

CANNOCK CHASE COUNCIL

CABINET

14TH JUNE 2007

REPORT OF CHIEF EXECUTIVE

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

1. Purpose of Report

- 1.1 To seek Cabinet's approval of the Corporate Equality and Diversity Action Plan.

2. Recommendations

- 2.1 It is recommended that Cabinet note the Corporate Equality and Diversity Action Plan attached as Annex1 to this report which supports the Council's Equality and Diversity Policy.
- 2.2 To appoint a lead member of the Cabinet to take the role of the Council's Equality and Diversity Champion.

3. Key Issues -- The Corporate Equality and Diversity Action Plan.

- 3.1 Cabinet approved and recommended to Council on 15 March 2007 the adoption of the Council's Equality and Diversity Policy.
- 3.2 This policy sets out the Council's commitment to equality, diversity and social inclusion issues. It also highlights the Council's goal for a District where inequalities cease to exist and identifies how the Council is working towards this goal – making Cannock Chase a place where everyone has equal opportunities and choices
- 3.3 The Corporate Equality and Diversity Action Plan has been developed to support the implementation of the Council's Equality and Diversity Policy and contains a number of actions necessary to achieve Level 2 of the Equality Standard for Local Government by March 2008 and to carry out Equality Impact Assessments on all functions, policies and procedures over the next 4 years.
- 3.4 The Corporate Equality and Diversity Action Plan recognises and responds to national requirements and seeks to bring together all aspects of the Council's work on promoting equality and diversity in one plan. However, in recognition of specific legislative requirements additional information and documentation relating to race, disability and gender equality are also available.

- 3.5 Some progress has already been made with regards to certain actions contained within the Corporate Equality and Diversity Action Plan and these have been highlighted for ease of identification.
- 3.6 One specific action (Reference 1.4) contained within this plan relates to the identification of a lead member from the Council's Cabinet to be appointed as an Equality and Diversity champion. Under the CHASE acronym adopted by the Council, equality and diversity currently falls under the umbrella of Safer and Stronger Communities.

REPORT INDEX

Background	Section 1
Details of Matters to be Considered	Section 2
Contribution to CHASE	Section 3
Section 17 (Crime Prevention) Implications	Section 4
Human Rights Act Implications	Section 5
Data Protection Act Implications	Section 6
Risk Management Implications	Section 7
Legal Implications	Section 8
Financial Implications	Section 9
Human Resource Implications	Section 10
Conclusions	Section 11
Equality Implications	Section 12
List of Background Papers	Section 13
Annexes to the Report	Annex

Section 1

Background

The Council is committed to achieving Level 2 of the Equality Standard for Local Government by March 2008 and approval and adoption of the Corporate Equality and Diversity Plan is seen as instrumental to achieving this.

The Equality Standard for Local Government provides a generic framework through which local government can address its legal obligations under anti-discrimination laws which prohibit discrimination in the delivery of services and employment. In addition, the Standard has been designed to compliment the Authority's duty under the Race Relations (Amendment) Act 2000, to promote racial equality.

The Standard provides a strategic and systematic approach to mainstreaming equality It explains the steps that local authorities need to take to identify and remove barriers to ensuring fair and equal treatment in services and employment with regard to race, gender, disability, age, religion and sexuality. The Standard contains 5 levels of achievement which are set out below:-

- Level 1: Commitment to a Comprehensive Equality Policy
- Level 2: Assessment and Consultation
- Level 3: Setting equality objectives and targets
- Level 4: Information systems and monitoring against targets
- Level 5: Achieving and reviewing outcomes

Achievement at the appropriate level is demonstrated in the 4 themes as follows:

- Leadership and Corporate Commitment
- Consultation and Community development and scrutiny
- Service Delivery and customer care
- Employment and training

The Equalities Standard is monitored through Best Value Performance Indicator BVPI 2a and the level reported for the authority, as a whole, can be no higher than that for any department within the authority or for any of the four themes within each level.

Section 2

Details of Matters to be Considered

These have been set out in the key issues section of this report.

Section 3

Contribution to CHASE

The Council has adopted objectives based on the CHASE acronym which stands for:

- C –Children & Young People
- H - Healthier Communities, Housing and Older People
- A –Access to Skills, Economic Development & Enterprise
- S –Safer & Stronger Communities
- E - Environment

- Building an Excellent Council

Within the previous Social Inclusion and Housing Objective which is now incorporated in Healthier Communities, Housing and Older People the aim is still to continue to work to reduce inequality within the District and will involve more people in the work of the Council

The Council has identified the following groups as being “at risk” requiring specific action to ensure that they are socially included within our society:

- Young unemployed
- Lone parents
- Long term unemployed
- Disabled
- Elderly people
- Homeless people
- People from black and other ethnic minorities

One of the most important issues is the exclusion of these “at risk” groups from the activities that many of us take for granted. We are working closely with various agencies and the voluntary sector, in particular, to tackle the problems faced by these groups and to help us build communities that promote equality in all aspects of life. As a community leader we are building an organisation that promotes equality in all of our services and functions.

