



<b>Action Plan Title</b>	Equality Diversity and Inclusion Improvement Plan (EDIAP)
<b>Action Plan Period</b>	1 <sup>st</sup> April 2025 to 31 <sup>st</sup> March 2026
<b>Lead Person</b>	Chair of the EDI Group
<b>Date Plan Created</b>	12.02.2025
<b>Date Plan Updated<sup>1</sup></b>	

Key to traffic lights:

- Not started
- Overdue (add a revised timescale in Progress Notes)
- In progress / on track
- Complete
- Needs review / is deferred / is cancelled (give reason in Progress Notes)

Ref	Goal	Action	Person Responsible	Timescale	Status	Progress Notes	Goal achieved?
	What we want to achieve	What we will do	Who each action is assigned to	Due date for each task	Add a traffic light to show progress with each <b>task</b>	Notes about how we are moving forward with the <b>goal</b> (optional)	Tick the box when the <b>goal</b> has been completed
	What end result do we want to accomplish?	What small, manageable step(s) do we need to take, to achieve our goal?	Who will take each step?	When do we need to have this done by?	Which traffic best fits the current position?	How are we doing? Are we there yet? Do we need to explain anything? If an action is overdue, write your revised timescale here.	Once you've completed all your actions, have you achieved the overall <b>goal</b> ?
1.	A diverse and stable EDI Group is in place	Advertise member role, include benefits of joining the group	Communications Manager	14.04.25	●		<input type="checkbox"/>
		Speak to managers to ensure members have protected time	Chair	14.04.25	●		
		Hold meetings in the 4 different locations we operate in	Customer Service and Administration Officer	31.03.26	●		
		Make refreshments available	Customer Service and Administration Officer	At each meeting until 31.03.26	●		

<sup>1</sup> The plan will be updated each quarter

Ref	Goal	Action	Person Responsible	Timescale	Status	Progress Notes	Goal achieved?
		Members attend at least 3 meetings per year	Customer Service and Administration Officer	31.03.26	●		
2.	To carry out an EIA on 10 policies	Training for new members on EIAs	Customer Service and Administration Officer	31.05.25	●		<input type="checkbox"/>
		Hold EIA workshops	Chair	31.05.26	●		
3.	Improve understanding of different cultures across Horton	Plan cultural workshop	Communications Manager	31.05.25	●		<input type="checkbox"/>
		Agree venue	Communications Manager	31.05.25	●		
		Advertise to all colleagues	Communications Manager	31.05.25	●		
4.	The EDI Group is recognised across the organisation	Design an EDI logo	Communications Manager	14.04.25	●		<input type="checkbox"/>
		The Group will publish one article per month on One Horton	Communications Manager	Each month until 31.03.26	●		
		Invite local colleagues to join members of the group for refreshments prior to each meeting	Customer Service and Administration Officer	31.03.26	●		
5.	All colleagues have access to EDI refresher training	Work with L&D to Review EDI training offer	Chair	01.06.25	●		<input type="checkbox"/>
		Promote training offer	L&D Manager	31.03.26	●		
6.	All colleagues receive Menopause training	Work with L&D to identify training	Chair	01.06.25	●		<input type="checkbox"/>
		Promote training offer	L&D Manager	31.03.26	●		
		Monitor update	L&D Manager	31.03.26	●		

