

Corporate Equalities Yearly Work Plan 2008/09



Introduction and Background

This work plan outlines what our Corporate Equalities Group (CEG) will be doing for the next year to make sure that equality is at the heart of everything that we do. It is the monitoring tool we use to make sure that we achieve Level 3 of the Equality Standard for Local Government and our equalities priorities for 2008/09 which are in our Equality Scheme (ES - 2008 – 2011). Our ES covers all six of the equality strands and what we want to and should be doing about age, disability, faith/belief and religion, gender (including trans), race and sexual orientation.

This plan also sets out the things we will do this year to help reach our corporate ambitions to achieve excellence. It covers what we will do to improve our customers experience, our city and our council and especially how we will 'narrow the gap between our communities' (Corporate Improvement Priority 4 – CIP 4).

Our work this year will cover these four key areas

- Meeting equalities legislation through leadership, partnership and best practice
- Delivering equalities in employment and training
- Promoting equality within service delivery and customer care (including commissioning and procurement)
- Securing community cohesion through community engagement, community safety and financial inclusion

Our Corporate Equality Group (CEG), consisting of departmental managers from all our directorates, union and member representation, led by the Director for Community Services backed by our Social Inclusion Unit will make sure these actions happen. We will know that we have achieved our specific aims, objectives and targets for this year when an independent peer challenge and assessment that includes our communities and partners we successfully confirms we have secure Level three of the Equality Standard (ESLG).

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1. Meeting equalities legislation through leadership, partnership and best practice

Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
1.1. Undertake actions to ensure level 3 of the ESLG is achieved.	CIP 4; ESLG new National Indicator (NI) 1; ES.	Coordinate and lead on ESLG level 3 including meetings and advice to support managers; members; third sector organisation and our community leaders in all six equality strands.	SIU. September 2008.	Nominate officers to prepare for and support the self-assessment and peer challenge inspection.	Council management team (CMT) and departmental management teams (DMT's). June 2008.	Support and preparation for the peer challenge is in place and this inspection achieves our ambitions for equalities across the council and with all partners especially those within our diverse communities of interest.
		Produce written guidance for the above as needed.	SIU. July 2008.	Circulate guidance and ensure service managers within their area know and are confident in what they have to do.	CEG reps. September 2008.	
		Undertake scrutiny and review of equalities actions.	SIU. September 2008.	Support scrutiny actions via appropriate representation on CEG.	CEG reps. September 2008.	

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
		Co-ordinate and submit council wide self-assessment against ESLG level 3 criteria.	SIU. October 2008.	Complete self-assessment and return to SIU within agreed timelines.	CEG reps. September 2008.	
		Coordinate and ensure the smooth running of the peer challenge inspection event.	SIU. November 2008.	Contribute the peer challenge two day inspection.	CEG reps. November 2008.	
1.2. Publish and implement our Equality Scheme (ES 2008 – 2011) including annual review.	Race Relations (Amendment) Act 2000 (RR(A)A), Disability Discrimination Act 2005 (DDA), Equality Act 2006 (EqA), Equalities Review (Equalities and Human Rights Commission (ECHR) 2007); Employment and Service Regulations; CIP 4; NI 1; ES.	Co-ordinate the development, writing and publishing of the ES.	SIU. May 2008.	Participate in drafting our ES including submitting achievable departmental commitments.	CEG reps and DMT's. May 2008.	ES published to agreed timelines and outcomes within this start to happen.
		Support the implementation of the ES action plan and priority commitments.	SIU. April 2009.	Implement commitments within the ES.	CEG reps and DMT's April 2009.	Targets and outcomes are happening.
		Co-ordinate and publish annual review of ES.	SIU. May 2009.	Contribute to annual review.	CEG reps and DMT's May 2009.	ES in place, actions happening and making a difference, monitoring and reporting mechanisms in place.