The purpose of the Corporate Equality and Diversity Action Plan is to ensure equality for all residents in Cannock Chase, employees and members of the Council.

The Corporate Equality and Diversity Action Plan sets out the actions required to support the Council’s Equality and Diversity Policy and the framework within which we can achieve this.

Section 4

Section 17 (Crime Prevention) Implications

There are no identified implications in respect crime prevention arising from this report.

Section 5

Human Right Act Implications

The Human Rights implications arising from this report are complex, but the essential point is that **all** the rights set out in the Convention have to be applied to everyone;

..without discrimination on any ground such as...race, colour, language, religion... national or social origin, association with a national minority... birth or other status.

Art 14 European Convention on Human Rights

By not adopting a Corporate Equality and Diversity Action Plan it could be difficult to demonstrate that the Council was otherwise respecting the Convention rights in its dealings with its customers, employees and the public generally. The proposal contained within this report would avoid this situation.

Section 6

Data Protection Act Implications

There are no identified implications in respect of the Data Protection Act arising from this report.

Section 7

Risk Management Implications

The risks involved in not adopting this Corporate Equality and Diversity Action Plan are that the Council may fail in the implementation of its Equality and Diversity Policy and as a consequence be in breach of the considerable amount of legislation covering equality, diversity and equal access to Council services. This could potentially lead to costly discrimination claims against the Council.

Other risks include not meeting performance indicator targets for BVPI 2a and 2b relating to the Race Equality Scheme and the Equality Standard for Local Government., directly excluding customers from participating in the democratic process, inappropriate access to Council buildings which may exclude certain customers and also failing in our duty of care to our employees and members. As a consequence there is also the potential risk of adverse publicity.

Section 8

Legal Implications

Issues relating to equality and diversity cannot be ignored and must be embraced and addressed by the Council. There is considerable legislation to which the Council must comply, otherwise it risks exposing itself to potential criticism and liability.

The Corporate Equality and Diversity Action Plan supports the implementation of the Council's Equality and Diversity Policy, the obligations and duties imposed by the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005, the Equality Act 2006 and the Equality Standard for Local Government.

The approval and adoption of the Corporate Equality and Diversity Action plan is a fundamental step forward in the council meeting its statutory obligations in respect of addressing issues relating to equality and diversity.

Section 9

Financial Implications

There are no financial implications arising directly from this report.

There are likely to be some financial implications arising from the actions contained within this plan. In addition, there may be financial implications for individual services as they identify areas through equality impact assessments where they may need to make changes or adjustments to the way that services are delivered. Wherever possible any individual service area financial implications arising from the actions contained in the Corporate Equality and Diversity Action Plan will be incorporated into the service planning process and existing budgets.

Section 10

Human Resource Implications

The promotion of equality is not simply a matter of developing appropriate written policies and procedures but is heavily dependent upon all employees having an understanding and awareness of equalities issues and having a willingness to grasp and address those issues in their everyday interactions with service users. Arising from the action planning process it is likely that additional training will be required both for members of the Project Action Team driving forward the equalities agenda and for all employees with customer facing responsibilities to ensure that they understand the needs of people with disabilities and are equipped to respond to them appropriately.

Section 11

Equality Implications

The Corporate Equality and Diversity Action Plan is seen as instrumental in implementing the Council's Corporate Equality Policy, the outcomes of which are considered to have a positive impact upon eliminating unlawful discrimination and in ensuring that all members of the community, can access employment opportunities and use the services and facilities provided by the Council.

Section 12

Conclusion

That the recommendation at paragraph 2.1 be approved.

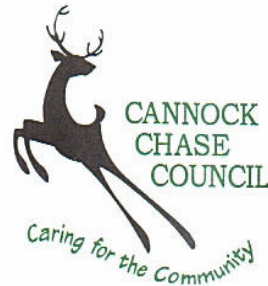
Section 13

Background Papers

Equality and Diversity Policy

Annexes

Annex 1 – Corporate Equality and Diversity Action Plan.



