

Meridian Water Equality, Diversity and Inclusion Action Plan

Version/level	Details of Change	Date	Author
1	Draft 1	27/01/2020	

Priority	Objective	Task/Action	Output	Measurements of success	Monitoring update	RAG	RAG	Owner	Start	End
Priority 1: To make a strong and visible commitment to equality and diversity, supported by a clear action plan, effective leadership and fit for purpose governance										
Communication on Equality, Diversity and Inclusion (EDI) is clear and promoted across the project teams and Council	Clear Equality Champion and ensure they have adequate training in EDI & Conscious Bias to ensure they can carry out the tasks accordingly. EDI Champion to be responsible for developing EDI strategy and action plan. Senior management team accountable for effective communication.	EDI Champion	Clarity of role of work, risk and responsibility and agree deliverables						Jan-20	Mar-20
Build shared leadership of EDI	Set up EDI working group responsible for improving equality in all aspects of MW programme. Group to review existing policies, procedures, standards of practice and guidelines to be endorsed by MW team. EDI Champion formulates the Action Plan based on priorities and areas for improvement. One representative from each workstream must attend the EDI working group. Group will be required to review the Quality Action Plan for improvement, effectiveness and provide updates. Group members are responsible for meeting back from each meeting to their teams. Meetings are to be minuted and circulated. EDI Champion will feed information back to the Senior Management Team.	EDI Champion	Working group/ steering group set up, meeting programme, terms of reference						Jan-20	Mar-20
Set strategic direction	Conduct EDI strategy that identifies key priorities, establishes objectives, goals, actions, checkpoints for targets, measurable indicators for each goal. EDI to identify change targets rather than simple activities/outputs.	EDI Champion	EDI strategy						Jan-20	Mar-20
Deliver strategic vision, goals and objectives	Develop EDI action plan, governance and framework.	EDI Champion	EDI action plan and development framework						Jan-20	Mar-20
Track implementation outputs systematically to measure the effectiveness of actions	Develop a monitoring and reporting framework. Performance against the EDI action plan and KPIs to be reported on a quarterly basis. Develop a shared location (on OneView/Sharepoint) to upload documents. Produce an Annual Equality, Diversity and Inclusion report including detail on the composition of senior management, employees, contractor teams, and residents engaged in relation to the risk profile of the activities and report on performance against action plan and KPIs. Produce transparency and publish annual performance EDI report. EDI continuously discussed at board/governance/project team, update on statistics, activities and achievements against the Quality Action Plan and KPIs.	EDI Champion	Develop monitoring framework and templates, monitor performance and report on performance						Jan-20	Mar-20
Priority 2: Embed Equality, Diversity and Inclusion across Meridian Water programme and promote understanding and the added value this brings										
Gather and securely hold equality and diversity related data on contractors, employees and consultant teams and use this to identify areas for future improvement	Collect core diversity information in relation to the planned characterisation. Use information to identify issues and track and help design services and interventions tailored and responsive to need. Communicate to all stakeholders how data are stored and used. Ensure data collection, storage and profiling is informed by best practice, undertaken confidentially and in line with the Data Protection Act.	EDI Champion	Annual Equality, Diversity and Inclusion Report						Jan-20	Mar-20
Impact across all relevant workstreams throughout planning, design and delivery processes.	Discuss Equality, Diversity and Inclusion Audit. Carry out Audit of Equality and Diversity across the workstreams to assess extent to which strategies, projects, processes and procedures incorporate equality, diversity and inclusion. Consider developing an equality and diversity scorecard. Drive continuous improvement through benchmarking.	EDI Champion	Workstreams audit						Jan-20	Mar-20
Increase the awareness and understanding of EDI. Introduce training to equip team with skills to embed EDI into the work they do	Review current EIA process and guidance for approach to EIA e.g. single EIA or separate assessments for each strand. Guidance developed should help make sure that EIA are carried out effectively by adding value projects across all stages, whether through public consultation or otherwise.	EDI Champion	Agree EIA process, carry out EIA single/multiple						Jan-20	Mar-20