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
1.3. Continue implementation of our Disability Equality Scheme (DES 2006 -09).	DDA; DES; CIP 4; NI 1; ES.	Produce and publish second DES annual review.	SIU and DES implementation group. December 2008.	Contribute to annual DES review and revision ensuring that all targets and outcomes are happening.	CEG reps and DMT's July, October 2008 and January and March 2009.	Annual DES review and revision that fits with Equality Scheme intentions and outcomes.
		Monitor actions and outcomes in DES using exceptional quarterly reporting to CEG.	SIU and DES implementation group. July and October 2008, January and March 2009.	Nominate officers to implement and monitor DES commitments via DES Implementation Group.	CEG reps and DMT's July and October 2008, January and March 2009.	Exception reports every quarter with relevant BVPI's/NI's and other agreed targets and outcomes being met.
		Prepare for DES implementation to be contained with the ES monitoring and implementation arrangements.	SIU/DES and ES implementation group. May 2009.	Contribute to new monitoring and reporting arrangements.	SIU/DES implementation group. May 2009.	Streamlined equality planning process that enables greater focus on outcomes.

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1.4. Continue implementation of our Gender Equality Scheme (GES).	EqA; GES; CIP 4; NI 1; ES.	Monitor actions and outcomes in GES using exception reporting to CEG.	SIU/ GES project team. July and October 2008, January and March 2009.	Nominated officers implement and monitor GES commitments via GES Implementation Group.	CEG reps and DMT's to quarterly meetings July and October 2008, January and March 2009.	Exception reports every quarter with relevant BVPI's/NI's and other agreed targets being met.
		Ensure GES implementation is contained with the ES monitoring and implementation arrangements.	SIU/GES and ES project team. April 2009.	Contribute to new monitoring and reporting arrangements.	SIU/GES and ES project team. May 2009.	Streamlined equality planning process that enables greater focus on outcomes.
		Produce and publish second GES annual review.	SIU/GES and ES project team. April 2009.	Contribute to annual GES review and revision	SIU/GES and ES project team. April 2009.	Annual GES review and revision that fits with Equality Scheme intentions and outcomes.
1.5. Agree and set SMART equality targets based on internal information sources and	CIP; ESLG	Propose targets for service departments through service/business planning processes.	SIU. June 2008.	Consider initial information and share with DMT's.	CEG reps. July 2008.	Use agreed targets to monitor progress and inform service, business planning and ensure outcomes.

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Equality Impact Assessment (EIA) action plans.		Propose detailed targets for corporate and departmental agreement.	SIU. June 2008.	Agree targets on behalf of departments.	CEG reps. July 2008	
		Make arrangements to consult with partners and communities about our targets.	SIU. August 2008.	Contribute to consultation process ensuring communities are engaged.	CEG reps. August 2008.	
		Put systems in place monitor agreed baselines and targets set against them.	SIU. September 2008.	Support and use monitoring arrangements within service areas.	CEG reps. September 2008.	
		Report on agreed targets and achievements via CEG.	SIU. October 2008, January and March 2009 via CEG exceptional reporting.	Contribute to exceptional reports with regard to agreed targets.	CEG Reps. October 2008, January and March 2009 via CEG exceptional reporting.	

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1.6. Continue to support our members with equality and diversity matters.	CIP 1; ESLG; NI 1.	Provide members with “tools” to take on leadership role with and alongside our diverse communities e.g. through advice; guidance; briefings; learning and development opportunities.	SIU and CEO. October 2008, January and March 2009 via CEG exceptional reporting.	Contribute to the corporate actions and support their portfolio leads with equality matters.	CEG Reps. October 2008, January and March 2009 via CEG exception reporting.	Members build on the work they are already undertaking to support and represent diverse communities.
1.7. Ensure equality and community cohesion matters are embedded into our Sustainable Communities Strategy and citywide priorities as established by the Local Strategic Partnership (LSP) including the LAA.	Sustainable Communities Strategy; the LAA programme; RR(A)A; DDA; EqA; LSP race equality and community cohesion action plans; NI 1 and 140.	Support LSP in delivering the LAA and race community cohesion actions.	SIU and LSP and CPU. May 2009.	Contribute to the equality requirements of the LAA and LSP including completion of EIAs in support of the LAA.	CEG reps and LAA/LSP officers within departments May 2009.	Improved information about equalities informs prioritisation & development of services that focus on outcomes.

