



## PORTFOLIO AREA: LEARNING AND DEVELOPMENT

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Date of Meeting: 19 February 2007

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Public

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Key Decision: Yes

Recorded in Forward Plan: Yes

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Inside Policy Framework

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**Title: EQUILITY AND DIVERSITY POLICY AND CORPORATE  
EQUALITY PLAN**

**Report of: Head of Policy and Performance**

**Report reference: PPP 05/07**

### Summary:

The report:

- Presents the Council's Equality and Diversity Policy (appendix 1) for approval by the Executive and asks them to seek Council adoption of the policy
- Presents the updated Corporate Equality Action Plan (appendix 2)
- Updates the Executive on the progress towards level 2 of the Equality Standard for Local Government (appendix 3) - and therefore the Council's improvement in performance in delivering accessible services to all groups within its local communities

### Recommendations:

The Executive:

1. Is recommended to approve the Equality and Diversity Policy and seek its adoption by Council at the earliest opportunity.

**Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None**

2. Is recommended to approve that regular reports are provided to the Council's Joint Management Team, in addition to the Executive and Community Overview and Scrutiny Committee, and to ask the Corporate Equality Group to develop an appropriate monitoring framework.
3. Is requested to consider that the Portfolio Holder responsible for this area of work provides a regular update as part of their report to Council.

## **REASONS FOR RECOMMENDATIONS**

To ensure that the Council delivers excellent public services, which are accessible to everyone within the district regardless of their ethnic origin, gender, disability, sexual orientation, religion or age.

To ensure that the Council meets its statutory duties in relation to equality and diversity; the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006.

To ensure that the Council reaches its target of level 2 of the Equality Standard for Local Government by March 2008.

**Contact Officer:** Jennifer Williams

**Ext:** 7016

## **1. BACKGROUND INFORMATION AND OPTIONS**

Report SP17/06 (Executive 24<sup>th</sup> April 2006) presented a draft policy for consideration by the Executive. It also highlighted the need to consult on the content of the policy before adoption by the Council.

The report:

- Recommends the Executive to seek Council approval of the policy
- Updates the Executive on progress with the consultation
- Provides an update on the Corporate Equality Action Plan
- Provides an update on issues that the Council still has to address to achieve level 2 of the Equality Standard for Local Government (ESLG)

### **1.1 Equality and Diversity Policy**

The policy (appendix 1) has been amended to reflect the comments made at the consultation stage. It sets out the Council's approach to equality and diversity in the context of ensuring the delivery of excellent Council services, which are accessible to all groups within the community. It has been drawn together from a number of sources, in particular from excellent Councils and from Councils that have achieved level 3 of the Equality Standard for Local Government (ESLG). It aims to ensure that equality and diversity issues are built into every aspect of the work that the Council does – in delivering services, as an employer, and as a community leader.

The Disability Equality Scheme, the Race Equality Scheme and the Gender Equality Scheme (due for adoption by the Council before the 30 April 2007) are supporting but separate policies. However, the Council should consider the adoption of a combined Equality Scheme, in response to the work of the Human Rights and Equality Commission (established by The Equality Act 2006) as that develops.

Consultation on the principles of the policy has not progressed as expected, however officers are now developing mechanisms that will enhance the Council's capacity to ensure that there is more effective consultation and involvement in this area of its work and this is included in the Corporate Equality Action Plan. As consultation is enhanced the policy can be effectively reviewed and updated in line with the outcomes of this work. Review of the policy should be included as an ongoing action within the Corporate Equality Action Plan; ideally this should link to the review timetables for the three equality schemes once the Council has adopted them all.

## **1.2 Corporate Equality Action Plan**

The Equality and Diversity Policy provides the Council with a set of principles or an approach to the equality and diversity agenda, but it is important that this is supported by an action plan to ensure the delivery of the Policy. This action plan (the Corporate Equality Action Plan) is attached at appendix 2.

The Corporate Equality Action Plan encompasses action required to ensure that the Council meets its statutory duties and that its work improves in line with the requirements of the ESLG. To ensure effective monitoring of all the Council's work in this area, it is important to ensure that those actions in support of the Race Equality Scheme, the Disability Equality Scheme and the Gender Equality Scheme when adopted, are brought together in the Corporate Equality Action Plan. Appendix 2 includes actions from both the Race Equality Scheme and the Disability Equality Scheme; the Gender Scheme will be added when this is addressed.

The Corporate Equality Action Plan will be monitored by the Corporate Equality Group which is chaired by the Deputy Chief Executive. Key to the successful implementation of the plan is corporate commitment and ownership of the plan and it is suggested that regular reports are provided to the Council's Joint Management Team in addition to the Executive and Community Overview and Scrutiny Committee. The role of Community Overview and Scrutiny will be to hold the Executive to account for the delivery of the Corporate Equality Action Plan and the Equality and Diversity Policy.

