

POLICY SCRUTINY PANEL

7th January, 2008

Present: Cllr. Wilkes (in the Chair), and Councillors Cowper, Freeman, Kellett, Lightley, Lodge, Martin, Simmons and Walker.

Also Present: Councillor Moderate

Apologies for Absence: Apologies were received from Councillor Thompson.

Bullet Points from the Meeting held on 4th December, 2007.

The Bullet Points from the Meeting held on 4th December, 2007, were approved as a correct record.

BULLET POINTS

POLICY SCRUTINY PANEL REPORT – MEMBERS ONLINE – ADDITIONAL RECOMMENDATION

- The Scrutiny Committee had considered the above Report at its meeting on 6th December, 2007.
- The Scrutiny Committee had suggested that an additional recommendation be added to the Report, to read as follows:-

“That, for the purpose of information, all Members of the Council be supplied with paper copies of Agendas for the meetings of Committees/Panels of which they are not a member”.

- The Scrutiny Committee also suggested that the additional Recommendation be referred back to the Policy Scrutiny Panel for their confirmation.
- If the Panel were to reject the additional Recommendation, the Report to Cabinet would revert to the three original Recommendations.
- The Panel confirmed the additional Recommendation.

EQUALITIES ISSUES

- A Draft Scoping Document was circulated for discussion
- Members had been provided with a copy of the Race Equality, and Disability Equality Schemes, together with the Race Equality Scheme Action Plan.
- A Copy of the Disability Equality Scheme Action Plan was circulated at the meeting.
- Information previously requested by Members regarding updated Equalities Performance Indicator figures and Appeals was also circulated at the meeting.
- Members identified further information to be requested and agreed that a representative of HR be invited to the next meeting to advise the Panel as to progress against the three Equalities Action Plans.

The Meeting terminated at 6.20 p.m.

DISABILITY EQUALITY SCHEME ACTION PLAN – APRIL 2007 TO MARCH 2010

	Action	Outcome	Responsible Officer	Target Date
1.	Publish and promote Disability Equality Scheme	Scheme reflects the priorities of disabled people and is widely publicised	Head of Human Resources	December 2006
2.	Ensure that the disability elements of the Equality Standard for local government are achieved	Disability is contained within the day to day activities of the Council departments and service areas	Equalities Working Party Heads of Service	December 2006 – Level 2 March 2008 – Level 3 March 2009 – Level 4
3.	Engagement in an equality impact assessment process	Equality Impact Assessments take place systematically and are used to inform how we plan our services	Equalities Working Party Heads of Service	In line with EIA three year rolling programme
4.	Meet targets for Best Value Performance Indicator (BVPI 11c). The percentage of the top paid 5% of staff who have a disability.	Improved representation of disabled people at a senior level.	Head of Human Resources	2006/2007 – 5.13% 2007/2008 – 7.69% 2008/2009 – 10.26%
5.	Meet targets for Best Value Performance Indicator (BVPI 16a). The percentage of local authority employees declaring they meet the Disability Discrimination Act 1995 disability definition.	A workforce that is representative of the community it serves.	Head of Human Resources	2006/2007 – 6.00% 2007/2008 – 7.00% 2008/2009 – 8.00%
6.	Meet targets for Best Value Performance Indicator (BVPI 156). This is a measurement set by national government which helps us see how we are doing with making our buildings accessible.	Improvements to the access of buildings and facilities	Head of Property Services	2006/07 – 60.00% 2007/08 – 75.00% 2008/09 – 75.00%
7.	Improve interpretation, translation and transcription within the council	People receive information in a way that meets their personal needs	Head of Human Resources	April 2007
8.	Service areas to develop plans to introduce equality monitoring in relation to disability and other equalities areas	Information systematically collected to measure gaps in service delivery, investigate any such gaps and take action to remove any disparities or disadvantage	Heads of Service	December 2006
9.	Ensure procurement activity addresses disability equality issues	Ensure that external providers of Council services meet their statutory equalities requirements and the Council's equalities policies and practices	Head of Business Development	On-going
10.	Introduce Dignity at Work Policy	Provide a working environment that promotes dignity and respect	Head of Human Resources	January 2007

