

Public Document Pack

22 January 2008

Dear Councillor

A meeting of the Council will be held in the **Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Thursday, 31st January, 2008 at 6.00 pm**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roy Templeman', written over a faint rectangular stamp.

R TEMPLEMAN

Chief Executive

AGENDA:

1. Apologies for Absence
2. To confirm the minutes of the meeting held 20 December 2007 (Pages 1 - 10)
3. To confirm the minutes of the Special Meeting held 21 December 2007 (Pages 11 - 14)
4. Public Speaking
5. To receive declarations of interest from Members
6. Report from the Leader of the Council

7. Reports from Portfolio Holders
 - a) Resources and Value for Money
 - b) Regeneration and Strategic Planning
 - c) Community engagement and Partnerships
 - d) Neighbourhood Services
 - e) Health and Well-Being
8. Questions to Leader and Executive Members
9. Updating of Managing Organisational Change Document (Pages 15 - 70)
Report of Director of Corporate Resources
10. Review of Corporate Equality Plan (Pages 71 - 120)
Report of Director of Corporate Services
11. Appointment to Local Childrens Board (Pages 121 - 124)
Report of Head of Legal and Democratic Services
12. Correspondence
13. Conferences
14. Common Seal

THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the meeting of Council held in the Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Thursday, 20 December 2007 at 6.00 pm

PRESENT:

Councillor A Humes (Chairman)

Councillors

A Turner	D M Holding
G Armstrong	C J Jukes
L Armstrong	W Laverick
S Barr	M D May
J W Barrett	P H May
L E W Brown	K Potts
G K Davidson	M Potts
L Ebbatson	J M Proud
M Gollan	M Sekowski
S Greatwich	J Shiell
T H Harland	T J Smith
R Harrison	S C L Westrip
S A Henig	F Wilkinson
A K Holden	A Willis

Officers: R Templeman (Chief Executive), L Chambers (Director of Resources), T Galloway (Director of Development Services), P Stephens (Acting Director of Community Services), G MacCallam (Environmental Services Manager), C Potter (Head of Legal and Democratic Services), L Dawson (Acting Manager for Regeneration), S High (Leisure Services Manager), L Howley (Acting Team Leader, Environmental Health), J Lulic (Community Development Manager) and C Turnbull (Democratic Services Officer)

There were 30 members of the public present.

The Chairman welcomed the visitors to the meeting.

102. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors R Court, P Nathan, D Robson and D Thompson.

103. MINUTES OF MEETING HELD 29 NOVEMBER 2007

The minutes of the proceedings at the meeting of the District Council held on 29 November 2007, copies of which had previously been circulated, were submitted.

The Council RESOLVED:

“That the minutes be confirmed as a correct record.”

The Chairman proceeded to sign the minutes.

104. PUBLIC SPEAKING

No requests had been received from members of the public to speak at the meeting in accordance with the Council’s agreed policy.

105. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Councillor SA Henig declared a personal interest in item no. 8 on the agenda.

Councillors L Armstrong and CJ Jukes declared personal interests in item no. 17 on the agenda.

Councillor L Ebbatson declared a personal and prejudicial interest in item no. 17 on the agenda.

106. REPORT FROM THE LEADER OF THE COUNCIL

The Leader welcomed visitors and guests and congratulated them on their well deserved success. Councillor Ebbatson then proceeded to give an update on Local Government Review.

- We are now looking at two ‘transition’ periods
 1. from late January – May elections
 2. from May 2008 – April 2009

The first will be overseen by an Implementation Executive. The second by the new Executive of the new authority post election.

- Under the Implementation Orders only the Chief Executive is required to be appointed under open competition.
- Brian Dinsdale has been appointed by Durham County Council as Programme Director until April 2008.

- The County Council Policy Unit has drafted a paper on Councillor Roles and a Council Overview.
- The County Council is also attempting to set up a Joint Overview and Scrutiny Committee made up of 8 Members from the County Council, 7 from the Districts and 1 Liberal Democrat, 1 Independent and 1 Conservative. The purpose is to scrutinise the Implementation Executive.
- The County Policy Unit has drafted a prospectus aimed at encouraging people to become Councillors in the new authority. Distribution is expected in mid-January.
- The Senior Officers Group (or Joint Implementation Team) continues to meet to work on the Implementation Programme.
- Meanwhile our dreams and aspirations are 'like apples on the Dead Sea shore', "all ashes to the taste".

The Leader stated that every challenge was also an opportunity and as a Council we have always looked for positive outcomes.

She advised that the Council had just over a year to make a difference here in Chester-le-Street and as elected representatives of the District the promises made in May, to serve the residents, to serve the electorate, still hold good for each of us.

In conclusion, the Leader said that priorities may change, and she would be asking Members to consider them afresh in the New Year, but our focus on working for the benefit of local residents simply becomes clearer and more imperative.

107. REPORTS FROM PORTFOLIO HOLDERS

a. Resources and Value for Money

Councillor SA Henig advised that the Audit Commission had issued a 3 rating to the Council for Use of Resources, this was compared to a 2 rating for 2006 and the Council continued to improve year on year. He extended congratulations to all of the staff in the Resources Directorate and to other staff concerned.

b. Regeneration and Strategic Planning

Councillor CJ Jukes had no report to give but extended seasonal greetings to Members, Officers and guests present.

c. Community Engagement and Partnership

Councillor S Barr referred Members to the December issue of Members' Update that contained details of his recent portfolio work and highlighted forthcoming Member development events. He conveyed seasonal greetings to all present.

d. Neighbourhood Services

Councillor SCL Westrip reported on the following:

Planning Services

The Planning Services Team had obtained top quartile status for all of the key Best Value Performance Indicators:

- Ranked 8th nationally in dealing with minor planning applications with 92% determined inside the 8 week target.
- Ranked joint 6th nationally in terms of percentage of planning appeals allowed, with only 12% of appeals against the Council's decision to refuse planning permission being successful.
- Ranked joint 6th with all other District Authorities in relation to customer satisfaction, with 85% of customers being satisfied with the level of service they received.

Councillor Westrip thanked Officers in the Planning Section, Councillor GK Davidson as Chairman and all Members of the Planning Committee.

Leisure Services

- Secured funding of £200,000 from the Big Lottery Fund in support of the Council's 3 year Play Strategy
- Association of Public Sector Excellence benchmarking – top quartile for 13 comparisons and 6 comparisons in the middle quartile.
- Achieved Quest quality standard for the Leisure Centre.
- Working with Sport England North East and Durham Sport to formally establish a Community Sports Network for Chester-le-Street.

Environmental Services

- Secured a new Waste Management Contract from April 2008 to include cardboard and plastics
- Loo of the Year Award
- Green Apple Award

e. Health and Wellbeing

Councillor M Potts reported on a conference she had attended on the subject of smuggling and counterfeit tobacco.

108. QUESTIONS TO LEADER AND EXECUTIVE MEMBERS

Councillor PH May asked the Leader whether she was aware if any of the Members of Parliament for County Durham constituencies supported the referendum results for a unitary county.

The Leader advised that John Cummings the Member of Parliament for the Easington Constituency had expressed his support for the referendum result.

109. REVIEW OF LICENSING POLICY

Consideration was given to a report from the Acting Environmental Health Team Leader regarding a review of the Council's Statement of Licensing Policy made under the Licensing Act 2003 and seeking approval to the adoption of a revised Policy following consultation.

Councillor SCL Westrip introduced the report and thanked the Officers and Licensing Committee Members for producing the revised Policy.

Councillor SCL Westrip proposed, seconded by Councillor CJ Jukes, that the recommendation in the report be approved.

The Council RESOLVED:

"That the revised Statement of Licensing Policy, as detailed on the appendix to the report, be approved."

110. ENVIRONMENTAL HEALTH ENFORCEMENT POLICY

Consideration was given to a report from the Head of Planning and Environmental Health seeking approval to the draft Environmental Health Enforcement Policy.

Councillor SCL Westrip introduced the report and advised of the issue of a new Statutory Code of Practice to come into effect on 6 April 2008 to which the Council would be required to 'have regard to'.

The Council RESOLVED:

"1. That delegate authority be granted to the Director of Development Services to make consequential amendments to the draft Environmental Health Enforcement Policy in the light of the new Statutory Code of Practice.

2. That the draft Policy, suitably amended as above, be subject to public consultation."

111. AFFORDABLE HOUSING

Consideration was given to a report from the Housing Strategy Manager seeking approval of amendments to the Affordable Housing Policy.

The Housing Strategy Manager introduced the report and highlighted the changes to the Policy as detailed in section 5.2 of the report.

Councillor PH May enquired what was classed as 'affordable' in terms of affordable housing, and who decided on the number of affordable properties on a new development.

The Housing Strategy Manager advised that the level of affordability was based on statistics of earnings and income, and that 30% of properties on new development sites were allocated for affordable housing.

Councillor CJ Jukes proposed, seconded by Councillor S Barr that the recommendation in the report be approved.

The Council RESOLVED:

"That the changes to the Policy, as detailed in the report, be agreed and the revised Affordable Housing Policy be adopted."

112. BOND SCHEME

Consideration was given to a report from the Housing Options Manager regarding the introduction of a Bond Scheme to assist those who are unable to access the private rented sector and to assist those who are homeless or at risk of homelessness.

The Housing Options Manager introduced the report and highlighted the benefits of a Bond Scheme.

Councillor CJ Jukes proposed, seconded by Councillor AK Holden, that the recommendation in the report be approved.

The Council RESOLVED:

"That the Bond Scheme as detailed in the appendix to the report, be approved."

113. PREVENTION FUND

Consideration was given to a report from the Housing Options Manager on the introduction of a prevention fund to assist those who are homeless or at risk of homelessness.

The Housing Options Manager introduced the report and highlighted the benefits of a Prevention Fund.

Councillor CJ Jukes proposed, seconded by Councillor F Wilkinson, that the recommendation in the report be approved.

The Council RESOLVED:

“That the Prevention Fund Policy as detailed in the appendix to the report, be approved.”

114. CORRESPONDENCE

There were no items of correspondence.

115. CONFERENCES

There were no invitations to attend Conferences.

116. COMMON SEAL

The Council RESOLVED:

“That the action of the Officer in affixing the Common Seal of the Council to the following documents be confirmed:

Transfer in duplicate relating to 37 Medwyn Close, Bournmoor.
Transfer in duplicate relating to 5 Middlefield. Pelton
Transfer in duplicate relating to 20 Northlands, Chester-le-Street
DS1 in respect of 6 Roseberry Villas, Newfield
Form DS1 in respect of 16 Third Avenue, Chester-le-Street
Transfer in duplicate relating to 17 The Wynd, Pelton
Transfer in duplicate relating to 17 Jacques Terrace, Chester-le-Street
Transfer in duplicate relating to 53 Medway, Great Lumley
Deed of Grant in duplicate relating to right of access – land to front of 16 Plunkett Terrace, Pelton Fell
Transfer in duplicate relating to 27 Lilac Avenue, Chester-le-Street
Transfer in duplicate relating to 14 Pelaw Place, South Pelaw
Lease in duplicate relating to 61 Auckland, Chester-le-Street
Lease in duplicate relating to 32 Cumbrian Avenue, Chester-le-Street”

117. PRESENTATIONS

Councillor SCL Westrip advised there were a number of awards to be presented by the Chairman of the Council.

- ‘Game On’ Football League National and Home International Winners 2007. The Game On Project targets young people aged 14-16 living in former coalfield communities.
- The Green Apple Award. The Action for Wildlife Project won the outright Gold Award for a successful and innovative project.

- Loo of the Year Awards. The Foundry Lane facilities were entered for the individual attendant team category and gained a 5 star award. The facilities were entered into and won the All England competition and then into the UK category which they also won.

The Chairman of the Council presented the awards and trophies to the following:

'Game On' Football Winners

Daniel White
Michael Newton
Alistair Innis
Daniel Lowden
Jordan McGorrigan
Josh Young
Beau Henagon
Gareth Patterson

The Green Apple Award

Mike Keenleyside

Loo of the Year Awards

Julie Husband
Sonia Johnson

The Leader commented that everyone in the Council was aware that we work to a One Team ethos; an ethos that was actively pursued. However she pointed out that on this occasion all the successes celebrated at the meeting came from one directorate.

She thanked Councillor Westrip as Portfolio Holder for Neighbourhood Services for his contribution and, in particular, on behalf of the Council paid tribute to the Director of Development Services, Tony Galloway, for creating, encouraging and developing a working environment which not only promoted a team ethos but also allowed success to flourish.

118. EXCLUSION OF PUBLIC AND PRESS

The Council RESOLVED:

“That under Section 100A of the Local Government Act 1972, the Public and Press be excluded from the meeting for the following item of business on the grounds it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.”

Prior to consideration of the following item Councillor M Gollan declared a personal and prejudicial interest and left the meeting. Councillor L Ebbatson having declared a personal and prejudicial interest earlier in the proceedings also left the meeting.

119. Review of Community Facilities 'Early Wins'

Consideration was given to a report from the Community Development Manager regarding leasing arrangements for Bullion Hall and Mile House.

The Community Development Manager introduced the report.

Councillor SA Henig proposed, seconded by Councillor S Barr, that the recommendations in the report be approved.

The Council RESOLVED:

“1. That the disposal of the leasehold interest of Mile House to the Chester-le-Street and City of Durham Enterprise Agency, for a period of 99 years on the same terms, other than the length of tenure, as the existing 25 year lease, be agreed.

2. That the disposal of the leasehold interest of Bullion Hall to Chester-le-Street and District CVS and Volunteer Bureau, for a period of 99 years on the same terms, other than length of tenure, as the existing 25 year lease, be agreed.”

Councillor L Ebbatson returned to the meeting.

120. CHAIRMAN'S ANNOUNCEMENTS

The Chairman of the Council thanked Members for their hard work during 2007 adding that 2008 would present huge challenges for which Members needed to remain focussed.

He thanked those Members who had made donations to his Charity Appeal in lieu of sending Christmas cards to other Members.

To all present, the Chairman extended best wishes for a merry Christmas and a happy New Year.

The meeting terminated at 6.57pm

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THE DISTRICT COUNCIL OF CHESTER-LE-STREET

Report of the Special Meeting of Council held in the Council Chamber, Civic Centre, Newcastle Road, Chester-le-Street, Co Durham, DH3 3UT on Friday, 21 December 2007 at 5.00 pm

PRESENT:

Councillor A Humes (Chairman)

Councillors

G Armstrong	W Laverick
L Armstrong	M D May
S Barr	P H May
G K Davidson	P B Nathan
L Ebbatson	D L Robson
M Gollan	M Sekowski
S Greatwich	J Shiell
S A Henig	T J Smith
D M Holding	D Thompson
C J Jukes	S C L Westrip

Officers: R Templeman (Chief Executive), S Cooke (Senior Human Resources Officer), L Dawson (Acting Manager for Regeneration), L Hall (Housing Strategy and Business Manager), I Herberson (Head of Corporate Finance), J McConnell (Head of Internal Audit), C Potter (Head of Legal and Democratic Services) and C Turnbull (Democratic Services Officer)

Also in attendance were Sarah Lines (Pinsent Mason), Nigel Page (Price Waterhouse Coopers) and 2 members of the public.

Prior to commencement of the meeting the Chairman declared a personal and prejudicial interest and left the meeting.

121. APPOINTMENT OF CHAIRMAN

Councillor G Armstrong proposed, seconded by Councillor S Barr, that Councillor GK Davidson be appointed Chairman for the meeting.

The Council RESOLVED:

“That Councillor GK Davidson be appointed Chairman for the meeting.”

Councillor GK Davidson took the Chair.

122. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors JW Barrett, R Court, TH Harland, R Harrison, AK Holden, JM Proud, A Turner, A Willis and F Wilkinson.

123. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Councillors M Gollan and D Robson declared personal and prejudicial interests in the following item on the agenda and left the meeting.

124. APPROVAL OF STOCK TRANSFER

Consideration was given to a report from the Chief Executive recommending final approval of the transfer of the Council's housing stock, related assets and staff to Cestria Community Housing Association.

The Leader advised that the report was the end result of a lot of time, effort, research and negotiation on the part of the Council and paragraph 2 in the report listed the benefits of concluding that process. She added that if Members were not to approve the report, the risks would be stark:

- No decent homes standard
- No additional funding beyond what the Council could provide.
- A negative response to the clearly stated needs and aspirations of tenants.

In her view to follow that road would be foolish and irresponsible.

The Leader said that the report amply demonstrated that the Council, had been diligent, conscientious and considerate of the whole community in Chester le Street. The proposed transfer was cost neutral to the Council (only 20% of tax payers are Council tenants – we have a duty to protect the interests of the other 80%). The proposed transfer provided the promised investment in the housing stock (£67m). The proposed transfer would attract £300m into the area over the next 30 years with an associated beneficial impact on the local economy. In addition, the proposed transfer specifically helped the most vulnerable in our community by setting aside £1.5m for aids and adaptations.

The decision to be made would have the power to radically alter people's lives for the better. Few councillors have the opportunity in their political lives to make such a momentous decision for the place where they live and the people they represent.

The Leader suggested Members seize that opportunity with both hands and give the people of Chester le Street a Christmas present to be proud of.

Councillor PH May advised he was fully in agreement with the Leader adding that the proposed stock transfer was the best thing the Council had done. He thanked former Councillor and Portfolio Holder Isabel Smith for her support for the transfer whilst she was in office.

Councillor CJ Jukes expressed full support to the comments made and endorsed the acknowledgement to Isabel Smith. He thanked everyone who had been involved in the process.

Councillor W Laverick commented it was a joyous occasion and a great deal for tenants but in some ways sad that the Council was not able to provide social housing.

Councillor SCL Westrip concurred with the earlier comments adding that following the transfer the standard of housing and carbon footprint would improve.

Councillor S Barr echoed the comments of others in support of the transfer. He said it would be a wonderful Christmas present for tenants and allow for improvements to peoples homes in the future.

Councillor SA Henig stated that the transfer was the best and only way to improve the housing stock. He concurred with the financial implications and value for money statement detailed in the report. He thanked the officers concerned for their hard work in the process.

Councillor P Nathan advised he would support the transfer that would unlock benefits to tenants.

The Chief Executive expressed his thanks for the hard work done by the officer team and advisers. He advised that Cestria would be taking on the grounds maintenance over the following 12-14 months. Post Christmas, Working Groups would be set up to facilitate a smooth transition. He added that Cestria had been through some validation and would be registered as a Housing Association at the point of transfer. He expressed thanks to those Members involved in the process.

Councillor L Ebbatson proposed, seconded by Councillor CJ Jukes, that the recommendations in the report be approved.

The Council RESOLVED:

“1. That the Transfer be completed once the consent from the Department of Communities and Local Government is obtained.

2. That the terms of the Transfer Agreement and Development Agreement be approved.

3. That delegated authority be granted to the Chief Executive in consultation with the Leader to resolve outstanding matters.

4. That the Head of Legal and Democratic Services be authorised to sign and deliver the Legal Opinion.

5. That the Chief Executive and Leader be authorised to witness the sealing of the Transfer Agreement, Development Agreement (VAT structure and contractual arrangements), the TP3 (conveyancing legal document) and other deeds that need sealing; and to sign any ancillary documentation on behalf of the Council; and to do whatever else is necessary or expedient to complete the Transfer.”

The Chief Executive advised that Jackie McConnell, Head of Internal Audit, was attending her last meeting before leaving the Council to take up alternative employment. He thanked her for her work on audit with the Council and wished her well for the future.

The meeting terminated at 5.20 pm



Chester-le-Street
District Council

REPORT TO: Council

DATE OF MEETING: 31st January 2007

REPORT OF: Director of Corporate Resources

SUBJECT: Updating of Managing Organisational Change Document

ITEM NUMBER:

1 PURPOSE AND SUMMARY

1.1 The Council's retirement policy was last reviewed in 1999 and is due for review. The policy was incorporated into the Managing Organisational Change document which was last updated in June 2007. The purpose of this report is to seek member's approval to an updated policy.

1.2 Members are recommended to approve the revised Retirement policy set out in Appendix E of the Management of Change Document which forms Appendix 1 of this report.

2. CONSULTATION

2.1 The Chief Executive and Trade Unions have been consulted on the report and suggested policy. Comments have been taken into account.

2.2 No other consultations were considered necessary at this stage including external consultations or engagement.

3. CORPORATE PLAN AND PRIORITIES

3.1 The proposals are not considered to be contrary to any corporate plan priority of proposal.

4. IMPLICATIONS

4.1 Financial implications and value for money

The relevant part of the Managing Organisational Change document to which this report refers is a discretionary power. It is firmly based on the premise that the discretion can only be exercised if it is affordable to the council. If the recommendation is agreed it would mean that more employees would have access to this discretionary provision. However any individual decision would need to be considered on the council's ability to pay.

4.2 Legal

There are considered to be no direct legal issues of significance arising out of this report.

4.3 Personnel

It is considered that the policy remains largely up to date and requires little change. It is felt that the suggested changes to the policy provide a fairer policy.

4.4 Other Services

There are no specific issues for individual services.

4.5 Diversity

It is considered that the policy remains largely up to date and requires little change. It is felt that the suggested changes however provide a fairer policy.

4.6 Risk

It is not felt that there are any significant risks resulting from recommendations within the report

4.7 Crime and Disorder

There are no crime and disorder.

4.8 Data Quality

Every care has been taken in the development of this report to ensure that the information and data used in its preparation and the appendices attached are accurate, timely, consistent and comprehensive. The Council's Data Quality Policy has been complied with in producing this report.

4.9 Other Implications

The report does not relate to a key decision. It is considered that the information can be communicated to staff by inclusion on the intranet.

5. **BACKGROUND, POSITION STATEMENT AND OPTION APPRAISAL**

5.1 The Council's retirement policy was last reviewed in 1999 and is due for review. The policy was incorporated into the Managing Organisational Change document (Appendix E of that document) which was last updated in June 2007. The purpose of this report is to seek member's approval to an updated policy. The policy is considered to be largely up to date and requires little overall change. However in considering discretion on added years the existing policy only allows the council takes into account the length of time employees have spent at Chester-le-Street. There is a significant number of staff who have joined the council recently and have had a significant impact on the improvement programme. They are currently excluded from discretionary added year's payments despite the fact they may have been employed in local government for many years. This is considered to be inherently unfair and potentially subject to challenge.

5.2 It is considered that the policy ought to be amended to allow discretion to be applied to local government service and not just service at Chester-le-Street. This requires paragraphs 5.4 and 6.6 of the Managing Organisational Change to delete the words 'in Chester-le- Street' and replace with words 'in Local Government'. It is considered that this amended policy supports strategic goal 5 of the Human Resources Strategy which is "to operate modern and inclusive employment policies." This suggested amended wording has been incorporated into a revised Managing Organisational Change document which forms Appendix 1 to this report.

