

Single Equality Scheme - Action Plan 2008/2010 Version 1.4

Incorporating the 6 Equality Strands: Age, Disability, Gender, Religion/Belief (including none), Race and Sexual Orientation.

Outcomes	Actions/Prompts	Evidence Base	Start Date	Deadline/ Complete?	Officer Responsible
1. Knowing Your Customer – Equality Mapping					
1.1c Relevant and appropriate information is gathered using a range of techniques, across all equality target groups, to inform policy and strategy and to prioritise.	What different techniques are being deployed to gather data? How often is data gathered? Is national and regional data used and analysed?	Corporate Process Service Area Action Plans	Oct 08	Oct 09	Consultation and Market Research Adviser (corporate process) Service Team Managers (Service area evidence)
1.2c Information and data is shared appropriately and as necessary across the authority and with partners in order to achieve equality outcomes	Information sharing protocols between partners? What information is available across partnerships? Is data disaggregated using the same or similar categories? How is the information being used to inform and achieve equality outcomes?	Corporate Process	Oct 08		Consultation and Market Research Adviser Service Team Managers Equalities & Access Officer (E&A Officer)

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1.3c Relevant information is mapped, disaggregated and used to assess equality objectives	Disaggregated and analysed regularly What changes have been made as a result?	Corporate Process, Community Cohesion Assessment	Oct 08		Analysts
1.4c It is able to identify how their communities are changing and the impact this may have on service priorities	What systems are in place to assess the changing nature of local communities? Information from Ward Cllrs is gathered in a systematic way	Service Area Action Plans Members Process	Oct 08		Service Team Managers Analysts
2. Place Shaping, Leadership, Partnership and Organisational Commitment					
2.1c The Comprehensive Equality Policy is consistent with the statutory schemes	Review and update and the Comprehensive Equality Policy (CEP), including staff and Trade Union consultation	Completed	Feb 2008	June 2008 Complete	E&A Officer
		Various emails/meetings/face to face	April 2008	July 2008 Complete	E&A Officer
	New Comprehensive Equality Policy Agreed by Staffing Matters Committee	Not agreed see SMC minutes	June 2008	8 th July 2008 Not agreed	E&A Officer

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	Revised CEP to Staffing Matters Committee omitting religion and sexual orientation monitoring	Email and meetings	July 2008	7 th Oct 2008 complete	E&A Officer	
	EMT Consultation Single Equality Action Plan (incorporating the new change management areas of the new equality framework due 2009)		Sept 2008	Oct 2008 complete	E&A Officer	
	Plans in place for reviewing progress and revising the Corporate Equality policy, single equality action plan and service area action plans		Sept 2008	Oct 2008	E&A Officer	
	Publish the single equality action plan				Oct 2008	E&A Officer
	Review and update all Equality Schemes inline with the Single Equality Bill		March 09	July 09	E&A Officer	

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2.2c Clear Organisational and partnership equality priorities are set, owned and understood by all stakeholders	Ensure there are links between equality schemes;		October 08	May 2009	E&A Officer
	equality objectives, business plans		October 08	May 2009	Heads of Service
	the corporate performance management systems		October 08	May 2009	Corporate Development Manager
2.3c Equality Objectives and actions can be found in corporate and strategic plans	How has this been cascaded down into service team and individual plans?	Corporate Strategy	October 08	May 2009	EMT
		Service Area Equality Action Plans	October 08	December 08	Service Team Managers
2.4c Appropriate Resources have been allocated to achieve objectives	Outcomes of Customer and Equality Impact Assessments are fed into Service Planning and corporate business planning processes and resources allocated	Service Area Equality Action Plans	Oct 08	May 09	Service Team Managers
2.5 Outcomes of Customer & Equality Impact Assessments published regularly	Action plans with objectives are circulated to appropriate community, staff and stakeholders, and available on the website	Service Area Equality Action Plans	Oct 08	Jan 09	Service Team Managers E&A Officer

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2.6c Overview and scrutiny processes address equality issues	Are Members and senior managers scrutinising equality issues/objectives/targets	Corporate process Service Area Equality Action Plans	Oct 08		E&A Officer Service Team Managers
2.7c Work is being undertaken to promote equality of opportunity in terms of participation as elected representatives	Making the community aware of the opportunities that are available... (what outreach work or public campaigns have been undertaken)		Oct 08	May 09	Democratic Team Leader/ Political Leaders/ E&A Officer
2.8c Self Assessment against Level 3 (Equality Standard)			Aug 2009	Oct 2009	E&A Officer and EMT
2.9c Peer Assessment against Level 3			Nov 2009	Feb 2010	E&A Officer & external
3. COMMUNITY ENGAGEMENT AND SATISFACTION					
3.1c Local Public service priorities have been set alongside	Are there inclusive, open and participative forums where community groups can participate?	Access Group BME Forum Focus Groups	Oct 08		Equalities & Access Officer BME Community