Action C2 (Equality Impact Assessment) and D5 (Personnel information systems including those supporting the Council's statutory ethnic monitoring duties) are key to ensuring that the Council meets its statutory duties under the Race Relations (Amendment) Act 2000. It is essential that the dates for completion of these actions be met if the Council is not to be in continuing breach of its statutory duties.

## **1.3 The Equality Standard for Local Government (ESLG)**

The Council is committed to delivering excellent public services and the ESLG provides us with a systematic way of doing this.

Appendix 3 contains a list of the tasks that the Council still has to complete to reach level 2 of the Equality Standard for Local Government. Our target for reaching this level is March 2008 and is considered to be a realistic target. Members are

reminded that the standard is not a badge, but a framework for improving our performance and ensuring the considerations of equality and diversity are at the heart of all Council activity.

The Executive should be aware of the gaps and ensure that action is identified in the Corporate Equality Action Plan to fill these gaps.

## **2. CONSULTATION**

### **2.1 Consultation to Date:**

Excellent Councils and Councils already achieving levels 2 and 3 of the ESLG.

Officer comments have been included and those of the author of the DIALOG<sup>1</sup> report.

### **2.2 Consultation proposed:**

Officers are currently developing Service Level Agreements with AWAZ (a voluntary organisation representing ethnic minority groups in the County, and with the Cumbria Disability Network to ensure that our capacity for consultation and involvement is enhanced.

Officers in both People, Policy and Performance and Community Services will continue to work directly with local groups on service level issues and with partner agencies, such as the Carlisle Diversity Partnership, to identify creative ways of consulting the community on these issues.

## **3. RECOMMENDATIONS**

The Executive:

1. Is recommended to approve the Equality and Diversity Policy and seek its adoption by Council at the earliest opportunity.

2. Is recommended to approve that regular reports are provided to the Council's Joint Management Team, in addition to the Executive and Community Overview and Scrutiny Committee, and to ask the Corporate Equality Group to develop an appropriate monitoring framework.

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<sup>1</sup> Diagnostic report for Carlisle City Council on the equality standard for local government, May 2006

3. Is asked to request that the Portfolio Holder responsible for this area of work provides a regular update as part of their report to Council.

#### **4. REASONS FOR RECOMMENDATIONS**

To ensure that the Council delivers excellent public services which are accessible to everyone within the district regardless of their ethnic origin, gender, disability, sexual orientation, religion or age.

To ensure that the Council meets its statutory duties in relation to equality and diversity; the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equality Act 2006.

To ensure that the Council reaches its target of level 2 of the Equality Standard for Local Government by March 2008.

#### **5. IMPLICATIONS**

- Staffing/Resources – a modest budget bid has been made for 2007-2008 to ensure that appropriate resources are identified to support this work. Officer support will be required from across the Council to ensure the work is mainstreamed.
- Financial – a modest budget bid has been made for 2007-2008 to ensure that appropriate resources are identified to support this work and the financial implications of the Policy have been reflected in the Council's Medium Term Financial Plan.
- Legal – the Equality and Diversity Policy and Corporate Equality Action Plan will enable the Council to meet its statutory duties under the relevant legislation.
- Corporate – the Equality and Diversity Policy forms part of the Council's policy and performance management framework and as such the work identified in the Corporate Equality Action Plan has implications across the Council.
- Risk Management – monitoring mechanisms have been identified which should identify issues and risks as they arise, to enable mitigating measures to be put in place.

- Equality Issues – the work outlined in the Corporate Equality Action Plan will ensure that these issues are at the heart of the way the Council does business.
- Environmental – none.
- Crime and Disorder – work outlined in the Corporate Equality Plan will contribute to the well-being of all members of our local communities.
- Impact on Customers – the adoption of the Equality and Diversity Policy and the supporting Corporate Equality Plan will ensure that services for customers will improve as unnecessary barriers to access are removed. New services will be designed with an improved understanding of the needs of the community.

## **Carlisle City Council - Equality and Diversity Policy, January 2007**

### **1. Introduction**

Carlisle City Council is committed to ensuring the delivery of excellent public services to everyone living, working, studying and visiting the area.

To do this properly it means that the Council must ensure that the varied needs and circumstances of residents and employees are met and that its services are provided to all without discrimination.

The Council recognises the increasing diversity of the area and is committed to ensuring that all groups within the community are able to participate in the design and delivery of Council services. To do this effectively, the Council must promote equality of opportunity, tackle discrimination and social exclusion, challenge intolerance and widen access to services and jobs – **the equality and diversity agenda.**

The Council recognises that the relatively small size of our black and minority ethnic community means that it has a particular responsibility to avoid believing that there is no problem of racism. We have a responsibility to challenge the everyday racism that has been highlighted in the Cumbria Attitude Survey<sup>1</sup> and the Cumbria Race and Diversity Partnership's consultation with the black and minority ethnic communities in Cumbria<sup>2</sup>.