6. **RECOMMENDATIONS**

6.1 Members are recommended to approve the revised Retirement policy set out in Appendix E of the Management of Change Document which forms Appendix 1 of this report.

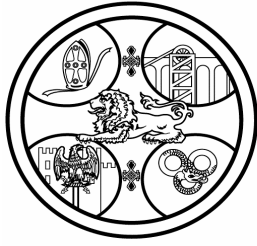
7. **BACKGROUND PAPERS / DOCUMENTS REFERRED**

7.1 Retirement Policy 1999

7.2

Ian Forster
Director of Corporate Services
3rd January 2008
Version 1.0

Ian Forster Tel 0191 3872130 e mail IanForster@chester-le-street.gov.uk



Chester-le-Street

District Council

PROCEDURES FOR MANAGING ORGANISATIONAL CHANGE



Human Resources
Employee communication



Working together to fulfil the needs of our communities

HANDLING OF RESTRUCTURES

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1. INTRODUCTION

- 1.1. Due to changes required in the delivery of services, efficiency savings and other requirements, changes to the structure of service teams will often be required.
- 1.2. In order to ensure consistency and fairness in dealing with all council restructures this procedure will identify the stages and considerations required, outline the relevant consultation which must take place with employees affected as well as setting out guidance on the implementation of any approved restructures.
- 1.3. The procedure meets all legislative requirements and reflects best practice in the management of change within organisations.
- 1.4. The guidance and stages outlined within the procedure will assist managers in managing change effectively throughout the authority.
- 1.5. This policy and procedure supports strategic goal 5 of the Human Resources Service Plan which is “to operate modern and inclusive employment policies, compliant with legislative requirements”.
- 1.6. These policies and procedures are available in other languages, Braille, audio tape or CD, or in large print on request. Please contact Cheryl Harvey on extension 2236.
- 1.7. Support and advice is available for those people who have difficulty with reading or understanding the content of this policy. This may include providing a reader or having a support worker/carer in attendance.

2. GENERAL PRINCIPLES

- 2.1. Where organisational change is required the Council will seek to minimise the impact on employees through effective planning and consultation.
- 2.2. All organisational change will be justified and relevant and employees will be advised of the reasons necessary for any change to take place at the earliest opportunity.
- 2.3. Effective consultation and engagement in any change process will be required and the views of employees both collective and individual will be taken into account before any changes take place.
- 2.4. Organisational restructures will be handled consistently across the Council in line with the requirements as detailed within this procedure.
- 2.5. Consideration will be given at each stage of the process to equality and diversity issues.

3. RESPONSIBILITIES

- 3.1. The Head of Organisational Development will have overall responsibility for ensuring consistent application of this policy and procedure.

- 3.2. The Human Resources team will be responsible for providing advice and support to managers and employees during any organisational restructures.
- 3.3. The Human Resources team will ensure that all paperwork and audit trails are in place for changes made and that an accurate record is centrally maintained for all restructure exercises.
- 3.4. Chief Officers will provide and demonstrate their full support for this policy and procedure and will ensure it is applied within their directorates throughout any change process.
- 3.5. Service Team Managers will have responsibility for liaising with the Human Resources Team regarding any proposed organisational changes in the first instance before taking any action.
- 3.6. Service Team Managers will have responsibility for implementing this procedure fairly and consistently within their directorates.
- 3.7. All employees have the responsibility to keep up to date with organisational developments and to participate in change by responding to consultation exercises in order that their views are taken into account.

4. ORGANISATIONAL RESTRUCTURES AND LINKS TO CONSTITUTION

The Council's Constitution makes reference to staffing issues including organisational restructures and confirms the following:

- organisational restructures within existing budget which will not result in a change to the way services are provided, will not have any significant implications and which do not affect a Head of Service post, can be progressed without approval of elected members in accordance with the internal approval process set out in this procedure
- organisational restructures which will result in additional expenditure (outside of existing budget provision), which affect a Head of Service post or which will have significant implications on the way services are provided will require formal approval by Corporate Management Team and Council.

5. PROCEDURE FOR ORGANISATIONAL RESTRUCTURES – WITHIN EXISTING BUDGET & WHERE THERE ARE NO SIGNIFICANT IMPLICATIONS

- 5.1. Where a Service Team Manager proposes a restructure which is within existing budget provision, which does not affect a Head of Service and/or which is of a minor nature, the following process should be followed:
- 5.2. The proposals to restructure should be initially discussed with and supported by the relevant director.

- 5.3. The Director of Resources and Head of Organisational Development must also be consulted on the proposals in the early stages of consideration; to ensure:
- there are no additional financial implications
 - there are no significant employee relations issues which must be discussed with Corporate Management Team
- 5.4. In order that the Council have an audit trail for the early stages of this process a form is attached as Appendix A which must be completed by the relevant Service Team Manager and forwarded to the Head of Organisational Development.
- 5.5. Upon receipt of this form, the Head of Organisational Development will take a view on the following:
- are the changes to be made within existing budget
 - will the changes result in any significant change to the way services are delivered
 - are there any significant employee relations issues
 - are there any equality and diversity issues
 - do the proposals have an affect on a Head of Service post?

Based on the above a decision will be made as to whether a report needs to be submitted to Corporate Management Team or whether the process as outlined in this section will suffice.

- 5.6. Once the Service Team Manager has been given approval to proceed, the following process should be followed:
- All employees affected should be advised of the intention to re -structure, the rationale, predicted timescales and how the Council will manage the change. This exercise should be undertaken by the relevant Service Team Manager and a representative from the HR Team. The relevant Trade Union representative should also be included in any discussions which take place.
 - There will be a requirement as part of the consultation process to share information with employees and trade union representatives including; the existing structure chart, the proposed structure chart to include all new/revised posts, together with the job descriptions and person specifications for the new/revised posts when these are available.
 - The grades for any new posts will be determined by the Council's Job Evaluation Scheme once the relevant manager has provided the Human Resources Team with a job Evaluation Questionnaire, job description and person specification.
- 5.7. Once again, adequate time will need to be afforded for adequate consultation. If during the consultation process significant employee relations, or equality and diversity, issues arise these must be reported to and discussed by Corporate Management Team.

- 5.8 Proposals for the final restructure will then need to be confirmed in writing to the Head of Organisational Development, including any comments from the trade unions, including an anticipated date that the changes will be effective from. Should the Head of Organisational Development consider there to be significant employee relations issues involved, a decision may be taken that a report needs to be submitted to Corporate Management Team for final approval of the changes, otherwise approval for progressing the changes will be the responsibility of the Head of Organisational Development.
- 5.9 An implementation plan will then be drawn up with assistance from the Human Resources Team.
- 5.10 A copy of all documentation in relation to the changes will be retained by the Human Resources Team.
- 5.11 A flowchart is attached as Appendix B outlining the process in brief.

6 PROCEDURE FOR ORGANISATIONAL RESTRUCTURES – ADDITIONAL BUDGET/ SIGNIFICANT CHANGES/AFFECTING A HEAD OF SERVICE POST

- 6.1. Where as a result of a service team restructure, additional expenditure to the current budget level will be required, or where there will be significant implications resulting from the changes, the following process must be adhered to:
- 6.2. If the restructure of a Service Team or Section is identified as necessary, a report will be submitted to the Corporate Management Team detailing the changes proposed. Consultation with the Head of Organisational Development and Director of Resources must have taken place in order that the main implications can be included. Service Team Managers should also seek the approval of their director prior to the report going to Corporate Management Team.
- 6.3. The restructure must be able to be funded, and the report should detail how the costs will be met.
- 6.4. Following provisional approval by Corporate Management Team, all employees affected should be advised of the intention to restructure, the rationale, predicted timescales and how the Council will manage the change. This exercise should be undertaken by the relevant service team manager and a representative from the Human Resources Team. The relevant trade union representatives should also be included in any discussions which take place.
- 6.5. There will be a requirement as part of the consultation process to share information with employees and trade union representatives including; the existing structure chart, the proposed structure chart to include all of the new/revised posts, together with the job descriptions and person specifications for the new/revised posts when these are available.

- 6.6. The grades for all new posts will be determined by the Council's Job Evaluation Scheme once the relevant manager has provided the Human Resources Team with a Job Evaluation Questionnaire, job description and person specification.
- 6.7. A draft report must then be developed to be submitted to Council for approval. A copy of this report should be shared with the relevant trade unions before it is submitted to Council. They should be given a practical timescale in which to submit any comments. Adequate time will be given for meaningful consultation to take place.
- 6.8. Any comments or alternative proposals put forward by the Trade Unions will be reported as received to Council at which the Manager's report is considered.
- 6.9. The Head of Organisational Development, Director of Resources and Legal & Democratic Services Manager must be given the opportunity to comment on the final draft report before submission to Council.
- 6.10. Following approval by Council, and once grades for the posts have been determined, an implementation plan should be produced. This will outline how the Council will appoint individuals to posts etc. once again trade unions representatives should be consulted on this implementation plan. A Flow chart is attached as Appendix C outlining the process.

7. IMPLEMENTATION OF RESTRUCTURES

- 7.1. For all restructure exercises an Implementation Plan will be required which will have the agreement of the trade unions. The purpose of this plan will be to ensure that all restructures are implemented using the same framework, applying fairness and consistency. It is important during any restructure exercise that consideration is given to posts which will remain unaffected by the proposals. It should not be assumed that all posts will or should be affected. Where posts continue and are unaffected, the post holder will continue in the post, outside of this process.

7.2. New Posts

As a general rule any new posts will be advertised in line with the Council's Recruitment and Selection Policy and Procedure. However, if an employee can demonstrate that they have been undertaking at least 80% of a post for a period greater than a year, they meet the criteria in the person specification and there have been no performance issues, then provided the post does not change by more than 2 grades, the employee may at the discretion of the Director and/or Service Team Manager and subject to agreement by the Head Organisational Development automatically slot into the post.

Where the above applies but the post changes by more than 2 grades, normal competition will apply as detailed in 7.4.

In line with the Council's Job Evaluation Process, there will be no right of appeal against the grade allocated to this post, until the post holder has been in the 'slotted-in' post for a period of 6 months, at which point they can request a "re-evaluation."

7.3 Existing Posts/Posts remaining largely unchanged

“Slotting-in” shall apply to all posts where the job remains virtually unchanged, the post-holder continues to undertake substantially the same duties, none of the criteria for competition are met and the post does not change by more than two grades.

The individual shall continue in the post; the post shall not be open to competition and the postholder shall be barred from applying for other posts until they are open to unrestricted internal competition.

Care will need to be taken during re-structure exercises in establishing whether a post is new and needs to be included in the re-structure exercise. If there are to be minor changes to an existing post, this should, with agreement of the individual employee be unaffected by the department re-structure. The HR Team can provide advice in determining this.

7.4 Deleted Posts

Where post(s) are to be deleted or the number of posts is less than the number of displaced employees in a particular work area, those employees will be classed as ‘at risk of redundancy’ and will be placed on the Council’s redeployment register.

Full consultation will take place with affected employees and they will be advised of their right to be accompanied during any consultation meetings.

Affected employees will be informed of any posts within the re-structuring department to which they are eligible to be ‘ring fenced’ for.

Suitable vacancies which arise in other departments, may be frozen to allow affected employees to be ‘ring fenced’ before the post is opened to competition. Employees will be informed of all vacancies, regardless of whether they are frozen, prior to advertising. Further details regarding redeployment, please see the Council’s separate redeployment policy, attached at Appendix F.

7.5 Competition

Competition will normally apply when any of the following occurs:

- i) a post is clearly new in content and/or carries a substantially increased level of responsibility
- ii) more than one employee could be regarded as suitable and be available within the ring-fence
- iii) the direct transfer of an individual would involve promotion of more than two grades (unless circumstances as outlined in 7.2. regarding acting up apply)

If a post or posts cannot be filled from employees in the ring-fence, then other employees on the Redeployment Register will be considered. If the post is still unable to be filled the normal recruitment and selection procedure operating at the Authority will apply.

7.6. Preference Exercises

In situations where there are to be a number of changes to organisational structures/posts, an employee may have a number of options as to where they could work following a restructure. In such cases, a preference exercise may be undertaken to help facilitate the change. Employees will be provided with a revised organisation chart and advised of all the posts for which they are eligible to be considered. Employees will then be given a reasonable amount of time in relation to each particular situation to consider their options and advise the person leading the exercise for which posts they would like to be considered.

This may involve giving an order of preference. In such cases, the Council will take into account the employee's first or second choice wherever possible.

7.7. Moving to other Teams and/or Council Departments

In some cases, reorganisations or changes to posts may mean that an employee's post moves over to a different team or Council Department. These may not necessarily involve any major changes to terms and conditions of employment, given that the employee would be working for the same organisation. However, the employees concerned will naturally be consulted about such changes and their views taken into account where possible.

The Council has a mobility clause in its contracts that covers changes to an employee's work location. However, employees may be eligible to receive travelling allowances in certain circumstances.

7.8. Moving to Other Organisations

In certain cases, restructures may mean that areas of work currently undertaken by the Council move to a partner organisation. Provisions relating to employment rights in cases of such transfers are mainly covered by the Transfer of Undertakings (Protection of Employment) Regulations 1981, as amended in 1987 (generally referred to as 'TUPE'). Where these provisions apply, they preserve employees' terms and conditions of employment when a business or undertaking, or part of one, is transferred to a new employer.

The TUPE Regulations do not govern the transfer of pension rights. These are covered by The Office of the Deputy Prime Minister's (ODPM) Code of Practice on Workforce Matters in Local Authority Contracts, dated 13th March 2003.

8. REDUNDANCY

- 8.1. There may on occasion as part of a Council re-organisation or service team re-structure be some posts which are proposed to be deleted from the establishment for which there is no clear comparative post.
- 8.2. Where this is the case affected employees and relevant trade unions will be consulted at the earliest opportunity and suitable alternative employment opportunities will be sought for them. Where a vacancy arises, providing that the employee meets the essential criteria as detailed on the person specification, they will be offered a "Non Competitive Interview."
- 8.3. In redundancy situations, the Council will seek to avoid compulsory redundancies, through seeking suitable alternative employment opportunities for employees affected, asking for volunteers for redundancy from suitable posts and considering applications for early retirement/linked to voluntary redundancy from those employees at the age to take advantage of this in accordance with the requirements as detailed in the Local Government Pension Scheme Regulations. This will enable the Council to take the necessary steps to avoid compulsory redundancies. Further advice and guidance relating to redundancy is included in the Council's Redundancy Policy and Procedure, which is attached to this document at Appendix D. Further advice regarding redundancy is available from the HR team.

9. RETIREMENT AND REDEPLOYMENT

- 9.1 There may on occasion as part of a Council re-organisation or service team re-structure be some posts which are proposed to be deleted from the establishment for which there is no clear comparative post. As part of the Council's measures to avoid the need for compulsory redundancy, early retirement and redeployment may be considered as alternative options. Further information relating to early retirement is included in the Council's Retirement Policy and Procedure included at Appendix E and further information on Redeployment is included in the Council's Policy and Procedure on Redeployment attached at Appendix F. Further advice regarding retirement and redeployment is also available from the HR team.

10. EQUALITIES AND DIVERSITY

- 10.1 Chester-le-Street District Council is committed to promoting equality and valuing diversity in both service delivery and employment. Care has been taken in drafting this policy and procedure to ensure that the Council do not unjustifiably discriminate against any minority group. This policy and procedure supports the Council's Equalities Policy and will undergo a diversity impact assessment in due course.

11. MONITORING AND REVIEW

- 11.1 The HR and Policy Manager is responsible for monitoring this policy and procedure and ensuring that is implemented and applied consistently. The policy will be reviewed every 24 months or earlier if legislative changes dictate.

CHESTER-LE-STREET DISTRICT COUNCIL
NOTIFICATION OF RE-STRUCTURE

SERVICE TEAM:

SERVICE TEAM MANAGER:

Please explain the changes you wish to make to the structure of your team and the rational for the changes required.

Outline how these changes can be met within existing budget. Please include estimated costs of your proposals.

Please identify any employees who will be directly/ indirectly affected.

Please identify if there will be any significant changes to the way the service is provided as a result of your proposals

(Please note a copy of your current structure chart and proposed structure chart must be submitted with this form)

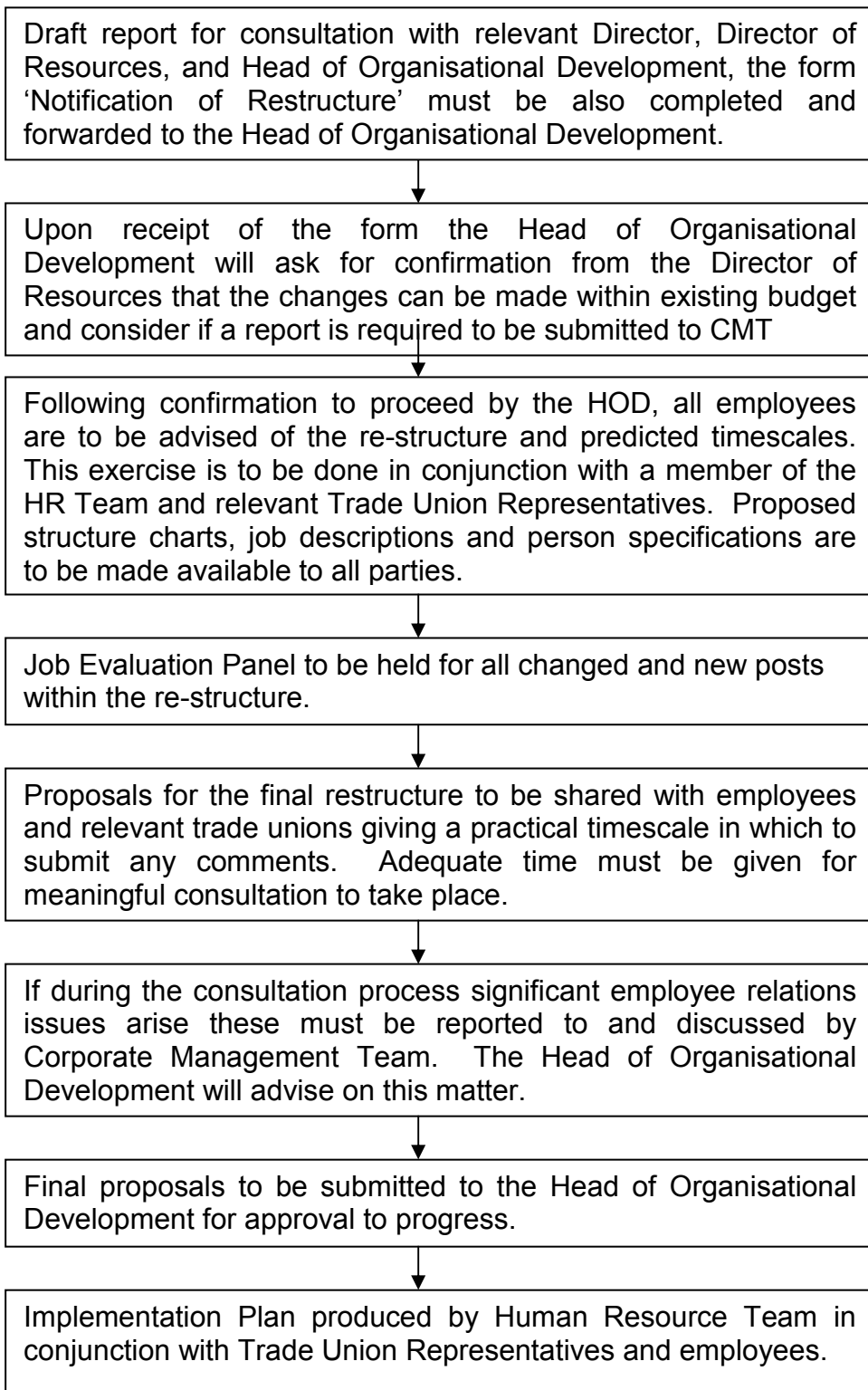
Signature of Service Team Manager Date

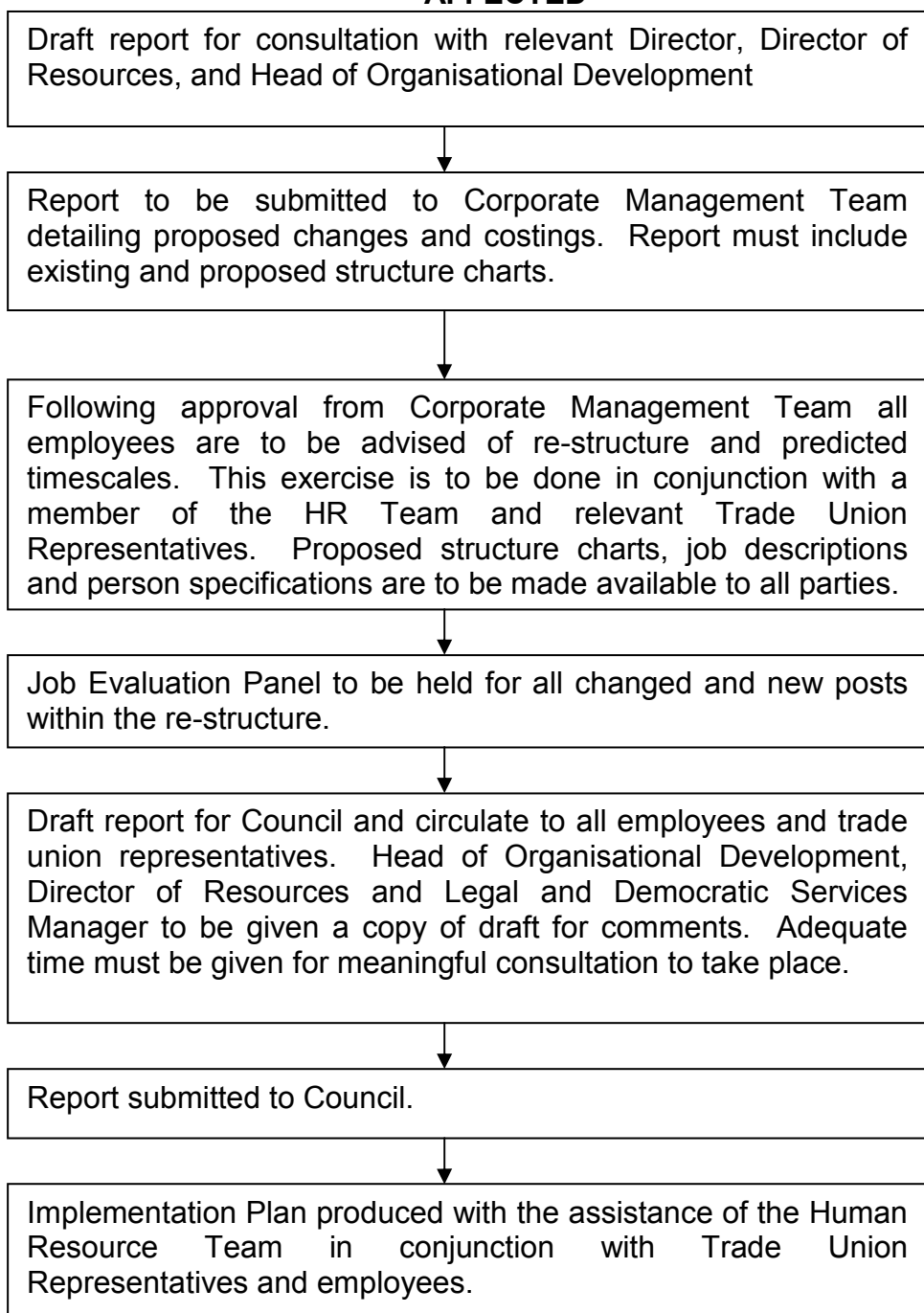
Signature of DirectorDate

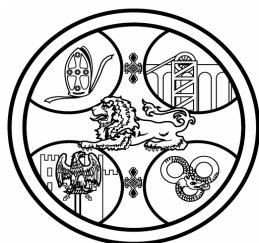
Date received by Head of Organisational Development

Approval of Head of Organisational Development

Date of Approval

**PROCEDURE FOR ORGANISATIONAL RESTRUCTURE WITHIN EXISTING BUDGET/
MINOR IMPLICATIONS/NOT AFFECTING HEAD OF SERVICE**

PROCEDURE FOR ORGANISATIONAL RESTRUCTURE**ADDITIONAL BUDGET/ SIGNIFICANT IMPLICATIONS/HEAD OF SERVICE
AFFECTED**



Chester-le-Street

District Council

REDUNDANCY POLICY AND PROCEDURE



Human Resources
Employee communication



Working together to fulfil the needs of our communities

REDUNDANCY POLICY AND PROCEDURE

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1. INTRODUCTION

- 1.1 The Authority is committed to continually developing strategies which reduce, avoid or limit redundancy, to ensure as far as possible security of employment for its employees. However, the Authority recognises that there may be changes in organisational requirements and technological developments which may affect staffing needs. It is the agreed aim of the Authority and the Trade Union(s) to maintain and enhance the efficiency of the Authority in order to safeguard the current and future employment of the Authority's employees. The Authority, in consultation with the Trade Union(s) will seek to minimise the effect of redundancies through the provision of sufficient time and effort to finding alternative employment for surplus staff. Where compulsory redundancy is inevitable the Authority will handle the redundancy in the most fair, consistent and sympathetic manner possible and minimise as far as possible any hardship that may be suffered by the employees concerned.