DISABILITY EQUALITY SCHEME ACTION PLAN – APRIL 2007 TO MARCH 2010

	Action	Outcome	Responsible Officer	Target Date
11.	Examine alternative means of reaching disabled people and review membership of Viewpoint Panel and other consultative bodies with a view to increasing members of disabled people.	Increased accessibility and better representation for disabled people	Community Development Co-ordinator	March 2007
12.	Continue to provide equalities training and disability awareness training	Staff are aware of their legal and employee obligations, and transfer their learning into practice	Head of Human Resources	On-going
13.	Develop a staff training strategy for equality issues including e-learning options	Structured plan for equalities training	Head of Human Resources	March 2007
14.	Analysis of information on effect of employment policies and practices on disabled people in relation to:- <ul style="list-style-type: none"> • Recruitment/retention and development (promotion & training) of disabled employees • Number of disabled applicants • Number of disabled employees in post • Number of disabled people who leave 	Information gathered and analysed. Reported to Equalities Working Party. Targets developed in conjunction with Workforce Development Plan and Service Plans.	Head of Human Resources	On-going
15.	Undertake disability audit for staff	To obtain up-to-date information on disability to enable the Authority to provide support to disabled employees.	Heads of Human Resources	March 2007
16.	In partnership with Durham County Council, District Councils, Fire, Police and University develop an event for consultation and involvement of young people	Views captured from young people to inform the Disability Equality Scheme and the work of the Authority	Heads of Human Resources	December 2007
17.	Review of Authority's website to introduce a diversity page to include published DES	Provision of information in relation to disability issues	Head of Human Resources	December 2006
18.	Review action plan annually	An accurate and relevant Action Plan that improves the way the Authority provides its service on an ongoing basis	Equalities Working Party	December 2007
19.	Review scheme in 3 years	An accurate and relevant scheme that is integrated with other diversity issues	Heads of Service	November 2009

GENDER EQUALITY SCHEME ACTION PLAN – APRIL 2007 TO MARCH 2010

	Action	Outcome	Responsible Officer	Target Date
1.	Publish and promote Gender Equality Scheme	Scheme reflects the priorities of women and men and is widely publicised	Head of Human Resources	April 2007
2.	Ensure that the gender equality elements of the Equality Standard for local government are achieved	Gender equality is contained within the day to day activities of the Council's departments and service areas	Equalities Working Party Heads of Service	March 2008 – Level 3 March 2009 – Level 4
3.	Engagement in an equality impact assessment process which includes gender as one of the six equality areas to be assessed	Equality Impact Assessments take place systematically and are used to inform how we plan our services to take account of everyone's needs and promote gender equality	Equalities Working Party Heads of Service	In line with EIA three year rolling programme
4.	All Business Plans to include gender specific objectives and targets	Meaningful gender equality objectives and targets are set in respect of service delivery and employment	Heads of Service	Ongoing
5.	Meet targets for Best Value Performance Indicator (BVPI 11a). The percentage of the top paid 5% of staff who are women	Improved representation of women at a senior level	Head of Human Resources	2007/2008 – 22.00% 2008/2009 – 25.00% 2009/2010 – 28.00%
6.	Meet targets for Local Performance Indicator (LPI 001). The percentage of women in Principal Officer grades	Improved representation of women at a senior level	Head of Human Resources	2007/2008 – 32.00% 2008/2009 – 35.00% 2009/2010 – 40.00%
7.	Meet targets for Local Performance Indicator (LPI 002). The percentage of women in Senior Officer grades	Improved representation of women at a senior level	Head of Human Resources	2007/2008 – 45.00% 2008/2009 – 50.00% 2009/2010 – 50.00%
8.	To implement the Job Evaluation process and achieve single status ensuring equal pay for all employees	Ensure that levels of pay and reward are equitable and fair	Head of Human Resources	June 2007
9.	To ensure the Authority's family friendly policy is accessible to all employees and to monitor its effectiveness	Provide opportunities to improve the work-life balance of employees	Head of Human Resources	Ongoing
10.	Promote "non-traditional" jobs through schools and colleges by providing appropriate work experience placements	Increase the number of women and men applying for and being appointed to "non-traditional" jobs	Head of Human Resources	Ongoing

GENDER EQUALITY SCHEME ACTION PLAN – APRIL 2007 TO MARCH

Action	Outcome	Responsible Officer	Target Date
11. Service areas to monitor the gender of people using their services	Information systematically collected to measure gaps in service delivery, investigate any such gaps and take action to remove any disparities or disadvantage	Heads of Service	Ongoing
12. Ensure procurement activity addresses gender equality issues	Ensure that external providers of Council services meet their statutory equalities requirements and the Council's equalities policies and practices	Head of Business Development	On-going
13. To aim to get a balanced response to our consultations from women and men and monitor the gender of people taking part in consultations wherever possible to check that everyone has equal opportunity to contribute and to identify any major differences in their responses	Promote gender equality to our staff and the wider community	Community Development Co-ordinator	Ongoing
14. Consult with Transgender community in collaboration with Durham Equality and Diversity Partnership	Meaningful information about the Transgender community that will drive forward service improvement throughout the Council	Head of Human Resources	January 2008
15. Continue to provide equalities training and ensure that gender equality is integrated into the delivery of other training and development courses	Staff are aware of their legal and employee obligations, and transfer their learning into practice	Head of Human Resources	On-going
16. Develop a staff training strategy for equality issues including e-learning options	Structured plan for equalities training	Head of Human Resources	September 2007
17. Review of Authority's website to introduce a diversity page to include published GES	Provision of information in relation to gender equality issues	Head of Human Resources	April 2007
18. Review communication plans and publications to ensure gender-inclusive language, symbols, and examples are being used in the materials	Effective communications to men and women	Public Relations Manager	Ongoing
19. Review action plan annually	An accurate and relevant Action Plan that improves the way the Authority provides its service on an ongoing basis	Equalities Working Party	March 2008
20. Review scheme in 3 years	An accurate and relevant scheme that is integrated with other diversity issues	Equalities Working Party	March 2010