Corporate Equality and Diversity Action Plan 2007 - 2009

If you require information contained in this publication in an alternative format e.g. large print, Braille, audio tape or if you would like the Scheme to be explained to you in your language please contact: The Council's PR and Marketing Team on 01543 462621.

Date: April 2007

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
Leadership and Corporate Commitment		2006 -2008				
1. To establish steering group to oversee the implementation of equality and diversity across the Council.	1.1.	Report to Directors' Management Team (DMT) agreeing the way forward and terms of reference for Equality and Diversity Project Action Team	DMT	12 Sep 06	Establish Corporate commitment and approach to implementing equality and diversity. Complete DMT Report 12 Sep 2006	All levels of Equality Standard, RES, DES, GES
	1.2.	Re-launch Equality and Diversity PAT (E&DPAT) and agree group members	M. Edmonds	15 Sep 06	Steering group established with representatives from all service areas to oversee the implementation of equality and diversity across the Council. Complete Memo 15 Sep 2006	All levels of Equality Standard, RES, DES, GES
	1.3.	Convene 1 st meeting of E&DPAT	M. Edmonds	5 Oct 06	Awareness and clarity of the role of the group. Agreed terms of reference, development of Corporate Equality Policy, self-assessment process for Race Equality & Levels 1 & 2 of the Equality Standard and development of	All levels of Equality Standard, RES, DES, GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
					Disability Equality Scheme and implementation timetable. Complete Agenda & Minutes 5 Oct 06 Terms of Reference	
	1.4	Appoint Lead Portfolio Member of Cabinet as Equality and Diversity Champion	Cabinet	14 June 07	Report to Cabinet 14 June 07 Cabinet Minute 14 June 07	Housing Strategy Inspection
2. To formulate, adopt and publish a Disability Equality Scheme. (DES)	2.1.	Complete Draft Disability Equality Scheme and Action Plan.	E&DPAT	16 Oct 06	Draft Disability Equality Scheme and Action Plan Complete Versions 1 to 3 Draft DES	DES
	2.2.	DMT approval of Draft DES and Action Plan.	DMT	24 Oct 06	Corporate commitment and approval of DES and Action Plan. Complete DMT Report and minutes 24 Oct 06.	DES
	2.3.	Consult relevant stakeholders, employees, Trade Unions and representative groups on DES and Action Plan. Ensure that all consultation documents are made available in	E&DPAT Head of Policy & Performance	25 Oct 06 Jan 07	Involvement in development of DES and Action Plan. Complete Letters to stakeholders and representative groups	DES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		appropriate languages, formats (e.g. Braille, tape etc)			Consultation days 6 Nov 06 and 26 Jan 07 Attendance records Report to Social inclusion and Housing Select Committee 9 Nov 06.	
	2.4.	Review and updated DES and Action Plan to Cabinet for approval.	Cabinet	30 Nov 06	Member and Corporate commitment to DES and Action Plan. Complete Cabinet Report and Minute 30 Nov 06	DES
	2.5.	Publish DES and Action Plan	E&DPAT PR&Marketing	4 Dec 06	Achieve legal requirement to publish DES and Action Plan. Complete Press Release and Website 4 Dec 06	DES
	2.6.	Adoption of DES and Action Plan by Council.	Council	13 Dec 06	Member and Corporate commitment to DES and Action Plan. Complete Council Report and Minute 13 Dec 06	DES
3. To formulate, adopt and publish a Corporate Equality Policy (CEP)	3.1.	Complete Draft Corporate Equality Policy	Head of Policy & Performance	Dec 06 – Jan 07	Draft Corporate Equality Policy. Complete Draft CEP	All levels of Equality Standard, RES, DES, GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
	3.2	DMT Approval of Draft CEP	DMT	13 Feb 07	Corporate commitment and approval of CEP. Complete DMT Report and minutes 13 Feb 07.	All levels of Equality Standard, RES, DES, GES
	3.3.	Cabinet approval of Draft CEP	Cabinet	15 Mar 07	Member and Corporate commitment to CEP. Complete Cabinet Report and minute 15 Mar 07	All levels of Equality Standard, RES, DES, GES
	3.4	Consult relevant stakeholders, employees, Trade Unions and representative groups on CEP. Ensure that all consultation documents are made available in appropriate languages, formats (e.g. Braille, tape etc)	E&DPAT Head of Policy & Performance	Mar 07	Involvement in development of CEP. Complete Letters to stakeholders and representative groups Website	All levels of Equality Standard, RES, DES, GES
	3.5.	Review and update CEP	E&DPAT	Mar 07 – Apr 07	Update CEP following feedback from consultation. Complete	All levels of Equality Standard, RES, DES, GES
	3.6.	Adoption of CEP by Council.	Council	18 Apr 07	Member and Corporate commitment to CEP. Complete Council Report and Minute 18 Apr 07	All levels of Equality Standard, RES, DES, GES
	3.7.	Publish CEP	E&DPAT PR&Marketing	April 07 - Ongoing	Raise awareness of CEP Press Release &	All levels of Equality Standard,