This policy seeks to ensure that if redundancy does occur it is handled in accordance with the law, and deploys strategies which assist those affected to retain self-respect and enhance employability.

The Authority recognises that redundancy is one of the most traumatic events an employee may experience and this policy is aimed at reducing the negative effects by encouraging the sensitive handling of redundant employees and those remaining.

- 1.2 This policy and procedure has been produced in accordance with the Employment Rights Act 2002 relating to the changes made to statutory dismissal and disciplinary procedures. The policy and procedure also seeks to comply with anti-discrimination legislation and the Local Government (Early Termination of Employment) (Discretionary Compensation (England and Wales) Regulations 2006.
- 1.3 This policy and procedure relates to all employees of the Council.
- 1.4 The main considerations which will need to be undertaken in any redundancy situations will be:
- is there a redundancy
 - has proper consultation taken place
 - have all alternative options been exhausted (e.g. redeployment, volunteers, ER/VR, freezing of recruitment etc
- 1.5 This policy and procedure supports strategic goal 5 of the Human Resources Service Plan which is "to operate modern and inclusive employment policies, compliant with legislative requirements".

2. CONSULTATION

- 2.1 The Authority has made a commitment to keep local trade union and employee representatives informed as fully as possible about staffing requirements and any need for redundancies.

2.2 If dismissals are proposed , the law outlines the following:

- if there are 20 or more employees to be dismissed in 90 days or less there is a duty to consult with trade union or elected representatives
- consultation obligations extend to employees who are likely to be dismissed and to those affected by dismissals
- consultation must begin in good time but at least 30 days before notification of redundancies for between 20 and 99 employees
- if more than 100 employees are to be dismissed, then consultation must begin at least 90 days before
- the 30 or 90 day period of consultation must be completed before notice of dismissal is given
- during any consultation period individuals should also be allowed time off to seek other employment
- The Authority must give the DTI notice of 30 days or more if 20 redundancies are proposed. 90 days notice is required if over 100 are proposed.

Although the law prescribes consultation only for multiple redundancies (more than 20), the Authority believe that consultation is also necessary for individual redundancy with individual employees and trade union and employee representatives.

2.3 Although the law states the above minimum requirements the Authority have made a commitment to consult with the recognised trade unions and employee representatives at the earliest opportunity. A commitment to consider any alternative proposals with a view to reaching agreement on ways of avoiding dismissals, reducing the number of employees to be dismissed and how to mitigate the effect of the dismissals has also been agreed.

2.4 The Authority recognises the need for meaningful consultation and are required by law to disclose the following information in writing to appropriate employees and their representatives:

- the reasons for the proposals
- the numbers and descriptions of employees it is proposed to dismiss as redundant
- the total number of employees of any such description employed at the establishment in question
- the way in which the employees will be selected for redundancy

- how the dismissals are to be carried out, including the period over which the dismissals are to take effect
- the method of calculating the amount of redundancy payments to be made to those who are dismissed

The Authority will write to each individual who may be affected by the proposals outlining the above.

2.5 The law states the above as minimum requirements and the Authority have also given the commitment to trade unions and employee representatives to consult on the following additional areas:

- the effect on earnings where transfer or downgrading is accepted in preference to redundancy
- arrangements for travel, and related expenses where work is accepted at another site operated by the Authority
- arrangements for reasonable time off with pay to seek alternative work or to make arrangements for training
- assistance with job seeking

3. MEASURES FOR MINIMISING COMPULSORY REDUNDANCIES

3.1 The Authority is committed to continually developing strategies which reduce, avoid or limit redundancy, to ensure as far as possible security of employment for its employees. Every effort will be made to reduce the number of possible redundancies, for example by:

A suggested logical approach would be:

- restricting the recruitment of permanent staff/ freezing recruitment for suitable posts.
- seeking suitable alternative work for those affected/redeployment. Every effort will be made to ensure that employees whose posts have been declared redundant will be offered suitable alternative employment. Where there are no suitable alternative posts available the Authority will seek volunteers for redundancy from employees in similar posts and grades. Further guidance on redeployment in redundancy situations is included in the Council's Redeployment Policy (attached as Appendix F).
- seeking applications from those interested in voluntary redundancy in suitable posts (this may extend further than the immediate service team if the posts effected are of a generalist nature). Requests for voluntary redundancy will be given careful consideration, however overriding consideration should be given to the continued efficient running of the Council and the maintenance and an appropriate and high quality skills base. Therefore the Council reserves the right to reject requests from

volunteers where it is deemed not to be in the best interest of the Council.

- seeking applications from those in suitable posts for Voluntary redundancy linked to early retirement. Further guidance on voluntary redundancy and early retirement is included in the Council's Retirement Policy and Procedures at Appendix E.
- reducing the use of temporary staff
- review of overtime working and other working arrangements
- training, re-training or redeploying employees for different work for which there is a requirement either at the same or at a different location.

4. GUIDANCE ON SELECTION CRITERIA

- 4.1. If having taken all the above steps in 3.1, the number of employees still exceeds requirements, consultation with the trade unions and employee representatives will take place regarding how employees will be selected for redundancy, and by whom. For example selection may be based on the following:
- the skills, experience and aptitude of the employee
 - the standard of work performance
 - the attendance or disciplinary record of the employee
 - voluntary redundancy and/or early retirement
- 4.2 The criteria used for redundancy selection must be clear and objective and based on the future needs of the Council. In particular, care should be taken to ensure any criteria are applied fairly and consistently and that they do not discriminate on grounds of gender or gender identity, marital status, full or part time employment, sexual orientation, race, language, ethnic or national origins, faith or religion, disability, medical condition, age, trade union membership or activity and political view or affiliation,
- 4.3 In the case of one employee only undertaking the duties and responsibilities of the redundant post, the criteria for selection will not apply as the employee will be deemed to be "self-selecting".
- 4.4 The employees selected for redundancy will be informed in writing and will be given five working days notice (or earlier by mutual agreement) that they are required to attend a meeting to discuss how they were selected for redundancy. The employee will be provided with details of the selection criteria and how they were applied, the time and place of the hearing and informed of their right to be accompanied by a Trade Union Representative or work colleague.
- 4.5 At the meeting the employee or their representative will be given the opportunity to question the reasons for selection.
- 4.6 After the meeting the employee will be informed in writing about the discussions of the meeting and the decisions reached confirmed. The employee will then be given the right of appeal. (See Section 7)

5. ASSISTANCE WITH JOB SEEKING

- 5.1 Employees, who are under notice of redundancy and have been continuously employed for at least two years, qualify for a statutory entitlement to a reasonable amount of paid time off to look for another job or training. The Authority have made a commitment to allow all employees, irrespective of length of service, affected by redundancy paid time off to look for another job or training.
- 5.2 The Authority will also assist employees under the notice of redundancy through the following measures:
- contacting the local Jobcentre which provides a service for bringing together employees with vacancies and people looking for work. The Jobcentre can also give the Authority details of training opportunities available.
 - contacting other Local Authorities and employers with a view to canvassing for any vacancies which may be offered to redundant employees.
 - advice and guidance on how to complete application forms and present themselves at job interviews.
 - how to search for appropriate vacancies in the press and follow up opportunities
 - the importance of being prepared to consider a wide range of alternative jobs.
- 5.3 The Authority will also offer Counselling to all employees affected by redundancy through the Authorities Lancaster LifeAssist Programme. Details can be obtained for the HR Team.

6. DETAILS OF SEVERANCE TERMS

- 6.1 A payment is due only if the worker is an employee. For example, the self-employed and agency workers do not qualify. An employee must have at least two years' continuous service. With effect from 01 October 2006, the limits on service before the age of 18 does will be removed. In addition, the upper limit of 65 and the tapering down provisions for employees over 64 for redundancy entitlements will be removed. .
- 6.2 All redundancy payments will be made in line with the Local Government (Early Termination of Employment (Discretionary Compensation) (England and Wales) Regulations 2006. The Authority will use its maximum discretion available to enhance an individual's redundancy payment by calculating redundancy payments on an actual week's pay.

- 6.3 In addition, the Council have the discretion to pay an enhanced severance payment to an eligible employee under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. To be eligible, the employee must be under 50 and have 2 years' qualifying service. Enhanced severance would also include the statutory redundancy payment. The enhancement is normally in the form of a one-off lump sum payment and the Council currently caps this at a maximum of 66 weeks pay. However under the new regulations, there is the provision to award up to a maximum of 104 weeks. A higher award will be only considered in extreme circumstances such as large-scale re-structures and will be subject to approval by the Chief Executive and Head of Organisational Development. The regulations no longer provide for the award of compensatory added years, however under regulation 52 of the Local Government Pension Scheme, the Council do have the discretion to award added years in the pension scheme.
- 6.4 If an employee, under notice of redundancy, receives an offer of work (in local government or related employer), to commence the fifth Monday following the date of termination, there will be no entitlement to a redundancy payment. Related employers are those covered by the Redundancy Modification Offer.
- 6.5 An employee's continuity of service will not be broken if the employee receives and accepts an offer of employment with an organisation covered by the Redundancy Modification Order before their employment ends with Chester-le-Street District Council and they start their new job before the fifth Monday following the date of termination of employment. However as stated above, they will not be entitled to a redundancy payment.
- 6.6 Where a redundancy payment is made, continuity of service will be broken for the purpose of calculating a future redundancy payment. However, there is an entitlement to count previous service for notice periods, annual leave, sickness payments and maternity leave, provided the break has not exceeded two years.

7. NOTICE PERIOD

- 7.1 Where a redundancy is unavoidable, the Council's procedure on Disciplinary and Dismissal must be adhered to (i.e. 4 stages – put matter in writing, hold a meeting, confirm outcome of meeting in writing, right of appeal)
- 7.2 Employees will be entitled to either their contractual or statutory notice period, whichever is the greater.

8. RIGHT OF APPEAL

- 8.1 Any employee who has been selected for redundancy has a right of appeal. Appeals should be made in writing where possible or verbally to the Head of Organisational Development within 10 working days (or earlier by mutual agreement) of receipt of the letter confirming the Authority's decision to make the employee redundant.
- 8.2 Following receipt of confirmation to appeal against the decision, an appeal hearing will be scheduled. The employee will be informed in writing and/or verbally if required of the date, time and location of the hearing and their right to

be accompanied by a Trade Union Representative or work colleague at least five working days in advance of the appeal hearing.

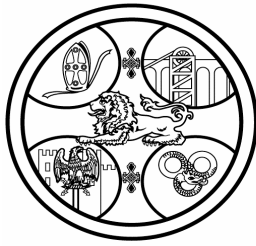
- 8.3 Appeals will normally be heard by the Chief Officer, supported by the Head of Organisational Development. The HR and Policy Manager and relevant Service Team Manager will present the evidence to the appeal hearing including the selection criteria reasons for redundancy selection. The employee will then be asked to present their case for appeal. The Chair of the appeal hearing may wish to question the relevant Service Team Manager and HR and Policy Manager or employee during the proceedings.
- 8.4 Following the appeal hearing, the following options will be available:
- a) Fully uphold the decision of the original panel.
 - b) Overturn the decision of the original panel.
- 8.5 On completion of the appeal hearing, the decision of the appeal panel will be confirmed in writing and/or verbally to the employee.
- 8.6 In cases where the first appeal is unsuccessful, the employee will have the right of appeal to the Staff Sub Committee. Appeals should be made in writing where possible or verbally within 10 working days of receipt of the letter informing the employee of the outcome of the first appeal.

9. EQUALITIES AND DIVERSITY

- 9.1 Chester-le-Street District Council is committed to promoting equality and valuing diversity in both service delivery and employment. Care has been taken in drafting this policy and procedure to ensure that the Council do not unjustifiably discriminate against any minority group. This policy and procedure supports the Council's Equalities Policy and will undergo a diversity impact assessment in due course.

10. MONITORING AND REVIEW

- 10.1 The HR and Policy Manager is responsible for monitoring this policy and procedure and ensuring that it is implemented and applied consistently. The policy will be reviewed every 24 months or earlier if legislative changes dictate.



Chester-le-Street

District Council

RETIREMENT POLICY



Human Resources
Employee communication



Working together to fulfil the needs of our communities

RETIREMENT POLICY

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1. INTRODUCTION

- 1.1 The Employment Equality (Age Discrimination) Regulations 2006 effective from 01 October 2006 set a national default retirement age of 65 and impose procedural requirements on employers in respect of retirement.
- 1.2 It is the purpose of this policy to provide details of the Council's normal retirement age and the statutory procedures to be followed in respect of normal retirement.
- 1.3 This policy will also provide information about the Council's Early Retirement Scheme on the grounds of either redundancy or "efficiency of the service" and the procedure to follow in respect of Early Retirement.
- 1.4 In addition, the policy will also detail the Council's procedure in respect of Ill-health Retirements and Flexible Retirement.
- 1.5 This policy and procedure has been produced in accordance with the Local Government Pension Scheme (Amendment) (No.3) Regulations 2005, Age Discrimination Legislation 2006 and the Local Government (Early Termination of Employment) (Discretionary Compensation (England and Wales) Regulations 2006.
- 1.6 This policy and procedure supports strategic goal 5 of the Human Resources Service Plan which is "to operate modern and inclusive employment policies, compliant with legislative requirements".

2. NORMAL RETIREMENT AGE

- 2.1 The Employment Equality (Age Discrimination) Regulations 2006 set a national default retirement age of 65 for both men and women.
- 2.2 The Council's normal retirement age is also set at 65.
- 2.3 Employees contributing to the Local Government Pension Scheme will qualify for an unreduced pension based on the years of scheme membership once they reach normal retirement age under the pension scheme regulations.

3. PROCEDURE FOR NORMAL RETIREMENT

- 3.1 The new regulations set out a 'duty to consider' working beyond retirement, if an employee is to be retired. Under the regulations, all employers' must comply with the statutory consultation procedures whenever an employee retires. Failure to do so may allow employees to claim for automatic unfair dismissal and/or up to eight weeks' pay.
- 3.2 The Council must consult with employees and give them the opportunity to request working beyond the Council's normal retirement age. If a request is made, the employer is obliged to consider the request, but need not agree to it. Providing the procedure is fully complied with, the employee will have no claim for unfair dismissal, irrespective of the employer's reasons for not agreeing it.

- 3.3 The Human Resources Team will write to employees no more than 12 months but no later than 6 months prior to their intended date of retirement advising them of their intended retirement date and their right to request to work beyond their normal retirement age. (Model letter provided in Appendix 1).
- 3.4 If the employee wishes to work beyond their normal retirement age, they must make a request in writing to the HR team using the form attached at Appendix 2, no later than 3 months but not more than 6 months prior to their retirement date. The request should state whether the employee wishes to continue to work:
- indefinitely
 - for a stated period
 - or until a certain date.
- 3.5 Employees may only make one request in relation to carry on working after an intended retirement date. However, if the request is granted and a new intended retirement date is established, it becomes possible to make a further request to carry on working beyond that revised date.
- 3.5 On receipt of the request, the HR team will liaise with the employee's line manager regarding their request to work beyond normal retirement age. A meeting will be arranged with the employee, their line manager and a member of the HR team to discuss the individual's request.
- 3.6 The employee will have the right to be accompanied to the meeting by either a trade union representative or a colleague. The companion can address the meeting but not answer questions on the employee's behalf or confer with the employee during the meeting.
- 3.7 The meeting should take place within 28 days of receipt of the employee's request.
- 3.8 The line manager must provide the employee with written and/or verbal confirmation of his/her decision within 14 days of any meeting.
- 3.9 If the Council agrees to the employee's request to work beyond 65, the employee will be notified in writing of their new intended retirement date and their contract of employment will be amended.
- 3.10 Where a Line/Service Team Manager or Chief Officer is unable to approve the employee's request to work beyond 65, the employee should be notified in writing that the retirement will take place on the intended retirement date. Whilst the regulations do not require a reason for refusal to be given, it is recommended that if possible that the circumstances for the decision are discussed with the employee.
- 3.11 The employee has the right to appeal against any refusal and must write to the Head of Organisational Development within 14 days of notification to register their appeal.
- 3.12 An appeal meeting with the relevant Chief Officer or Chief Executive in the

case of Service Team Managers must then be held within 28 days. An employee will have the right to be accompanied at any meetings.

- 3.13 Written and/or verbal confirmation of the appeal decision and the grounds for the decision must be given to the employee within 14 days of the appeal hearing.
- 3.14 There may be exceptional circumstances where the above deadlines are extended as agreed by both parties. Advice from the Human Resources Team will be available.
- 3.15 The 'duty to consider' procedure must be followed every time the employee is nearing their intended retirement date. For example, if a new intended retirement date beyond 65 is agreed, the above procedures must be followed.
- 3.16 Appendix 3 provides a flowchart summarising the procedure for normal retirement.

4. EARLY RETIREMENT SCHEME

- 4.1 The Council's Early Retirement Scheme is driven by the desire for good employee relations and the need to implement organisational change. Employees who are members of the Local Government Pension Scheme can choose to retire on or after the age of 60 on a voluntary basis or after age 50 and before age 60 with the employer's consent.
- 4.2 The Council's scheme therefore addresses two scenarios that may result in an employee leaving the authority and receiving their pension benefits immediately:
 - (i) when an employees applies for early retirement for personal reasons (employee-led);
 - (ii) when an employee applies for early retirement linked to redundancy following a decision by the Council (employer-led);

5 PROCEDURE FOR EMPLOYEE-LED EARLY RETIREMENT

- 5.1 An employee may make a request to retire prior to the normal retirement age of 65. Prior to 01 October 2006, the 85 year rule allowed some employees to retire before 65 with unreduced benefits subject to meeting the 'rule of 85' (i.e an employee is over 50 with combined age and length of service equalling 85 years').
- 5.2 With effect from 01 October 2006, 'the rule of 85' has been removed from the Local Government Pension Scheme. Employees choosing to withdraw their benefits before age 65 will have their benefits reduced unless they are protected by the changes as detailed below or the Council waives the reduction on compassionate grounds,

Those employees who will be aged 60 or over by 31 March 2016 and choose to retire before 65 (with the Council's consent in retiring before 60) and meet the 85 rule when they start to draw their pension, will have the benefits they have

accrued up to 31 March 2016 fully protected. Any benefits build up after 31 March 2016 will be reduced.

Those employees who will be aged under 60 by 31 March 2016 and choose to retire before 65 (with the Council's consent in retiring before 60) and meet the 85 rule when they start to draw their pension, will not have the benefits they have accrued up to 31 March 2008 reduced. Any benefits build up after 31 March 2008 will be reduced.

Tapered transitional protection will be provided for anyone who will be aged 60 or over and will meet the 'rule of 85' between 01 April 2016 and 31 March 2020 i.e. full protection for service to 31 March 2008, but tapered protection for service between 01 April 2008 and 31 March 2020.

5.3 In order for an early retirement application to be successful, the following criteria need to be satisfied;

- Long-term financial benefit to the Council
- Aged 50 years and over
- At least 5 years membership of the Local Government Pension Scheme

5.4 Employees may apply for added years under the scheme. As added years represents additional cost to the Authority, employees are asked to specify their reasons for applying for added years when completing their application for early retirement. Added years may be awarded at the discretion of the Council, in accordance with the Local Government Pension Regulations. The added years must not:

- Exceed the shortest of the following
 - A period of 5 years
 - A period equivalent in length to the aggregate of the rechargeable and qualifying service
 - A period equivalent to that remaining before normal retiring age.
 - Nor exceed the percentage entitlement detailed below:

Years Service in Local Government	Maximum enhancement
Over 5, less than 10	25%
Over 10, less than 20	50%
20 and over	100%

5.5 Members of the Local Government Pension Scheme can request an estimate of pension benefits at any time. Confirmation will be required from the employee that estimates have been received and are acceptable.

5.6 All employees regardless of whether they require the Council's consent to retire early are asked to complete an early retirement application form (Appendix 4), indicating whether they are requesting added years and forward it to the Human Resources team.

