

Folkestone Community Works

Opportunities for the local community

EQUALITY AND DIVERSITY IMPLEMENTATION PLAN (reviewed June 2020) version 4

1. INTRODUCTION

- 1.1 This implementation plan should be read in conjunction with the Folkestone & Hythe District Council (FHDC) Equality and Diversity Policy 2016-2020, that was adopted by the Council in April 2017. The Folkestone Community Works CLLD programme will adopt the FHDC Equality and Diversity Policy, as the Folkestone Community Works CLLD Equality and Diversity Policy.
- 1.2 The Implementation 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
- 1.3 The policy, plan and actions taken will be included in the project evaluation.

2. ACTIONS

2.1 Programme Management

	Action	Time Period
1	ESIF Grant Agreement signed – Folkestone CLLD goes live, Equality and Diversity Implementation plan reviewed and approved by LAG	Jan 2018
2	Project team in place and responsibility for Implementation Plan agreed with named team member.	Jan 2018
3	All Delivery Body grant recipients will receive guidance and training on Folkestone Community Works CLLD programme Equality and Diversity Policy and Implementation plan as part of induction	April 2018
4	All Delivery Bodies will be required to provide E&D implementation plans and provide updates to the FCW Programme Management Team (PMT) on a quarterly basis (to coincide with ESIF reporting periods). Key highlights or concerns will be included in ESIF project reports. The FCW Programme Management Team will also ensure that the management of the programme is also reviewed more generally against its own E&D implementation plan.	Ongoing



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5	Updates will be provided to the LAG with any concerns on best practice highlighted	Ongoing
6	The PMT will compile an annual update to the LAG to support their review of the Equality and Diversity Policy	Annual
7	All implementation plans, monitoring and final achievements will be included in the programme evaluation.	2019
8	ESF Action Note 019/18: ESF Scoring Framework for gender equality and note discrimination cross cutting theme incorporated into the Project Assessment Forms and scoring criteria system	2020 onwards
9	Monitor LAG membership by characteristics – sex, race, disability, age (with a view to identifying any significant under-representation	2020 onwards

2.2 Programme Staff

	Aim	Action	Measure
1	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
2	Staff trained in E&D issues	All staff to undertake E&D training through FHDC e-learning provision.	e-learning recorded
3	Continued personal development of E&D awareness	Any issues identified during the programme to be communicated as a shared learning experience	Reviewed in annual Personal Development Review (PDR)
4	To ensure that policies, plans and information are available to all staff	Create a folder within the project data for E&D that contains all materials and is accessible by all staff	Folder with all up to date materials on accessible computer drive.
5	Refresher training provided	Internal staff training/ updates by FHDC HR team Training will be provided on a request basis via e-learning.	Accessing elearning materials will be added to HR /PDR records



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6	To understand the E&D characteristics of the organisation	FHDC 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
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2.3 Programme Level E&D

	Aim	Action	Measure
Performance Management			
1	To ensure staff have contributed to the CLLD project E&D Implementation plan	At project inception the FCW E&D policy and implementation plan will be reviewed and approved by the Local Action Group	An approved E&D policy and implementation plan
2	Monitor E&D performance of delivery organisations	PMT to review delivery organisations on a quarterly basis against E&D plans and project delivery requirements.	Copies of quarterly reports and actions raised/closed down
'Review and Improve' Process			
3	FCW level oversight of E&D implementation	Include in reporting to Local Action Group	Agenda and Minutes of meetings saved in project files
4	Failures identified in delivery process	FCW Programme Manager to implement actions	Log in FCW files
5	Review of Implementation plan	Plan to be reviewed by PMT on an annual basis – any issues identified and plan updated	Annual review and update logged by version number and date. Held in FCW files
6	Review by FHDC of E&D policy	FHDC review policy at Corporate level every 4 years	Updated policy published on FHDC website
Communication			
7	All stakeholders can access the FCW E&D policy	The E&D policy will be accessible through the FCW webpages	Latest version of policy on website – screen shot taken for files



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8	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
9	All staff and delivery organisations promote the E&D policy	All FCW presentations will include reference to the E&D policy and access link as applicable	Copy of all FCLLD branded presentations kept in project files

2.4 Delivery Organisations

	Aim	Action	Measure
1	To ensure that the importance of E&D in project delivery is clear to all delivery organisations	Copies of the policy to be presented at E&D development workshops	Copy of workshop presentation to be held in project files
2	Formal agreement of all delivery bodies to meet E&D requirements	E&D to be included in contractual agreements	Signed contract
3	Ensure all delivery organisations have an E&D policy	Request copy at contract stage	Keep copies in project files
4	Ensure all CLLD delivery organisation staff have E&D training	Attend the E&D FCW project workshop	Workshop run, signed attendance sheet retained, copy of worksheets retained
5	All delivery activity incorporates E&D action	Delivery organisation to provide plan on how they will operationalise E&D	Copies of operational E&D plans held in project files
6	Awareness of E&D characteristics of all participants	E&D characteristics to be recorded for all ESF supported participants	Copies of information to be held in project files
7	Regular feedback to FCW PMT	Review data collated on quarterly basis as part of delivery organisation reporting procedure	Quarterly report



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2.5 Participants

	Aim	Action	Measure
1	All participants to understand the basic aims of the E&D policy	Delivery organisations to include in participant induction process	Copies of participant documentation
2	All participants to be made aware of how to access the policy	Delivery organisations to include in participant induction process	Copies of participant documentation
3	Ensure that delivery bodies meet policy needs in E&D 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
4	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
5	Participants have a contact to air grievances regarding E&D issues	To be included in participant induction and the project website to contain link to SDC Grievance process	Copies of participant documentation. Content on project website



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