

Corporate Equalities Group Work Plan 2007/08



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Introduction and Background

This work plan outlines the work our Corporate Equalities Group (CEG) will be overseeing in order to meet our corporate equalities priorities for 2007/08 and make equality, diversity and community cohesion at the heart of everything we do. It sets out the things we will do this year (April 2007 to March 2008) from our Corporate Equalities Plan (CEP). The actions meet the key dimensions of our CEP and the CEG terms of reference. They are

- **Meeting equalities legislation in service delivery and procurement through leadership, partnership and good practice** by ensuring that our statutory responsibilities either in law or regulation are met.
- **Delivering equalities in employment and training** through work around the six equalities strands – age, disability, faith & belief, gender, race, and sexual orientation.
- **Implementing the Equality Standard for Local Government;** by working towards level 3, and implementing our Race Equality Scheme, Disability Equality Scheme, Gender Equality Scheme, Corporate Equalities Plan and other associated work.
- **Promoting Community Cohesion through community engagement and leadership;** by building community cohesion into our work, by improving our recording of racist and homophobic incidents and by monitoring of community tensions and making appropriate responses.

The work plan supports delivery of work to meet the city vision and corporate plan, in particular the strategic objective of Promoting Inclusive Communities.

Our Corporate Plan and yearly work plan actions include

- Implementing the Equality Standard for Local Government and reaching level 3 (by 2009)
- Reviewing our three equality schemes and moving towards and integrated equality scheme across all six strands
- Undertaking a programme of Equality Impact Assessments
- Promoting community events for diverse communities, e.g. Respect, Diwali, Chinese and Kurdish New year etc etc
- Continuing our Corporate Staff training programme for equalities awareness
- Implementing our framework for Community Cohesion and Safety
- Building links with other work that impacts on our diverse communities such as our Local Strategic Partnership Race Equality Project
- Moving to more strategic engagement with our diverse communities

Issue	Driver	Corporate Action	Who & When		Departmental Action	Who and When	Output/Target
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1. Meeting equalities legislation in service delivery and procurement through leadership, partnership and best practice

1.1 Develop a single integrated Equality Scheme or individual reviews of our Disability, Gender and Race Equality Schemes	RR(A)A 2000, Disability Discrimination Act 2005 (DDA 2005), Equality Act 2006 (EqA 2006), Equalities Review (CEHR 2007)	Investigate feasibility of publishing integrated Equality Scheme for conducting statutory reviews of Race Disability and Gender Equality Schemes	SIU/CEG March 2008		Contribute to review through department wide input co-ordinated by CEG reps Participate in drafting our single equality scheme including submitting achievable departmental commitments	CEG reps, DMT's March 2008	Integrated equality scheme considered and in draft
1.2 Implement the Disability Equality Scheme (DES)	DDA 2005, DES	Monitor actions in DES using exceptional reporting	CEG /DES Implementation group December 2007		Nominated officers implement DES commitments via DES Implementation Group Contribute to annual DES review and revision	CEG reps and DMT's December 2007	Exceptional reports every quarter with relevant BVPI's and other agreed targets being met. Annual DES review and revision that fits with integrated equality scheme intentions.

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1.3 Implement the Gender Equality Scheme (GES)	EqA 2006, GES	<p>Monitor actions in GES using exceptional reporting</p> <p>Produce annual report</p>	<p>CEG/GES Implementation group - quarterly</p> <p>To be commenced March 2008 for completion April 2008</p>		<p>Nominated officers implement GES commitments via GES Implementation Group</p> <p>Contribute to annual GES review and revision</p>	<p>CEG reps and DMT's to quarterly meetings</p> <p>April 2008</p>	<p>Exceptional reports every quarter with relevant BVPI's and other agreed targets being met.</p> <p>Annual GES review and revision that fits with integrated equality scheme intentions</p>
1.4 Implement statutory regulations on Sexual Orientation and Religion and Belief in relation to goods and services	EQA 2006, Equality Act (Sexual Orientation) Regulations 2007	Provide information for staff and managers backed by our programme of impact assessments to ensure that these regulations can be met	<p>SIU</p> <p>September 2007</p>		Cascade relevant information with in their departments	<p>CEG reps</p> <p>November 2007</p>	Information in place and EIA's identify any inequalities and actions to address them

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1.5 Ensure equality issues for Children and young people woven into the Children and Young People Strategic Plan (CYPSP)	CPA, LAA, Every Child Matters, Corporate Plan	Contribute equality dimensions to development of CYPSP.	SIU March 2008		Contribute to children's Services Plan review and refresh.	CEG reps March 2008	Plan contains equality, diversity and community cohesion considerations.