- 5.7 The Human Resources team will acknowledge applications within 7 working days of receipt.
- 5.8 The HR team will write to Service Team Managers advising that an early retirement application has been received and request comments as to whether they are able to support the employee's request for early retirement, including whether they support added years.
- 5.9 On receipt of the Service Team Manager's comments, the HR team will organise an Early Retirement Panel to consider the application. Appendix 5 identifies the criteria to be satisfied and enhancements available. The Panel will comprise of the Chief Executive, the Director of Finance and the Head of Organisational Development.
- 5.10 In considering whether to award added years, the panel will consider the following criteria:
- There is a long term benefit to Council to let employee leave
 - The Council can afford to pay the added years
 - It is in the best interests in the efficiency of the service for the employee to leave
 - A redundancy situation occurs and volunteers are invited
- 5.11 The employee will be advised of the Early Retirement Panel and asked to confirm whether they wish their application to proceed. The HR team will write to the employee to advise whether their request has been approved.

6. PROCEDURE FOR EARLY RETIREMENT LINKED WITH VOLUNTARY REDUNDANCY OR EFFICIENCY

- 6.1 Where the Council decides to review a service which affects the number of employees needed to carry out that work the appropriate consultations with employee representatives will be undertaken. In order to minimise the risk of compulsory redundancies within the Authority, employees may be invited to apply for voluntary redundancy linked to early retirement.
- 6.2 Early retirement linked with Voluntary Redundancy will apply to all employees of the Council who will be aged 50 or over at the time of termination with a minimum of two years pensionable service.
- 6.3 This procedure complements the Council's Redundancy Policy.
- 6.4 The Scheme is voluntary and no employee will be required to accept voluntary redundancy against his or her will. The Scheme will operate entirely at the discretion of the Council.

- 6.5 The Payroll Manager will provide estimates of retirement and redundancy benefits to employees.
- 6.6 Every employee over 50 and with two or more years reckonable and qualifying service who is granted voluntary redundancy linked to early retirement will receive immediate **unreduced** pension benefits. Only employees with five years or more service will qualify to have their pension benefits enhanced in accordance with the early retirement scheme, the additional years not exceeding the shortest of the following:-
- A period of 5 years
 - A period equivalent in length to the aggregate of the rechargeable and qualifying service
 - A period equivalent to that remaining before normal retiring age.
 - Nor exceed the percentage entitlement detailed below:

Years Service in Local Government	Maximum enhancement
Over 5, less than 10	25%
Over 10, less than 20	50%
20 and over	100%

- 6.7 The decision taken in relation to whether to approve enhanced years will be the responsibility of the Early Retirement Panel, consisting of the Chief Executive, Director of Resources and the Head of Organisational Development. The criteria set out previously would need to be taken into account in making this decision:
- 6.8 Pensionable employees with five or more years will in addition to the added years also receive a redundancy payment; Pension (lump sum) will not be offset against the redundancy payment except where a reduction is aggregated where an employee is awarded more than 6 2/3 compensatory added years.
- 6.9 The length of service for any redundancy payment is calculated on actual continuous years of service with any Local Authority.
- 6.10 An employee who is considering voluntary redundancy linked with early retirement should complete the application form included at Appendix 4 indicating whether they are requesting added years and forward it to the Human Resources team.
- 6.11 The Human Resources team will acknowledge applications within 7 working days of receipt.
- 6.12 The HR team will write to Service Team Managers advising that an early retirement application has been received and request comments as to whether they are able to support the employee's request for early retirement, including whether they support added years. Applications should be considered with regard to cost, remaining skills mix and other appropriate factors relating to service delivery.

- 6.13 On receipt of the Service Team Manager's comments, the HR team will organise an Early Retirement Panel to consider the application. Appendix 5 identifies the criteria to be satisfied and enhancements available. The Panel will comprise of the Chief Executive, the Director of Finance and the Head of Organisational Development.
- 6.15 The employee will be advised of the Early Retirement Panel and asked to confirm whether they wish their application to proceed. The HR team will write to the employee to advise whether their request has been approved.
- 6.16 Employees selected for voluntary redundancy will retain their rights to statutory periods of notice.
- 6.17 If an employee under notice of redundancy obtains another job, he/she can ask to leave early. The Authority will make every effort to comply with such a request and if agreed this will not affect the employees entitlement to redundancy pay. If not agreed, e.g. because of existing work commitments, the employee will be required to stay on to the end of the redundancy notice period.
- 6.18 Under the Local Government (Compensation for Redundancy) Regulations 1994, the Authority will use the maximum discretion available to enhance an individual's redundancy payment.

7. CONDITIONS RELATING TO EARLY RETIREMENT.

- 7.1 Employees who retire early from the Council shall not be re-employed in any capacity.
- 7.2 The decision of the Early Retirement is final. Employees have no right of appeal.
- 7.3 Employees must repay any excess holiday leave from last pay. The Council will conversely allow any holiday outstanding to be taken or credited.
- 7.4 Employees must repay any outstanding car loan.
- 7.5 Employees must repay any sums due under a Contract Car Hire Agreement.
- 7.6 The Council will not normally award "garden leave".
- 7.7 Provision will be made in the accounts of the employing service for the repayment, over five years, of the capitalised cost of the early payment of benefits. These provisions will be held by the District Council until the provisional results of the next valuation of the Pension Fund are known at which time they will either be paid over to the Fund as necessary, with any balance being available to support District Council services.

8. PROCEDURE FOR EARLY RETIREMENT ON THE GROUNDS OF ILL-HEALTH

- 8.1 Where an employee is unable to attend work as a result of ill health the Council will seek advice from the Occupational Health Adviser. If it not possible for an employees to return to their post consideration will be given in the first instance to:
- adjustments to tasks and work procedures;
 - adjustments to working arrangements;
 - adaptations to the physical environment;
 - introduction of aids/equipment;
 - assistance from the Employment Service Disability Employment Adviser;
 - redeployment;
 - retraining.
- 8.2 In circumstances where redeployment or reasonable adjustments are not feasible, employees will be referred to an independent medical practitioner to assess whether they qualify for early retirement on the grounds of ill-health. Early Retirement on the grounds of ill health will only be considered as a last resort.
- 8.3 The independent medical practitioner must certify that an employee has become permanently unable/incapable (until their 65th birthday) to do their job, or any comparable job with your employer, efficiently because of ill health or infirmity of mind or body. Employees who qualify for early retirement on the grounds of ill-health will receive an unreduced pension and lump sum immediately, or in a few cases to a grant only.
- 8.4 The independent medical practitioner issuing the ill-health certificate must be qualified in occupational health medicine and must not have previously been involved in the case.
- 8.5 The HR team will be responsible for arranging a referral to an independent medical practitioner via the Occupational Health Unit. The independent medical practitioner is responsible for assessing whether the employee is deemed permanently incapable.
- 8.6 If the employee is deemed permanently unfit, the independent medical practitioner will complete the relevant certificate. A copy of which will be sent to the Human Resources Team, who will write to the employee to advise them that they qualify for early retirement on the grounds of ill-health.
- 8.7 Employees who are not certified as permanently unfit and who are subsequently dismissed on the grounds of incapability, can appeal against the decision not to award ill-health retirement through the LGPS two stage internal dispute resolution procedure. The procedure is available from the HR team. This is in addition to any claim the employee may have against dismissal
- 8.8 Where an employee who has at least two years membership of the LGPS leaves local government employment without receiving any immediate pension

benefits, their pension benefits are deferred until normal retirement age when they are paid to the employee. However if an individual who has left local government service becomes, at some point in the future, permanently incapable of undertaking their former work because of ill health they can request their benefits be brought into payment early on ill health grounds. There are strict criteria for when benefits can be paid early.

- 8.9 The initiative for bringing the benefits into payment early normally rests with the individual. Employees who have left the Council's employment should write to the Human Resources team requesting that they wish to be considered for early retirement on the grounds of ill-health.
- 8.10.1 Once the former employee requests early payment of their deferred benefits on ill health grounds, the Council will take action to obtain an independent medical opinion.
- 8.11 There is nothing to stop an individual from making several applications for early payment over a period. However if these are turned down by the independent medical practitioner, the Council may wish to state that they are not prepared to consider further applications unless the individual can provide evidence that the medical condition has materially changed.
- 8.12 There may be cases where the independent medical practitioner believes that the permanent incapacity existed at the date the person ceased employment. What needs to be established is whether or not the permanent incapacity was capable of discovery at the date when the person ceased, in which case the enhanced ill health retirement benefits should retrospectively be paid; or if the independent medical practitioner believes that, in hindsight and with the benefit of the intervening time, it is only now possible to determine that the person was permanently incapacitated at the date of leaving, in which case only the unenhanced deferred benefits can be brought into payment from, at the earliest, the day following the termination.

9. FLEXIBLE RETIREMENT

- 9.1 With effect from 06 April 2006, under the LGPS regulations, employees who you have at least three months total membership or have brought a transfer value into the LGPS, may wish to consider the possibility of flexible retirement. Rather than continuing to work until 65 and drawing your pension from then, employees may from age 50, with the Council's consent, reduce their working hours or move to a position on a lower grade and elect in writing to the LGPS administering authority to draw the pension benefits you have already built up. This enables employees to ease into retirement – whilst still drawing their salary from their job on the reduced hours or grade.
- 9.2 Employees who pursue flexible retirement can continue paying into the LGPS to build up further benefits in the Scheme. Any pension benefits may be reduced if paid before age 65. The Council may however, determine not to apply all or part of this reduction at its' discretion.
- 9.3 Employees who are interested in pursuing flexible retirement should contact the Human Resources team for further information.

10. EQUALITIES AND DIVERSITY

- 10.1 Chester-le-Street District Council is committed to promoting equality and valuing diversity in both service delivery and employment. Care has been taken in drafting this policy and procedure to ensure that the Council do not unjustifiably discriminate against any minority group. This policy and procedure supports the Council's Equalities Policy and will undergo a diversity impact assessment in due course.

11. MONITORING AND REVIEW

- 11.1 The HR and Policy Manager is responsible for monitoring this policy and procedure and ensuring that is implemented and applied consistently. The policy will be reviewed every 24 months or earlier if legislative changes dictate.

Appendix 1

Model letter to advise the employee about their retirement

Dear (First name)

Intended Retirement Date

From our records we note that you reach the age of 65 on, which is the retirement age for employees of Chester-le-Street District Council.

You may also be aware that in line with the council's intended retirement procedures you can request to work beyond the age of 65 if you wish.

I enclose a copy of the current guidelines, which outlines the process if you wish to seek to carry on working.

If you want to apply to work beyond 65 you will need to submit your request in writing to me (see appendix 2). Any request should be submitted by (*At least 3 months before the intended retirement date*). Within any application, you should indicate how long you might want the extension to last.

If you wish to retire on your intended retirement date as detailed above, please complete and return the attached form (see appendix 2). In order to allow sufficient time to be available to arrange your pension you must return the form by.....(suggests 3 months before intended retirement date) to allow sufficient time to be available to arrange your pension.

If you have any queries regarding your retirement or the contents of this letter, please speak to your manager.

Yours sincerely

Expression of interest to be considered for employment beyond the age of 65

Section 1 - To be completed by the employee

(Please tick ONE box below and complete the details requested before discussions with your line manager)

- I wish to proceed with my intended retirement date at age 65
- I wish to request, as under paragraph 5 of Schedule 6 of the Employment Equality (Age) Regulations, that I continue to work beyond the age of 65. I wish to work on:
 - Indefinitely
 - For a stated period or
 - Until a certain date
 (Exact period need not be specified at this stage)

Name in block capitals

Employee signature

Section/ Dept

Date

Section 2 - To be completed by the line manager

- I support this application to work beyond the age of 65
- I do not support this application to work beyond the age of 65
- I confirm that [NAME] does not wish to work beyond intended retirement date and we should proceed with the retirement date as planned

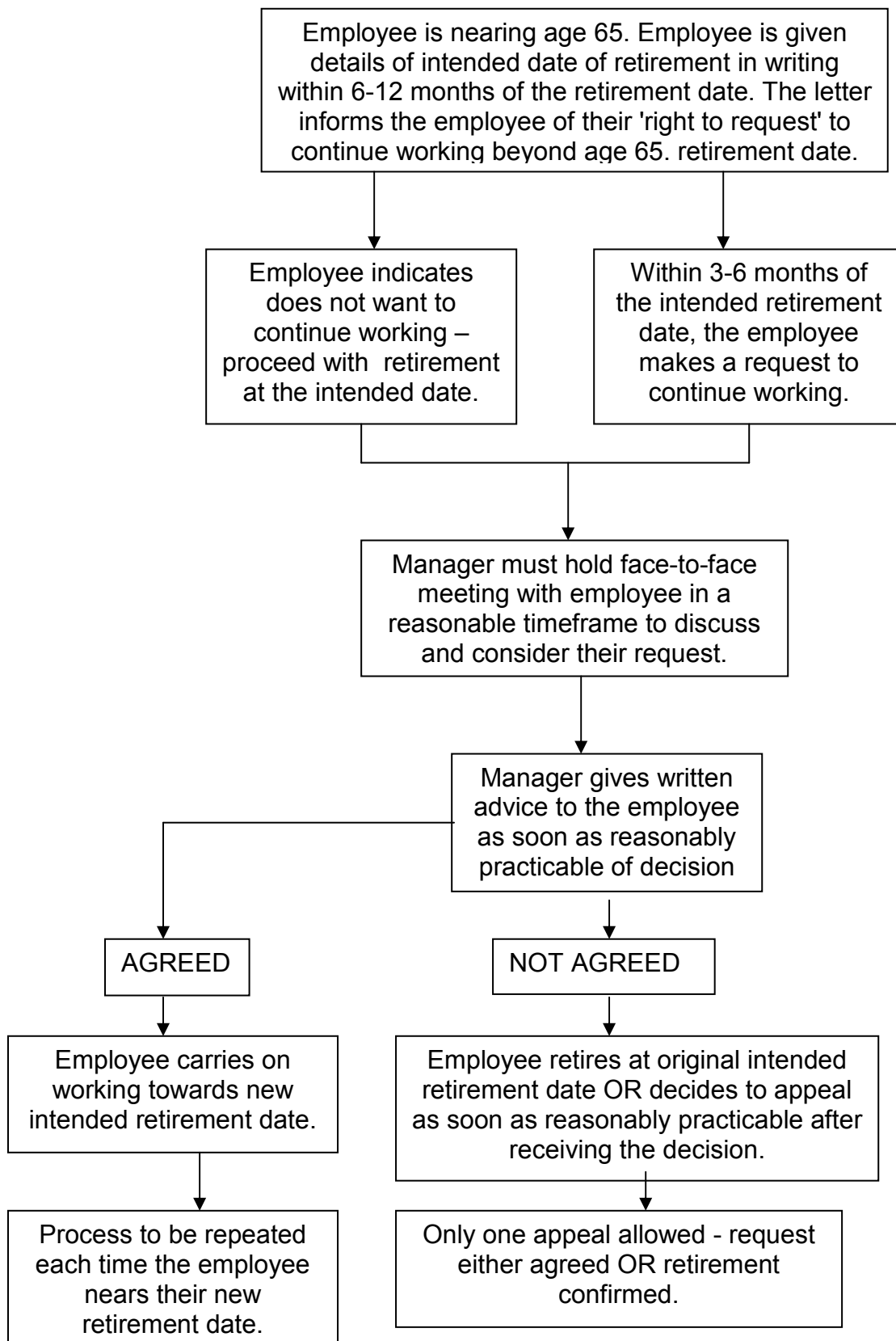
Name in block letters

Line manager signature

Date

Please return this slip no later than 3 months before your 65th birthday/retirement date.

Flowchart for the process of intended retirement and extended working



CHESTER-LE-STREET DISTRICT COUNCIL

APPLICATION FOR EARLY RETIREMENT

Your personal details

Your full name Date of birth

Home address.....

 Post Code.....

What is your National Insurance number?

Your employment details

What is your job title? What grade are you paid?

Which section and department do you work in?

Where is your work base?

What is your telephone number at work?

When did you start with Chester-le-Street District Council?.....

When did you start working in local government?

Retirement details

When, approximately, would you like to retire?

Are you in the Local Government Pension Scheme?

Do you apply for "added years" under the Early Retirement Scheme

Justification for requesting added years

.....

Have you received an estimate of your Pension benefits?

I have read and understood the details overleaf and wish to apply for early retirement

Signed Date

Criteria

The Council agreed revisions to the Early Retirement Policy in September 1999. The criteria to be satisfied for an early retirement application to be successful is:

- “ Long-term financial benefit to the Council
- “ Aged 50 years and over
- “ At least 5 years membership of the Local Government Pension Scheme

Enhancements

Added years may be awarded at the discretion of the Council, in accordance with the Local Government Pension Regulations. The added years must not:

- Exceed the shortest of the following
- A period of 5 years
- A period equivalent in length to the aggregate of the rechargeable and qualifying service
- A period which when added to reckonable service does not produce a total in excess of 40 years
- A period equivalent to that remaining before normal retiring age.
- Nor exceed the percentage entitlement detailed below:

Years Service with Chester-le-Street D.C.	Maximum enhancement
Over 5, less than 10	25%
Over 10, less than 20	50%
20 and over	100%

Information to Elected Members

Full capital costs of the early payment of pension must be taken into account by the Early Retirement Panel. This cost of the early retirement must be funded from the associated savings and be recovered within five years. The application process will assist managers, the Early Retirement Panel and Council to accurately assess the likely savings resulting from an application.

CHESTER-LE-STREET DISTRICT COUNCIL**Framework For Early Retirement & Added Years****1. DOES EMPLOYEE MEET CRITERIA FOR EARLY RETIREMENT**

- Age 50 years or over
- Long term financial benefit to Council
- At least 5 years membership of local government pension scheme

2. CRITERIA FOR GRANTING ADDED YEARS

- There is a long term benefit to Council to let employee leave
- The Council can afford to pay the added years
- It is in the best interests in the efficiency of the service for the employee to leave
- A redundancy situation occurs and volunteers are invited

Please consider implications of not awarding years:

Added years recommended YES/NO

_____ Chief Executive _____ Director of Resources

_____ Head of Organisational Development

3. CALCULATION OF ADDED YEARS

- Service with the Council

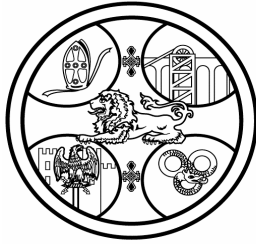
Years Service Factor**Maximum Enhancement**

Under 5	Nil
Over 5 but less than 10	25%
Over 10 but less than 20	50%
20 and over	100%

- Age of the employee
(with added years not to exceed 65 years)

NB Maximum added years added is 5.

Procedures for Managing Organisational Change
Last Revised January 2008



Chester-le-Street

District Council

REDEPLOYMENT POLICY



Human Resources
Employee communication



Working together to fulfil the needs of our communities

REDEPLOYMENT POLICY

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1. INTRODUCTION

- 1.1 The Council recognises that some employees will be affected by changing circumstances during the course of their employment which may result in them being unable to continue in the job they were originally employed to do.
- 1.2 Change, whether related to redundancy, ill-health or disability can be an unsettling experience for employees and redeployment can provide employees with the opportunity to remain in employment with the Council or enable employees to gain new skills.
- 1.3 It is the aim of this policy to ensure that the Council meets its legal obligations as an employer in respect of redundancy, disability or lack of capability due to ill health. In addition, redeployment provides an opportunity to retain employees with valuable skills, experience and competencies.
- 1.4 The Council will make every reasonable effort to find suitable alternative employment, however there will be circumstances where this is not possible. This policy does not guarantee that employees will be redeployed and there will be circumstances, where termination of employment is necessary.
- 1.5 This policy sets out the Council's procedure in respect of redeployment and links to the Council's policies on Handling of Re-structures, Redundancy, Managing Attendance at Work, Disciplinary and Dismissal, Grievance, Dignity at Work and Managing Poor Performance and Capability.
- 1.6 This policy and procedure supports strategic goal 5 of the Human Resources Service Plan which is "to operate modern and inclusive employment policies, compliant with legislative requirements".

2. REASONS FOR REDEPLOYMENT

- 2.1 Redeployment is a formal process involving the transfer of an employee from their existing job to a suitable alternative post within the Council
- 2.2 The Council seeks to provide continuity of employment by seeking suitable alternative employment for employees identified as being 'at risk of redundancy' or following notice of redundancy because of organisational re-structuring, or because a job, which is for a fixed term or temporary of more than two years, is due to come to an end.
- 2.3 Redeployment will also apply in the following situations:
 - where an employee becomes unable to carry out their role due to disability or ill-health and it is clear that no practicable adjustments can be made to employees current role, however the employee may be fit to undertake an alternative post.
 - where an employee has been the subject of one of Council's policies, e.g. Grievance, Dignity at Work, Discipline and Dismissal and it is

deemed that the employee is no longer able to continue in their existing post.

- 2.4 There may be other circumstances where redeployment is an appropriate alternative to termination of employment. The Human Resources team can provide further advice and guidance on such cases.
- 2.5 Priority for redeployment will be given to those employees, whose jobs are redundant or 'at risk of redundancy', or where an employee has a disability that meets the provisions of the Disability Discrimination Act and they are no longer able to continue in their substantive post.

3. CONSULTATION

- 3.1 In all cases of organisational change or re-structuring, the Council will ensure that full consultation and communication will take place with staff both collectively and individually and with trade union representatives at the earliest opportunity.

4. PRINCIPLES FOR REDEPLOYMENT

- 4.1 The Council will give prior consideration to all employees accepted for redeployment, in advance of other candidates, provided the following criteria are met;
- The employee's qualifications, skills, knowledge, experience and competencies must match the essential criteria of the post as specified in the person specification. The employee will be required to complete an application for the job detailing how they meet the essential criteria.
 - In cases of redeployment for reason of redundancy, priority will only be given where the alternative employment is deemed 'suitable' (see paragraph 6.3 below.)
 - An employee without specific experience for a particular post but with transferable skills will be considered provided that the experience can be acquired within a short induction period in the job.
- 4.2 If an employee expresses an interest in a post graded 2 grades higher than his/her existing one, whilst support will be given, an employee must apply for the post through open competition.
- 4.3 Redeployment will be dealt with in a way that is non-discriminatory and in accordance with the Council's Equality Policy.
- 4.4 Employees will be made fully aware of the pay, including protection where appropriate, and any pension implications of any redeployment offered.
- 4.5 Employees will be offered training and support to assist them during the redeployment process.

- 4.7 The HR team will maintain a central 'Redeployment Register', which will include details of all employees where redeployment is deemed appropriate. Before recruiting to any vacancies, managers should check the Council's redeployment register.
- 4.8 In all cases of redeployment, the Human Resources team will keep a log on the employee's personal file of any vacancies identified and details of whether the employee applied for the vacancy and whether they were short-listed and/or interviewed and if a post is refused, reasons as to why.