The Council embraces its role in promoting good community relations and recognises the need to:

- ◆ Identify a common sense of vision and belonging for all of Carlisle's communities
- ◆ Value and appreciate the diversity of people's backgrounds and circumstances
- ◆ Ensure that everyone living, working, studying and visiting Carlisle have similar access to services and opportunities
- ◆ Develop strong and positive relationships between people from different backgrounds and experience.

### **2. The Equality Standard for Local Government**

Carlisle City Council has adopted the Equality Standard for Local Government (ESLG) as a tool for improving our work in support of the equality and diversity agenda. It helps us to ensure that considerations of equality and diversity are at the heart of all we do as a Council.

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<sup>1</sup> Cumbria Attitudes, Neighbourhood and Diversity in Cumbria, Cumbria County Council, Summer 2004

<sup>2</sup> Multi-agency consultation with black and minority ethnic community in Cumbria, IODA, on behalf of the Equality and Diversity Partnership, June 2005



The standard helps us to measure our progress against five levels. Carlisle City Council has achieved Level 1 of the standard and has a target to achieve level 2 by March 2008.

### **3. The Race Equality Scheme, the Disability Equality Scheme and the Gender Equality Scheme**

The Race Equality Scheme, the Disability Equality Scheme and the Gender Equality Scheme (due to be adopted by the Council in April 2007) are separate but supporting policies at this stage.

### **4. The Corporate Equality Action Plan**

This policy provides the Council with a set of principles or an approach to equality and diversity, but it is important that the policy is supported by an action plan to ensure that the principles of the policy are implemented.

The Corporate Equality Action Plan will assist the Council embed the commitments of this policy into all of its procedures, practices, contracts and external relationships. It identifies the practical steps required to put the policy into practice.

The Corporate Equality Action Plan contains action to ensure that the Council meets its statutory duties and brings together those actions in support of the Race Equality Scheme and the Disability Equality Scheme. It will also need to include action in support of the Gender Equality Scheme once adopted.

### **5. Legislation**

This policy, the Council's Corporate Equality Action Plan, the Race Equality Scheme and the Disability Equality Scheme conform to the current equality legislation including:

- ◆ Equal Pay Act 1970
- ◆ Sex Discrimination Act 1975
- ◆ Race Relations Act 1976
- ◆ Disability Discrimination Act 1995
- ◆ Disability Discrimination Act 2005
- ◆ Human Rights Act 1998
- ◆ Race Relations (Amendment) Act 2000
- ◆ Employment Equality (Sexual Orientation) Regulations 2003
- ◆ Employment Equality (Religion or Belief) Regulations 2003
- ◆ Employment Act 2002
- ◆ Employment Rights Act 1996
- ◆ Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- ◆ Protection from Harassment Act 1997
- ◆ Gender Recognition Act 2004
- ◆ Civil Partnerships Act 2004

- ◆ Equality Act 2006
- ◆ Employment Equality (Age) Regulations 2006

In addition, the policy will be amended in the light of any future statutory changes and to changes to the Codes of Practice produced by the Campaign for Race Equality, the Equal Opportunities Commission and the Disability Rights Commission.

## **6. Employing People**

Carlisle City Council values all employees and is committed to developing and nurturing a workforce in which people from different backgrounds are encouraged to contribute to the delivery of high quality services to all members of the community.

In support, the Council will ensure that:

- ◆ All recruitment, selection and training procedures operate in a fair and non-discriminatory way
- ◆ Carry out recruitment and workforce monitoring both to meet the Council's employment duty but also to do its best to ensure that the workforce reflects the community it serves. Furthermore it will seek to address any gaps highlighted by the monitoring
- ◆ Consult regularly with trade unions and other staff representatives to identify gaps in employment policies and take steps to remedy them
- ◆ Work with trade unions to develop its approach to equalities and diversity
- ◆ Deal effectively with any proven act of discrimination, abuse or harassment committed by staff or service users
- ◆ Make any reasonable adjustments to facilitate employment within the Council for disabled employees or someone who becomes disabled during the course of their employment with Carlisle City Council
- ◆ Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their ability to do the job
- ◆ Treat people working for the Council with the same dignity and respect that it expects from them in their dealings with customers
- ◆ Ensure that all staff attend equalities and diversity awareness training and that they receive a copy of this policy and the accompanying leaflet which explains what this means in practice
- ◆ Meet all of its statutory responsibilities and review its policies in the light of changes to the statutory framework on equalities

## **7. Providing Services**

Carlisle City Council will ensure that all of its services are accessible to people without discrimination and this will be reflected in all of its strategies and supporting policies and practices. Every customer, client or service user will be treated in a professional manner and with courtesy and respect.