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
					website Complete	RES, DES, GES
4. To formulate, adopt and publish a Gender Equality Scheme (GES)	4.1.	Work in partnership with the County Council to produce a district wide Gender Equality Scheme (GES) and Action Plan.	Partnership Team	April 07	Draft GES Complete	GES
	4.2.	DMT Approval of Draft Gender Equality Scheme and Action Plan	DMT	April 07 – June 07	Corporate commitment and approval of GES and Action Plan.	GES
	4.3.	Consult relevant stakeholders, employees, Trade Unions and representative groups on GES. Ensure that all consultation documents are made available in appropriate languages, formats (e.g. Braille, tape etc)	E&DPAT	Mar 07 - Ongoing	Involvement in development of GES. Letters to stakeholders and representative groups Website	GES
	4.4.	Review and updated GES to Cabinet for approval.	Cabinet	April – June 07	Member and Corporate commitment to GES Cabinet Report and Minute	GES
	4.5.	Adoption of GES by Council.	Council	April – June 07	Member and Corporate commitment to GES. Council Report and Minute	GES
	4.6.	Publish GES	E&DPAT PR&Marketing	April 07	Raise awareness of GES	GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
					Press Release & website	
5. To produce a Corporate Equality and Diversity Action Plan indicating how the equality policy will be implemented. The plan will incorporate the authority's Race, Disability and Gender schemes.	5.1.	Complete Corporate Self-assessment against Race Equality Scheme.	E&DPAT & Dialog Consultant	3 Nov 06	Audit and self-assessment against Race Equality Scheme. Complete Agenda 3 Nov 06 Self-assessment template and Action Plan DMT Report 16 Jan 07	RES
	5.2.	Complete Corporate Self-assessment against Level 1 of the Equality Standard.	E&DPAT & Dialog Consultant	13 Nov 06	Audit & self assessment against Level 1 Complete Action Plan Agenda 13 Nov 06 Self Assessment Template DMT Report 16 Jan 07	Level 1
	5.3.	Complete Corporate Self-assessment against Level 2 of the Equality Standard.	E&DPAT & Dialog Consultant	30 Nov 06	Audit and self assessment against Level 2. Complete Action Plan Agenda 30 Nov 06 Self Assessment Template DMT Report 16 Jan 07	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
	5.4.	Develop Corporate Equality and Diversity Action Plan to incorporate actions from all self assessment exercises: -Level 1 of Equality Standard -Level 2 of Equality Standard -Race Equality Scheme -Disability Equality Scheme -Gender Equality Scheme	E&DPAT	Nov 06 – Apr 07	Corporate Equality and Diversity Action Plan Complete Corporate Equality and Diversity Action Plan DMT Report and Minute 17 April 2007	Level 1 and Level 2 RES, DES and GES
	5.5.	DMT Approval of Corporate Equality and Diversity Action Plan	DMT	17 Apr 07	Corporate commitment and approval of Corporate Equality and Diversity Action Plan. Complete DMT Report and minutes 17 Apr 07.	Level 1 and Level 2 RES, DES and GES
	5.6.	Consult relevant stakeholders, employees, Trade Unions and representative groups on Corporate Equality and Diversity Action Plan. Ensure that all consultation documents are made available in appropriate languages, formats	E&DPAT	April 07 - Ongoing	Involvement in development of Corporate Equality and Diversity Action Plan. Letters to stakeholders and representative groups Website	Level 2 RES, DES and GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		(e.g. Braille, tape etc)				
	5.7.	Review and updated Corporate Equality and Diversity Action Plan to Cabinet for approval.	Cabinet	May – June 2007	Member and Corporate commitment to Corporate Equality and Diversity Action Plan. Cabinet Report and Minute	Level 2 RES, DES and GES
	5.8.	Adoption of Corporate Equality and Diversity Action Plan by Council.	Cabinet	14 June 2007	Member and Corporate commitment to Corporate Equality and Diversity Action Plan. Cabinet Report 14 June and Minute	Level 2 RES, DES and GES
	5.9. a	Publish Corporate Equality and Diversity Action Plan. Launch Corporate Equality and Diversity Action Plan	E&DPAT PR&Marketing	July - August 2007	Published Corporate Equality Plan (available in different formats) Press Release Website Information	Level 2
6. To ensure that the written policies are in line with current legislation: race Relations Act (as amended), Sex Discrimination Act, Equal Pay Act, Disability Discrimination Act and Codes of Practice issued by all equality Commissions.	6.1.	To ensure that initial screening process of existing policies, procedures and functions complies with statutory codes of practice.	E&DPAT	May – June 2007	Guidance that complies with statutory code of practice. Complete	Level 1