5. TIMESCALES FOR REDEPLOYMENT

- 5.1 In most cases of redeployment, with the exception of medical/ill-health redeployment and redeployment as a result of the Council's disciplinary or poor performance procedures, there will normally be a 3 month period during which attempts will be made to find suitable alternative employment. This period may be shortened or extended depending upon circumstances and only following consultation with the Head of Organisational Development. The 3 month period will commence from the date at which the employee is first identified as being suitable for redeployment.
- 5.2 The timescale for medical or ill-health redeployment will run alongside the procedure for managing long-term sickness detailed in the Managing Attendance at Work Policy and Procedure. The redeployment process will commence once the employee has had their second formal review in line with the Managing Attendance at Work Policy and Procedure and redeployment has been identified as an option. Where redeployment is unsuccessful, a decision to dismiss on the grounds of capability will need to be considered. Redeployment in cases of ill health will need to be considered in line with up to date medical advice from the Council's occupational health adviser. It should be noted that redeployment may not be an option in all cases, particularly where medical advice suggests that the employee remains unfit to return to work.
- 5.3 Where redeployment is considered appropriate action following a disciplinary or as a result of following the Council's poor performance procedure, the timescale will normally be limited to a period of 28 working days.
- 5.4 Employees identified for redeployment must play an active role in identifying suitable posts.
- 5.5 Whilst preference should be given to redeployment to permanent posts, temporary posts may be considered suitable as a short-term measure. In such cases, the employee will retain their existing service entitlements. On completion of the temporary post, if the employee has not been redeployed to a permanent post, the employee will return to the redeployment process as detailed above and in redundancy cases, will still have an entitlement to a redundancy payment.

6. REDEPLOYMENT FOR REASONS OF REDUNDANCY

- 6.1 Every effort will be made to ensure that employees whose posts have been declared redundant will be offered suitable alternative employment. Where there are no suitable alternative posts available the Authority will in the first instance seek volunteers for redundancy from employees in similar posts and grades.
- 6.2 As an alternative to redundancy, the Council may offer 'suitable alternative employment' to be available no later than four weeks after the dismissal date.
- 6.3 The factors to be considered in determining whether a particular post provides 'suitable alternative employment' include;
- Relevance of an employee's skills, qualifications, experience and competencies to the requirements of the post.
 - Practicality and cost of retraining the employee to function effectively within a reasonable period of time.
 - Salary difference between the original post and the alternative job offered. If the level of pay in the alternative job is lower than that for the job from which the employee is displaced, the protection of salary arrangements detailed in the Redundancy Policy will apply. Employees redeployed to a lower grade will be placed on the maximum Spinal Column Point for that grade.
 - Status. Any loss of status may be eased by allowing the employee preferential treatment should the original job become available again following an upturn in business.
 - Location. Management should consider the extent to which a redeployed employee may suffer disruption through a change in his/her work location, including any additional travelling expenses which may be incurred. Employees who are redeployed to posts at a different location will be reimbursed any excess travelling expenses for a period of one year following their redeployment. Reimbursement will be based upon public transport rates only.
 - Working environment. This may be especially important for those employees who suffer a health complaint or physical disability.
 - Hours of work . Any change in an employee's hours of work, for example in shift patterns, may be considered unsuitable if it fails to take account of the individual's personal circumstances.
 - Terms and conditions of the alternative post compared to those of the original post.

Procedure

- 6.4 The procedure for initiating a redeployment exercise will be as follows:-

- i) Management will initially identify which employees are directly affected by the proposed changes and class them, in appropriate cases as 'at risk of compulsory redundancy', registering them with the Human Resources team to go on the Redeployment Register. Registration will be after consultation with the trade unions. This redeployment register will be held centrally by the Human Resources Team and will be regularly monitored and updated.
- ii) Management will consult with the trade unions on how all vacant posts will be filled, not only within the department affected by the change, but elsewhere in the Authority as well. The objective will be to ensure that as many posts as appropriate and possible are made available for redeployment and to avoid redundancies. In some circumstances, it may be necessary to freeze vacancies in order to facilitate redeployment or to consider terminating temporary or casual contracts of employment. Further details are contained in the Redundancy Policy.
- iii) In order to ascertain the levels of skill, capability and flexibility among those employees who are to become displaced it is essential to carry out individual counselling and consultation sessions with each employee once they have been identified as 'at risk' of redundancy. This procedure of skills auditing and counselling interlinked will give the employee concerned the opportunity to present him/herself as a suitable candidate for redeployment. If desired the employee may be accompanied by his/her trade union representative.
- iv) Employees will be informed of any vacancies by the Human Resources Team and will be required to complete a generic Application for Redeployment Form (Appendix 1) setting out details of their employment history, skills, qualifications, previous training/professional development and other experience. This will be kept on file and used by recruiting managers to determine whether the employee might be suitable for vacant positions identified for possible redeployment.
- v) The employee will be provided with guidance and support during the redeployment process to enable them to complete the application for redeployment form and attend any interviews for redeployment. Additional support is available to employees through the Council's Employee Assistance Programme.
- vi) The recruiting manager will consider the details from employees application for redeployment form to ascertain how they meet the post requirements and whether the job is a reasonable alternative and/or adjustment. When considering suitability, the recruiting manager will also identify whether any additional training or support could be provided to enable the employee to meet the requirements of the post. The recruiting manager must seek advice and guidance from the HR team when reaching a decision regarding an employee's suitability.
- vii) Employees wishing to be considered for a post graded two or more grades above their existing grade must submit an application in line with

the Council's normal Recruitment and Selection policy and the post will be subject to normal competition.

- viii) Where there is only one person at risk, the employee will be asked to attend a non-competitive interview with the recruiting manager to assess whether there is a skills match and whether the post is considered suitable alternative employment.
- ix) If there is more than one person at risk, for whom the post be suitable, a selection process will be necessary, as detailed in the Council's Recruitment and Selection Policy.

6.5 An offer of suitable alternative employment will be made where possible, dependent on suitable vacancies arising. If an employee is offered suitable alternative employment, he/she will have a maximum of five working days to confirm the offer. Employees who have concerns regarding the offer and wish to consult their Trade Union official should register the fact with the Human Resource and Policy Manager within five working days. If a suitable job is found the employee must be offered the new contract before the old contract comes to an end.

Consideration should be given to retaining employees on a temporary basis where possible to extend the possibility of finding suitable alternative employment.

An employee who is redeployed to a lower graded post will be placed on a secondary Register until one suitable offer of alternative employment is made at the same level as his/her original post.

- 6.6 If, following an interview an employee is offered a post, which the employing department does not consider to be a 'suitable alternative post', but the employee wishes to take up the appointment, there will be no pay protection.
- 6.7 If an employee is offered and unreasonably refuses an offer of suitable alternative employment, the redeployment will cease and the employee should be advised that if they are made redundant, they will not be entitled to a redundancy payment.

Trial Period

6.8 An employee who is offered redeployment into an alternative post, is entitled to a trial period of 4 weeks in the new post to determine whether the redeployment is suitable. This trial period may be extended to enable any appropriate job related training to be given, however prior approval from the Head of Organisational Development must be sought.

Should the Authority decide that the redeployed employee is not suitable for the new post within the trial period; the employee will maintain the right to any redundancy payment that might apply under the old contract. If the dismissal is due to a reason unconnected with redundancy, the employee may lose that entitlement.

If the employee turns down the alternative post during, or at the end of the trial period, the reasons must be clearly outlined. If these are not reasonable, the employee will lose his/her right to any further offer. In any case the employee will return to the post he/she would have been in had the alternative offer not been made or accepted. If the employee has been undertaking a trial period it may be that his/her notice period is due to end, thus they will become redundant from the specified date as notified.

- 6.9 During the first three months of employment in the redeployed post, review meetings should be held with the employee, their new line manager and a member of the HR team to discuss the employee's progress and identify if any additional training and support is required.
- 6.10 Once an employee has officially accepted an alternative offer of employment, he/she will be deemed to have taken another contract and will be bound by any revised terms and conditions of employment which may be necessary.

Protection Arrangements for Redeployment

6.11 Protection of Salary

The Council will protect the contracted pay *(including bonus) the employee actually received in the previous job at the time of notice for the first two years only. In year three any differential will be paid at 50% and this will reduce to zero in the fourth and subsequent years.

Should the new salary grade or earnings exceed the previous frozen earnings during this two year period, then protection will cease immediately. Overtime will be paid at the protected rate.

For employees who receive bonus, the Council will protect their average earnings including bonus, unsociable hour's payments and shift allowances, taken from the best thirteen consecutive weeks of the preceding fifty-two weeks.

The protection offered to employees will relate to the current incremental point of the employees salary and not the maximum of the grade.

6.12 Car Allowances

Where an employee's original post had an essential car user allowance attached and the employee accepts a post without the allowance, the lump sum payments will continue for a period of 18 months, and then cease. (18 months being the average period outstanding on all employees Contract Hire Agreements). If the employee has a lease car, the remainder of the term of the lease will be allowed to expire.

Where an employee's original post had a car user allowance attached and the employee accepts a post without an allowance, any outstanding loan will continue to be repaid in accordance with the terms and conditions of the Assisted Car Purchase Scheme.

6.13 Holiday Entitlement

Where an employee's holiday entitlement is reduced, protection will be Given in accordance with that for salary as follows:-

Year 1 and 2	100% Protection
Year 3	50% Protection
Year 4	Zero Protection

No remaining conditions of service will be protected.

7. REDEPLOYMENT IN OTHER SITUATIONS, INCLUDING FOR REASONS OF ILL-HEALTH AND DISABILITY.

7.1 Medical redeployment will apply when one of the following criteria are met:

- The Council's Occupational Health Physician specifically recommends that redeployment on medical grounds should be investigated
- The employee is identified as having a disability, reasonable adjustments can not be made to their substantive post and the employee requests redeployment.

7.2 The following procedure may also be applied following the outcome of a disciplinary or grievance hearing, a dignity at work complaint or as an outcome of the Council's poor performance procedure, in which it is considered that redeployment is an appropriate option.

7.3 In addition, this procedure may be adopted because a post, which is for a fixed term or temporary of more than two years is due come to an end.

Procedure

7.4 Once an employee has been identified for redeployment under the above circumstances, a meeting will be held between the employee, their line manager and a representative from the HR team. The purpose of the meeting is to explain the Council's redeployment policy and procedure and advise the employee of any support mechanisms and training opportunities may be available during the redeployment period.

7.5 At the meeting, the employee will also have the opportunity to outline their skills, experience, knowledge, any redeployment options they consider may be suitable, the support, training and any adjustments that may be required.

7.6 The employee may if they wish me accompanied to the meeting by either a trade union representative or a colleague.

7.7 The employee will also be required to complete a generic Application for Redeployment Form (Appendix 1) setting out details of their employment history, skills, qualifications, previous training/professional development and other experience. This will be kept on file and used by recruiting managers to determine whether the employee might be suitable for vacant positions identified for possible redeployment.

- 7.8 The employee will be provided with guidance and support during the redeployment process to enable them to complete the application for redeployment form and attend any interviews for redeployment. Additional support is available to employees through the Council's Employee Assistance Programme.
- 7.9 The Human Resources team will keep employees identified for redeployment of any vacancies. The employee must advise the HR team of any vacancies they are interested in.
- 7.10 The recruiting manager will consider the details from employees application for redeployment form to ascertain how they meet the post requirements and whether the job is a reasonable alternative and/or adjustment. When considering suitability, the recruiting manager will also identify whether any additional training or support could be provided to enable the employee to meet the requirements of the post. The recruiting manager must seek advice and guidance from the HR team when reaching a decision regarding an employee's suitability.
- 7.11 Where there is only one person identified for re-deployment, the employee will be asked to attend a non-competitive interview with the recruiting manager to assess whether there is a skills match and whether the post is considered suitable alternative employment.
- 7.12 If there is more than one person at risk, for whom the post may be suitable, a selection process will be necessary, as detailed in the Council's Recruitment and Selection Policy.
- 7.13 The recruiting manager will contact the employee and the HR team to advise them of their decision.
- 7.14 If the employee is unsuccessful, the recruiting manager should inform them of the reasons for their decision.
- 7.15 In redeployment cases relating to ill-health or disability, the HR team will seek advice from the Council's Occupational Health Service as to the suitability of the redeployment post and if necessary whether any adjustments are required.

Trial Period

- 7.16 An employee who is offered redeployment into an alternative post, is entitled to a trial period of 4 weeks in the new post to determine whether the redeployment is suitable. This trial period may be extended to enable any appropriate job related training to be given, however prior approval from the Head of Organisational Development must be sought.

Should the Authority decide that the redeployed employee is not suitable for the new post within the trial period; depending on the grounds for re-deployment, the employee may be dismissed on the grounds of capability, retired on the grounds of ill-health or be placed back on the redeployment register.

If the employee turns down the alternative post during, or at the end of the trial period, the reasons must be clearly outlined. If these are not reasonable, the employee's contract of employment may be terminated.

Protection Arrangements

- 7.17 As a general rule, salary protection will not be afforded in the redeployment situations identified under paragraphs 7.1, 7.2 and 7.3. Decisions about whether or not protection arrangements will apply will be considered by the Head of Organisational Development and will depend upon the circumstances of the individual case. If it is decided that protection arrangements will be offered, the arrangements detailed in paragraphs 6.11, 6.12 and 6.13 will apply.
- 7.18 Where an employee accepts the post offered, a starting date should be agreed between the recruiting manager and the employee's current line manager.
- 7.19 Full details and implications of the new post must be provided to the employee when they are offered the post. The employee will be issued with a letter confirming the details of their redeployment and a revised statement of particulars.
- 7.20 During the first three months of employment in the redeployed post, review meetings should be held with the employee, their new line manager and a member of the HR team to discuss the employee's progress and identify if any additional training and support is required.
- 7.21 Where an employee refuses a job offer considered to be suitable/comparable without acceptable reason or refuses a job offer considered to be non-comparable, the employee should be advised that their employment may be terminated.

8. UNSUCCESSFUL REDEPLOYMENT

- 8.1 Where the redeployment is coming to an end or where it is apparent that the redeployment is not working, decisions will be made regarding what further action or steps can be taken in relation to the employee's continued employment. In the case of 'medical' redeployment, advice should be sought from Occupational Health as to whether the employee's health has changed and whether they are well enough to consider a return to their original post or whether retirement on the grounds of ill-health may be a consideration.
- 8.2 Consideration will need to be given to dismissing the employee in line with the Council's Disciplinary and Dismissal Policy and Procedure where redeployment is unsuccessful and any other available options have been considered.

9. EQUALITIES AND DIVERSITY

- 9.1 Chester-le-Street District Council is committed to promoting equality and valuing diversity in both service delivery and employment. Care has been taken in drafting this policy and procedure to ensure that the Council do not unjustifiably discriminate against any minority group. This policy and procedure supports the Council's Equalities Policy and will undergo a diversity impact assessment in due course.

10. MONITORING AND REVIEW

- 10.1 The HR and Policy Manager is responsible for monitoring this policy and procedure and ensuring that is implemented and applied consistently. The policy will be reviewed every 24 months or earlier if legislative changes dictate.

APPLICATION FOR REDEPLOYMENT

I am eligible for redeployment under the Council's Redeployment Policy on the following grounds: Risk of Redundancy / Ill Health / Disability / Other (delete as appropriate).

Personal Details

Employee Name

Address

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Contact Number

Current Employment Details

Current Job Title

Department

Current Grade/Salary.....

Contracted Hours

Main Duties and Responsibilities

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Previous Employment Details

Job Title	Dates (from/To)
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Qualifications

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Training/Professional Development

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Supporting Statement

Please provide a support statement, which sets out, what skills, experience, etc. you have which may be transferable to any redeployment opportunities identified.

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Chester-le-Street District Council

Report to: Council

Date of Meeting: 31 January 2008

Report from: Director of Corporate Services

Title of Report: Review of Corporate Equality Plan

Agenda Item Number:

1. PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to inform Members of progress on the implementation of, and to approve the continued implementation of the Corporate Equality Plan 2007.
- 1.2 It is not intended to undertake a comprehensive review of the CEP, which has a 3 year term, but to reflect on what has been achieved and what is still outstanding. This will determine how the CEP will contribute to the new priority based on community engagement set by Council in December, and will help the authority to meet the challenges of local government reorganisation.
- 1.3 The attached Corporate Equality Plan 2007 (CEP) monitoring form (Appendix 1) details progress against the actions contained within the CEP and Equality Scheme, up to December 2007. (This monitoring form will need to be updated with revised Equality Standard for Local Government (ESLG) references).
- 1.4 During 2007, the Equality Standard for Local Government was revised, and a self-assessment based comparison of the two standards (Levels 2 & 3 only) is given in Appendix 2.

2. CONSULTATION

- 2.1 Extensive consultation was undertaken in the development of the existing and previous CEP, both internally and externally to the authority.

3. CORPORATE PLAN AND PRIORITIES

- 3.1 The production and implementation of a Corporate Equality Plan was a clear priority within the Improvement & Recovery Plan – Phase 1, under the People and Performance theme. The second phase Improvement and Recovery Plan (IRP2) identified the mainstreaming of equality and diversity across the organisation as a headline objective. The continued implementation of this Corporate Equality Plan will ensure that this objective is achieved.
- 3.2 There are no direct policy implications arising from this report. It is inevitable however that the continued implementation of the Corporate Equality Plan 2007 itself will have profound policy implications for the Council.
- 3.3 An Annual Report on progress on the Corporate Equality Plan implementation was included in the Corporate Plan 2007-2010, and is published on the council's website.

4. IMPLICATIONS

4.1 Financial

Much of the actions contained within this plan will need to be delivered from existing service team budgets. However, there are some 'corporate' actions for which no budget currently exists. This is being considered as part of overall budget setting currently in process, and particularly in the light of the requirements of the council's new priority – People and Place.

4.2 Legal

Legislative requirements are detailed within the plan.

4.3 Personnel

The Council has a duty to ensure fair and equitable employment practice. There are a significant number of actions contained within the plan that are designed to ensure that all policies, procedures and practices are fair and equitable.

4.4 Other Services

The Corporate Equality Plan will have major implications across the organisation and will impact on every service.

4.5 Diversity

The purpose of the Corporate Equality Plan is to ensure equality of service and to recognise and celebrate diversity. It will also ensure that the organisation continues to meet its statutory and legal obligations.

4.6 Risk

The Corporate Equality Plan 2007 will continue to be monitored and risk managed through the Equality and Diversity Working Group.

4.7 Crime and Disorder

There are no specific implications of the report on Crime and Disorder.

4.8 Other implications

The Corporate Equality Plan is available on the Council's website, which provides read-speak facilities as well as the opportunity to see the document in different languages. Hard copies in various formats, or audio tape, will be made available on request.

5 **BACKGROUND, STATEMENT AND OPTION APPRAISAL**

5.1 The original Corporate Equality Plan was approved by Council in January 2006. It incorporated a (revised) Race Equality Scheme and comprehensive Equality Policy. As a result of its implementation, the council were able to declare the achievement of Level 2 of the Equality Standard for Local Government in March 2006, a year ahead of schedule.

5.2 The revised Corporate Equality Plan 2007, approved by Council in January 2007, incorporated a single Equality Scheme and updates on legislative requirements. Some policy areas, especially in terms of employment, were strengthened.

5.3 In April 2007, Council approved a new Gender Equality Scheme, which was subsequently incorporated into the single, 6-strand Equality Scheme.

5.4 The Council ought to continue to implement Corporate Equality Plan 2007 for the following reasons:

- to ensure that the services we provide are fully accessible and meet the needs of all diverse sections of our communities;
- to provide a framework and action plan by which performance can be monitored and measured;
- to meet all legislative and statutory requirements
- to meet new council priorities
- to revoke the need for a comprehensive review of the plan, in the light of local government re-organisation and the limited life span of the authority.

5.5 This report includes details of progress made to date on the implementation of the CEP, as set out in the attached CEP monitoring form (Appendix 1). It should

be noted that the ESLG compliance references will need to be changed in future to those of the revised ESLG.

- 5.6 During 2007, the Equality Standard for Local Government, the framework on which the CEP was based, was revised. A self-assessment based comparative study of requirements for Levels 2 and 3 was undertaken to ensure that the CEP action plans meet the new requirements, and is attached as Appendix 2. This also shows what evidence is available to show how we meet the standard.
- 5.7 An options appraisal is not appropriate in this case.

6 MONITORING

- 6.1 This implementation of this plan will continue to be monitored by the Equality and Diversity Working Group. Progress will be reported to Executive, as part of the quarterly performance management report.

7 RECOMMENDATIONS

It is recommended that Council:

- 7.1 Approves the continued implementation of the Corporate Equality Plan 2007.
- 7.2 Considers and accepts the attached information in Appendices 1 and 2.