In support of its commitment to equality in service delivery, the Council will:

- ◆ Improve access to Council buildings and to our leisure and community facilities including providing advice and information
- ◆ In our planning role, seek to ensure that pedestrian environments and transport facilities are designed to meet the needs of all our community
- ◆ Ensure our employees are properly trained and supported to deliver good quality customer service in line with the policy
- ◆ Meet all of its statutory responsibilities and review its policies in the light of changes to the statutory framework on equalities
- ◆ Encourage participation in public service provision by consulting regularly with community groups and representatives to identify gaps in service provision and take steps to remedy them
- ◆ Identify, remove and overcome barriers to communication and provide clear and understandable information and application forms in a variety of formats
- ◆ Ensure that all meetings and social activities are fully accessible
- ◆ Impact assess its functions, policies and practices for differential impact on a three year rolling programme
- ◆ Ensure that the approach outlined in this policy is adhered to when the Council procures services, contracts with others to provide services and works in partnership with other agencies/ organisations

## **8. What to do if something goes wrong – addressing discrimination or harassment**

Carlisle City Council recognises that harassment and discrimination of employees and service users is unacceptable and is working towards building a local culture that reinforces this belief. The Council is therefore committed to addressing harassment of its employees and service users because it is a barrier to achieving the aspirations of this policy.

For members of the public/ service users

- ✓ If you think that the Council is not providing a service in line with this policy or you think that you have been unfairly treated, you can complain to the City Council. Please visit our Customer Contact Centre at the Civic Centre, telephone us on 01228 817200, email [complaints@carlisle.gov.uk](mailto:complaints@carlisle.gov.uk), or complete an online form – for more information visit [www.carlisle.gov.uk](http://www.carlisle.gov.uk), A-Z, complaints
- ✓ If you wish to report a racist incident please telephone the police on 0845 3300247 (non emergency) or complete an online form at [www.report-it.org.uk](http://www.report-it.org.uk)
- ✓ To report hate crime or a homophobic incident please telephone the police on 0845 3300247 or complete an online form at [www.report-it.org.uk](http://www.report-it.org.uk) or [www.gaycumbria.net](http://www.gaycumbria.net)

For Council employees

- ✓ If you are concerned about equality issues relating to your employment you should speak to your line manager and/or someone in the personnel section of People, Policy and Performance
- ✓ If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to have that behaviour stopped

## **9. Policy implementation**

- ◆ The Council will produce a Corporate Equality Action Plan, co-ordinated by People, Policy and Performance (PPP) that sets out the action it intends to take to implement the policy
- ◆ SMT and the Executive will identify resources available to meet the Councils' commitments
- ◆ The Council's Executive and SMT will ensure that any actions to implement this policy including the Corporate Equality Action Plan, are reflected in service plans and that appropriate targets are set. This activity will be supported by PPP
- ◆ PPP will establish, in consultation with SMT, a rolling programme of Equality Impact Assessments and consultation with service users

## People, Policy and Performance Directorate – Policy and Performance Team

## Corporate Equality Action Plan, January 2007

PROJECT DETAILS			
<b>Work Programme:</b>	To ensure the Council meets its statutory obligations under all relevant Equalities & Diversity legislation	<b>Statutory:</b>	Yes
<b>Work description:</b>	To enable the Council to meet its existing race equality duties, disability equality duties (2006) and gender equality duties (2007), and To ensure the Council meets its targets for the Equality Standard for Local Government (ESLG) BV2a and the Duty to promote Race Equality BV2b.		
<b>Lead Officer:</b>	Jennifer Williams		
<b>Start date:</b>	Now	<b>Planned end date:</b>	March 2008

Corporate Commitment and Leadership				
Key Work Stream/Area	Target Date	Who?	Level of ESLG	Resources/ Support required
<ul style="list-style-type: none"> <li><b>A1. Agree approach to inclusion of Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme as part of comprehensive equality policy.</b></li> <li>Discuss implications of Comprehensive Equality Policy with service heads – looking at what will be required in their service areas.</li> <li>Establish Service Level Agreements with AWAZ and the Disability Network.</li> </ul>	Sep 2006	Corporate Equality Group (CEG)	1.1.1	Officer time
	April 2007	Corporate Equality Group	2.1.1	Officer time
	April 2007	P&P Officer		Budgetary input Officer time

