategy</p> <p>3.3.2 Ensure the council understands the profile of those who struggle most with digital access, understanding that this is not necessarily about age</p> <p>3.3.3 Review digital processes to ensure they are not unnecessarily complicated through regular focus groups with service users</p> <p>3.3.4 Ensure the 'recite me' accessibility toolbar is easily accessible on each council's website and communicate about it to residents</p> <p>3.3.5 Undertake a website audit to ensure that all links are correct and information is easily accessible</p> <p>3.3.6 Introduce a text relay service to ensure that residents who are deaf, hard of hearing or speech impaired are able to contact the council by telephone</p>			
3.4	Council facilities and outdoor public spaces are easy to access and use for all	<p>3.4.1 Undertake accessibility and age friendly audits of all council buildings/ facilities</p> <p>3.4.2 Implement all appropriate recommendations from accessibility and age friendly audits</p> <p>3.4.3 Review accessibility to outdoor public spaces, including parks and beaches</p>			
3.5	Improve accessibility of community and partner venues	<p>3.5.1 Develop an 'inclusive buildings standard'</p> <p>3.5.2 Encourage community venues and partners to ensure their facilities meet these standards</p>			

3.6	Support local residents to get around better	<p>3.6.1 Encourage public transport providers to provide regular services across our area</p> <p>3.6.2 Pay due regard to availability of public transport when planning community events/ meetings etc</p> <p>3.6.3 Work with the County Council to address the physical condition of roads and pavements, particularly where they create a hazard from those with a disability</p>			
3.7	Ensure that tenants of South Holland District Council are able to report repairs and consider vulnerability in undertaking repairs	<p>3.7.1 Introduce a text relay service to enable those who are deaf, hard of hearing or speech impaired to report repairs over the phone</p> <p>3.7.2 Consider assessing tenant vulnerability (eg age, disability) in the repairs process, reviewing the Housing Repairs Policy if appropriate</p>			

**Objective 4: Our workforce: be an inclusive and fair employer with a diverse workforce at all levels**

Outcome Number	Outcome (What we want to achieve)	Deliverable (How we will achieve it)	Lead Officer	Due Date	Status (RAG)
4.1	All those representing the council, both officers and members, have appropriate understanding of EDI through training and development	4.1.1 Review the mandatory training offer on EDI 4.1.2 Ensure all staff and councillors undertake agreed EDI training within 6 months 4.1.3 Consider how those who are not desk based can best participate (ie offer some training in person) 4.1.4 Provide data on those who have not completed the training to SLT each quarter 4.1.5 Roll out unconscious bias training to all managers and councillors			
4.2	A better understanding of our workforce	4.2.1 Improved data reporting for our annual workforce profiles 4.2.2 Communicate with staff about why this information matters and offer incentives to complete their profiles 4.2.3 Improve the workforce profiles in line with sector best practice, including a narrative to contextualise the information and explain why it matters 4.2.4 Identify priority areas of focus, either to improve reporting or underrepresentation, and establish necessary task and finish groups to address areas of concern			

4.3	A more inclusive and diverse workforce through inclusive recruitment and onboarding practices	<p>4.3.1 Review the recruitment policy to incorporate a commitment to inclusive recruitment, building on sector best practice</p> <p>4.3.2 Commit to diverse interview panels</p> <p>4.3.3 Review the onboarding process to ensure a focus on EDI is included</p>			
4.4	Bring people together around shared experiences or protected characteristics and involve them in decisions	<p>4.4.1 Encourage and support new and existing staff groups that bring people together around protected characteristics/ shared experiences (such as menopause, neurodiversity, disability)</p> <ul style="list-style-type: none"> <li>○ Support staff to make time to participate in such groups</li> <li>○ Consider how participation can be recognised as CPD/ in appraisals etc</li> </ul> <p>4.4.2 Involve these groups in decision making and policy development</p> <p>4.4.3 Listening to the views of these groups and ensuring access to senior leaders through regular opportunities to feedback views from the workforce</p>			
4.5	Promote a culture where inclusion is discussed and discrimination is challenged	<p>4.5.1 Encourage teams to share their experiences and discuss EDI issues in their work, removing stigma and challenging assumptions</p> <p>4.5.2 Provide clear channels of escalation to raise queries or concerns regarding EDI issues</p>			
4.6	A collective understanding of roles and responsibilities around EDI	<p>4.6.1 A named EDI lead at a strategic level, currently the Assistant Director (Corporate), communicated to staff at all levels</p> <p>4.6.2 Named EDI leads amongst councillors, with clearly defined responsibilities</p>			

		<p>4.6.3 Recruit a person/ persons responsible for EDI at an operational level, able to provide advice and act as a point of escalation for relevant issues</p> <p>4.6.4 Greater visibility to the work of the Equalities Board through regular reporting back to the workforce</p> <p>4.6.5 All Councillors and Officers play their part in creating an inclusive organisation</p>			
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#### Other outcomes

These outcomes are recommended to support the overall delivery of the strategy

<b>Outcome Number</b>	<b>Outcome (What we want to achieve)</b>	<b>Deliverable (How we will achieve it)</b>	<b>Lead Officer</b>	<b>Due Date</b>	<b>Status (RAG)</b>
5.1	Appropriate resourcing to deliver the actions included in this action plan	<p>5.1.1 Identify required resourcing to support this strategy</p> <p>5.1.2 Recruit if required</p> <p>5.1.3 Agree the membership of the Equalities Board, as well as terms of reference and meeting dates</p> <p>5.1.4 Designate a named person responsible for delivering each action in this plan</p>			
5.2	Show local leadership in addressing EDI issues	5.2.1 Establish a partnership board to bring partners together to address inclusion issues across the area			
5.3	Ensure those delivering services on behalf of the council meet the councils expectations around respect and inclusion	<p>5.3.1 Review procurement and commissioning processes to ensure the principles of the EDI Strategy translate into contracts</p> <p>5.3.2 Provide a clear route to raise concerns relating to discrimination or behaviour which is not in line with the Partnership's commitment to EDI</p>			