

Tilbury Community-led Local Development (CLLD) Equality and Diversity Policy and Scheme

Version	Date
Version 1	11 July 2017
Version 2	4 February 2019
Version 3	7 February 2019
Version 4	5 March 2019



Introduction

This implementation plan should be read in conjunction with the Thurrock Borough Council Equality Opportunities Policy and Single Equalities Scheme – due for refresh and publishing in 2019.

The plan identifies relevant people within the project to ensure they are engaged and meeting the requirements of the equality and diversity policy and other key activities that need to be undertaken:

1. staff engagement and development
2. delivery organisations
3. participants
4. performance management, policy and implementation plan review, communication of policy and plan

This plan remains in Draft version until it is reviewed, updated and approved by the Tilbury CLLD Local Action Group (LAG). It is anticipated that this will be achieved shortly after project initiation.

The policy, plan and actions taken will be included in the project evaluation.

Action	Time Period
European Structural and Investment Funds (ESIF) grant agreement signed – Tilbury CLLD goes live, Equality and Diversity Implementation plan reviewed and approved by LAG	November 2018
Project team in place and responsibility for Implementation Plan agreed with named team member.	March 2019
All Delivery Body grant recipients will receive guidance and training on Tilbury CLLD Equality and Diversity Policy and Implementation plan as part of induction	August to September 2019 and 2020
All Delivery Bodies will be required to provide equality and diversity implementation plans and provide updates to the Tilbury Project Delivery team on a quarterly basis (to coincide with ESIF reporting periods). Key highlights or concerns will be included in ESIF project reports. The Project team will also ensure that the management of the programme is also reviewed more generally against its own equality and diversity implementation plan.	August to September 2019 and 2020
Updates will be provided to the LAG with any concerns or best practise highlighted	October 2019 and ongoing
The project team will compile an annual update to the LAG to support their review of the Equality and Diversity Plan	Annually
All implementation plans, monitoring and final achievements will be included in the project evaluation.	December 2021 to June 2022

Action	Time Period
<p>Reviews of the Thurrock Council Equality Opportunities (EO) Policy and Single Equalities Scheme (SES) are undertaken by the Human Resources (HR)/Organisational Development and Community Development and Equalities Teams. Single Equality Scheme is taken to full Council for sign-off and EO Policy to the council's People Board.</p> <p>Reviews are conducted as legislative changes are made and in line with the Equality Act 2010 and Public Sector Equality Duty (PSED) – for example, the council's equality objectives are currently published and tend to be reviewed within a 4-yearly cycle in compliance with the PSED.</p> <p>SES review has been ongoing for 18 months and is expected to culminate in Summer 2019. EO Policy – no date set at this point although likely to be linked to any legislative change.</p>	<p>Publication of revised SES Summer 2019.</p> <p>No further reviews planned</p>

Project staff

Aim	Action	Measure
To ensure all staff understand the policy	During staff induction the equality and diversity policy will be reviewed	The induction programme will be saved in the project files
Staff trained in equality and diversity issues	All staff to undertake equality and diversity training through Thurrock Council eLearning provision.	eLearning recorded
Continued personal development of equality and diversity awareness	Any issues identified during the programme to be communicated as a shared learning experience	Reviewed in annual Personal Development Review (PDR)
To ensure that policies, plans and information are available to all staff	Create a folder within the project data for equality and diversity that contains all materials and is accessible by all staff	Folder with all up to date materials on accessible computer drive.
Refresher training provided	Internal staff training/updates by Thurrock Council HR team. Training will be provided on a request basis via eLearning.	Accessing eLearning materials will be added to HR /PDR records
To understand the equality and diversity characteristics of the organisation	Thurrock Council to publish equality information on an annual basis to demonstrate compliance with the duty imposed by section 149(1) of the Equality Act 2010	Log published material in project file

Project-level equality and diversity

Performance management

Aim	Action	Measure
To ensure staff have contributed to the CLLD project equality and diversity Implementation plan.	At project inception the CLLD equality and diversity policy and implementation plan will be reviewed and approved by the LAG.	An approved equality and diversity policy and implementation plan.
Monitor equality and diversity performance of Delivery organisations.	CLLD team to review delivery organisations on a quarterly basis against equality and diversity plans and project delivery requirements.	Copies of quarterly reports and actions raised/closed down.

'Review and improve' process

Aim	Action	Measure
Project level oversight of equality and diversity implementation.	Include in reporting to LAG.	Agenda and minutes of meetings saved in project files.
Failures identified in delivery process.	Project Manager to implement actions.	Log in project files.
Review of implementation plan.	Plan to be reviewed by project team on an annual basis – any issues identified, and plan updated. LAG to approve.	Annual review and update logged by version number / date. Held in project files.
Review of equality and diversity policies (Equality Opportunities Policy and Single Equalities Scheme).	The relevant council Overview and Scrutiny Committee will review implementation and the policies will be reviewed at Thurrock Council Corporate level every 4 years.	Updated policy will be published on Thurrock Council website during 2019.

Communication

Aim	Action	Measure
All stakeholders can access the CLLD equality and diversity policy.	The equality and diversity policy will be accessible through the project webpages.	Latest version of policy on website – screen shot taken for files.
Ensure the policy is available to all stakeholders.	On request, the policy will be made available in a range of formats and languages.	Log any requests for any format/language requirements.
All staff and delivery organisations promote the equality and diversity policy.	All CLLD presentations will include reference to the equality and diversity policy and access link.	Copy of all CLLD branded presentations kept in project files.

Delivery organisations

Aim	Action	Measure
To ensure that the importance of equality and diversity in project delivery is clear to all delivery organisations.	Copies of the policy to be presented at equality and diversity development workshops.	Copy of workshop presentation to be held in project files.
Formal agreement of all delivery bodies to meet equality and diversity requirements.	equality and diversity to be included in contractual agreements.	Signed contract.
Ensure all Delivery organisations have an equality and diversity policy.	Request copy at contract stage.	Keep copies in project files.
All delivery activity incorporates equality and diversity action.	Delivery organisation to provide plan on how they will operationalise equality and diversity.	Copies of operational equality and diversity plans held in project files.
Awareness of equality and diversity characteristics of all participants.	Equality and diversity characteristics to be recorded for all ESIF supported participants.	Copies of information to be held in project files.
Regular feedback to Thurrock Council project team.	Review data collated on quarterly basis as part of delivery organisation reporting procedure.	Quarterly report.

Participants

Aim	Action	Measure
All participants to understand the basic aims of the policy.	Delivery organisations to include in participant induction process.	Copies of participant documentation.
All participants to be made aware of how to access the policy.	Delivery organisations to include in participant induction process.	Copies of participant documentation.
Ensure that delivery bodies meet policy needs in equality and diversity monitoring.	Review data collated on quarterly basis as part of delivery organisation reporting procedure and summarise in monitoring report for Local Action Group.	Quarterly monitoring report.
Participants understand how data will be held and who will have access to it.	Delivery organisations to include in participant induction process.	Copies of participant documentation.
Participants have a contact to air grievances regarding equality and diversity issues.	To be included in participant induction and the project website to contain link to Thurrock Council Grievance process.	Copies of participant documentation. Content on project website.