Embed equality analysis as a requirement in all EIA system development in order to identify the extent to which all sections of the community are able to engage with project and achieve positive outcomes	Ensure MW website delivers interactive and up to date customer experience consider accessibility.	EDI Champion	Updated website						Jan-20	Mar-20
Priority 3: To challenge the diversity of the MW professional team with the aim of moving towards a team composition that represents the communities in which we serve										
Make a strong and visible commitment to equality and diversity, supported by a clear action plan, effective leadership and fit for purpose governance and other partners to reduce inequality and improve inclusion.	Ensure EDI is taken into account when procuring and commissioning services from contractors, partners and consultants, require tenders and contractors to sign up to the BAME charter and make commitments to how they will support our objectives. Create MW EDI charter that sets out EDI strategy, action plan with clear organisational objectives and mechanisms to monitor progress that contractual teams could sign up to. The resulting charter will contribute to our national efforts to deliver equal and greater value. Commitments to be captured as part of tenders and contractualised. Review performance as part of contract.	EDI Champion	MW Charter adopted by consultants						Jan-20	Mar-20
Improve inclusiveness of procurement and project communication	Analysis of prevailing barriers and actions to support the appointment of under represented groups. Develop targeted strategies to help bring new expertise into project teams.	EDI Champion	Project specific targeted strategies for procurement						Jan-20	Mar-20
Develop partnerships with BAME practices and professional advisory bodies	Review the team approach to communications to ensure it takes account of equality issues and that branding guidelines and advice reflect diversity in terms of images and content.	EDI Champion	Updated comms brief/strategy						Jan-20	Mar-20
Use influence to advocate for change	Challenge networks we are part of within the sector consider the overall profile of their members and take active steps to expand membership and be inclusive.	EDI Champion	Expand meridian water networks and feedback to existing networks						Jan-20	Mar-20
Priority 4: Improved Engagement, Own Participation and Cohesion										
Design internal, external and partnership communication strategies which promote good relations across all our communities	Ensure that the Developing Community Engagement Strategy reflects the Equality and Diversity Strategy and that there is clear alignment with the development of the BAME charter. Develop a communication strategy and action plan. Create more opportunities for local people groups to be involved as part of the design and development of schemes. Develop an involvement offer which reflects the communities we serve.	EDI Champion	Community engagement strategy and other associated strategies						Jan-20	Mar-20
Encourage and facilitate the involvement of residents in shaping the design and delivery projects and initiatives	Empower residents to contribute, monitor and review projects and deliver initiatives, provide training as necessary to stakeholders involved. Establish an effective forum of local experts (community panel) focusing on equality and diversity issues, with task.	EDI Champion	Set up community panel						Jan-20	Mar-20
Improve the participation of under represented groups in Meridian Water	Promote the work of the Equalities forum (community panel) across the Council.	EDI Champion	Identify relevant committees and groups where regular updates could be provided by Officers and senior officers.						Jan-20	Mar-20
Showcase potential careers in the built environment - promoting the sector and highlighting pathways into the sector for underrepresented groups from an early age	Explore opportunities for mentoring, work experience and apprenticeships in the council or in-kind with Consultants for people from underrepresented groups. Work placement opportunities should be made accessible to those from each group through targeted advertising. The programme should be meaningful and lead to genuine development of relevant and varied skills.	EDI Champion	School engagement programme developed and requirements stipulated in ITT and contracts						Jan-20	Mar-20
Design and maintenance of our homes and the public realm will foster sense of community and inclusivity	Explore opportunities for mentoring, work experience and apprenticeships in the council or in-kind with Consultants for people from underrepresented groups. Work placement opportunities should be made accessible to those from each group through targeted advertising. The programme should be meaningful and lead to genuine development of relevant and varied skills.	EDI Champion	School engagement programme developed and requirements stipulated in ITT and contracts						Jan-20	Mar-20