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2. Delivering equalities in employment and training across all six equality strands

2.1 Monitor staff perceptions of equalities	RR(A)A 2000, BV2b, RES	Ensure two yearly staff survey includes staff perceptions and monitors improvement	HR/SIU as part of staff survey June 2007		Promote staff uptake of two yearly annual staff survey.	CEG reps, DMT's July 2008	Uptake by staff of 80% in 2007/08
2.2 Review staff perceptions of equalities	RR(A)A 2000, BVPI 2b, RES	Use two yearly staff survey to set baselines for improvement and create future mechanisms for measuring changes in perceptions including timelines	SIU as part of staff survey March 2008		Agree departmental baselines as per survey findings Provide departmental and service specific priority targets for future reviews Agree actions with regard to measuring perception changes and putting them in place	CEG reps, DMT's March 2008	Baselines set within 2007/08 and targets ready for next survey in 2009

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2.3 Ensure views of staff from equality target groups are sought in developing corporate equalities work	RES, DES, GES	Establish reporting line from staff networks to CEG and consider developing networks for remaining strands	SIU March 2008		Facilitate staff attendance at networks	CEG reps March 2008	Networks running regularly and contributing to CEG work plan and associate equalities work
2.4 Our workforce reflects the diversity of our community	RR(A)A, RES, BVPI 16 & 17, ESLG Level 3 DES, DDA 1995/2005	Set corporate targets for recruitment where under representation has been identified and develop action plans to ensure targets are met	HR/SIU Complete analysis by November 2007 March 2008 set targets and actions to address any inequalities identified		Set Departmental targets based on the information provided and include collaboratively into the overall corporate commitments Develop action plans to meet targets for recruitment where under representation has been identified	CEG reps with DMT's to set departmental targets March 2008	Action plans are developed and then implemented to address any under representation

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2.5 Implement statutory employment regulations on Age, Sexual Orientation and Religion and Belief	Employment (Equality) Religion and Belief Regulations 2003 Employment (Equality) Sexual Orientation Regulations 2003	Review policies and practices through a programme of EIA's to ensure compliance	HR/SIU March 2008		Ensure that EIA programme and action plans cover this requirement	CEG to nominate reps to EGG who will oversee and monitor this is achieved through EIA's	All PCC employment practices compliant with sexual orientation and religion and belief legislation
2.6 Target equality training to managers and staff with greatest need	RES, DES, GES, ESLG level 3 Workforce Development Strategy and Member Development Strategy	Staff and managers to attend Equality awareness training Consider a set of equalities competencies for work force development and potential inclusion in corporate appraisal system	SIU and L&D to provide places and oversee IODA contract. March 2008 December 2007		Encourage staff to attend and obtain feedback on relevance and usefulness Contribute to development of equality competencies.	HR and Training and Development Team March 2008	600 members, managers and staff from 2007 – 2008 and evaluation reports from the provider Competencies to be available for inclusion into work force development plans and corporate appraisal during 2008/09

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2.7 Develop proposals to ensure training needs of staff, especially those with specialist equalities responsibilities are met	RES, DES, GES, ESLG Level 3	Review need for specialist training and consider potential for mainstreaming equalities in relevant training	L&D/SIU March 2008		Contribute to review and link any proposals to workforce development plans	CEG reps	Proposals are developed to ensure the council is compliant with statutory guidance in relation to staff training especially those with specific equalities responsibilities

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3. Implementing the Equality Standard for Local Government – Level 3

3.1 PCC meets requirements of Equal Pay Act	Equal Pay Act 1970 (EqPA 1970), Sex Discrimination Act 1975 (SDA1975), ESLG Level 3, GES	Conduct equal pay review following job evaluation	HR/JE team October 2007		Implement action plans post findings of equal pay review in line with corporate timetable	CEG reps October 2007	Action plans in place and implemented
3.2 Ensure barriers to services are removed to provide equal access for diverse communities	RES, DES, GES	Ensure annual programme of EIA's are conducted and action plans are developed to address any negative impact	SIU/EGG reps in accordance with published programme and in line with service planning March 2008		Deliver programme of Equality Impact Assessments and action plans in order to address any negative impacts identified	CEG, DMT's and service managers March 2008	36 – Dev 38 – Comm Serv 20 – CEO 13 – Childrens 4 – Corp R 111 – Total 2008
		Produce annual information evidencing that EIA's are completed and highlighting key strategic issues arising from them	SIU March 2008		Contribute outcomes of EIA's to the annual collation of information	CEG, DMT's and service managers March 2008	Annual overview and information produced as part of CEG work plan monitoring and DES; GES; RES review