2. Delivering equalities in employment and training

Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
2.1. Meet the requirements of Equal Pay Act 1970.	EqA; Sexual Discrimination Act (SDA 1975); ESLG; ES; GES; CIP 13.	Conduct equal pay review as part of the job evaluation process.	Human Recourses (HR) and Job Evaluation (HE) team. April 2009 with October 2007 as the agreed back dated time line.	Implement action plans post findings of equal pay review in line with corporate timetable.	CEG reps April 2009 with October 2007 as the agreed back dated time line.	Action plans in place and implemented.
2.2. Build on our two yearly staff survey information by setting baselines for improvement and measuring changes in perceptions.	ES; CIP 13.	Advise CEG of relevant baselines (based on the staff survey carried out in 2007).	Corporate Policy Unit (CPU) and SIU. June 2008.	Agree departmental baselines as per 2007 survey findings.	CEG reps, DMT's. July 2008.	Baselines set, targets agreed with initiatives to continuously improve perceptions ready for next survey in 2009.

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
		Monitor agreed targets and report progress against them.	CPU and SIU. October 2008, January and March 2009 via CEG exceptional reporting.	Agree and contribute to delivering on priority targets.	CEG reps, DMT's. October 2008, January and March 2009 via CEG exception reporting.	
		Consider outcomes on agreed targets and revise as needed for 2009/10.	CPU and SIU. March 2009.	Agree and revise targets. March 2009	CEG reps, DMT's. March 2009	
2.3. Continue our work with our equality staff forums opening up new groups and ensuring their views are sought in developing our corporate equalities work.	ES; CIP 13.	Staff forums continue to happen and are proactively advertised.	SIU. May 2009	Facilitate staff attendance at networks.	CEG reps and DMT's. May 2009	Networks running regularly and contributing to CEG work plan and associate equalities work.
		Staff forums are able to consider and comment on policies/functions etc and become self determined.	SIU - quarterly meetings. May 2009.	Promote meetings and encourage staff to attend as per timetable issued for 2008/09.	CEG reps and DMT's. May 2009.	

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
2.4. Set employment targets to ensure our workforce reflects the diversity of our community.	ES; PI's (as per old BVPI's); CIP 13.	Build on BVPI targets and set and monitor additional targets with departmental agreement.	HR and SIU. As per deadlines in 1.5. above.	Agree targets and contribute to their monitoring and achievement.	CEG reps and DMT's. As per deadlines in 1.5. above.	Action plans are developed and then implemented to address under representation
2.5. Review our actions with relation to the age regulations for employment.	CIP 13; CAA (Access to services inspection).	Review conducted and recommendations for ongoing actions considered.	HR and SIU. October 2008.	Contribute to review and take up relevant recommendations .	CEG reps and DMT's. October 2008.	Age employment regulations are being followed for our staff and managers.
2.6. Provide equality training to managers and staff.	ES; ESLG; Workforce Development Strategy and Member Development Strategy. CIP 13.	Provide corporate induction information on equalities; EIA training and monitor equality and diversity awareness training contract.	SIU and Learning and Development team (L&D). October 2008, January and March 2009 via CEG exception reporting.	Encourage staff to attend and obtain feedback on relevance and usefulness.	L&D and CEG reps. October 2008, January and March 2009 via CEG exception reporting.	600 places to be offered to members; senior managers and staff in priority order as per year 3 contract agreement.

