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Vale of White Horse District Council

Corporate Equalities Action Plan 2007/08

Our vision is to build and safeguard a fair, open and compassionate community

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Version control

Version number	Date	Author	Notes
4	04/04/07	Katharine May	Awaiting Jeremy Beach's comments
5	05/04/07	Katharine May	Revised following feedback from JB
6	25/04/07	Katharine May	Revised following feedback from TS
7	01/06/07	Katharine Doherty	Updated due to delay with Vale Voice
FINAL	19/06/07	Katharine Doherty	

Introduction

At the Vale of White Horse District Council, we are committed to the principle of equal opportunities. We believe we should deliver services to residents and customers and value our employees equally irrespective of their race, colour, ethnic or national origin, gender, age, religion, disability, sexual orientation, marital status, family responsibility, trade union membership, whether they are suffering from a severe illness or any other irrelevant factor.

Providing our services and employment opportunities in an equal way does not mean treating everybody in the same way. It means that we recognise and value difference and respect our staff and service users as individuals. We therefore strive to provide our services and employment opportunities in ways which meet people's needs in a positive and proactive way.

To help us achieve this and move from principle to practice, we have produced our Corporate Equalities Action Plan (CEAP) for 2007/08. It brings together all our equality and diversity activities for the year into one single document to help us approach our work in this area in a co-ordinated way.

The actions in the plan are time bound and specific, enabling us to deliver real results and measure our progress effectively. They include those set out in our recently updated Race Equality Scheme.

Everyone at Vale of White Horse District Council is responsible for providing our services and employment opportunities in a fair and equal way. By having one corporate equality and diversity action plan, it will be easier to communicate and share our approach with others across the Council and the wider community.

Our CEAP helps us to meet our statutory duties under the Race Relations (Amendment) Act, Disability Discrimination Act and Equality Act. It relates to the Council's corporate priorities to "improve and modernise access to services" and to "build our capacity through managerial and organisational development." It also compliments the Council's Social Inclusion Policy and relates to our Equality in Employment policy. It will help us achieve our equality and diversity BVPI targets.

The plan is a working document. As such, it will be reviewed regularly and updated annually to keep our equality and diversity work relevant and comprehensive.

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Corporate Equalities Action Plan 2007/08

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Action number	Issue	Action	Timescales	Deliverable(s)	Lead officer(s)	Communications
1	Comprehensive Equality Policy (CEP) and action plan	Update Corporate Equalities Action Plan for 2007/08	By end of July	CEP action plan for 2007/08 is approved by Executive	KM	Briefing to SMT 2007/08 action plan on the intranet Presentation to HR
2	Equality Impact Assessments (EIAs)	Produce and agree 2007/08 corporate EIA timetable	By mid April 07	Timetable approved by SMT	KM	Service plans Briefing to SMT
3	Equality Impact Assessments (EIAs)	Include EIAs in relevant 2007/08 service plans	By mid April 07	All EIAs in 2007/08 corporate timetable are included in relevant service plans	Team Managers/ Heads of Service	Service plans
4	Monitoring service use with regards to ethnicity, disability and gender	Include significant monitoring actions in relevant 2007/08 service plans	By mid April 07	Action to review service use monitoring arrangements is included in 2007/08	Team Managers/ Heads of Service	Service plans

Action number	Issue	Action	Timescales	Deliverable(s)	Lead officer(s)	Communications
5	Identifying existing Council good practice regarding equalities	Carry out a corporate equalities audit: <ul style="list-style-type: none"> • Portfolio Member • CEO/SDs • Service heads • Team managers • Individual staff (via survey) 	By end of July 07	service plans Equalities audit completed and examples of good practice documented (to inform equality policies and practices)	KM	Article in horse's mouth and team brief about audit (pre and post)
6	Identifying priority areas for action regarding equalities	Carry out a corporate equalities audit (as above)	By end of July 07	Equalities audit completed and priority areas for action documented (to inform equality policies and practices)	KM	As above
7	Monitoring service use with regards to ethnicity, disability and gender	Develop monitoring plans for services/functions, as part of the corporate equalities audit (only team managers will be asked to develop these although results will be shared with relevant service heads)	By end of July 07	Monitoring plans developed and agreed	KM and Team Managers	n/a

Action number	Issue	Action	Timescales	Deliverable(s)	Lead officer(s)	Communications
8	Monitoring service use with regards to ethnicity, disability and gender	Collect, monitor and report on equalities data in accordance with monitoring plans	From Q2 onwards	Relevant equalities data in collected, monitored and reported on to inform EIAs/service delivery	Team Managers/ Heads of Service	n/a
9	Equality and diversity training	Identify unmet staff training needs as part of the corporate equalities audit (only team managers will be asked to identify these although results will be shared with relevant service heads)	End of July 07	Equalities audit completed and any unmet training needs are documented	KM	n/a
10	Equality and diversity training	Investigate how any unmet staff training needs could be met most effectively	End of July 07	Unmet training needs are addressed pro-actively	KM	n/a
11	Equality and diversity training	Deliver relevant equalities training to staff	Q3 – Q4	Training sessions for staff delivered according to need	KM	Timetable on equalities training sessions is included in horse's mouth and team brief (and on the intranet)