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3.3 Develop appropriate comparison data including customer representations to monitor service use by diverse communities	Corporate Equalities Policy, RES,DES,GES, ESLG Level 3, BVPI 2a, 2b	Review our planned approach to collecting and recording service user diversity data and adopt mid year population estimates as the standard for comparing customer data	SIU/CEG March 2008		Participate in review of how service user data is collected and agree standard Collect data across services delivered to the public	CEG, DMT's March 2008 CEG reps March 2008	Review completed and new approach agreed including comparison standard
3.4 Commissioning arrangements meet the needs of diverse communities	Corporate Equalities Policy, RES, DES, GES, ESLG Level 3	Update procurement arrangements to enable diverse communities encouraged to tender for council work	SIU/Corp Procurement December 2007		Ensure commissioning arrangements within departments adhere to corporate procurement requirements and are equality compliant	CEG reps March 2008	Corporate equalities arrangements in place. All contracts contain an equality clause

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4 Promoting Community Cohesion through community engagement and leadership

<p>4.1 Ensure information, (including regulatory and licensing functions) is provided in accessible formats for diverse communities</p>	<p>RES, DES</p>	<p>Conduct audit against corporate standard for provision of information in alternative and accessible formats</p> <p>Review accessibility of information on council website for people with disabilities</p>	<p>SIU/Web Access Team</p> <p>March 2008</p> <p>March 2008</p>		<p>Participate in audit and review</p>	<p>CEG reps/DMT's</p> <p>March 2008</p>	<p>Baselines are established and targets set for ensuring information is offered in accessible formats and that take up can be monitored</p>
<p>4.2 Engage with service users from diverse communities on services</p>	<p>RES, DES, GES, ESLG Level 3, CEHR</p> <p>European Year of Equalities</p>	<p>Establish programme of consultation and engagement to increase participation and from diverse communities using "Diverse Plymouth"/ Civic Pioneers project</p>	<p>Head of Safer Communities/ CPU</p> <p>January 2008.</p>		<p>Contribute to development and implementation of programme</p>	<p>CEG reps/ DMT's</p> <p>March 2008</p>	<p>Specific milestones in project plan are met</p>

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4.3 Increase reporting from diverse communities of incidents of harassment and discrimination and ensure satisfaction with our responses	DDA 2005 and DES, BVPI 174, 175 RES, ESLG Level 3 National and Regional Community Cohesion strategy	Improve capture of racist and homophobic incident reports and extend to cover disablist incidents	SIU and Schools March 2008		Nominated officers for dealing with incidents are in place Promote reporting and ensure staff are aware of procedures	CEG reps, DMT's March 2008	Continued reporting of and responding to incidents meets corporate targets in BVPI's 174 and 175
4.4 Building Community Cohesion and Integration	ESLG Level 3, RR(A)A, Local Govt White Paper on Safer & Stronger Communities, Improving Opportunities & Strengthening Society, Corporate Plan	Within our strategic approach to community cohesion integrate equalities and any equality dimensions from service and corporate inspections	SIU Dec 2007		Support corporate action and provide departmental support to community cohesion actions (e.g. tension arrangements)	CEG March 2008	Community Cohesion actions and audited and monitored

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4.5 Meet the accommodation needs of Gypsies and Travellers in both transient and settled communities	Housing Act 2004	Develop council wide approach to site management	Head of Safer Communities Dec 2007		Positively contribute to council wide approach	CEG, DMT's March 2008	Council wide strategy produced
4.6 Implement a multi-media approach to publicity that links to other equality work	National and regional Community Cohesion strategies	Promote use of positive images of diverse communities where relevant and review usage via CEG communications plan	SIU Corporate PR team March 2008		Follow the CEG communication plan and promote the use of relevant images within departmental communications	CEG, DMT's March 2008	Promotional activity uses diverse images and communications toolkit is equality compliant.

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<p>4.7 Ensure equalities issues are taken into account when developing citywide priorities for LSP and actions</p>	<p>RR(A)A 2000, DDA 2005, Equalities Act 2006, Audit Commission progress report on LSP (March 07), LSP Race Equality Action Plan</p>	<p>Analysis of outcomes for local people broken down by equality strand to establish equalities baseline for Sustainable Community Strategy (SCS) & Local Area Agreement (LAA), where available.</p> <p>Develop plan for addressing gaps in baseline information</p> <p>Refresh of LAA and SCS to reflect identified inequalities as appropriate</p>	<p>Head of Corporate Planning August 2007</p> <p>Head of Corporate Planning. October 2007</p> <p>Head of Corporate Planning March 2008</p>		<p>Support establishment of baselines and action plan and implement any actions to address identified inequalities</p>	<p>Ceg reps and LAA nominated officers within departments</p>	<p>Improved information about equalities informs prioritisation & development of services.</p> <p>SCS & LAA more focussed on inequalities where they exist.</p>