8 BACKGROUND PAPERS

- 8.1 Corporate Equality Plan 2007
- 8.2 Equality Standard for Local Government, and revised version 2007
- 8.3 Equalities legislation, as detailed with the draft plan

Ian Forster
Assistant Chief Executive
22 January 2008
Version 1.0
Ian Forster Tel 0191 3872130 e-mail [Ian Forster@chester-le-street.gov.uk](mailto:Ian.Forster@chester-le-street.gov.uk)

Chester-le-Street District Council
CORPORATE EQUALITIES ACTION PLAN 2007
Monitoring Document
NOVEMBER 2007

Key: ◆ Item for exceptions report
 Items shaded light blue, unsure of progress, to be checked at EDWG
 Items shaded pale yellow, added from gender equality scheme action plan

Status & Equality Standard Reference	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress / Evidence	Key Performance Measures
Leadership and corporate commitment						
1.1.1 G	Formulate & adopt a comprehensive equality policy (EP) covering race, gender & disability	<ul style="list-style-type: none"> Produce draft equality policy Undertake formal consultation Council approval 	J Underwood I Forster / J Underwood I Forster	30.9.05 30.11.05 31.1.06	Completed	Equality Policy formally adopted
1.1.2 G	Ensure that written policies are in line with current legislation	<ul style="list-style-type: none"> Develop policy writing protocol Produce guidance document Make copies of legislation available to managers, both electronic and hard copy 	I Forster J Underwood J Underwood	31.3.06 31.10.05 31.10.05	Protocol to be developed at a later date. It is felt that the guidance documents provides sufficient advice at this time	Information and advice is available to managers to enable them to produce appropriate details on diversity within policies
1.1.3 G	Corporate commitment to developing a corporate equality plan (CEP)	<ul style="list-style-type: none"> Produce draft corporate equality plan Undertake formal consultation Council approval 	J Underwood I Forster / J Underwood I Forster	30.9.05 30.11.05 31.1.06	Completed Completed Completed	Corporate Equality Plan formally adopted
1.1.4 G	Corporate commitment to undertake equality impact & needs assessment	<ul style="list-style-type: none"> Produce draft race equality scheme (RES) Undertake formal consultation Council approval 	J Underwood I Forster / J Underwood I Forster	30.9.05 30.11.05 31.1.06	Completed Completed Completed	Race Equality Scheme formally adopted

Status & Equality Standard Reference	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
1.1.5 G	Corporate commitment to fair employment and equal pay policy	<ul style="list-style-type: none"> Produce draft fair employment and equal pay policy Undertake formal consultation Council approval 	A Swinney/C Harvey C Harvey C Harvey	01.07.06 01.09.06 30.10.06	Commitment given in CEP Fair employment and equal pay policy drafted Consultation and approval timetable established HOD has checked councils new equalities policy and is amending to incorporate employment aspects	Fair employment and equal pay policy adopted
1.1.6 G	Corporate commitment to earmark specific resources for improving equality practice	<ul style="list-style-type: none"> Include statement within CEP 	J Underwood	As given above	Completed	CEP and EP formally adopted
2.1.1 G	Publish corporate equality plan	<ul style="list-style-type: none"> Publish CEP in range of formats 	I Forster J Underwood	31.3.05	Completed	CEP published in accessible formats, to Level AAA standard of the International Web Accessibility initiative
2.1.2 G	Demonstrate corporate engagement in a DIA process	<ul style="list-style-type: none"> Develop and approve 3-year rolling programme of DIAs 	J Underwood	30.9.05	Completed	DIA programme in place
2.1.3 G	Develop corporate mechanism for assessing development of service level equality objectives and targets	<ul style="list-style-type: none"> Develop service plan proforma and guidance Establish Equality and Diversity Working Group (EDWG) with monitoring responsibilities 	I Forster	31.10.05 31.10.05	Completed Completed	Service plan proforma in place and being used by Service Team Managers. EDWG functioning effectively
2.1.4 G	Create corporate structure for overseeing the development of information and monitoring systems	<ul style="list-style-type: none"> EDWG to undertake this role 	I Forster J Underwood	31.3.06	EDWG established. Terms of reference includes this function	Information and monitoring systems in place and being used effectively

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
2.1.5 G	Ensure mechanisms for responding to harassment on the grounds of race, disability and gender are in place	<ul style="list-style-type: none"> Dignity at Work policy in place Appropriate mechanisms included within corporate complaints system 	A Swinney C Etherington	31.10.05 31.10.05	Policy & procedures in place System in place, and designated officers identified	Mechanisms are in place that enable the Council to respond to harassment, for both employees and community
G		<ul style="list-style-type: none"> Develop Disability Equality Scheme Develop Gender Equality Scheme 	J Underwood J Underwood	30.9.06 31.3.07	6 strand Equality Scheme now approved and published GES action plan required	DES approved, and published by 6.12.06 GES approved and published by 5.4.07
3.1.1 G	All directorates and service teams set targets based on equality objectives	<ul style="list-style-type: none"> Develop service plan proforma and guidance 	I Forster	31.1.06	Service planning proforma created	Clear targets in service plans that are based on equality objectives
3.1.2 G	Establish corporate guidelines for information gathering and equality monitoring	<ul style="list-style-type: none"> Develop guidelines Develop proformas 	EDWG	31.10.06	Equalities Monitoring Protocol issued.	Guidelines are in place and being used to gather information and monitor equality performance
3.1.3 A	Seek agreement on equality targets with partners in local partnerships	<ul style="list-style-type: none"> Develop consultation schedule Achieve agreement of all partners Develop partnership protocols (IRP) 	EDWG J Elder J Underwood	30.6.08 31.12.06	Partnership Strategy approved by Council Durham Equality & Diversity Partnership agreed objectives. Development of other partnership targets deferred due to LGR	Agreed equality targets are in place

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
3.1.4 G	Establish mechanisms for ensuring that equality targets are met by suppliers through contract management	• Develop procurement strategy	L Chambers	31.3.06	Procurement strategy developed, which will include contract monitoring procedure. Approved by Exec on 3.4.06	Mechanisms are in place and being used to manage contractors and other suppliers
		• Develop contract monitoring procedure	L Chambers	30.6.06		
3.1.5 G	Completion of equality action plans at directorate (corporate) and service level incorporating performance indicators	• Integrate into service planning process	Service Team Managers	31.10.06	Service planning proforma in place	Action plans are included as part of all service plans
3.1.6 G	Adopt, where appropriate, national targets/performance indicators as prescribed by Government or the Audit Commission	• Identify any national targets • Integrate into corporate and service planning processes	EDWG	30.6.06	BVPI 2 a&b, and other equality based BVPIs are being monitored, recorded in P+, and performance reported quarterly to members, and in bvpp	National targets and performance indicators are included in corporate plan and all service plans
			CMT Service Team Managers	31.10.06		
3.1.7 G	Implement systems for reviewing progress and revising the CEP and directorate or service team actions plans	• Develop and implement systems	EDWG	31.3.06	Monthly monitoring of CEP actions at EDWG. Service plans reviewed annually.	Systems in place and being used to review and report performance on action plans
3.1.8 G	Members and senior officers to endorse action plans as appropriate	• Establish reporting framework	I Forster J Underwood	31.3.06	Service plans endorsed by CMT. Corporate plan and CEP endorsed by Members	Action plans endorsed by CMT and Executive
3.1.9 G	Link action planning to best value process	• Integrate into corporate plan and best value performance plan processes	I Forster	30.6.06	BVPP summary produced. Corporate plan and bvpp published, includes strong link to CEP and Annual Report 5 LPIs agreed by EDWG on 11.4.06	Corporate plan includes information on action plans and performance Local performance indicators are developed and being measured
		• Develop local performance indicators	EDWG	31.3.06		

Reference to equality standard	Key objectives	Activity	Responsible officer	Target date (by)	Progress/Evidence	Key Performance Measures
3.1.10 G	Action on targets has started	<ul style="list-style-type: none"> Demonstrate action in quarterly performance reports 	I Forster EDWG	30.6.06	Quarterly performance reports now include section on equality actions EDWG monitor quarterly	Performance is reported in accordance with reporting framework
4.1.1 G	Use corporate information system to assess adequacy of departmental and monitoring systems	<ul style="list-style-type: none"> Develop information management strategy and action plan 	I Forster	28.2.06	Information management strategy developed – to Council end March	Information management strategy includes details of relevant systems
4.1.2 A	Set up system for review of service and employment monitoring reports by designated consultation and scrutiny groups	<ul style="list-style-type: none"> Develop system in consultation with designated groups Include requirement in Community Engagement and Involvement Strategy 	EDWG I Forster	31.3.08 31.3.08	Community Engagement and Involvement Strategy approved and published System to be developed in consultation with partners, community and scrutiny groups. Strategy agreed with partnership. Cross partner working Group being established to develop action plan to ensure implementation across partnership On hold	System developed and in place, as defined within the Community Engagement and Involvement Strategy
4.1.3 G	Review targets against monitoring information and produce reports for corporate management team	<ul style="list-style-type: none"> Establish performance monitoring and reporting system 	EDWG	31.12.06	Equalities Monitoring Protocol issued.	Quarterly PM reports are submitted on time to CMT
4.1.4 G	Prepare reports on progress against policy objectives for Council, Executive, Scrutiny panels and audit	<ul style="list-style-type: none"> Establish performance monitoring and reporting system 	EDWG	31.12.06	Equalities Monitoring Protocol issued.	Quarterly PM reports are submitted on time to Members

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
4.1.5 A	Take on board responses from designated consultation and scrutiny groups for revising policy objectives	<ul style="list-style-type: none"> Develop system to capture feedback and review Annual review to include feedback from all consultation and scrutiny groups 	EDWG	31.10.08	Integral to the Community Engagement and Involvement Strategy, however further development required in conjunction with LSP partners On hold	System is in place and being used to inform improvements to policy objectives
4.1.6 A	The Council has made arrangements for the external scrutiny of the progress of action plans	<ul style="list-style-type: none"> Develop external consultation and scrutiny arrangements, including schedule 	EDWG	31.3.08	3 external members on EDWG. Partnership/Efficiency OSP developing work programme	External scrutiny arrangements are in place, and feedback received
Consultation and community development and scrutiny						
1.2.1 G	Corporate commitment to consult with designated community, staff & stakeholder groups on all aspects of the equality policy (EP)	<ul style="list-style-type: none"> Produce draft equality policy Undertake formal consultation Council approval 	J Underwood I Forster / J Underwood I Forster	30.9.05 30.11.05 31.1.06	Equality policy approved and adopted	Equality Policy formally adopted
1.2.2 G	Each directorate / service team to make a corporate commitment to contribute to the consultation and scrutiny element of the EP	<ul style="list-style-type: none"> Build requirement into service planning proforma and guidance 	I Forster	31.10.05	Service planning proforma created	Commitment identified in all service plans
1.2.3 G	Corporate commitment to equality, self-assessment, scrutiny and audit	<ul style="list-style-type: none"> Include commitment in CEP 	J Underwood	31.1.06	CEP approved and adopted	CEP includes commitment
1.2.4 G	Each directorate / service team to commit to engage in consultation with designated community, staff and stakeholder groups on its service delivery	<ul style="list-style-type: none"> Build requirement into service planning proforma and guidance Include commitment in CEP 	I Forster J Underwood	31.10.05 31.1.06	Service planning proforma created CEP approved and adopted	Commitment identified in all service plans CEP includes commitment

Reference to equality standard	Key objectives	Activity	Responsible officer	Target date (by)	Progress/Evidence	Key Performance Measures
1.2.5 G	Corporate commitment to consult directorates / service teams on equality objectives	<ul style="list-style-type: none"> • CEP to include commitment 	J Underwood	31.1.06	CEP approved and adopted	CEP includes commitment
1.2.6 G	Each directorate / service team to commit to processes of equality self-assessment, scrutiny and audit on its service delivery	<ul style="list-style-type: none"> • Build requirement into service planning proforma and guidance 	I Forster	31.10.05	Service planning proforma created	Commitment identified in all service plans
1.2.7 G	Incorporate equality policy as a key theme within the community strategy drawn up by the Council and its partners	<ul style="list-style-type: none"> • Include in the process of updating the community strategy 	I Forster J Brock	30.6.06	Community strategy has been reviewed, and includes commitment to equality and diversity	Updated Community Strategy Document
1.2.8 G	Commit to establishing mechanisms for responding to harassment on the grounds of race, disability & gender	<ul style="list-style-type: none"> • CEP to include commitment 	J Underwood	31.1.06	CEP approved and adopted	CEP includes commitment
2.2.1 G	Ensure draft CEP has been circulated to designated community, staff and stakeholder groups with consultation timetable, and is published in an appropriate range of language and formats	<ul style="list-style-type: none"> • Develop a formal consultation schedule • Undertake external stakeholders event • Publish draft CEP in appropriate formats 	J Underwood I Forster J Underwood	31.10.05 30.11.05 30.11.05	CEP approved, adopted, and published. Range of formats available	Consultation takes place in line with timetable Well attended stakeholder event enhances consultation CEP available in various formats
2.2.2 G	Review equality content of community strategy	<ul style="list-style-type: none"> • Include in the process of updating the community strategy 	I Forster J Brock	30.6.06	New Sustainable Community Strategy in place	Updated Community Strategy Document

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
2.2.3 G	Establish consultation with designated community, staff and stakeholder groups and the wider community on all aspects of the EP	<ul style="list-style-type: none"> Develop consultation strategy Identify consultation groups Establish framework and timetable for consultation 	I Forster C Etherington EDWG	31.5.06 31.5.06 31.5.06	Initial consultation on the equality policy completed in December 2005. Community Engagement and Involvement Strategy approved and published. Now working to develop DSUF in partnership with LSP	Strategy, framework and timetable are in place. Strategy agreed with partnership. Cross partner working Group being established to develop action plan to ensure implementation across partnership. Effective consultation is taking place
2.2.4 G	Engage in consultation with Members, employee representatives, directorates and service teams on DIA requirements and the EP	<ul style="list-style-type: none"> Develop methodology and guidance for undertaking DIAs, including requirement to consult Develop internal consultation process 	J Underwood EDWG	31.10.05 31.3.06	Methodology and guidance developed Reports of completed DIAs will be submitted to EDWG before further consultation with CMT, members and DSUF	DIAs are taking place, including all requirements for consultation
2.2.5 G	Each directorate and service team to engage in consultation with designated community, staff and stakeholder groups on DIA requirements and its service delivery	<ul style="list-style-type: none"> Carry out consultation as part of the DIA process, and in line with 3-year rolling programme 	Service Team Managers	As per DIA programme	DIA programme and methodology in place	DIAs are taking place, including all requirements for consultation

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
2.2.6 G	Each directorate and service team to engage with equality self-assessment, scrutiny and audit on its service delivery	<ul style="list-style-type: none"> Develop methodology and guidance for undertaking DIAs, incl. requirement to consult & scrutinise 	J Underwood	31.10.05	Methodology and guidance developed	Appropriate methodology being used for DIA, including consultation and scrutiny requirements
		<ul style="list-style-type: none"> Build requirement into service planning proforma and guidance 	I Forster	31.10.05	Service planning proforma created	Relevant actions and targets contained in all service plans
2.2.7 G	Ensure that the EP and its objectives are incorporated in 'partnership' arrangements engaged in by the Council	<ul style="list-style-type: none"> Include requirement in procurement strategy 	L Chambers	31.3.06	Procurement strategy approved.	Clear equality objectives are included in the procurement strategy and other partnership arrangements eg partnership protocols
		<ul style="list-style-type: none"> Include in partnership protocols 		31.5.06 (see above)	Draft partnership strategy considered by CMT, and now being developed	
3.2.1 G	Make public all service level and employment objectives and targets that are available for consultation and scrutiny	<ul style="list-style-type: none"> Include in Corporate Planning and best value performance planning process 	I Forster	30.6.07	CEP available on website Corporate Plan includes equality objectives and Annual Report	Relevant information is provided in the corporate plan
3.2.2 G	Make provision of language services appropriate to designated consultation and scrutiny groups	<ul style="list-style-type: none"> Procure external language service 	J Underwood	On-going	Reviewed Language Line contract. Changed to EITI in April 2006	Facilities to meet the differing language needs of consultation and scrutiny groups are in place
		<ul style="list-style-type: none"> Establish contract for translation service 	J Underwood	31.3.06		
		<ul style="list-style-type: none"> Update internal interpreting database 	J Underwood	31.3.06		

Reference to equality standard	Key objectives	Activity	Responsible officer	Target date (by)	Progress/Evidence	Key Performance Measures
3.2.3 A	Completion of a full and systematic consultation process with designated community, staff and stakeholder groups	<ul style="list-style-type: none"> Implement Community Engagement and Involvement Strategy, including consultation timetables 	I Forster EDWG	31.3.08	Community Engagement and Involvement Strategy approved and published DSUF being developed with LSP On hold	Community Engagement and Involvement Strategy approved and in place. Strategy agreed with partnership. Cross partner working Group being established to develop action plan to ensure implementation across partnership. Timetables agreed with consultation groups
3.2.4 A	Consult on involving designated community, staff and stakeholder groups with scrutiny procedures	<ul style="list-style-type: none"> Implement Community Engagement and Involvement Strategy, including consultation timetables 	I Forster EDWG EDWG	31.3.08	Community Engagement and Involvement Strategy approved and published. DSUF being developed with LSP On hold	Community engagement and involvement strategy approved and in place. Strategy agreed with partnership. Cross partner working Group being established to develop action plan to ensure implementation across partnership
3.2.5 G	Consultation on equality to be linked with the continuing development of the community strategy	<ul style="list-style-type: none"> Include in review of community strategy 	I Forster J Brock	31.12.07	Strategy has been reviewed. Next year a report will be produced that assesses need for full review, which would include consultation	Updated Community Strategy Document
3.2.6 G	Publicise how, where and when action on targets will start	<ul style="list-style-type: none"> Include in corporate plan 	I Forster	30.6.06	Corporate Plan published	Information provided in corporate plan

Reference to equality standard	Key objectives	Activity	Responsible officer	Target date (by)	Progress/Evidence	Key Performance Measures
4.2.1 A	Consult with designated community, staff and stakeholder groups about what kind of information will be collected and the reasons for it	<ul style="list-style-type: none"> Include in Community Engagement and Involvement Strategy Develop process 	I Forster EDWG	31.3.08	DSUF being developed with LSP On hold	Community Engagement and Involvement Strategy in place, and processes for the collection of information defined. Strategy agreed with partnership. Cross partner working Group being established to develop action plan to ensure implementation across partnership
4.2.2 A	Circulate monitoring reports to designated consultation and scrutiny groups	<ul style="list-style-type: none"> Establish reporting system 	EDWG	31.12.07	On hold	Reporting system in place, reports generated
4.2.3 A	Undertake a consultation process that demonstrably engages designated consultation and scrutiny groups in review process	<ul style="list-style-type: none"> Implement and regularly review Community Engagement and Involvement Strategy Establish consultation and review timetables 	I Forster EDWG EDWG	31.3.08	Community Engagement and Involvement approved and published DSUF being developed with LSP On hold	Community Engagement and Involvement Strategy approved and in place. Timetables agreed with consultation groups Strategy agreed with partnership. Cross partner working Group being established to develop action plan to ensure implementation across partnership
4.2.4 A	Review by designated consultation and scrutiny groups of progress against targets	<ul style="list-style-type: none"> Establish consultation timetables Receive feedback reports 	EDWG EDWG	31.10.08	Community strategy has been reviewed, and includes commitment to equality and diversity	Consultation/feedback reports used to assess performance against targets

Reference to equality standard	Key objectives	Activity	Responsible officer	Target date (by)	Progress/Evidence	Key Performance Measures
4.2.5 G	Feedback response on monitoring reports to corporate and directorate teams, to service team managers, council committees, employee representatives, Members, and to District Partnership	<ul style="list-style-type: none"> Establish performance monitoring reporting system 	I Forster EDWG	31.12.06	Equalities Monitoring Protocol in place. Reports to be made through quarterly performance management reports	Reporting system in place and reports generated
4.2.6 G	Require contractors to supply monitoring reports on service delivery and take up	<ul style="list-style-type: none"> Include requirement in procurement strategy and contract monitoring procedure 	L Chambers	31.3.06	Procurement strategy approved by Executive in April	Requirement included in strategy, and contract monitoring procedure being applied
Service delivery and customer care						
1.3.1 G	Directorate and service team commitment to EP appropriate to service delivery	<ul style="list-style-type: none"> Statement of commitment included in service plan proforma 	Service Team Managers	31.3.06	Service planning proforma created	Clear commitment included in all service plans
1.3.2 G	Directorate and service team commitment to implementing the DIA for its service delivery including those assessments of organisational and individual requirement needed for compliance with the DDA	<ul style="list-style-type: none"> Build requirement to undertake DIA, in line with 3-year rolling programme, in service plans 	Service Team Managers	31.3.06	Service planning proforma created	Commitment to undergo DIA, in line with the 3 year programme, included in relevant service plans
1.3.3 G	Directorate and service team commitment to developing equal access to service plans and setting targets within each service area as part of their service plans	<ul style="list-style-type: none"> Include in service planning process 	Service Team Managers	31.3.06	Service planning proforma created	Clear commitment included in all services plans

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
1.3.4 G	Directorate and service team commitment to equality action planning and target setting	<ul style="list-style-type: none"> Include in service planning process 	Service Team Managers	31.3.06	Service planning proforma created	Clear commitment included in all services plans
1.3.5 G	Directorate and service team commitment to allocate specific resources for improving equality practice	<ul style="list-style-type: none"> Include in service planning process 	Service Team Managers	31.3.06	Service planning proforma created	Clear commitment included in all services plans
2.3.1 G	Engage in directorate and service team DIAs	<ul style="list-style-type: none"> Implement DIA 3-year programme 	J Underwood Service Team Managers	On-going from Oct 05	DIA methodology and guidance in place. Training provided	DIA 3 year programme is being implemented effectively Reports generated, received and scrutinised
2.3.2 G	Engage in development of directorate/service level equality objectives and targets	<ul style="list-style-type: none"> Include in service planning process 	Service Team Managers	31.3.06	Service planning proforma created	All service plans include equality objectives and targets
2.3.3 G	Review of services should include the procurement function and all contracted services and partnership arrangements	<ul style="list-style-type: none"> Revise what is currently included in best value review toolkit 	J Underwood	31.8.07	CPA result 'Good'. Service planning proforma includes need to review VFM, procurement & partnerships	Best value reviews are undertaken in line with appropriate toolkit requirements It is unlikely best value reviews will be conducted in future, changes taking place at national level
3.3.1 G	Complete access to services element of the CEP and ensure consistency with the Equality Scheme	<ul style="list-style-type: none"> Complete access to services work, as set out in CEP, and linked to e-Government PSOs 	I Forster	30.3.07	Access to service Project management linked to CEP.	Evidence of development, implementation and embedding of key projects
3.3.2 G	Equality objectives and targets developed within each directorate / service team	<ul style="list-style-type: none"> Include in service planning process 	Service Team Managers	31.3.06	Service planning proforma created	All service plans include relevant equality objectives and targets

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
3.3.3 G	Service planning to specifically address the importance of barriers, accessibility and reasonable adjustment in the provision of services	<ul style="list-style-type: none"> Include in service planning process 	Service Team Managers	31.3.06	Service planning proforma created	All service plans will address these requirements appropriate to the specific service provision
3.3.4 G	Allocation of appropriate resources to achieve targets	<ul style="list-style-type: none"> Include in service planning process Ensure appropriate allocations within the medium term financial strategy 	Service Team Managers L Chambers	31.3.06 31.3.06	Service planning proforma created MTFP framework in place	The MTFP and all service plans clearly identify resources needed to meet equality targets
3.3.5 G	Establish structures of responsibility at directorate / service team level to progress action plans	<ul style="list-style-type: none"> Develop structures 	Service Team Managers	31.3.06	Service planning proforma includes requirement CEP also sets out responsibilities	Service plans include structures, and these are communicated to staff. Performance against action plans is monitored
3.3.6 G	Set timetable within action plans for creating / adapting information and monitoring systems within service areas	<ul style="list-style-type: none"> Include timetables in service plans 	Service Team Managers	31.3.07	Equalities Monitoring Protocol in place Actions built into service planning to start Sept 07	All service plans includes action plans for the development of appropriate systems
3.3.7 G	For agencies delivering services on behalf of the Council, include within contracts a requirement to deliver an effective and appropriate service, fairly and without unlawful discrimination	<ul style="list-style-type: none"> Include requirement in procurement strategy and contract monitoring procedure 	L Chambers	31.3.06	Procurement strategy in place	Procurement strategy is in place, and the requirements being applied consistently
3.3.8 G	Establish monitoring of contracts to secure equal employment and equal service delivery targets	<ul style="list-style-type: none"> Include requirement in procurement strategy and contract monitoring procedure 	L Chambers	31.3.06	Procurement strategy in place	Procurement strategy is in place, and the requirements being applied consistently