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
7. To develop a systematic process to conduct equality impact assessments for all policies, functions and procedures (new and existing) across the Council.	7.1.	To make a corporate commitment to carrying out a process of equality impact assessments by including statement in Corporate Equality Policy and Corporate Performance Plan.	Head of Policy & Performance	Mar 07- June 07	Corporate commitment to conducting equality impact assessments. Corporate Equality Policy Corporate Performance Plan Complete	Level 1
	7.2.	Review guidance (toolkit) for undertaking initial screening and full equality impact assessments for all equality issues.	E&DPAT Head of Efficiency and Risk Mgt Organisational Development Manager	Feb 07 – May 07	Revised guidance that will comply with the equality legislative requirements and other strands of the Equality Standard. Develop a systematic approach for conducting Impact Assessments Impact Assessment Guidance (Toolkit) Guidance Toolkit	Level 1
	7.3.	Review, assess and update list of policies and functions to cover all areas of equality in accordance with guidance (toolkit)	Directors & Heads of Service	June 07 – 16 July 07	Revised list and screening of all Council policies, procedures and functions. To prioritise Council 3 year plan for equality impact assessments	Level 2
	7.4	Conduct internal audit/validation of internal screening	E&DPAT	20 July – 31 July 07	Validate priority list of policies, procedures	All levels of Equality

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		assessments and revise priority list as appropriate.			and functions to ensure consistent assessment process Equality and Diversity PAT minutes	Standard, RES, DES, GES
	7.5.	Commence equality impact assessments in service areas, in accordance with 3 year rolling programme	Directors & Heads of Service	August 07- Ongoing	Impact Assessments.	Level 2
	7.6.	Conduct internal audit/validation of equality impact assessments	E&DPAT	August 07- Ongoing	Validate priority list of policies, procedures and functions to ensure consistent assessment process Equality and Diversity PAT minutes	All levels of Equality Standard, RES, DES, GES
8. To make a corporate commitment to earmark specific resources fro improving equality practice.	8.1.	Report to DMT to establish interim budget for E&DPAT	E&DPAT	16 Jan 07	Corporate commitment to dedicated budget for equality and Diversity Complete DMT Report and Minute 16 Jan 2007	All levels of Equality Standard, RES, DES, GES
	8.2.	Cost and evaluate implementation of Corporate Equality Policy and Equality and Diversity Action Plan and report to DMT.	E&DPAT	August 07	Corporate commitment to earmark adequate resources for improving equality and diversity. DMT Report	All levels of Equality Standard, RES, DES, GES
9. To develop corporate equality monitoring systems to support effective decision making across	9.1	Establish a corporate process for the collection and interrogation of data on service delivery and	E&DPAT	Sept 07	Corporate system and processes in place to collect and monitor	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
the Council.		service take-up.			data.	
10. To develop corporate mechanism for assessing development of service level equality objectives and targets.	10.1	Establish a process for developing equality targets.	E&DPAT	Dec 07		Level 2
	10.2	Service areas to include equality objectives in Business plans for 2008-09	Directors & Heads of Service	Jan 08		Level 2
Consultation and Community Development and Scrutiny 2006 -2008						
11. To make a corporate commitment to: <ul style="list-style-type: none"> • consult with designated community, staff and stakeholder groups on all aspects of equality policy. • the process of equality self assessment, scrutiny and audit • consult departments and service areas on equality objectives 	11.1				Corporate commitment to consult with designated community, staff and stakeholder groups on all aspects of equality.	Level 1
	a.	Include commitment in Corporate Equality Policy.	E&DPAT	Mar 07		Complete DMT & Scrutiny Reports Corporate Equality Policy Consultation with stakeholders on CEP Team Brief March 2007 SMT/WMT meetings Mar & Apr 07
	b.	Report quarterly to DMT and half yearly to Scrutiny Committee on progress.	E&DPAT	Ongoing		
	c.	Raise issues at Senior and Wider Management Team	E&DPAT	Ongoing		
	11.2	Develop Corporate Consultation Strategy	PR&Marketing	Mar 08	Corporate commitment to consult on all aspects	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
	a.	Ensure that all consultation documents are made available in appropriate languages, formats (e.g. Braille, tape etc)			of equality. Guidance for managers on consultation to ensure a consistent and co-ordinated approach is adopted to identify the diverse needs of the community. Corporate Consultation Strategy and guidance	
	11.3	To consult relevant stakeholders, employees, Trade Unions and representative groups on equality impact assessments.	Directors & Heads of Service	August 07 – Ongoing	Involvement in development of Equality impact assessments	Level 2
	a.	Ensure that Service Business Plans contain timetable for consultation.		April 08		
12. To incorporate equality policy as a key theme within the Community Strategy and Corporate Performance Plan drawn up by the Council and its partners.	12.1	Review and update commitment in Community Strategy and Corporate Performance Plan.	Head of Policy and Performance	Jun 07	Corporate commitment to equality and diversity that is consistent with Equality Policy. To ensure that equality is explicit within documents as a key theme. Revised Community Strategy and Corporate Performance Plan	Level 1 and Level 2
13. To make a commitment to	13.1	Review and update all corporate	E&DPAT	Dec 07	To ensure that the	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
establish mechanisms for responding to harassment on the grounds of race, disability and gender.		harassment policies and complaints procedures to ensure consistent mechanisms are in place to record and monitor incidents.			Council has in place consistent mechanisms to respond, record and monitor incidents of harassment on the grounds of race, disability and gender etc. Revised and updated policies including complaints procedure, Whistle blowing Policy, Grievance Policy recording of racial incidents Development of Racial incident form etc.	
	13.2	To implement revised mechanisms for responding to harassment on the grounds of race, disability and gender.		Mar 08	Revised procedures understood by Council employees.	Level 2
Service Delivery and Customer Care 2006 -2008						
14. Each Department and service area to make a commitment to: <ul style="list-style-type: none"> • contribute to the consultation and scrutiny element of Corporate Equality Policy. 	14.1	Include a commitment in all Service Area Business plans for 2007-08	Directors & Heads of Service	Jan 07	Clear commitment within Business Plans for 2007-08 to implementing Corporate Equality Policy. Complete	Level 1