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
2.7. Develop proposals to ensure ongoing training needs of staff, especially those with specialist equalities responsibilities are met.	ES; ESLG; Workforce Development Strategy and Member Development Strategy. CIP 13.	Undertake learning and development audit and review in relation to equality training needs and make recommendations.	L&D and SIU. December 2008	Contribute to review and link any proposals to workforce development plans.	CEG reps. December 2008	Proposals are developed to ensure the council is compliant with statutory guidance in relation to staff training especially those with specific equalities responsibilities.

3. Promoting equality within service delivery and customer care (including commissioning and procurement)

Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
3.1. Ensure barriers to services are removed to provide equal access for diverse communities.	ES; CIP 4 and 1.	Revise and republish three year EIA's programme (extending it by one year to maintain the three year timetabled cycle to ensure review of functions).	SIU and EGG. July 2008.	Update EIA commitments based on priority, importance, relevance, scope of policy and capacity.	CEG reps. July 2008.	Agreed programme of EIA's delivered that action plans linked to service/business planning that also lead to outcomes.
		Ensure EIA's are conducted and action plans are developed to address any negative impact and that their quality is continuously improved via the EIA Governance Group (EGG).	SIU and EGG. Report to CEG via exceptional reporting process in July and October 2008, January and March 2009.	Complete EIA's and act on quality improvement suggestions offered by EGG.	CEG reps and departmental service managers. Report to CEG via exception reporting process in July and October 2008, January and March 2009.	

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
		Continue to provide specific EIA training for service managers within the council and for other agencies as per LSP/LAA requirements.	L&D and SIU.	Identify and nominate officers that require training.	CEG reps and departmental service managers.	
		Produce annual information evidencing that EIA's are completed leading to outcomes.	SIU and EGG. April 2009.	Contribute to the annual collation of information.	CEG, DMT's and service managers. April 2009.	
3.2. Corporate standard for service user monitoring.	ESLG; ES and CIP 4 and 1.	Review guide and gather internal and external comments to inform final guidance.	SIU. July 2008.	Contribute to the review and circulate draft guidance for comment.	CEG reps. July 2008.	Consistent approaches to service user monitoring in relation to the equality strands that is used to inform service/business planning.
		Republish revised corporate standard.	SIU. August 2008.	Ensure service managers know about the guide and use it as relevant to their service.	CEG reps. September 2008.	

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Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
3.3. Build on the work we have already done to ensure that our commissioning, procurement and contract monitoring arrangements ensure that equality considerations are embedded.	ESLG; ES; CIP 4 and 1.	Review previous procurement equalities project plan and update for further action on a corporate and departmental level.	SIU and Corporate Procurement Unit. October 2008.	Ensure commissioning arrangements within departments adhere to corporate procurement requirements and are equality compliant	CEG reps and departmental contract officers. December 2008.	Corporate equalities arrangements in place for commissioning, procurement and service level specifications. Contracting arrangements that ensure that equalities is integral to your partnership work.
3.4. Work with our economic development team to ensure that the urban enterprise programme especially in relation to setting up small businesses reaches our diverse communities.	ESLG; CIP 4 and 12	Facilitate access to awareness raising information and support services in relation to setting up small businesses to our community leaders.	SIU and Economic Development (ED). December 2008.	Contribute to the Urban Enterprise Programme both directly and through CEG arrangements.	CEG reps. December 2008.	Diverse communities receive advice and information and are enabled to make choices in relation to their working preferences.

3. Securing community cohesion through community engagement, community safety and financial inclusion

Area	Driver	Corporate Action	Who & When	Departmental Action	Who and When	Output/Target
4.1. Continue to ensure information about council services and functions is provided in accessible formats for our diverse communities.	ES. CRP 4 and 1.	Provide translation and interpreting services (including BSL) and continue to improve accessibility via web and other communication channels.	SIU, Corporate Communications Team and Web Access Team. May 2009.	Promote use Translate Plymouth and accessibility standards within services departments.	CEG reps and DMT's. May 2009.	Information continues to reach those with specific communication needs leading to appropriate access to services.
4.2. Engage with service users from diverse communities.	ES; CIP 4 and 1.	Establish a corporate engagement and consultation framework to include increasing participation and from diverse communities.	Head of Continuous Improvement and CPU. December 2008.	Contribute to development and implementation of the framework.	CEG reps and DMT's December 2008.	Diverse communities and community leaders have a route by which to influence council decision making.
		Hold informal engagement activities.	Head of Safer Communities. May 2009.	Departments to use these events for consultation and feedback to communities as required.	CEG reps. May 2009.	