<ul style="list-style-type: none"> <li>• <b>A2. Update Race Equality Scheme-</b></li> <li>• Schedule of Council functions, policies and activities</li> <li>• Assess impact on duties to promote equality of opportunity and eliminate unlawful discrimination;</li> <li>• Agree programme of Impact Assessments based upon outcomes of above – 3 year rolling programme;</li> <li>• Advice to service units on how this should be carried out – guidance notes and training; dependant on agreement of programme</li> <li>• Continue current contact with BME groups by establishing a regular formal reference group and develop SLA with AWAZ.</li> </ul>	<p>Oct 2006</p> <p>Oct 2006</p> <p>March 2007</p> <p>After Mar 2007</p> <p>Ongoing April 2007</p>	<p>Corporate Equality Group</p> <p>Corporate Equality Group</p> <p>Corporate Equality Group</p> <p>Community Support Officer/Community Involvement Officer P&amp;P Officer</p>	<p>2/3</p> <p>2/3</p> <p>2</p>	<p>Complete</p> <p>Complete</p> <p>Officer time</p> <p>Guidance complete</p> <p>Officer time</p>
<ul style="list-style-type: none"> <li>• <b>A3. Complete Equality Impact Assessment (EIA) pilot-</b></li> <li>• Report to CEG on learning from pilot and implications for Council;</li> <li>• Identify an approach to EIA / INRA (Impact Needs / Requirements Assessment ) for roll out across Council, include screening exercise for Childrens' Services</li> <li>• Discuss training needs and identify a budget and programme</li> </ul>	<p>Oct 2006</p> <p>Nov-Dec 2006</p> <p>Jan 2007</p>	<p>Trinity/ P&amp;P Officer</p> <p>Corporate Equality Group</p> <p>Corporate Equality Group Joint Management Team</p>		<p>Complete</p> <p>Complete</p> <p>Complete</p>

<ul style="list-style-type: none"> <li>• <b>A4. Disability Equality Scheme - Published</b></li> </ul>	Dec 2006		2	Disability implementation action plan Officer time
<ul style="list-style-type: none"> <li>• <b>A5. Gender Equality Scheme</b></li> <li>• Agree content and timetable for preparation – awaiting guidance.</li> <li>• Set up working group</li> <li>• Carry out data audit for employment and service delivery</li> <li>• Workgroup workshop</li> <li>• Communication – Management Briefing, Employee focus, members briefing</li> <li>• Consultation</li> <li>• Develop gender equality duty scheme and action plan in line with gender equality duty code of practice</li> <li>• Report to Executive &amp; Community O&amp;S</li> <li>• Publish scheme &amp; action plan by statutory deadline</li> </ul>	<p>Apr 07 Dec 2006 Dec/Jan Jan 2007 Feb/Mar 2007 Feb 2007</p> <p>Feb/Mar/ April 2007</p> <p>April 2007</p> <p>30 April 2007</p>	P&P Officers		
<ul style="list-style-type: none"> <li>• <b>A6. Corporate Equality Group</b></li> <li>• Established and working to agreed roles and responsibilities</li> <li>• Identify training needs for CEG members</li> </ul>	<p>Oct 2006</p> <p>Ongoing</p>	<p>Corporate Equality Group</p> <p>Corporate Equality Group</p>	2	<p>Complete</p> <p>Ongoing</p>

<ul style="list-style-type: none"> <li>• <b>A7. ESLG (BV2a and BV2b) – Need to review this section</b></li> <li>• Brief service heads and councillors on content of ESLG – discussion of most effective way of ensuring that there is increased awareness of the role of the standard.</li> <li>• Establish (and co-ordinate if necessary) a countywide ESLG Steering Group – role to identify approaches to self-assessment/ carry out joint awareness training/ work co-operatively to ensure requirements of standard are met.</li> <li>• Discussion of what compliance with requirements of the ESLG means for Carlisle City Council – i.e. What we need to do to be compliant?</li> <li>• Discuss and agree an approach to self-assessment against the standard – perhaps as part of performance management framework</li> <li>• Agree timetable for completion of requirements of level 2 of the ESLG and review targets each year.</li> <li>• Review action plan in the light of changes to the ESLG –due end of year.</li> </ul>	<p>Level 2 2006/07</p> <p>2007/08</p> <p>Level 3 2008/09</p>	<p>Corporate Equality Group</p> <p>Corporate Equality Group</p>		<p>Maybe a training requirement – external resources</p> <p>Officer time and travel expenses – Cumbria County Council lead</p> <p>Officer time</p> <p>Officer time</p> <p>Complete</p>
<ul style="list-style-type: none"> <li>• <b>A8. Service monitoring and data collection</b></li> <li>• Look at mechanisms for service monitoring and use of the data collected/ include the Diversity Profile.</li> <li>• Identify corporate and service level equality objectives and targets – what are we trying to do and how will we know we are on target/ completed?- for inclusion in service plans.</li> <li>• Research level 2 councils – what are they doing?</li> <li>• Update service planning guidance in order to inform equality objectives and target</li> </ul>	<p>Service planning process 2007</p>	<p>Corporate Equality Group Senior Management Team and Service Heads</p> <p>P&amp;P Officer P&amp;P Officer</p>	<p>2</p> <p>2</p>	