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
<ul style="list-style-type: none"> • engage in consultation with the designated community, staff and stakeholder groups on its service delivery • the process of equality self assessment, scrutiny and audit • a comprehensive service area equality policy • implementing impact assessments • developing equal access to service area • equality action planning and target setting within business plans • allocating resources for improving equality practice 					Business Plans 2007-08	
15. Review of services should include procurement function and all contracted services and partnership arrangements.	15.1	Ensure impact assessment guidance for managers (toolkit) includes a review of contracted and partnerships.	E&DPAT	Apr 07	Guidance includes an assessment of contracted and partnership arrangements Complete Impact assessment Guidance	Level 1
	15.2	Assessment of procurement strategy for compliance with equality and diversity.	Head of Audit, Efficiency & Risk Mgt	Mar 08	Procurement Strategy	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		Ensure processes for entering into partnerships and procuring services include equality and diversity objectives.				
Employment and Training		2006 -2008				
16. To raise awareness of equality and diversity with Senior Managers and members of the Equality and Diversity Project	16.1	Carry out training programme to Senior Managers on the requirements of Equality Standard	Dialog Consultant	28 July 06 31 July 06 24 Aug 06	Raise awareness of the Equality Standard with Senior Managers Complete Invite to attend training sessions Record of attendance at training sessions	All levels of Equality Standard, RES, DES, GES
	16.2	Provision of training to members of Equality and Diversity PAT on self assessment against: <ul style="list-style-type: none"> • RES • Level 1 Equality Standard and • Level 2 Equality Standard 	Dialog Consultant	3 Nov 06 13 Nov 06 30 Nov 06	Raise awareness of members of the Equality and Diversity PAT Complete Invite to attend training sessions Record of attendance	Level 1 and Level 2 & RES
	16.3	Provision of training to members of Equality and Diversity PAT on initial screening guidance	Dialog Consultant E&DPAT	28 Feb 07 4 Apr 07 9 May 07	Raise awareness of members of the Equality and Diversity	All levels of Equality Standard,

