

Draft Equalities work programme and Action Plan

Area For Improvement identified by Peer Review	Action Proposed	Date to be implemented	Officer Responsible	Status
Update the knowledge and understanding of managers and employees around current terminology and legislation from the Equality Act 2010 and the new public sector duties.	CMc will provide training materials for dissemination. Utilise online and short briefings.	January 2012	Chhaya McDonald (Julie Stay for delivery)	
Keep the Council's website up to date and include more information about Members activities, interests and training.	Member activities, committee membership and training will be included on the website via modern.gov	December 2011	Louisa Horton/Rebecca Owen	
Develop an overarching staff forum to enable staff to raise issues of interest to them.	Staff will be asked whether this is something that they want and will take on to run themselves. Unions will be informed. <i>Further actions may arise.</i>	February 2012	Steve Atkinson (Julie Stay re Unions)	
The council could do more to promote itself as a diverse employer and as a provider of services to a diverse community including BAME and LGBT people	Promotion of diverse workforce – photos of customer service staff. Interviews with employees from equality strands	December 2011 March 2012	Lynn Fray Jacqueline Puffett	
Data/information needs to be gathered consistently from all services	Identification of what data each service area collects and holds. <i>Further action will arise</i>	January 2012	COB	
Information about service users should be compared to information about communities	The information identified from service areas will be	March 2012 and March	Service Managers	

and residents to inform Service Improvement Plans.	cross referenced with data from the 2011 census and used to inform SIP's	2013		
The LSP is a strong partnership but more effort is need to involve health sector representation on the LSP and the Joint Agency Group, especially mental health representation.	The Health and Wellbeing group will be encouraged to send a representative to the LSP	January 2012	Bill Cullen	
Some elected members need more awareness and updating on equalities issues. They could do more to engage with the different and diverse groups in the community.	CMc to provide training materials and training to elected Councillors, with a focus on responsibilities, liabilities and engagement.	December 2011	Louisa Horton	
CESG would benefit from having a representation from the opposition groups in order to make sure that information is disseminated to all members.	To be raised at the Senior Members Group meeting	November 2011	Steve Atkinson	
EqIAs are being undertaken but not all the actions identified in them are being followed through. There needs to be greater emphasis on embedding actions from EqIAS into service improvement plans and using EqIAs to make improvements to service delivery. Good examples of EqIAs and resulting actions that have made a difference should be provided to encourage other services to realise their importance. Committee/ council executive scrutiny papers should include a hyper link to the	<ol style="list-style-type: none"> 1. EQIA's will be used to design SIP's 2. EQIA's will be published on website and intranet. 3. Report Template will be changed to promote EQIA 4. An annual Equalities Report will be presented to the Council 	<p>March 2012</p> <p>Immediate</p> <p>Immediate</p> <p>June 2012</p>	<p>Service Managers Anne Jones</p> <p>Rebecca Owen</p> <p>Louisa Horton</p>	

relevant EqIA. This would help Members to scrutinise EqIAs.				
The Council has signed up for the Members Development Charter and are in the course of gathering evidence for it. This should include Member feedback	All development and training opportunities for members will be accompanied with feedback forms	Immediate	Rebecca Owen	Complete
There are 56 centres across the county where hate crime can be reported. However, the borough council could also make use of its own councillors as a conduit.	This will be addressed by briefing note and as part of the training session	December 2011	Louisa Horton	
There appear to be limited formal links between the Youth Council and HBBC. The support they have received from youth workers was cited as "fantastic" but there are no direct links to HBBC Members.	The Council will look to use the Youth Council for development of policy rather than limited to consultation. The Member Champion will take an active part in facilitating the relationship	January 2012	Simon Jones Councillor Wetherford	
The procurement strategy, toolkit and supporting equality and diversity guidance needs to be updated to reflect the Equality Act 2010. It may be useful to provide specific training on this to procuring officers to help ensure consistency of approach and awareness.	The documents will be amended to reflect the Equality Act 2010. The Equality duties and in particular the consistency of approach will be integral to the toolkit, the examples given will be changed	Immediately	Julie Kenny	Complete
The council still has an issue of getting more young people into the organisation. Funding	Whilst recruitment is slow, the opportunities for young	January 2012	COB/Louisa Horton	

was cut for the apprenticeship scheme and Future Jobs Funding has now ended.	people/graduates will be promoted and collated and will be reported in the Equalities Annual Report	June 2012		
The Council recognises that its BME and disabled workforce profiles do not reflect the community. It is estimated that the 2011 census data might reveal a BME population closer to 9%. The People Strategy of 2010-2012 is currently under review. It contains census figures from 2001, although more up to date is available e.g. from the Office of National Statistics; school pupil rolls etc.	The 2012 People Strategy will use the most up to date data – 2011 census or school pupil rolls.	April 2012	Julie Stay	
Although there has been some success in having staff declare a disability it is recognised that this is still an area for improvement.	Promotion and education of declarations by case study examples or through team managers.	March 2012	Julie Stay/ Jacqueline Puffett	
The council needs to raise awareness and confidence of staff being asked to declare their sexuality and faith. The monitoring form should include categories for religion used by the national census.	Promotion and education of declarations by case study examples or through team managers. The HR database will be changed to incorporate additional categories for religion	March 2012	Julie Stay/ Jacqueline Puffett	
Equalities and diversity induction and on line training is provided however refresher training is required. On-going refresher courses would also ensure that the current language and legislation around protected	Develop training on the e-learning system for all staff – focus on new characteristics	April 2012	Julie Stay/ Daniel Brooks	

characteristics is understood.				
The council could make better use of forums e.g disability forum and older people forum and faith groups. Line managers need further training on dealing with staff who are or become disabled or have an ongoing medical condition.	Develop further forums (Disability users) Use disability forum as a way of understanding any employment issues arising from disability	July 2012 March 2012	Louisa Horton Julie Stay	

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Date: 16 November 2011