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4.3. Increase reporting from diverse communities of incidents of harassment and discrimination and ensure satisfaction with our responses.	City wide Community Cohesion project and CIP 4; NI 1.	Improve corporate capture of racist and homophobic incident reports and extend to cover disablist and faith, religion and belief and transphobic incidents.	SIU July 2008.	Ensure nominated officers for dealing with incidents are in place and reporting systems are promoted and used.	CEG reps and DMT's. July 2008.	Continuous improvement in the way discrimination is handled leading to increasing satisfaction and so reassurance within our diverse communities.
		Work with schools to improve the reporting, recording and response to racists, homophobic and disablist reporting in line with corporate improvements.	SIU and Schools Education Advisory Service. April 2009.	Negotiate with schools to achieve the improvements and extension to their remit.	Schools Education Advisory Service. April 2009.	Continuous improvement in the way discrimination is handled leading to increasing satisfaction and so reassurance within our diverse communities.
4.4. Building Community Cohesion and Integration within our city.	Our Shared future and Governments response; CIP 4 and agreed cabinet and LSP actions; NI 1.	Undertake specific Community Cohesion actions as agreed by the LSP.	LSP and SIU. April 2009.	Support corporate action and LSP action and undertake specific community cohesion actions (especially with schools and in our housing strategy).	CEG and DMT's. April 2009.	NI 1 baseline set post PLACE survey and specific targets against the actions agreed then set in order to improve perceptions on how well people from different back grounds get along in our city.

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4.5. Identify gypsy and traveller (G&T's) sites.	Housing Act 2004; CIP 4.	Make progress towards meeting the assessed housing needs of G&T's and Potential sites identified in Local Development Framework (LDF).	Head of Safer Communities. September 2008.	CEG representatives support departmental colleagues with their roles and responsibilities within this work.	CEG and DMT's. September 2008.	Reduced community tensions and costs caused by unauthorised encampments and council wide actions to identify sites happening.
4.6. Review and update our award winning Income Maximisation Strategy (IMS) extending its remit to even more financial inclusion matters.	ES and CIP 4.	Review previous achievements; update and consult on new action plan and publish and circulate.	SIU. October 2008.	Contribute to review and update.	CEG reps and IMS steering group. October 2008.	Welfare Rights forum approves and works with the multi-agency and city wide strategy and our citizens have more money in their pockets and our diverse communities are benefitting.
		Ensure monitoring arrangements are in place to achieve targets and outcomes.	SIU. Report to CEG via exceptional reporting process in July and October 2008, January and March 2009.	Ensure actions within the revised IMS are happening.	CEG reps. Report to CEG via exceptional reporting process in July and October 2008, January and March 2009.	

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4.7. Implement a multi-media approach to publicity and promotion of this plan and other equalities work.	CIP 4 and 1.	Use CEG communications plan to ensure that council wide promotional activity in is place including commitment and support to diverse community events and activities.	SIU Corporate Communications team. Report to CEG via exceptional reporting process in July and October 2008, January and March 2009.	Follow the CEG communication plan and promote the use of relevant images within departmental communications	CEG reps and DMT's. Report to CEG via exceptional reporting process in July and October 2008, January and March 2009.	Promotional activity uses diverse images and communications toolkit is equality compliant.