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
					PAT Complete Invite to attend training sessions Record of attendance	RES, DES, GES
	16.4	Undertake training on impact assessments based on Council's guidance (Toolkit) <ul style="list-style-type: none"> • To Equality and Diversity PAT • To all HOS/Managers 	Dialog Consultant	June 07 May 07 - Ongoing	Managers equipped to conduct impact assessments based on Council's guidance and toolkit. Invite letter to training sessions Record of attendance at training session(s) and evaluation comments on training session(s)	All levels of Equality Standard, RES, DES, GES
17. To adopt recruitment procedures that are non-discriminatory.	17.1	Revise and adopt procedures that are non-discriminatory.	HR Manager	Dec 06	Adoption of revised procedures and guidance, which is non-discriminatory and complies with relevant legislation. Complete Revised recruitment procedures and guidance. New Job Application forms	Level 2
	17.2	To provide briefing sessions to managers on the new recruitment	HR Manager	Dec 06	Managers aware of new Complete	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		procedures.			procedures Briefing sessions conducted for all managers Attendance Records	
18. To make a commitment to an employment assessment of the Local Labour Market Area, workforce profiling and equal pay.	18.1	Include a commitment in HR Business Plan for 2007-08	HR Manager	Mar 07	Commitment included in HR Business Plan 2007-08 Complete	Level 1
19. Commitment to establish a fair employment and equal pay policy.	19.1	Report to DMT on comprehensive pay policy	HR Manager	11 Apr 07	Commitment demonstrated by implementation of Local Government Job Evaluation scheme 2004-05 designed to tackle fair and equal pay issues. Workforce monitoring and profiling against BVPI.	Level 2
	a.	Consult on pay policy		May 07		
	19.2	Conduct Pay audit	HR Manager	Apr 08		Level 2
20. Commitment to developing and equal employment and equal pay element of Corporate Equality Policy incorporating related issues from all equality schemes and assessment information collected from compliance to the DDA.	20.1	Include commitment in Corporate Equality Policy.	Head of Policy & Performance	Mar 07	Commitment in Corporate Equality Policy Complete	Level 1
21. To make a commitment to adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of	21.1	Develop comprehensive Recruitment and Selection Policy	HR Manager	Mar 08	Recruitment and Selection Policy	Level 2

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
applicants.						
22. To make a commitment to produce a standard range of application forms and job descriptions that are clear and explicit.	22.1	Revise and produce standard application forms and job description template	HR Manager	Dec06	Standard set of application forms and documentation, compliant with current legislation. Complete Application Forms	Level 2
23. Commitment to review personnel information system for monitoring suitability including underpinning the Council's statutory ethnic monitoring duties.	23.1	Secure commitment to replace HR IT system.	HR Manager	Apr 07	Commitment included in Service Business Plan 2007-08 Complete	Level 1
	23.2	Replace Human Resource system and include specification to ensure all equality information can be monitored	HR Manager	Sep 07	IT system capable of monitoring all appropriate equality information. Recruitment monitoring already takes place.	Level 2
24. To make a commitment to make procedures consistent with employment Codes of Practice.	24.1	Include commitment in Organisational Development Business Plans for 2007-08	HR Manager	Jan 07	Ensure all employment procedures are consistent with legislation and all relevant Codes of Practice. Complete Organisational Development Business	Level 1

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
					Plan 2007-08	
	24.2	Ensure initial screening assessment identifies all employment procedures for review	E&DPAT & HR Manager	May -July 07	Updated Impact Assessment Guidance Complete	Level 1
25. Commitment to develop a programme for staff and member training in all equality issues.	25.1	Include commitment in Corporate Equality Policy, all equality schemes (DES/ RES),	Head of Policy & Performance	Mar 07	Commitment included in Corporate Equality Policy, Corporate Equality and Diversity Action Plan and all equality schemes (DES/ RES) Complete	Level 1
	25.2	Include equality and diversity as a recognised management competency in the Management Competency Framework.	HR Manager	May – Jun 07	Management Competency Framework	All levels of Equality Standard, RES, DES, GES
a	Develop Member Development Strategy		May – Jun 07			
	25.3	Develop training plans for existing and new employees.	E&DPAT	Jul 07 - Ongoing		All levels of Equality Standard, RES, DES, GES
	25.4	Develop training plans for existing and new Members.	E&DPAT	Jul 07 - Ongoing		All levels of Equality Standard, RES, DES, GES
	25.5	Deliver training in accordance	E&DPAT	Jul 07 -		All levels of