<ul style="list-style-type: none"> <li>• <b>A9. Communication issues</b></li> <li>• Agree corporate approach to translation services to include access to BSL interpreters.</li> <li>• Examine opportunities to provide leaflets and other communication materials with other public sector agencies.</li> <li>• Prepare and publish an equalities page from the web site.</li> </ul>	April 2007	P&P Officer/ Communication s Officer	2	Officer time
	Sept 2007	P&P Officer/ Communication s Officer/ Equality & Diversity (E&D) partnership	2	Officer time Budget Complete.
	Sept 2006	P&P Officer		Complete but ongoing maintenance

<b>Consultation and Scrutiny</b>				
<b>Key Work Stream/Area</b>	<b>Target Date</b>	<b>Who?</b>	<b>Level of ESLG</b>	<b>Resources/ Support required</b>
<ul style="list-style-type: none"> <li>• <b>B1. Identify and approve an approach to consultation and involvement of minority groups within the community</b></li> <li>• Identify groups and stakeholders</li> <li>• Agree an approach to consultation and involvement – an outline approach will be developed but this should be evolving as we learn more about what works and what doesn't.</li> <li>• Ensure ongoing liaison with other local agencies regarding consultation.</li> <li>• Identify consultation requirements of EIA/INRA – in discussion with service heads – once EIA programme started</li> </ul>	Sep 2006	P&P Officer	Work in this area contributes to level 2.	Complete – set up SLAs
	Dec 2006	E&D Partnership P&P Service Head		Complete

<ul style="list-style-type: none"> <li>• <b>B2. Corporate Equality Group</b></li> <li>• Agree stakeholder involvement in this group – will benefit Council as new ESLG is introduced.</li> <li>• Ensure Council’s equality objectives, incorporated into all contractual and partnership arrangements</li> <li>• Review content/input to equality content of Community Plan/Corporate Plan.</li> </ul>	<p>Oct 2006</p> <p>Impact Assessment programme</p> <p>Corp plan March 2007 Community Plan Feb 2007</p>	<p>Corporate Equality Group</p> <p>Head of P&amp;P</p>	<p>2/3</p>	<p>Complete</p> <p>Linked to LSP &amp; Corporate Plan timetables</p>
<ul style="list-style-type: none"> <li>• <b>B3. Corporate Equality Plan</b></li> <li>• Agree monitoring role of Overview and Scrutiny Committee and frequency of reporting.</li> </ul>	<p>Feb 2007</p>	<p>P&amp;P Officer Overview &amp; Scrutiny CJC 14<sup>th</sup> Feb</p>		<p>Timetable and mechanism for monitoring to be agreed with O&amp;S.</p>
<ul style="list-style-type: none"> <li>• <b>B4. Diversity Profile</b></li> <li>• Complete with information on service take-up by ward and group.</li> <li>• Complete analysis of Employee consultation in terms of equalities – i.e. what issues arise from the literal comments that were made. Consider implications.</li> </ul>	<p>May 2007 onward when service monitoring in place</p>		<p>2/3</p>	<p>Officer time to put mechanisms in place and P&amp;P to pull information together</p> <p>Complete.</p>

<b>C. Access to Services</b>				
<b>Key Work Stream/Area</b>	<b>Target Date</b>	<b>Who?</b>	<b>Level of ESLG</b>	<b>Resources/ Support required</b>
<ul style="list-style-type: none"> <li>• <b>C1. Translation services</b></li> <li>• Agree an approach to translation and interpreting, including pilot BSL project for deaf people.</li> <li>• Examine opportunities for providing leaflets and other communication materials with other public sector agencies.</li> <li>• Work to establish Equalities web page</li> </ul>	April 2007	P&P Officer/Comm unications Officer	2	Complete
	Sept 2007	P&P Officer/Comm unications Officer	2	Budget for printing and design required
	Sept 06	P&P Officer	2	Complete
<ul style="list-style-type: none"> <li>• <b>C2. Equality Impact Assessment</b></li> <li>• Identify a programme of EIA/INRA following completion of schedule of Council functions, polices and practices.</li> <li>• Identify equality objectives/targets for services – perhaps as part of service planning to enable them to be incorporated into Service Plans.</li> </ul>	?	Senior Mgmt Team and Service Heads	2	Officer time
	Service planning process 2007	Service Heads/CEG /P&P Support	2	
<ul style="list-style-type: none"> <li>• <b>C3. Harassment/Hate Crime</b></li> <li>• Ensure mechanisms for responding to harassment on grounds of race, disability, gender, age, sexual orientation, religion and belief are in place.</li> <li>• Improve awareness of reporting mechanisms – links on our equality &amp; diversity page</li> </ul>	To be confirmed	Corporate Complaints Officer/Comm unity Safety Officer	2	Publicity material in customer contact centre
		P&P Officer/LSP/E&D Partnership	2	

