

Equality Assessments Programme

Equality Assessments 2004/07

Year 1

Tourism and Cultural Services
Disciplinary, Grievance and Capability Procedures
Employment of People with Criminal Convictions
Training and Development
Pay and Benefits
Flexitime
Recruitment
Code of Conduct
Whistleblowing
Personal Appearance
Time off for Dependents

Year 2

Development and Building Control
Planning Policy
Flood and Coast Defence
Leisure Facilities
Housing Strategy
Housing Register and Allocations
Homelessness and Housing Advice
Private Sector Housing
Housing Services including rents, repairs, estates management and supported housing
Crime Reduction
Community Planning, Sports and External Funding
Parks and Open Spaces
Amenities and Street Cleaning
Housing and Council Tax Benefits and Fraud
Dignity at Work
Personal Relationships

Year 3

Reception, Post Room and document processing
Elections and Registration
Committee and Councillor Services
Consultation and Communication
Equalities
Environmental Health Services including public health complaints, food safety and Travellers
Debt Recovery
Concessionary bus passes
Performance Management information
Procurement

Information Technology (IT) including Help Desk, application support,
Freedom of Information and Data Protection
Legal Advice and Estates
Waste and Recycling Collection

Equality Assessments 2007/08

Enforcement
Redeployment on Medical Grounds
Home working
Recruitment
Flexible retirement
Review completed assessments and publish results
Assess new policies and procedures

Equality Standard – Level 2 Monitoring Report (as at September 2007)

Appendix 2

Completed/On target	Partially Completed	Behind Target
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Leadership and Corporate Commitment		
Action	Completion date	Comments
Publish Corporate Equality Plan (CEP)	Annually (September/October)	The CEP has been kept up to date with developments in equalities legislation such as the recent Disability Equality Duty and Gender Equality Duty. Consultation has taken place with relevant stakeholder organisations. It is reported to Cabinet each Autumn, published on the website and can be made available in a range of formats and languages on request.
Corporate engagement in an equality impact and needs/requirements assessment process	Summer 2007	The Council has developed and completed equality assessments in all relevant service areas.
Mechanism for assessing development of service level equality objectives and targets	January 2006	Guidance on setting equality objectives and targets has been developed and is used in agreeing departmental equality action plans.
Corporate structure for overseeing development of information and monitoring systems	November 2006	Information on equalities and the Council's procedures for assessing impact and need is available on Infolink. Monitoring of arrangements is carried out by the Equalities Working Group and Corporate Management Team.

Leadership and Corporate Commitment

Action	Completion date	Comments
Mechanisms for responding to harassment on the grounds of race, disability and gender are in place	March 2006	<p>The Council has an up to date and well-publicised policy and guidance for staff and customers on dealing with harassment. The Council's complaints procedure sets out how complaints about harassment will be handled. The Council's Tenants Information packs contain clear guidance on action that will be taken if allegations of harassment are upheld.</p> <p>There is a small group of officers (as well as HR professionals) who have been trained to support staff who may need to discuss actual or perceived problems at work including harassment.</p> <p>The Council also participates in a number of County-wide forums which deal with strategic issues relating to racially motivated crime and problems with harassment. The East Sussex Racist Incident Reporting Scheme enables victims of such crimes to receive appropriate support from all relevant agencies. Training in how to use the Scheme has been given to key staff.</p>

Consultation and Community Development and Scrutiny

Action	Completion date	Comments
<p>CEP has been circulated to designated community, staff and stakeholders groups with consultation timetable and is published in an appropriate range of languages and formats</p>	<p>Ongoing</p>	<p>The CEP is available on Infolink and the website. Initial consultation was carried out in 2005 and has been supplemented with consultation on the Council's Disability Equality Scheme and Gender Equality Scheme. The Consultation Timetable is updated annually to reflect any specific equalities consultation that is required to be carried out.</p>
<p>CEP is appropriately reflected in the Community Strategy</p>	<p>Ongoing</p>	<p>The Community Strategy (2003) contains some information on equality and diversity, and is intended to ensure equality of opportunity and quality of life for all, regardless of race, disability, gender, age, religious belief etc. The Strategy is currently under review to ensure it remains up to date and relevant and fully reflects the diverse nature and needs of the District insofar as they relate to specific groups in the community. The revised Strategy will also link to the wider East Sussex Community Strategy and Local Area Agreement which has clear targets for improving services and outcomes for specific groups in the community.</p>
<p>Consultation with councillors, employee representatives, departments and service areas on equality impact and needs/requirements assessments and all aspects of the CEP</p>	<p>Ongoing</p>	<p>A database of relevant organisations has been developed and is available on Infolink. Consultation has taken place with representative organisations in connection with equality assessments and with staff through the Equalities Working Group. Consultation with the BME community has taken place through the Connecting Communities/Connecting Communities Plus projects and through our partner organisation Sompriti.</p>

Consultation and Community Development and Scrutiny

Action	Completion date	Comments
Each department and service area to engage in consultation with designated community, staff and stakeholder groups on its equality impact and needs/requirements assessment and service delivery	December 2007	Consultation with staff and external representative organisations on equality assessments has been carried out in some areas. There is a need to publish the outcome of the assessments and invite comment. Relevant documentation and action plans are being compiled and will be published on Infolink and the website.
Each department and service area to engage with equality self-assessment, scrutiny and audit on its service delivery	March 2008	All departments have engaged with the process of self-assessment. Equality actions are reflected in service delivery and improvement plans which are published and available on the website. However, further opportunity for scrutiny and audit is needed. The assessment process and work to date on Level 2 will be subject to internal audit during 2007/08.
Ensure that the equality policy and objectives are incorporated in 'partnership' arrangements engaged in by the authority	Autumn 2007	The Council has signed up to the East Sussex Voluntary Sector Compact. A recent audit of partnership working has identified a need for internal guidance on partnership working. This has yet to be developed but will need to include appropriate reference to equalities issues and considerations.