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national ones <i>which involve local people and their identified needs</i>		used for consultations			Development Worker Consultation & Market Research Adviser
3.2c Consultation with stakeholders and 3 rd sector is systematically built into Customer and Equality Impact Assessments, the self assessment and planning process	There are processes and plans throughout all Services to ensure stakeholder and 3 rd sector involvement in the planning and delivery of Services	Service Area Equality Action Plans	Oct 08	March 09	Service Team Managers
3.3c Ensure appropriate access provision is available for each service area	Ensure a corporate agreement is in place for translation and alternative formats	Service Area Equality Action Plans	Oct 2008	Dec 2008	E&A Officer/Customer Services Manager/Communication Manager
	Communicate that principle to all Service Areas Each Service area across the council to include a strapline to be available on		Jan 09	Feb 09	Communications Manager Service Team managers

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	request in different formats: summaries on request, simple English (documentation) signers where necessary for meetings.				
Improve disabled access across the Borough	Ensure the Havant Borough Council Disability Access Group perform against their action plan	Download info from HBC Website or by clicking: <u>Access Group</u>	Oct 08		E&A Officer Leader of the Labour Party (Chair) Transport Engineer
4. RESPONSIVE SERVICES CUSTOMER CARE					
4.1c Equality outcomes/ objectives/goals has been produced at service level to meet the needs of identified equality targets groups	Each department to give examples of how customer and equality impact assessments (CEIA's) have improved service delivery	Service Area Equality Action Plans	Oct 08	March 2009	Service Team Managers
	CEIA's are of a consistent quality across the authority		Oct 08		E&A Officer

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4.2c Service Plans to ensure that they specifically address importance of barriers, accessibility and reasonable adjustment in the provision of services	Evidence that each department have engaged with community groups and prioritised accessibility to their services and reasonable adjustments	Service Area Equality Action Plans	Oct 08		Service Team Managers
4.3c Equality Objectives have been developed within each service area based on completed impact assessments and other equality data	Are the outcomes of all Customer and Equality Impact Assessments fed into service planning and corporate business planning processes? Are targets with specific accountabilities and timescales? Are there indicators of how success will eventually be measured?	Service Area Equality Action Plans	Oct 08		Service Team Managers
4.4c Structures have been established at service level to progress and monitor performance. Equality and cohesion	In what ways do portfolio holders and Service Management demonstrate that they continuously monitor, review and evaluate performance on achieving equality objectives? Is equality integrated into the	Service Area Equality Action Plans	Oct 08		Service Team Managers

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objectives are monitored regularly by portfolio holders and management teams	performance management framework?				
4.5c Mechanisms are in place to ensure that equality objectives are delivered by contractors through contract management and that they are monitored properly	Systems are in place to ensure and monitor contractors to ensure equalities issues are addressed. There is evidence that provision is being monitored using qualitative and quantitative analysis, and the results considered and analysed by both contractor and client	Service Area Equality Action Plans	Oct 08		Service Team Managers
4.6c We ensure that contractors, commissioned services and grant receivers regularly review their services and access to them to ensure they continue to be appropriate and accessible	How do Services ensure that contractors, grant receivers and others continue to meet the changing needs of clients? What is written into the contract? How is the contract managed over time to support good practice and continuing Service improvement?	Service Area Equality Action Plans	Oct 08		Service Team Managers

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5. MODERN, DIVERSE AND REFLECTIVE WORKFORCE					
5.1c Work force strategies address equality issues	How have equalities issues been integrated into all employment and development processes? Have particular areas been identified?	Corporate Process	Oct 08		HR & Learning Adviser
5.2c Significant progress has been made on the equal pay review and reaching agreement with Unions	Has the review been checked for equal pay gaps? Has a new pay structure been agreed, even if not all issues and grading have been finalised? Have new proposals been impact assessed? Has an offer to the Unions been made in good faith? Are negotiations continuing where final agreement has not been reached? Have a managers and employees received info about equal pay?	Corporate Process	Oct 08		Corporate Development Manager

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5.3c We deliver a range of Learning & Development interventions to support members & Officers to deliver equality outcomes	Are different methods used to promote learning to a wide audience? eg Standard courses, coaching, mentoring.. Does Equality & Diversity form part of Member training and development?	Corporate Process	Oct 08		HR & Learning Adviser
5.4c Employment objectives have been set based on internal monitoring information, the assessment of the local labour market and barriers	Evidence that workforce data is collected and analysed to help establish targets and objectives	Corporate process (People Strategy)	Oct 08		HR & Learning Adviser
5.5c Adverse trends resulting from monitoring of employment data is acted upon	Where workforce data indicates that targets are not being met, are there appropriate examples of positive action to ensure targets are met? Where evidence of disproportional activity is taking place, what action is being taken to reverse the trends?	Corporate process (People Strategy)	Oct 08		HR Learning Adviser

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5.6c Equality implications of objectives in 5.7c management and individual appraisals have been considered.	How do appraisal processes ensure staff are aware of their responsibilities and accountabilities? How are employees made aware of equality objectives or changes or improvements?	Service Area Action Plans	Oct 08		Service Team Managers
5.8c All employment procedures have been impact assessed	Have they been impact assessed against all equality strands?	Corporate Process	Oct 08		HR & Learning Adviser