<b>D. Equal Employment and Pay</b>				
<b>Key Work Stream/Area</b>	<b>Target Date</b>	<b>Who?</b>	<b>Level of ESLG</b>	<b>Resources/ Support required</b>
<ul style="list-style-type: none"> <li><b>D1. Develop fair employment and equal pay policy element for this plan- how should it look – what should be included?</b></li> </ul>	Oct 2007	Personnel Manager	2	None as is part of PWS project – work is already resourced and scheduled
<ul style="list-style-type: none"> <li><b>D2. Employment equality assessment of local labour market – can we do this in partnership with other local authorities? Have we done it already?</b></li> <li>Research level 2 councils – how have they achieved this?</li> </ul>	?		2	
<ul style="list-style-type: none"> <li><b>D3. Workforce profiling and equal pay review</b></li> </ul>	March 2008	Head of Personnel & Development/ Personnel Manager	2	None as is part of PWS project – work is already resourced and scheduled
<ul style="list-style-type: none"> <li><b>D4. Adopt procedures to ensure that publicity for vacancies doesn't unfairly restrict the range of applicants</b></li> <li>Review application forms in light of age discrimination</li> </ul>	In place  June 2007	Personnel Manager  Personnel Manager / Personnel Research Officer	  2	No additional  None as is part of PWS project – work is already resourced and scheduled

<ul style="list-style-type: none"> <li><b>D5. Review personnel information systems for monitoring suitability including those supporting the Council's statutory ethnic monitoring duties</b></li> </ul>		Personnel Manager	2	None as is part of ERBS project – work is already resourced and scheduled
<ul style="list-style-type: none"> <li><b>D6. Make all employment procedures consistent with current legislation and relevant codes of practice.</b></li> </ul>	March 2007	Personnel Manager	2	Earlier date only achievable if extra resources are made available
<ul style="list-style-type: none"> <li><b>D7. Develop a programme of equal opportunities training to support Corporate Equalities Plan and service objectives.</b></li> </ul>		Head of Personnel & Development	2	Programme underway

## APPENDIX 3

### LEVEL 1 ASSESSMENT

LEVEL 1	INDICATIVE COMPLIANCE <sup>1</sup>
<b>1.1 Leadership and Corporate Commitment</b>	
1.1.1. Formulate and adopt a comprehensive equality policy for the authority covering race, gender and disability	(✓) Policy in draft
1.1.2. Ensure written policies are in line with current legislation (RRA as amended, SDA, EqPA, DDA) and Codes of Practice...	✓ (Note comment in report on ensuring policies are up-to-date)
1.1.3. Make a corporate commitment to developing a Comprehensive Equality Plan indicating how equality policy will be implemented. The CEP should incorporate or be consistent with the authority's Race Equality Scheme.	✓ (CEP should also relate in same way to Disability ES and Gender Equality Duty. Also note the evidence requirements)
1.1.4. Make a corporate commitment to carrying out a process of equality impact and needs/requirements assessment (INRA) including those assessments of organisational and individual requirements for compliance with DDA	✓ for race ✓ for disability (but check scope) ✓ for other strands
1.1.5. Make a corporate commitment to a fair employment and equal pay policy	✓
1.1.6. Make a corporate commitment to earmark specific resources for improving equality practice	?

<sup>1</sup> As the consultant has conducted a review as opposed to an audit, compliance for each level element is shown as being indicative. '✓' means 'met'; (✓) means in the process of being met; 'X' means 'not met'; '?' means 'not known' as the consultant had no or insufficient evidence to hand on which to make an assessment.

<b>1.2 Consultation and Community Development and Scrutiny</b>	
1.2.1. Corporate commitment to consult with designated community, staff and stakeholder groups on all aspects of equality policy	✓
1.2.2. Each department and service area to make a commitment to contribute to the consultation and scrutiny element of the CEP	need to check inclusion in business plans
1.2.3. Make a corporate commitment to equality self-assessment, scrutiny and audit	(✓) No detail as yet on self-assessment method
1.2.4. Each department and service area to commit to engage in consultation with designated community, staff and stakeholder groups on its service delivery	? (note that evidence must be produced of the commitment given)
1.2.5. Make a corporate commitment to consult departments and service areas on equality objectives	?
1.2.6. Each department and service area to commit to processes of self-assessment, scrutiny and audit on its service delivery	(✓) Detail to be agreed on self-assessment process and external scrutiny
1.2.7. Incorporate equality policy as a key theme within the Community Strategy drawn up by the local authority and its partners	? (Community Strategy being re-drafted)
1.2.8. Make a commitment to establish mechanisms for responding to harassment on the grounds of race, disability and gender	✓
<b>1.3. Service Delivery and Customer Care</b>	
1.3.1. Departmental and service area commitment to a comprehensive equality policy appropriate to its service delivery	? (note evidence requirements)
1.3.2. Department and service area commitment to implementing equality impact and needs/requirements assessment (INRA) for its service delivery including those assessments of organisational and individual requirements for compliance with DDA	(✓) Still at pilot stage but assume commitment to IA is council-wide? Note: IA not same as INRA