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		with plans.		Ongoing		Equality Standard, RES, DES, GES
	25.6	Annual evaluation of training	E&DPAT	Mar 08 - Ongoing		All levels of Equality Standard, RES, DES, GES
General 2006 -2008						
2006 –2007						
To achieve Level 1 – March 2007		Conduct external challenge and verification of progress against the Equality Standard and BVPIs.	Dialog Consultant	May 07	External assessment and verification of progress.	All levels of Equality Standard, RES, DES, GES
		Annual review of implementation of Corporate Equality and Diversity Action Plan (including Race, Disability and gender Schemes) Progress report to DMT and Scrutiny Committee.	E&DPAT	Sept 07 Sept 07	Report annually on the progress with regard to the implementation of the Corporate Equality Policy, Corporate Equality and Diversity Action Plan, Race Disability and Gender Equality Schemes	All levels of Equality Standard, RES, DES, GES
		Complete Corporate and Service area Self-assessment against Level 2 and Level 3 of the Equality Standard.	E&DPAT	Dec 07	Audit and self assessment against Level 2 and Level 3 Revised Action Plan for Level 2 and new Action	All levels of Equality Standard, RES, DES, GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		Review progress towards Level 2 to address any outstanding issues and produce Action Plan for 2008-09 (Level 3)			Plan for Level 3 Self Assessment Templates	
2007 –2008						
To achieve Level 2 – March 2008		Conduct external challenge and verification of progress against the Equality Standard and BVPIs.	Dialog Consultant	Jun 08	External assessment and verification of progress.	All levels of Equality Standard, RES, DES, GES
		Annual review of implementation of Corporate Equality and Diversity Action Plan (including Race, Disability and gender Schemes) Progress report to DMT and Scrutiny Committee.	E&DPAT	Jun 08 Jun 08	Report annually on the progress with regard to the implementation of the Corporate Equality Policy, Corporate Equality and Diversity Action Plan, Race Disability and Gender Equality Schemes	All levels of Equality Standard, RES, DES, GES
		Publish Equality Impact Assessments and outcomes for Year 1 Priority functions, policies and procedures.	E&DPAT	Jun 08		All levels of Equality Standard, RES, DES, GES
		Complete Corporate and Service area Self-assessment against Level 3 and Level 4 of the Equality Standard. Review progress towards Level 3	E&DPAT	Dec 08	Audit and self assessment against Level 3 and Level 4 Revised Action Plan for Level 3 and new Action Plan for Level 4	All levels of Equality Standard, RES, DES, GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		to address any outstanding issues and produce Action Plan for 2008-09			Self Assessment Templates	
2008-2009						
		Conduct external challenge and verification of progress against the Equality Standard and BVPIs.	Dialog Consultant	Jun 09	External assessment and verification of progress.	All levels of Equality Standard, RES, DES, GES
		Annual review of implementation of Corporate Equality and Diversity Action Plan (including Race, Disability and gender Schemes) Progress report to DMT and Scrutiny Committee.	E&DPAT	Jun 09	Report annually on the progress with regard to the implementation of the Corporate Equality Policy, Corporate Equality and Diversity Action Plan, Race Disability and Gender Equality Schemes	All levels of Equality Standard, RES, DES, GES
		Publish Equality Impact Assessments and outcomes for Year 2 Priority functions, policies and procedures.	E&DPAT	Jun 09		All levels of Equality Standard, RES, DES, GES
		Complete Corporate and Service area Self-assessment against Level 4 and Level 5 of the Equality Standard. Review progress towards Level 4	E&DPAT	Dec 09	Audit and self assessment against Level 3 and Level 4 Revised Action Plan for Level 4 and new Action Plan for Level 5	All levels of Equality Standard, RES, DES, GES

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		to address any outstanding issues and produce Action Plan for 2009-10			Self Assessment Templates	
2009-10						
		Conduct external challenge and verification of progress against the Equality Standard and BVPIs.	Dialog Consultant	Jun 10	External assessment and verification of progress.	All levels of Equality Standard, RES, DES, GES
		Annual review of implementation of Corporate Equality and Diversity Action Plan (including Race, Disability and gender Schemes) Progress report to DMT and Scrutiny Committee.	E&DPAT	Jun 10	Report annually on the progress with regard to the implementation of the Corporate Equality Policy, Corporate Equality and Diversity Action Plan, Race Disability and Gender Equality Schemes	All levels of Equality Standard, RES, DES, GES
		Publish Equality Impact Assessments and outcomes for Year 3 Priority functions, policies and procedures.	E&DPAT	Jun 10		All levels of Equality Standard, RES, DES, GES
		Complete Corporate and Service area Self-assessment against Level 5 of the Equality Standard.	E&DPAT	Dec 10	Audit and self assessment against Level 5 Revised Action Plan for	All levels of Equality Standard, RES, DES,

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN

Objective	Ref	Action(s)	Owner	Timescale	Outcome(s), Evidence, Status	Link to Equality Standard/ Other
		Review progress towards Level 5 to address any outstanding issues and produce Action Plan for 2010-11			Level 5 Self Assessment Template	GES