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
3.3.9 G	Start action on departmental and service area targets	<ul style="list-style-type: none"> Develop reporting framework Report progress to EDWG 	EDWG Service Team Managers	31.3.07 30.6.07	Targets set in service plans (2008/09 drafted)	Performance against service area targets is reported and scrutinised
4.3.1 G	All directorate and service level units are using information systems and effective and adequate equality monitoring procedures	<ul style="list-style-type: none"> Develop and implement information management strategy Procedures and systems in place 	I Forster Service Team Managers	28.2.06 31.12.07	Information management strategy approved and published Equalities Monitoring Protocol in place, further developments within CRM planned	There are accurate data collection and analysis systems, effective monitoring and regular reporting in place
4.3.2 G	Procedures are applied across contracts and partnerships	<ul style="list-style-type: none"> Consistent application of procurement and contract monitoring requirements 	CMT Service Team Managers	31.12.06	Procurement strategy in place Partnership strategy approved by Council in December	Procurement strategy is in place, and the requirements being applied consistently
4.3.3 A	Service delivery monitoring reports are produced at specific and regular intervals	<ul style="list-style-type: none"> Develop reporting framework Quarterly reports produced 	EDWG Service Team Managers	31.3.08 31.3.08	Linked to 3.3.6 above Monitoring begun but reporting not embedded	There are accurate data collection and analysis systems, effective monitoring and regular reporting in place
4.3.4 A	Service delivery monitoring reports are circulated to all designated consultation and scrutiny groups	<ul style="list-style-type: none"> Regular reports to consultation and scrutiny groups in line with consultation strategy and schedule 	EDWG	31.3.09	Community engagement strategy developed and now agreed with LSP. Review of constitution and scrutiny function to be done by 30.6.06. New Scrutiny officer appointed.	Regular reports are produced for all relevant consultation and scrutiny groups, in line with reporting framework and consultation strategies

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
4.3.5 A	Report progress on implementation of service standards to directorate members, Council committees, Members and designated consultation and scrutiny groups	<ul style="list-style-type: none"> Regular reports in line with reporting framework 	EDWG	31.3.08		Regular reports are produced for all relevant consultation and scrutiny groups, in line with reporting framework and consultation strategies
4.3.6 A	Use monitoring to assess achievements against targets set out in action plans and feed back results into policy review, targeting and revising action plans	<ul style="list-style-type: none"> Implement monitoring system Conduct reviews of performance and revise action plans where necessary 	Service Team Managers EDWG	30.6.08		Monitoring and review takes place on a regular basis, in line with the approved system Service plans and policies are revised accordingly
4.3.7 A	Establish inter-departmental scrutiny process	<ul style="list-style-type: none"> Achieve through EDWG 	EDWG	31.12.07 Revise date to 31.12.08	See 4.3.4 above, also links to internal monitoring process	An effective inter-departmental scrutiny process is in place
Employment and training						
1.4.1 G	Adopt recruitment procedures which use non-discriminatory practices	<ul style="list-style-type: none"> Develop a comprehensive recruitment and selection policy and procedures 	HR & Policy Manager	01.01.05	Complete, policy and procedures in place	Policy and procedure implemented
1.4.2 G	Commitment to an employment equality assessment of the local labour market area and equal pay review	<ul style="list-style-type: none"> CMT to give approval to undertake an employment equality assessment 	HR & Policy Manager	01.07.06	Commitment stated in CEP Commitment stated in Service Plan	Employment Equality Assessment completed and results analysed

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
1.4.3 G	Commitment to establish a fair employment and equal pay policy	<ul style="list-style-type: none"> Commitment given to carry out an equal pay risk assessment and address inequalities in pay between male and female workers 	A Swinney/C Harvey	01.04.05	Commitment given in service plan. Equal Pay risk assessment conducted Settlements for equal pay complete Job evaluation review for scale 3 and below posts has commenced	Compensation Payments settled in respect of equal pay Job evaluation review completed
1.4.4 G	Commitment to developing equal employment and equal pay element of EP, incorporating employment related issues from the RES and including assessment of need for DDA compliance	<ul style="list-style-type: none"> HR & Policy Manager committed to play active role in EDWG 	HR & Policy Manager	01.10.05	Commitment made in Service Plan	Development of equal pay and equal pay elements of EP
1.4.5 G	Commitment to adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	<ul style="list-style-type: none"> Commitment to adopt a variety of media and make vacancy information available in various formats 	HR & Policy Manager	01.01.05	Various media used and application forms and packs revised	Application form revised
1.4.6 G	Commitment to produce a standard range of application forms and job descriptions that are clear and explicit	<ul style="list-style-type: none"> Produce standard application form and clear and explicit job descriptions 	HR & Policy Manager	01.01.05	Revised application forms and job description template	Clear, accessible and easy to use documents
1.4.7 G	Commitment to review personnel information systems for monitoring suitability including underpinning the Council's statutory ethnic monitoring duties	<ul style="list-style-type: none"> Review existing personnel information system and identify suitable replacement system 	Head of OD/HR and Policy Manager	01.01.05	New personnel information system purchased	Provision of equal opportunities data/reports from new system

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
1.4.8 G	Commitment to make procedures consistent with employee codes of practice	Ensure all policies and procedures comply with ACAS and CIPD codes of practice	HR & Policy Manager	01.01.05	Codes of practice included within policies and procedures	New Policies and Procedures comply with best practice
1.4.9 G	Commitment to develop a programme for staff training in equality issues	<ul style="list-style-type: none"> Commitment made in the Improvement and Recovery Plan, and CEP 	J Underwood	30.9.05	Commitment made. See IRP and CEP	All staff will have training relevant to their job.
2.4.1 G	Develop fair employment and equal pay policy element of EP	<ul style="list-style-type: none"> Produce draft fair employment and equal pay policy Undertake formal consultation Council approval 	A Swinney/C Harvey C Harvey C Harvey	01.07.06 01.09.06 31.1.07	Fair employment and equal pay policy drafted Consultation and approval timetable established To be included as part of CEP annual review	A fair employment and equal pay policy, is approved and in place.
2.4.2 G	Engage in employment equality assessment of the local labour market area	<ul style="list-style-type: none"> Undertake an equality employment assessment of the local labour market 	HR & Policy Manager	31.12.07	Assessment identified as action in service plan	Employment Equality Assessment results analysed
2.4.3 G	Engage in workforce profiling and an equal pay review	<ul style="list-style-type: none"> Undertake a comprehensive equal pay audit of all employees 	HR & Policy Manager	01.04.07	Review completed	Results assessed and if necessary acted on
2.4.4 G	Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	<ul style="list-style-type: none"> Adopt a variety of media and make vacancy information available in various formats 	HR & Policy Manager	01.01.05	Various media used and application forms and packs revised	Packs revised

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
2.4.5 G	Produce a range of application forms and jobs descriptions that are clear and explicit	<ul style="list-style-type: none"> Produce standard application form and clear and explicit job descriptions 	HR & Policy Manager	01.01.05	Revised application forms and job description template	Application form revised
2.4.6 G	Review personnel information system for monitoring suitability including supporting the Council's statutory ethnic monitoring duties	<ul style="list-style-type: none"> Review existing personnel information system and identify suitable replacement system 	Head of OD/HR and Policy Manager	01.01.05	New personnel information system purchased	Provision of equal opportunities data/reports from new system
2.4.7 G	All employment procedures to be made consistent with current legislation and all relevant employment Codes of Practice	<ul style="list-style-type: none"> All policies and procedures written to comply with ACAS and CIPD codes of practice 	HR & Policy Manager	01.01.05 and on-going	Codes of practice included within policies and procedures	New Policies and Procedures comply with best practice
2.4.8 G	Develop a programme of equality training to support the CEP and service objectives. Ensure training programme is consistent with the training arrangements in the Council's RES	<ul style="list-style-type: none"> Develop training matrix Draw up training programme 	J Underwood J Underwood	30.9.05	Matrix and programme in place.	All staff have awareness training, and there is a module specifically for Managers. Front line service delivery staff to receive relevant equalities training as part of the Council customer care training scheme
3.4.1 G	Complete employment section of the CEP and ensure consistency with the RES	<ul style="list-style-type: none"> Complete employment section of the CEP and ensure consistency with the RES 	HR & Policy Manager	01.06.06	Employment section of CEP completed and consistent with RES	CEP in place that includes actions on employment
3.4.2 G	Set employment equality targets for recruitment, staff retention, workforce profiles	<ul style="list-style-type: none"> Corporate and local performance indicators to be developed 	Head of OD/HR and Policy Manager	01.04.05	Complete – included as local pis	BVPI and LPI data is used to inform performance targets

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
3.4.3 G	Conduct an equal pay review and plan for equal pay adjustment	<ul style="list-style-type: none"> Undertake a comprehensive equal pay audit of all employees 	HR & Policy Manager	01.04.07	Review completed	Results assessed and action plan formulated to address any inequalities
3.4.4 G	Ensure staff and Members are aware of action plans and the implications for services and employment	<ul style="list-style-type: none"> Regular communications to staff and members via Core and Employee Briefings, Teamtalk and Employee Forums 	HR & Policy Manager	Ongoing	Minutes of meetings Teamtalk publications Employee Forum minutes	Employees are kept informed of progress and issues by briefings, TeamTalk and employee forum Members receive quarterly performance reports
3.4.5 A	Provide training for managers on the implementation of the Standard with contractors and partners	<ul style="list-style-type: none"> Include requirement in procurement strategy Include in corporate training and development plan 	L Chambers A Swinney	31.3.06 30.9.07	Procurement strategy in place	Managers have the knowledge to ensure that our contractors and partners act in accordance with the Council's Equality Policy
3.4.6 G	Training for all staff involved in recruitment on the Equality Standard, setting service objectives, action planning and monitoring, consistent with the training arrangements set out in the RES	<ul style="list-style-type: none"> Update recruitment and selection training to include Equality Standard 	HR & Policy Manager	01.07.06	Completed	Staff understand Equality Standard and its impact
3.4.7 G	Provide training for all staff on the detailed implementation of the Equality Standard including action plans and updates on legal and other developments	<ul style="list-style-type: none"> Include as element in Equalities and Diversity training for all employees, managers and members 	EDWG	01.06.06	The ESLG refers specifically to disciplinary procedures on this point. Requirement included in Corporate Training and Development Plan	Staff have knowledge of Equality Standard and associated plans and developments

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
3.4.8 G	Build equality objectives and targets into management appraisal mechanisms	<ul style="list-style-type: none"> Review Personal Development Process 	Head of OD / HR & Policy Manager	01.04.06	PDP documents	Issues of equality and diversity are discussed at PDP, and appropriate targets set
3.4.9 G	Provide information and appropriate training on action plans to support scrutiny process	<ul style="list-style-type: none"> Training/awareness sessions for officers and members on action plans 	EDWG / HR & Policy Manager	Ongoing	Members have received diversity training To be further developed in line with review of scrutiny function	Performance on equality and diversity is scrutinised effectively
3.4.10 G	Establish a system of guidance and training on relevant equality issues to short-listing panels and interviewers	<ul style="list-style-type: none"> Update recruitment and selection training to include equality issues 	HR & Policy Manager	01.09.05	Equality and diversity issues included as part of training	Staff aware of E&D issues relating to short-listing and interviewing
3.4.11 G	Start action on all employment and pay targets	<ul style="list-style-type: none"> Regular reporting on HR corporate and local performance indicators 	HR & Policy Manager	Ongoing	Quarterly PI reports	BVPI targets achieved.
4.4.1 G	Use existing or adapted personnel information systems to provide equality data relating to human resource targets (recruitment, promotion, training, grievances, disciplinary action, appraisal, dismissal and other reasons for leaving, retention and equal pay)	<ul style="list-style-type: none"> Implementation of new personnel information system and development of reporting tool to assist in the provision of equality data 	Head of OD	01.04.06 and on-going	Standard and ad-hoc equality reports produced	Accurate equality data
4.4.2 G	Produce monitoring reports at regular and specified intervals and circulate to designated consultation and scrutiny groups	<ul style="list-style-type: none"> Produce quarterly monitoring reports and distribute, in line with the reporting system 	A Swinney EDWG	30.6.06	Quarterly reports produced. Requires ongoing development in line with corporate monitoring system	Reports are produced, received and scrutinised in line with reporting system

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
4.4.3 G	Use equality data to monitor use of all personnel procedures	<ul style="list-style-type: none"> Implement monitoring mechanisms for outstanding procedures 	Head of OD/HR and Policy Manager	On going	Comprehensive equality data on the use of personnel procedures DIA in HR policies to commence shortly	Non-discriminatory procedures
4.4.4 G	Use equality data to monitor the number of staff leaving employment and their reasons for leaving	<ul style="list-style-type: none"> Number of staff leaving and reasons for leaving monitored in relation to equalities 	HR and Policy Manager	01.04.05 and on-going	System is in place. To be further developed as part of overall service monitoring procedures	Data indicates where there may be any discriminatory practices which cause people to leave the Council
4.4.5 G	Use monitoring reports to assess whether authority employment profiles more closely fit the profile of local labour market area	<ul style="list-style-type: none"> Produce quarterly monitoring reports of authority employment profiles and compare to local labour market 	Head of OD/HR & Policy Manager	01.09.06	Quarterly reports now produced.	Achievement of BVPI 17
4.4.6 A	Report progress on employment and pay targets to directorate members, Council committees, Members and consultation and scrutiny groups	<ul style="list-style-type: none"> Produce regular update reports on equal pay and single status 	HR & Policy Manager	Ongoing	Reports	
4.4.7 A	Report on implementation of pay review recommendations	<ul style="list-style-type: none"> Produce report and action plan on pay review recommendations 	Head of OD/HR & Policy Manager	31.3.08	In progress	Pay review recommendations implemented

Reference to Equality Standard	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
4.4.8 G	Meet the training needs of staff appropriately	<ul style="list-style-type: none"> Deliver training in accordance with matrix and programme Future training needs to be identified through the induction process Include equality and diversity training in corporate annual training and development plan Training on how to undertake diversity impact assessments to be carried out in line with the 3-year programme 	<p>J Underwood</p> <p>M Murray</p> <p>A Swinney</p> <p>J Underwood</p>	<p>31.12.05</p> <p>On-going</p> <p>31.3.06</p> <p>As per programme</p>	<ul style="list-style-type: none"> Initial training programme completed. See attendance lists. Process in place Training identified in the 2006/07 plan Training commenced, in line with programme 	<p>All staff received awareness training. Managers received additional module on their specific roles and responsibilities.</p> <p>Processes to identify future training needs, and plan suitable courses, in place and implemented.</p> <p>Service team personnel have training that enables them to effectively carry out impact assessments</p>

EQUALITY SCHEME ACTION PLAN

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
Monitoring and scrutiny						
13 G	Develop and implement structure for scrutiny processes	Establish Equality and Diversity Working Group	I Forster	31.10.05	Group established, with terms of reference	Terms of reference agreed Meetings taking place
G		Establish monitoring sub group of EDWG	I Forster	31.12.05	Group established, with terms of reference	Group established, with terms of reference
G		Define and communicate scrutiny structure	I Forster J Underwood	31.7.06	Community Engagement and Involvement Strategy to be presented to Executive and council in May 2006 includes scrutiny review proposals. Now agreed with LSP.	Scrutiny structure in place and communicated to all relevant parties
A		Involve partners and external stakeholders in the scrutiny process	I Forster J Underwood	31.3.08	External members on EDWG Develop process for LSP scrutiny DSUF being developed On hold	Scrutiny structure in place and communicated to all relevant parties. Strategy agreed with partnership. Cross partner working group being establish to develop action plan to ensure implementation across partnership.
16 G	Monitor performance, practices and activity	Devise monitoring systems	EDWG	31.10.06	Draft protocols to be discussed at EDWG (October meeting cancelled)	Monitoring system developed
		Develop guidance documents	EDWG			Guidance documents available
		Devise and introduce disaggregated monitoring forms	EDWG			Monitoring system developed

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
A		Obtain relevant data from partners (where appropriate)	EDWG	31.3.08	Partnership-wide approach being developed On hold	All possible data is available to assist monitoring and review
A		Obtain feedback from Diverse Service Users Forum	EDWG	31.3.08	Partnership-wide approach being developed On hold	Feedback is used to inform improvements to policy and service delivery
G		Obtain feedback from staff representatives / staff associations	EDWG	31.12.06	Establishment of support groups investigated. No interest to date, but staff and TU reps are consulted when appropriate	Employees are fully involved
G		Develop suite of equality local performance indicators to complement BVPIs	EDWG	31.3.06	LPIs in place.	Meaningful indicators are used to monitor and manage performance on equality targets
G		Report progress on equalities performance within normal quarterly performance management reports	I Forster J Underwood EDWG	31.10.05	First report produced for second quarter of 2005	Reports are generated quarterly and submitted to the Executive for monitoring and scrutiny purposes
20.2 G	Monitor training	EDWG to prepare quarterly performance reports on the effectiveness of training	EDWG training sub group	31.10.06	Basket of indicators now in place, reports to be made quarterly to EDWG and in corporate PM report	Reports are generated quarterly, considered by EDWG, and included in normal quarterly performance reports to Executive for monitoring and scrutiny purposes
21 G	Monitor employment practices	Ensure robust systems in place for monitoring recruitment, retention and progress of all staff	A Swinney	30.6.06	Process is in place and on-going, but further development needed to link to corporate monitoring procedures being developed currently	Monitoring information is used to appraise and, where necessary, improve employment practice

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
Consultation and involvement						
14 G	Consultation strategy	Develop and implement Customer Excellence strategy	I Forster C Etherington	31.10.05	Strategy in place	A fully co-ordinated approach to customer consultation is being applied, in line with both strategies
		Develop and implement Community Engagement and Involvement Strategy	I Forster	31.5.06	Strategy in place	
A	Establish Diverse Service Users Forum	Have clear terms of reference for DSUF Establish a consultation schedule	J Underwood J Underwood	31.3.08	Partnership-wide approach being developed On hold	Regular consultation with minority groups within the community is taking place
G		Commit resources	CMT	31.3.06	Council agreed budget, if resources can be found	The Council is able to support the DSUF function, which is key to effective consultation
A		Establish robust systems for capturing feedback from DSUF	EDWG	31.3.08	Partnership-wide approach being developed On hold	Consultation information is analysed and used to inform improvements to policy and service delivery
G	Involve disabled people in service design and delivery	Hold regular consultation event with police and disabled people and their representatives on community safety issues	M Brennan	On-going		Disabled people feel more secure in their own environments
		Develop disability checklist for building/refurbishment of public buildings and regeneration schemes, including use of technology and involvement of disabled people	M Walker	31.03.07	Complete	All refurbishments and new builds of public building and regeneration schemes are fully accessible
		Conduct audit of access to buildings in Council ownership	M Walker	31.12.07		
		Develop access strategy for public buildings and regeneration schemes.	M Walker	31.03.08		

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
G		Involve disabled people in plans to refurbish civic centre	C Etherington	31.3.07	People were consulted, however progress on project halted due to financial restrictions and LGR	Consultation information is analysed and used to inform improvements
G	Work more closely with disabled (and other) minority groups	Each service to consider how this can best be achieved and build into service plans	CMT/ Service Team Managers	Begin 30.9.07	Requirement for equality objectives now included in service plan proforma. Service plans drafted for 2008/09.	Disabled people (and those from other minority groups) are more actively involved in service design
		Include requirement in service planning guidance for 2007	I Forster	31.8.07		
14 A	The council has a thorough understanding of gender issues in relation to: <ul style="list-style-type: none"> • Employment • Service delivery • Democratic representation and uses that knowledge to improve services and ensure fairness for all	Research gender issues in <ul style="list-style-type: none"> • Employment • Service delivery, across all services • Democratic representation 	Action Learning Set (Sponsor Ian Forster)	31.2.08	Action Learning Set agreed and brief developed, however this will not go ahead because of lack of ALS participants. Work to be taken up by EDWG.	Research outputs eg survey data, is captured
		Consult employees, trade unions, Members, partner organisations and local people		31.2.08		Comprehensive consultation feedback received
		Produce report, and present to <ul style="list-style-type: none"> • CMT • Executive 		31.3.08		Report produced that informs policy and decision making processes
		Implement recommendations	As defined in report	As relevant		Recommendations actioned
14 A	Consult with the transgender community and their representatives to identify issues affecting transgender people locally, regionally and nationally	Identify consultation methods and groups, and draw up consultation timetable	J Underwood	30.6.07	Being addressed with Durham Equality Officer Partnership, and Co Durham LGBT infrastructure steering group On-going	Timetable in place
		Identify issues and positive actions	J Underwood	31.8.07		Consultation outputs and feedback captured
		Implement recommendations	J Underwood STMs, as appropriate	As relevant	Recommendations actioned	

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
Impact assessment						
15	Undertake diversity impact assessments across all Council services	Develop and approve a 3-year rolling programme of diversity impact assessments	J Underwood CMT	30.9.05	Programme approved	DIAs are undertaken in line with programme
G		Carry out functional analysis	J Underwood	30.8.05	Analysis undertaken at corporate level	Analysis forms the basis for identifying DIA priorities
G		Ensure relevant personnel within service teams are trained to undertake impact assessments	J Underwood	On-going	Staff in Housing, Revenues & Benefits, Environmental Health, and corporate support team trained	There are trained staff in service teams to undertake DIAs, in line with programme
G		Report results of assessments to EDWG	Service Team Managers	On-going	Standard agenda item on EDWG	All DIAs are formally reported to EDWG
G	Ensure continued effectiveness of impact assessment process	Review DIA scheme, methodology, review programme and consultation mechanism	J Underwood	31.3.07	Completed. New methodology aligned to service planning – to commence Sept 07	Timely DIA reports are considered by representatives of minority groups
G		Ensure remedial actions are taken	Service Team Managers	On-going	As necessary Robust methodology in place	Remedial actions are taken, as determined by Service Team Managers and EDWG
A		Identify where policies are jointly owned with partners, and develop & agree impact assessment programme	EDWG	30.6.08	Partnership strategy approved by Council in December On hold	Partnership DIA programme is in place
A		Report results to all partners and ensure remedial action is taken	EDWG	Post 31.12.08	On hold	Reports are received by all partners, and any remedial action necessary is undertaken

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
Procurement						
17 G	Ensure that robust procurement procedures are in place	Develop a template based on CRE procurement guidelines for tendering assessment purposes	L Chambers	30.6.06	Procurement strategy agreed by Exec 3.4.06	A consistent approach is achieved through standardised processes
G		Develop monitoring systems to ensure applicants equality policies/strategies are disclosed, and that they produce evidence of activity to ensure (racial) equality	L Chambers	30.6.06	Procurement strategy agreed by Exec 3.4.06	All contractors employed by the Council demonstrate high standards of (racial) equality practice
Publishing results						
18 G	Publish annual report	Establish a consultation & involvement sub group of the EDWG whose work will include publishing reports	Ian Forster, EDWG	31.12.05	EDWG established Report to be published within corporate plan	Staff, Members, the community and other external stakeholders will be informed of the Council's performance on equality and diversity
G		Develop framework for equalities annual report	EDWG	31.3.06	Corporate plan	The right information is included in annual report
G		Publish report	I Forster	30.6.06	Corporate plan published Annual Report published	Information published within the corporate plan
G		Develop website to increase accessibility, particularly around language and disability. Achieve Level AAA of IWAI	G Clarke	30.6.06	In development	More people with language and reading difficulties are able to access the website
G	Inform community of standards of service they can expect	Establish and publicise service standards	C Etherington	30.6.07	Corporate service standards published	The community knows what standards of service to expect

