

Liskeard Town Council – Equality and Diversity Implementation plan

Our Commitment:

- The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.
- This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees, councillors and volunteers do not commit unlawful acts of discrimination.
- Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

Action	By whom?	Comments	Date due for completion	Status
Policy and planning				
Equality and Diversity Policy Approved	Town Clerk	The basic policy was approved subject to any revisions necessary arising from the approval procession and further project development, on 30 th June 2020.	June 2020	Completed
Identify & email Key Stakeholders to advise of policy	CMM Project Manager	<p>These stakeholders include suppliers, customers, staff, formal partners and contractors.</p> <p>This list will necessarily grow as the project develops and new stakeholders come on board.</p>	December 2021 & ongoing (as new stakeholders come on board)	Ongoing

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Email Key Stakeholders	CMM Project Administrator	<p>Email to be sent to all of the above identified groups outlining policy and their responsibilities to act in accordance with that policy.</p> <p>Note: key organisational stakeholders (Cornwall Council, Plymouth College of Arts and ECCABI) employ their own legally compliant equality and diversity policies consistent with LTC policy.</p>	December 2021 & ongoing (as new stakeholders come on board)	Ongoing
Internal training requirements	Deputy Town Clerk, CMM Project Manager	<p>To be organised as staff appointed.</p> <p>Staff are provided with training through team meetings and through the circulation of relevant policy documents. Staff are required to confirm their receipt and understanding of such policy information and their compliance with the policy.</p>		
Update website with policy statement	LTC site: Deputy Town Clerk	The Equality & Diversity statement for the CMM project has been posted on the Liskeard Council website and will also appear on the	February 2022	LTC website: completed

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	<p>CMM site: CMM Project Manager / Administrator</p>	<p>CMM Project website (due for launch January/February 2022). Updated. The extant policy document can be downloaded from the website and contact details are provided in order to address any queries which may arise.</p> <p>The CMM policy statement will be updated to emphasize the proactive nature of the project’s contribution to equality & diversity strategies: the Cattle Market Makers Project works proactively to fulfil its public sector duty in the advancement of equality of opportunities for people who share and do not share protected characteristics (as defined by the Equality Act 2010) and to foster positive and beneficial relations between people who share and do not share those protected characteristics,</p>		<p>CMM project website: to be completed February 2022</p>
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		encouraging and promoting opportunities for members of protected groups within the local community to participate in public life and in social, cultural, educational and economic activities.		
Recruitment of Staff				
Update Staff Handbook	Town Clerk / Deputy Town Clerk	This is included in the current version of the Town Council Staff Handbook.	October 2021	Completed
Update Recruitment Policy and Process	Town Clerk / Deputy Town Clerk	Equality & Diversity compliance is expected and required in all LTC activities including recruitment. Recruitment Policy reflects compliance with regards to staff recruitment, appointment, training and conduct requirements and expectations relating to Equality & Diversity.	October 2021	Completed
Update Procurement Policy and Process	Deputy Town Clerk	Equality & Diversity compliance is expected and required in all LTC activities including procurement.	October 2021	Completed

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Sub-contractors:				
Ensure that all sub-contractors are delivering in line with our and their own Equality and Diversity policy.	CMM Project Manager / Administrator	Ensure that relevant project specifications, contracts and MOUs with contractors and suppliers include reference to Equality & Diversity policy.	In a timely fashion at the point that relevant documents and contracts arise.	Ongoing
Ensure our procurement process is in line with Equality and Diversity	Town Clerk / Deputy Town Clerk	Equality & Diversity compliance is expected and required in all LTC activities including procurement. Procurement Policy to be updated (as above) to reflect Equality & Diversity compliance. Require suppliers to provide a copy of their E&D policy.	Policy update: January 2022	Ongoing
Ensure that the sub-contractors are working in the best interest of the participants at all times	CMM Project Manager	Ongoing meetings and contact with all subcontractors. This compliance is to be reflected in the oversight of the project's methods and outputs, including the delivery of taught provision,	Protocol in place Process implementation	Completed Ongoing

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		participant support and related events.		
Project Delivery				
Capture the views of participants for the successful delivery of the project and in the design of new projects	CMM Project Manager / Administrator	Capture views via participant feedback, through the use of feedback forms, focus/advisory groups and/or discussions with stakeholders – both to enhance provision and empower participants as active stakeholders.	Protocol in place Process implementation	Completed Ongoing
Consider reasonable adjustments to overcome physical and non-physical barriers for participants.	CMM Project Manager / Administrator & Course Leaders	Initial assessment conducted with all participants. Ensure that all reasonable adjustments are made for the participants attending our project. Encourage and promote participation from a diverse range of participants.	Protocol in place Process implementation ongoing in response to individual circumstances	Completed Ongoing
Ensure participants are aware of Equality and Diversity Policy and procedures	CMM Project Administrator	As part of their initial assessment/introduction participants are made aware of the organisation’s policy in this area. This information is also included on LTC and	Protocol in place Process implementation	Completed Ongoing

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		CMM websites and, as appropriate, in supporting literature and relevant information and documentation.		
Ensure participants are aware of our complaints and compliments procedures.	LTC site: Town Clerk CMM site: CMM Project Manager / Administrator	The Town Council's Complaints procedure is already on the website. A formal compliments procedure does not exist, but compliments are circulated as appropriate to relevant staff (and with permission to relevant stakeholders). As part of their initial assessment/ introduction, participants are made aware of the organisation's policy in this area. Information about complaints processes will also feature on the CMM website, which will also post (with permissions) any relevant and appropriate compliments. All participants also to be informed of mechanism for feedback directly to CLLD	LTC site: extant CMM site: February 2022	LTC site: completed CMM site: ongoing

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		(including distribution of CLLD feedback business cards).		
Ensure that volunteers/mentors are following the Equality and Diversity policy of the organisation.	CMM Project Manager / Administrator	Training and induction of all volunteers/mentors will be put in place to ensure they are aware of the Equality and Diversity and any other relevant.	Protocol in place Process implementation	Completed Ongoing