1.3.3. Department and service area commitment to developing equal access to services plans element of CEP and setting targets within each department and service area as part of their business plans	X (as Equality & Diversity Action Plan still being developed)
1.3.4. Department and service area commitment to equality action planning and equality target setting within all departments and service areas	✓
1.3.5. Department and service area commitment to allocate specific resources for improving equality and fairness	?
<b>1.4 Employment and Training</b>	
1.4.1. Adopt recruitment procedures which use non-discriminatory practices	(✓) (note evidence requirements)
1.4.2. Commitment to an employment equality assessment of the Local Labour Market Area, workforce profiling and equal pay review	✓
1.4.3. Commitment to establish a fair employment and equal pay policy	✓
1.4.4. Commitment to developing an equal employment and equal pay element of the CEP incorporating the employment related issues from the RES and including those assessments of organisational and individual requirements for compliance with DDA	(✓) Equality & Diversity Action Plan still being developed
1.4.5. Commitment to adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	✓ (note checklist items)
1.4.6. Commitment to produce a standard range of application forms and job descriptions that are clear and explicit	✓
1.4.7. Commitment to review personnel information system for monitoring suitability underpinning the Council's statutory ethnic monitoring duties	✓
1.4.8. Commitment to make procedures consistent with employment Codes of Practice	✓
1.4.9 Commitment to develop a programme for staff training in equality issues	✓



## APPENDIX 3

### LEVEL 2 ASSESSMENT

LEVEL 2	INDICATIVE COMPLIANCE <sup>2</sup>
<b>2.1 Leadership and Corporate Commitment</b>	
2.1.1 Publish Corporate Equality Plan	X
2.1.2. Demonstrate corporate engagement in an equality impact and needs/requirements assessment process	(✓) Note evidence requirements
2.1.3. Develop corporate mechanism for assessing development of service level equality objectives and targets	X (Not yet set out in CEP and mechanism not yet clear)
2.1.4. Create corporate structure for overseeing development of information and monitoring systems	? (Note: must be set out in CEP)
2.1.5. Ensure that mechanisms for responding to harassment on the grounds of race, disability and gender are in place	✓ (note evidence requirements)
<b>2.2. Consultation and Community Development and Scrutiny</b>	
2.2.1. Ensure that the draft Corporate Equality Plan (CEP) has been circulated to designated community, staff and stakeholder groups with consultation timetable and is published in an appropriate range of languages and formats	X
2.2.2 Review equality content of the Community Strategy	?
2.2.3. Establish consultation with designated community, staff and stakeholder groups and the wider community on all aspects of equality policy	(✓)
2.2.4. Engage in consultation with Members, employee representatives, departments and	

<sup>2</sup> As the consultant has conducted a review as opposed to an audit, compliance for each level element is shown as being indicative. ‘✓’ means ‘met’; (✓) means partially met; ‘X’ means ‘not met’; ‘?’ means ‘not known’ as the consultant had no or insufficient evidence to hand on which to make an assessment.

service areas on equality INRAs and all aspects of the CEP	(✓)
2.2.5. Each department and service area to engage in consultation with designated community, staff and stakeholder groups on its equality INRA and its service delivery	X (progress noted)
2.2.6. Each department and service area to engage with equality self-assessment, scrutiny and audit on its service delivery	X (see comment at level 1 on self-assessment and external scrutiny)
2.2.7. Seek to ensure that the equality policy and objectives are incorporated in partnership arrangements engaged in by the authority	X
<b>2.3. Service Delivery and Customer Care</b>	
2.3.1. Engage in department and service area INRA	X (see checklist item; but note progress made)
2.3.2. Engage in development of department/service level equality objectives and targets	(✓) but not on outcomes of INRAs
2.3.3. Review of services should include the procurement function and all contracted services and partnership arrangements	?
2.3.4. Each department and service area to establish planning groups for monitoring and information systems	?
<b>2.4. Employment and Training</b>	
2.4.1. Develop fair employment and equal pay policy element of the CEP	X
2.4.2. Engage in employment assessment of the Local Labour Market Area	(✓)
2.4.3. Engage in workforce profiling and an equal pay review	(✓) (note requirement re the CEP)
2.4.4. Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	? (Has a review been undertaken?)
2.4.5. Produce a standard range of application forms and job descriptions that are clear and explicit	(✓) Note evidence requirements)
2.4.6. Review personnel information system for monitoring suitability including supporting the Council's statutory ethnic monitoring duties	✓
2.4.7. Have all employment procedures been made consistent with current legislation and all relevant Codes of Practice?	(✓) (note evidence requirements re current legislation)

2.4.8. Develop a programme of equality training to support the CEP and departmental service objectives. Ensure that the training programme is consistent with the training requirements in the Council's RES	✓
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