5. Current Specific Equality Targets

Area	Service	Indicator	Source	Officer	Baseline (B) or Target (T) 2006/07	Performance (P) or Target (T) 2007/08	Target/s (T) – 2008/09
ESLG.	SIU.	ESLG.	CIP.	Equality and Diversity Officer.	Reached Level 2.	Reached Level 2.	Reach level 3 by November 2008.
Dealing with discrimination and harassment.	SIU.	The % of racist, disabilist, homophobic and faith/belief and religion incidents that resulted in further action.	SIU.	Community Cohesion Officer.	90.3% (B).	With respect to racists incidents only this target was exceeded by 9.23% (i.e. at year end was 99.23%).	90%.
Dealing with discrimination and harassment.	SIU.	The satisfaction rate in the way that racist, disabilist., homophobic and faith/belief and religion Incidents were handled.	SIU.	Community Cohesion Officer.	N/a.	80% - Baseline measured against 35 reports from which 25 did not reply of the 10 that did 8 said they were satisfied.	85%.
Promoting good relations between people from diverse backgrounds.	SIU.	Number of people who feel that their local area is a place where people from different backgrounds get on well as a % of people surveyed.	LAA - Safer and Stronger Block SSC. NI 1.	Baseline data collected via PLACE survey.	2006/07 - 75% (Quality of Life Survey).	75%.	The PLACE survey to be carried out in the autumn and will enable us to fix an agreed baseline and targets ready for 2009/10. onwards.

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Area	Service	Indicator	Source	Officer	Baseline (B) or Target (T) 2006/07	Performance (P) or Target (T) 2007/08	Target/s (T) – 2008/09
CRE code of practice for local authority housing services.	Housing.	CRE code including tackling racial harassment for housing.	Local Indicator (LPI).	Housing.	Yes.	Yes.	TBC.
Tenant's satisfaction.	Housing.	Satisfaction of tenants of council housing with the overall service provided by their landlord: broken down by ethnicity.	STATUS survey.	HoS for Housing Operations	83% (T).	58% (P) in 2006/07. 2007/08 NK as survey not run this year.	84% (T).
Employment.	HR.	% of top 5% of earners of staff who are women.	LPI.	HoS HR.	45% (B).	50% (T) - 49.40% (P).	TBC.
Employment.	HR.	The % of top 5% of earners from ethnic minorities.	LPI.	HoS HR.	1.7%.	1.8% (T) - 4.54% (P).	TBC.
Employment.	HR.	The % of local authority employees with a disability.	LPI.	HoS HR.	?	3.5% (T) - 3.37% (P).	TBC.
Employment.	HR.	The % of local authority employees from ethnic minority communities.	LPI.	HoS HR.	1.6%.	2% (T) - 5.09%.	TBC.
Education.	Childrens Services Lifelong Learning.	Improve performance in English at KS1, especially by boys.	CIP 8.	Principal Adviser for Achievement 0-19.	N/a	N/a	76% children achieve at least level 4 at KS2 in both English and maths (local)

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Education.	Childrens Services Lifelong Learning.	Improve overall Foundation Stage outcomes, especially in the area of Communication Language and Literacy, with particular focus on boys' attainment, while continuing to narrow the 'gap'.	NI 72.	Principal Adviser for Achievement 0-19.	TBC.	TBC.	50% children achieve at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal, Social and Emotional Development, and Communication, Language and Literacy
Education.	Childrens Services Lifelong Learning.	Ditto above.	NI 72.	Principal Adviser for Achievement 0-19.	TBC.	TBC.	Reduce the gap between the 20% lowest scoring pupils' average and the City median point score to 30.77% by 2009.
Education.	Childrens Services Lifelong Learning.	Reduce the numbers of young people who are Not in Education, Employment or Training (NEET).	NI 116.	Principal Adviser for Achievement 0-19.	TBC.	TBC.	Improve staying on rates for learners with learning difficulties and disabilities (14-19 survey feedback)
Equalities Targets will be reviewed and reset during this year as noted in 1.5 above.							