RACE EQUALITY SCHEME ACTION PLAN – APRIL 2007 TO MARCH 2010

Action	Outcome	Responsible Officer	Target Date
1. Launch and promote consultation on revised Race Equality Scheme internally and with partner organisations	Effective communication and feedback on Scheme and ownership of targets	Head of Human Resources	April 2007
2. Ensure that the race equality elements of the Equality Standard for local government are achieved	Race equality is contained within the day to day activities of the Council departments and service areas	Equalities Working Party Heads of Service	March 2008 – Level 3 March 2009 – Level 4
3. Engagement in an equality impact assessment process	Equality Impact Assessments take place systematically and are used to inform how we plan our services	Equalities Working Party Heads of Service	In line with EIA three year rolling programme
4. Meet targets for Best Value Performance Indicator (BVPI 11b). The percentage of the 5% of earners employed by the authority that are from black and minority ethnic communities.	Improved representation of black and minority ethnic employees at a senior level	Head of Human Resources	2007/2008 – 4.00% 2008/2009 – 4.00% 2009/2010 – 5.00%
5. Meet targets for Best Value Performance Indicator (BVPI 17a). Minority ethnic community staff as a percentage of the total workforce.	A workforce that is representative of the community it serves	Head of Human Resources	2007/2008 – 2.30% 2008/2009 – 2.50% 2009/2010 – 2.70%
6. Meet targets for Best Value Performance Indicator (BVPI 2b). This is a measurement set by national government which helps us see how well we are doing in the duty to promote race equality.	Improvement in the duty to promote race equality	Head of Human Resources	2007/08 – 70.00% 2008/09 – 80.00% 2009/10 – 90.00%
7. Meet targets for Best Value Performance Indicator (BVPI 174). The number of racial incidents recorded by the authority per 100,000 population	To reduce the number of racial incidents	Head of Community Services	2007/08 – 0.00% 2008/09 – 0.00% 2009/10 – 0.00%
8. Improve interpretation, translation and transcription within the council	Effective communications in place for people whose first language is not English	Head of Human Resources	June 2007
9. Service areas to develop plans to introduce equality monitoring in relation to race and other equalities areas	Information systematically collected to measure gaps in service delivery, investigate any such gaps and take action to remove any disparities or disadvantage	Heads of Service	July 2007

RACE EQUALITY SCHEME ACTION PLAN – APRIL 2007 TO MARCH 2010

Action	Outcome	Responsible Officer	Target Date
10. Ensure procurement activity addresses race equality issues	Ensure that external providers of Council services meet their statutory equalities requirements and the Council's equalities policies and practices	Head of Business Development	On-going
11. Examine alternative means of reaching black and minority ethnic community groups and review membership of Viewpoint Panel and other consultative bodies with a view to increasing members of black and minority ethnic people	Increased accessibility and better representation for black and minority ethnic people	Head of Community Development	June 2007
12. Continue to provide equalities training	Staff are aware of their legal and employee obligations, and transfer their learning into practice	Head of Human Resources	On-going
13. Develop a staff training strategy for equality issues including e-learning options	Structured plan for equalities training	Head of Human Resources	September 2007
14. Produce workforce data in compliance with the specific duties under the Race Relations (Amendment) Act	To have available comprehensive and accurate information to support the recruitment and retention of a diverse workforce	Head of Human Resources	On-going
15. Incorporate race (and other) equality objectives and targets in departmental service plans	To ensure integration of race equality targets and objectives in service planning	Heads of Service	On-going
16. Review of Authority's website to include information on race equality and published race equality scheme	Provision of information in relation to race equality	Head of Human Resources	April 2007
17. Review action plan annually	An accurate and relevant Action Plan that improves the way the Authority provides its service on an ongoing basis	Equalities Working Party	March 2008
18. Review scheme in 3 years	An accurate and relevant scheme that is integrated with other diversity issues	Heads of Service	March 2010