Service Delivery and Customer Care

Action	Completion date	Comments
Engage in department and service area equality impact and needs/requirements assessment	September 2007	Equality assessments have all been completed across the Council although final documentation is required in some areas.

Service Delivery and Customer Care

Action	Completion date	Comments
Engage in development of department/service level equality objectives and targets	September 2007	Objectives and targets are reflected in individual Equality Action Plans. These are also reflected in Departmental Service Plans which are published on the Council's website. Guidance on Setting Equality Objectives has been developed. Action plans are monitored by the Equalities Working Group.
Review of services should include the procurement function and all contracted services and partnership arrangements	February 2006/ September 2007	An equalities checklist and guidance has been prepared to assist staff and managers in tendering and contract arrangements. The guidance and checklist is available on Infolink. Assessment of specific contracted services/partnership arrangements has taken place during each equality assessment.
Each department and service area to establish planning groups for monitoring and information systems	Ongoing	Each department has its own mechanisms for planning, monitoring and reviewing service delivery and performance of which equalities is part. In addition, monitoring of departmental action and information is undertaken by the Equalities Working Group which has appropriate corporate and departmental representation.

Employment and Training

Action	Completion date	Comments
Develop fair employment and equal pay policy element of CEP	June 2006	The Staff Guide has been revised and is kept under review to take account of relevant policies and practices on equal opportunities and equal pay.

Employment and Training		
Action	Completion date	Comments
Engage in employment equality assessment of the Local Labour Market Area	September 2007	Work on this is nearing completion.
Engage in workforce profiling and an equal pay review	January 2006	A Workforce Strategy has been developed and an Equal Pay Audit carried out.
Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	Ongoing	Diversity monitoring is well established in the Council's HR procedures and practices. This includes monitoring of applicants and the workforce in general. The workforce profile is published in the Council Plan each year. HR practice is to ensure all job adverts are accessible to all and that barriers to equality of opportunity are removed.
Produce a standard range of application forms and job descriptions that are clear and explicit	August 2004	The Council's applications and job descriptions were reviewed as part of the equality assessment. No specific issues were identified.
Review personnel information system for monitoring suitability including supporting the Council's statutory monitoring duties	Ongoing	The Council's new computerised Personnel Information System (Trent) is compliant and holds the required information for diversity monitoring.
Ensure all employment procedures have been made consistent with current legislation and all relevant employment Codes of Practice	Ongoing	Employment policy and practice is kept under regular review.

Employment and Training

Action	Completion date	Comments
Develop programme of equality training to support the CEP and departmental service objectives and ensure that the programme is consistent with training arrangements in the Council's Equality Schemes.	Ongoing	Equality and Diversity training is well-established and is carried out for all new councillors and employees.

Equality Assessments Corporate Action Plan

Actions	Target date	Milestones	Resources	Responsible Officer(s)	Monitoring arrangements
Objective: To improve equality of access for all to services and information					
Ensure that staff and customers are aware of interpreting and translation service and staff language abilities.	Ongoing	<ul style="list-style-type: none"> • Inform staff of interpreting/translations policy on Infolink. • Periodic reminders for staff at team meetings. • Check posters are displayed in reception areas. 	Within existing Communications budget for interpreting/translation requests	Equalities Departmental Representatives	Equalities Working Group
Include paragraph promoting availability of information in different languages/formats on public leaflets and documents.	Ongoing	<ul style="list-style-type: none"> • Identify appropriate leaflets and documents. • Include paragraph as part of future redesign/reprint. • Include paragraph stickers on existing documents. 	Within existing	Originator of leaflet or document/ Equalities Departmental Representatives	Equalities Working Group
Objective: To ensure councillors, staff and contractors are aware of their responsibility to promote access, equality and diversity					
Ensure that staff and councillors are trained in equality and diversity issues	Ongoing	<ul style="list-style-type: none"> • Run Diversity Awareness training courses for all new staff and councillors. • Run refresher courses as required. • Identify and fulfil any further training needs identified in reception/frontline areas. 	Within existing training budget	Personnel Officer/Head of Business Services	Equalities Working Group

Actions	Target date	Milestones	Resources	Responsible Officer(s)	Monitoring arrangements
Ensure standard supplies and service contracts include appropriate criteria for ensuring the Council's equality objectives are met.	December 2007	<ul style="list-style-type: none"> • Agree contract wording and format. • Revised contracts criteria on Infolink. • Briefing note to inform staff. 	Within existing	Legal Assistant/ Equalities Co-ordinator/ Head of Audit and Performance	Contract sign-up and compliance checks
Objective: To ensure services target the needs of different community groups					
Introduce and develop equalities monitoring and information systems	Commenced November 2006 and ongoing	<ul style="list-style-type: none"> • Audit of existing monitoring systems in departments. • Produce Equalities Monitoring guidance. • Agree equalities monitoring approach with Corporate Management Team. 	Within existing monitoring systems	Equalities Co-ordinator/ Heads of Service	Performance Management Group