Action number	Issue	Action	Timescales	Deliverable(s)	Lead officer(s)	Communications
	Equality and diversity training	Deliver equalities training to newly elected members	In accordance with training plan for newly elected members	Briefing session delivered	KM and Steve Culliford	n/a
12	Disability Equality Scheme	Hold disabled residents' focus group to explore priority issues regarding access to our services	July/August 07 (dependent on Vale Voice schedule)	Focus group(s) held and feedback is used to inform the DES	KM	n/a
13	Disability Equality Scheme	Seek feedback from representative organisations on priority issues regarding access to our services for disabled people	July 07	Feedback is actively sought and is used to inform the DES	KM	n/a
14	Gender Equality Scheme	Hold residents' focus groups to explore priority issues regarding access to our services	July/August 07 (dependent on Vale Voice schedule)	Focus group(s) held and feedback is used to inform the GES	KM	n/a
15	Gender Equality	Seek feedback from	July 07	Feedback is actively	KM	n/a

Action number	Issue	Action	Timescales	Deliverable(s)	Lead officer(s)	Communications
	Scheme	representative organisations on priority issues regarding access to our services for women/men		sought and is used to inform the GES		
16	Equality Impact Assessments	Create template and guidelines for assessing and consulting on likely impact of all proposed policies on promoting equality	By end of August	Template and guidelines produced and made available on the intranet	KM and Steve Culliford	Article in team brief
17	Equality Impact Assessments	Develop guidance material and workbook for staff carrying out EIAs	By end of August	EIA guidance and workbook produced and made available on the intranet	KM	Documents on the intranet
18	Disability Equality Scheme	Draft the DES, using information from the equalities audit, representative organisations and residents' focus group	By end of October 07	Consultation held with service heads on draft action plan DES is drafted Document ready to go out for consultation	KM	Seek staff feedback on the draft via team brief/intranet Article in Vale Views
19	Gender Equality	Draft the GES, using	By end of	Consultation held	KM	Seek staff

Action number	Issue	Action	Timescales	Deliverable(s)	Lead officer(s)	Communications
	Scheme	information from the equalities audit, representative organisations and residents' focus group	October 07	with service heads on draft action plan GES is drafted Document ready to go out for consultation		feedback on the draft via team brief/intranet Article in Vale Views
20	Engagement opportunities	To set up an internal equalities advisory group	By the end of September 07	Equalities advisory group remit produced Members identified	KM	n/a
21	Equality Impact Assessments	Organise and facilitate regular progress meetings with staff carrying out EIAs in 2007/08	September 07 (introductory briefing) Q3 – Q4	A minimum of 4 meetings are held, including an introductory briefing	KM	n/a
22	Equality Impact Assessments	Carry out EIAs in accordance with the 2007/08 timetable	Q3 – Q4 (all EIAs completed by mid February)	15 EIAs completed	KM	Summary note of completed EIAs circulated to SMG and service heads Summary note on intranet and

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23	Measuring and reporting progress	Produce six monthly update reports	October 07, April 08	Reports presented to SMG	KM	website Intranet
24	Gender Equality Scheme	GES is adopted	By end of December 2007	GES is adopted by the Executive Press release	KM	Article in Vale Views Article in staff newsletter Horse's Mouth GES on intranet and website
25	Disability Equality Scheme	DES is adopted	By end of December 07	DES is adopted by the Executive Press release	KM	Article in Vale Views Article in staff newsletter Horse's Mouth DES on intranet and website
26	Comprehensive Equality Policy (CEP) and action plan	Revise CEP and produce a 3 year corporate equalities action plan (in line with RES, DES and GES)	By end of December 07	CEP is revised and a 3 year action plan is produced, bringing together actions from the RES, DES and GES.	KM	Article in Vale Views Article in staff newsletter Horse's Mouth

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27	Engagement opportunities	<p>Approve revised CEP along with DES and GES</p> <p>Continue to actively support relevant community partnerships /projects e.g EMBRACE, HALT</p>	On-going	<p>EMBRACE = 3 partnership newsletters produced</p> <p>HALT = promotion of homophobic crime reporting scheme</p>	KM, with input from community safety team, communications and economic development	<p>Presentation to service heads</p> <p>CEP on intranet and website</p> <p>As agreed by relevant partnerships/projects</p>

Equality Impact Assessment timetable 2007/08

Service Area	Service block	Function to be assessed
ODS	Communications	Consultation (including citizens' panel)
Planning & Community Strategy	Community Strategy	Community Funding/ Grants
Housing and Community Safety	Housing	Disabled Facilities Grants
ODS	Contact Services	LSPs - Customer advice and information/enquiries Cash transactions
Environmental Health	Environmental Protection	Noise Air environment control (air quality improvement) Water environment
Environmental Health	Food/Health and Safety	Food safety (including education) Health and safety
Finance	Ridgeway Shared Services	Community taxation
Housing & Community Safety	Housing	Housing advice, homelessness and temporary accommodation
Housing & Community Safety	Housing Register	Housing register and choice based lettings
ODS	Human Resources	Recruitment and selection
ODS	Human Resources	Training and development
Contracts and Procurement	Sport and Recreation (facilities)	Leisure facilities
Environmental Health	Licensing	Licensing (including taxi licensing)
Planning & Community Strategy	Development Policy	Development Policy
Planning & Community Strategy	Development Control	Applications, decisions Enforcement