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
G		Publish performance on service standards	C Etherington	30.6.07	Corporate service standards available published	The community knows how well the council is performing against its standards of service
18, 19, 21 G	Report performance annually within the Corporate Plan / best value performance plan	Develop framework for equalities annual report	EDWG	31.3.06	Corporate plan	The right information is included in the annual report, which forms part of the Council's corporate planning process
G		Ensure reports available in appropriate languages, Braille and large print; in CD format and on the website	Henk Geertsema Graeme Clark	30.7.06	New contract with EITI established Website can provide electronic translations	People whose first language is not English, or those with reading difficulties, have access to the report
Training						
20 G	Provide relevant equalities training for all staff	Develop a competency framework for all staff	Julie Underwood	31.10.05	Competency Matrix developed	Staff and members receive training at the appropriate level
G		Awareness training for all staff	Julie Underwood	30.11.05 then on-going	All staff received awareness training. Future training to be identified through induction process	Staff have received awareness training
G		Specific module for managers, emphasising their roles and responsibilities	Julie Underwood	31.10.05	All managers trained. Future training to be identified through induction process	Managers have received specific training
G		DIA training for those staff involved in undertaking the assessments	J Underwood C Etherington	30.11.05 then on-going	Staff in Housing and Revenues & Benefits trained	A number of people in each service team are trained to carry out DIAs, in line with 3 year DIA programme
G		Develop & deliver equalities module as part of customer care training course	J Underwood C Etherington	Devel: 30.4.06 Deliv: 31.12.06	Customer care training course in development	An equalities module forms a key part of customer care training provided for front line service delivery staff

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
A	Provide specific training on disability (and other diversity strands) for staff and councillors	Develop and deliver specific awareness raising sessions in conjunction with disabled people and their representatives (and for other minority groups)	C Harvey J Underwood	30.6.07 (develop) 31.12.07 (deliver) revised date 31.12.08	F Mulvey has offered to supply training on disability – topics agreed. JU to discuss with M Murray for corporate T&D plan	Staff and members are more aware of the specific needs of disabled people
		Include in revised communications strategy	C Etherington H Geertsema	31.12.06	Communication strategy approved by CMT April 2007. To full Council July 2007.	Guidance included within communications strategy
G	Encourage disabled people to work in the public sector	Review recruitment policy	A Swinney C Harvey	30.9.07		Disabled applicants are keen to apply for jobs at the council
		Hold 'open day' in conjunction with Durham County Council and other district councils in County	J Underwood	31.12.07	Durham Equality & Diversity Partnership undertook on 12 & 21.11.07	More disabled people are keen to work in local government
G	Provide relevant equalities training for elected Members	Awareness and Member-specific training made available to all Members	J Underwood	31.10.05	Majority of Members have received training	Members take up training opportunities
Service delivery						
G	Investigate possibility of providing supported housing in the round, and including people with learning disability	Carry out feasibility study and market research into providing supported housing accommodation	P Stephens L Hall	31.8.07	Not being taken forward due to LSVT	People in need have appropriate accommodation
		Develop action plan and implement the recommendations of study		As per action plan		
A	Address issue of vacant private properties attracting rubbish and antisocial behaviour	Review the new enforcement powers for vacant private sector dwellings as detailed in the amended Housing Act 2004	A Hutchinson	30.6.07		Issues of rubbish tipping, vandalism and anti social behaviour around private sector properties are eradicated
		Report to Executive how these can be implemented		30.6.07		
		Develop action plan		30.9.07		

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
Communication						
G	Ensure community is well informed about services and events	Develop communications network with disability (and other minority) groups – to disseminate information about council, events and early warning bulletins	J Underwood C Etherington	31.3.07	Abandoned due to lack of resources and LGR implications	Network members are receiving and disseminating information about the council and events in the locality, and of early warning bulletins
		Set up 'events register' on internet / intranet	H Geertsema	31.3.07	Complete	There is a central repository for collecting information on events taking place within the district
		Review communications strategy	H Geertsema	31.12.06	Communication strategy approved by CMT April 2007. To full Council July 2007.	
		Include disability contacts in weekly list service for all planning applications	S Reed	31.12.06	Disabled people on contact list offered opportunity to be on list. Low take up to date	Disabled people are consulted early in the planning process
G	Ensure consistency across the council of communications for all types of disability	Develop corporate communication standards including plain English and use of variety of formats	C Etherington H Geertsema	31.12.06	Communication strategy approved by CMT April 2007. To full Council July 2007.	People receive easily understood communications in the best format for them
		Investigate possibility of talking newspapers for District News, and other council bulletins	Henk Geertsema	Achieved	Taped version of district news issued to registered clients. Also available via Readspeak on web-site.	People with visual impairment have increased opportunities to learn about the council

Reference to ES (paragraph)	Key Objectives	Activity	Responsible Officer	Target Date (by)	Progress/Evidence	Key Performance Measures
G	Assist disabled groups in their communication needs	Publicise dementia sufferers help card, Internally to staff and councillors by intranet; posters; TeamTalk and customer services champions to raise in their teams Externally through District News, website	C Etherington H Geertsema	31.3.07	Included in communication strategy approved by CMT April 2007. To full Council July 2007.	Both council staff and the public have a greater understanding of the needs of people with dementia
G	The council adopts the European Charter for Equality of women and men in local life	Draw up action plan	J Underwood L Ebbatson	31.5.07	Project plan completed Council consulted May 07.	Action plan in place
		Launch and publicise	J Underwood	30.9.07	Draft action plan in development. To be submitted to Council in September.	Employees, Members and community are made aware
		Implement actions	As defined by action plan	As relevant		Actions implemented
		Monitor progress	EDWG	On going		Progress monitoring reports produced

	Number of actions	% completed	% on target	% behind target
Corporate Equality Plan	115	84%	16%	0%
Equality Scheme	53	79%	21%	0%
Total	168	83%	17%	0%

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Revised Equality Standard for Local Government: Self-assessment / comparison
Levels 2&3
Status at December 2007

Level 2

2.1 Leadership and corporate commitment

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
2.1.1 <ul style="list-style-type: none"> ▪ Has the CEP: <ul style="list-style-type: none"> ○ Been co-ordinated with the RES ○ Been subject to consultation ○ Amended in the light of consultation, and ○ Published in a full range of appropriate formats? 	Publish draft corporate equality scheme to delivery the authority's comprehensive equality policy and statutory equality schemes	CEP Report to Council January 2006 Revised CEP – Council report January 2007 District News March 2006 Letter to stakeholders Available on website
2.1.2 <ul style="list-style-type: none"> ▪ Does the CEP contain details of the implementation of the DIA? ▪ Has responsibility for DIA been clearly allocated within the authority? ▪ Has work on DIA started? 	<ul style="list-style-type: none"> ▪ Produce a risk assessment of local authority services, activities and procedures, and develop a prioritised programme of equality impact assessments ▪ Publish an action plan for the extension of equality impact assessments to sexual orientation, religion or belief and age ▪ Demonstrate corporate engagement in the equality impact assessment process 	CEP Function analysis Lists of policies in R&B, Housing, Corporate and Licensing 3-year DIA programme Review of DIA methodology and guidance undertaken DIAs undertaken in Revenues & Benefits, Housing, and some corporate service areas
2.1.3 <ul style="list-style-type: none"> ▪ Develop corporate mechanism for assessing development of service level equality objectives and targets 	Unchanged	Service plan proforma, <i>updated July 2007</i>
2.1.4 <ul style="list-style-type: none"> ▪ Create corporate structure for overseeing development of information and monitoring systems 	Unchanged	EDWG terms of reference Equalities Monitoring Protocol <i>(most recent versions)</i>
2.1.5 <ul style="list-style-type: none"> ▪ Does the authority have well-defined procedures for dealing with harassment in employment and service provision? ▪ Has the authority assigned specific officers to deal with harassment? ▪ Does the authority take part in multi-agency panels for dealing with and countering incidents of harassment? 	Deleted	HR policies Job descriptions: Managers; Community Safety team Community Safety Partnership minutes BVPI proforma returns (based on data provided by Durham Constabulary)

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item		Revised ESLG checklist item	Evidence
2.1.5	<ul style="list-style-type: none"> ▪ Does the authority use the recommended definition of a racial incident, and form of recording such incidents and appropriate evidence? 	Deleted	
New	<ul style="list-style-type: none"> ▪ 	Develop a corporate framework for equality consultation and guidance on consultation methods to be adopted within the authority	DIA methodology and guidance (<i>latest version</i>) Community engagement and involvement strategy

2.2 Community engagement and accountability

Original ESLG reference and checklist item		Revised ESLG checklist item	Evidence
2.2.1	<ul style="list-style-type: none"> ▪ Does the draft CEP contain clear objectives for consultation and scrutiny? ▪ Is the draft CEP available in an appropriate range of languages and formats? ▪ Does the draft CEP contain proposals for equality self assessment, scrutiny and audit? ▪ Has the draft CEP been circulated to designated community, staff and stakeholder groups? ▪ Has a consultation timetable been set? ▪ Has a timetable been set for publication of the CEP? 	Ensure that draft <u>corporate equality scheme</u> has been circulated to designated community, staff and stakeholder groups with consultation timetable and is published in an appropriate range of languages and formats	Corporate Equality Plan 2007, which incorporates 6-strand Equality Scheme Report to Council Nov 2006 on Equality Scheme, minutes of meeting On website
2.2.2	<ul style="list-style-type: none"> ▪ Does the community strategy have equality content consistent with the authority's draft CEP? 	Review equality content of all community strategies, LAAs etc	CEP 2007 Sustainable Community Strategy LAA agreement
2.2.3	<ul style="list-style-type: none"> ▪ Have consultation meetings with designated community, staff and stakeholder groups been planned? ▪ Been held? ▪ Been reported on? ▪ Is consultation on equality co-ordinated at a corporate level? 	Involve designated community, staff and stakeholder groups and the wider community on corporate policy	Stakeholder event presentation & attendance sheet Reports to Council January 2006 and January 2007 EDWG terms of reference Community Engagement & Involvement Strategy and action plans DIA methodology & guidance
2.2.4	<ul style="list-style-type: none"> ▪ Have Members and service teams been consulted on equality plans? ▪ Have these consultations been reported on? ▪ Are there specific consultation results / reports for each service area? 	Involve members, employee representatives, department and service manager on impact assessments and all aspects of the equality scheme	Report to Council January 2006 November 2006 and January 2007 Minutes of Service Team Managers meetings Minutes of EDWG meetings DIA methodology & guidance

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
2.2.5 <ul style="list-style-type: none"> ▪ Has each service team held consultation with designated community, staff and stakeholder groups on its service delivery? ▪ Are there specific consultation results/reports for each service team? ▪ Are reports of these consultation meetings available? 	Each department and service area to involve designated community, staff and stakeholder groups on its equality impact assessments and its service delivery	DIA methodology and guidance Service plan proforma Surveys and reports
2.2.6 <ul style="list-style-type: none"> ▪ Does the draft CEP contain guidelines and plans for service level self assessment? ▪ Service level scrutiny by designated community, staff and stakeholder groups? ▪ Plans for independent audit for each service area? 	Each department and service area to engage community stakeholders through scrutiny of service delivery	CEP 2007 Scrutiny reports
2.2.7 <ul style="list-style-type: none"> ▪ Have draft equality policy documents been circulated to all authority partners? ▪ Have consultation meetings been held with partners? 	Deleted	CEP 2007 Report to Council January 2007 Stakeholder event presentation and attendance sheet 2005 Website Letter to stakeholders Feb 2007
<ul style="list-style-type: none"> ▪ 	Seek to ensure that the corporate equality policy and objectives are incorporated in partnership and contractual arrangements engaged in by the authority	DEDP Partnership Blueprint Procurement Strategy Partnership Strategy

2.3 Service delivery and customer care

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
2.3.1 <ul style="list-style-type: none"> ▪ Has each service area carried out or contributed to DIA for its area? 	Complete prioritised department and service area impact assessments as a basis for the development of equality objectives and targets	DIA methodology & guidance Service plan proforma Service plans
2.3.2 <ul style="list-style-type: none"> ▪ Engage in development of service level equality objectives and targets 	Begin development of department and service area equality objectives and targets	Service plans and proforma
2.3.3 <ul style="list-style-type: none"> ▪ Has all procurement, and have contracted services, been reviewed with regard to the Equal Access to Service Plan? ▪ Do all contractors meet the equality criteria laid down in the CEP? ▪ Does the CEP contain equality criteria for partnerships? 	Review of services should include the procurement function and all contracted services and partnership arrangements	Procurement strategy and action plan CEP 2007 Partnership strategy

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item		Revised ESLG checklist item	Evidence
2.3.4	<ul style="list-style-type: none"> ▪ Has the service level group for planning service monitoring been established? ▪ Have plans for service monitoring been developed? 	Each department and service area to establish planning groups for monitoring and information systems	EDWG, minutes and terms of reference CEP Equalities Monitoring Protocol
New	<ul style="list-style-type: none"> ▪ 	Each department and service area to engage with equality self-assessment and scrutiny on its service delivery	Equalities Monitoring Protocol Service plans Scrutiny reports DIA reports

2.4 Employment and training

Original ESLG reference and checklist item		Revised ESLG checklist item	Evidence
2.4.1	<ul style="list-style-type: none"> ▪ Has work been done to develop a fair employment policy? ▪ Has work on the equal pay review started? ▪ Is the data on pay sufficient to enable an equal pay review to be carried out? If not, are plans in hand to ensure that data is being collected? 	Develop and adopt fair employment and equal pay policy	Equality Policy (CEP)
2.4.2	<ul style="list-style-type: none"> ▪ Has the LLMA assessment been planned? ▪ Started? 	Engage in employment equality assessment of the local labour market	CEP 2007 LLMA report
2.4.3	<ul style="list-style-type: none"> ▪ Does the CEP contain plans for workforce profiling and equal pay review? 	<ul style="list-style-type: none"> ▪ Engage in equal pay review ▪ Adopt a local government workforce strategy 	CEP 2007
2.4.4	<ul style="list-style-type: none"> ▪ Have the authority's recruitment publicity and advertising procedures been reviewed for unfair limitation and restriction? ▪ Have procedures been modified in the light of the review? 	Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	DIA timetable for Human Resources team HR service plan Recruitment and Selection Policy
2.4.5	<ul style="list-style-type: none"> ▪ Have all recruitment forms and job descriptions been reviewed? ▪ Been modified in line with findings? 	Produce a standard range of application forms and job descriptions that are clear and explicit	Recruitment and Selection Policy and procedures Example job descriptions
2.4.6	<ul style="list-style-type: none"> ▪ Has the personnel information system been reviewed for monitoring suitability? ▪ Is the system capable of supporting compliance with RES monitoring duty? ▪ Are resources available to adapt/modify the system if it proves necessary? 	Review personnel information system for monitoring suitability including supporting the council's statutory monitoring duties	CEP plan, HR service plan Not yet started

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
2.4.7 <ul style="list-style-type: none"> ▪ Has a review of employment procedures been carried out? ▪ Have all employment procedures been made consistent with current legislation and all relevant employment codes of practice? 	Make all employment procedures consistent with current legislation and employment Codes of Practice	Example procedures DIA timetable for HR HR service plan
2.4.8 <ul style="list-style-type: none"> ▪ Has a programme of equality training been developed and planned? ▪ Is it consistent with the council's RES 	Develop a programme of equality training to support the corporate equality scheme and departmental service objectives Ensure the training programme is consistent with the training arrangements in the council's statutory equality schemes	Attendance sheets Training manuals Corporate Training & Development Plan Induction process Equality Scheme (CEP 2007)

Level 3

3.1 Leadership and corporate commitment

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
New	Ensure consistency of corporate equality scheme with statutory equality schemes	CEP 2007
New	Develop a system and timetable for reporting the results of impact assessments	DIA methodology & guidance
3.1.1 <ul style="list-style-type: none"> ▪ Have targets been set for service areas based on specific race, gender and disability equality objectives? ▪ Are targets consistent with current equality legislation and codes of practice? ▪ Is there a recognised corporate process to ensure equality objectives are translated into meaningful targets? 	<ul style="list-style-type: none"> ▪ Ensure that all departments and service areas set targets based on equality objectives devised through completed impact assessments and participation of designated community, staff and stakeholder groups ▪ Equality objectives and targets for sexual orientation, age, religion & belief to be set by March 2009 	Service planning proforma Equalities Guidance document DIA methodology & guidance Service plans
3.1.2 <ul style="list-style-type: none"> ▪ Have guidelines been established for the way in which the authority / departments / service areas will establish equality monitoring? ▪ Is there guidance on information management for equality measurement/management? 	Establish corporate guidelines for information gathering and equality monitoring	Equalities Monitoring Protocol

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
3.1.3 <ul style="list-style-type: none"> ▪ In its community leadership role, has the authority informed local partnerships about the CEP? 	Seek agreement on equality targets with designated community stakeholders and local partners	CEP 2007 made available in different formats and on website Partners informed Corporate Plan 2007
3.1.4 <ul style="list-style-type: none"> ▪ Do all contracts contain a compliance clause on equality practice? ▪ Do contracts meet the equality targets set by the service area? ▪ Have mechanisms been established for contract monitoring? 	Establish mechanisms for ensuring that equality targets are delivered by contractors through contract management	Procurement strategy Regional standardised PQQ and ITT documents (NECE) Other procurement/contract documents (see D Knowd)
3.1.5 <ul style="list-style-type: none"> ▪ Has equality action planning been completed for all departments and service areas? ▪ Have performance indicators been established through a robust process of peer review? 	Ensure completion of equality action plans at department and service level incorporating performance indicators	Service plans Equality LPIs, monitored by EDWG Quarterly performance reports to Executive Performance clinic notes
3.1.6 <ul style="list-style-type: none"> ▪ Adopt where appropriate national targets/performance indicators as prescribed by Government departments or by the Audit Commission 	Unchanged	BVPI returns Target setting forms Performance clinic notes
3.1.7 <ul style="list-style-type: none"> ▪ Implement systems for reviewing progress and revising the CEP and departmental actions plans 	Implement systems for reviewing progress and revising the corporate equality scheme and departmental action plans	CEP 2007 EDWG, minutes and work programmes
3.1.8 <ul style="list-style-type: none"> ▪ Members and senior officers endorse action plans as appropriate 	Unchanged	EDWG CMT minutes Reports to Executive, Council and Scrutiny panels
3.1.9 <ul style="list-style-type: none"> ▪ Has equality action planning been linked to best value process and BVPIs? ▪ Have national targets for race, gender and disability equality or best value equality performance indicators for racial equality been adopted? 	Link action planning to performance management and best value processes	Quarterly performance reports BVPI returns Performance clinic notes
3.1.10 <ul style="list-style-type: none"> ▪ Has a clear programme of action been set to meet targets? ▪ Is there a timetable for meeting targets? 	Ensure that action on achieving targets has started	CEP monitoring form EDWG minutes Quarterly performance reports
<ul style="list-style-type: none"> ▪ 	Ensure that progress has been verified through self-assessment, scrutiny and audit and have been validated externally through an accredited assessor	Self assessment Decision made not to have external validation due to LGR implications

Revised Equality Standard for Local Government: Self-assessment / comparison

3.2 Community engagement and accountability

Original ESLG reference and checklist item		Revised ESLG checklist item	Evidence
	<ul style="list-style-type: none"> ▪ 	Develop a strategy for all designated community, staff and stakeholder groups to participate in the development of equality objectives, service design and employment practice	Community engagement and involvement strategy DIA methodology and guidance Employee forum minutes Communications Strategy
3.2.1	<ul style="list-style-type: none"> ▪ Make public all service level and employment action objectives and targets that are available for consultation and scrutiny 	Make all service level and employment objectives and targets available for consultation and scrutiny	Service plans Corporate plan
3.2.2	<ul style="list-style-type: none"> ▪ Are there appropriate language translation and interpretation facilities in place for consultation? ▪ Are buildings and facilities to be used in consultation and scrutiny processes accessible to all potential users? 	Make provision of language services appropriate to designated consultation and scrutiny groups	Language is Everything contract Events diversity checklist
3.2.3	<ul style="list-style-type: none"> ▪ Have representative groups of service users been fully consulted on action plans including the development of best value initiatives? ▪ Have equality targets been set by agreement within the organisation and in consultation with trade unions and other designated consultation and scrutiny groups? ▪ Has a report of the main outcomes of consultation been made publicly available? 	Consultation is systematically built into equality impact assessment, self assessment and the equality planning process	DIA methodology and guidance Service plan proforma Equalities monitoring protocol Equalities guidance document Community engagement and involvement strategy
3.2.4	<ul style="list-style-type: none"> ▪ Has consultation about involving all appropriate groups with scrutiny procedures taken place? 	Involve designated community, staff and stakeholder groups with scrutiny procedures	Community engagement and involvement strategy Scrutiny procedures
3.2.5	<ul style="list-style-type: none"> ▪ Has the CEP been fully integrated into the community strategy? ▪ Has a corporate approach to consultation been established that links consultation on equality with the development of the community strategy? 	Consultation on equality to be linked with the continuing development of community strategies	Sustainable community strategy Adoption of CEIS by LSP
3.2.6	<ul style="list-style-type: none"> ▪ Have action plans with explicit objectives and targets been circulated to designated community, staff and stakeholder groups? 	Publicise how, where and when action on targets will start	Corporate plan 2007

Revised Equality Standard for Local Government: Self-assessment / comparison

3.3 Service delivery and customer care

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
3.3.1 <ul style="list-style-type: none"> ▪ Has the service section of the CEP been completed? ▪ Is the service section consistent with the authority's race equality scheme? 	Deleted	
3.3.2 <ul style="list-style-type: none"> ▪ Have race, gender and disability targets been set within each department and service area? ▪ Do the objectives and targets specifically address the importance of barriers, accessibility and reasonable adjustment in the provision of services? ▪ Has each department completed/contributed to the equality impact and needs/requirements assessment? ▪ Has an equality impact and needs/requirement assessment report been produced for each department/service area? ▪ Have the equality objectives and targets been thoroughly informed by the equality impact and needs/requirements assessment? 	<ul style="list-style-type: none"> ▪ Equality objectives and targets developed within each department / service area for race, gender and disability based on completed impact assessments ▪ Equality objectives and targets developed within each department / service area for sexual orientation, religion & belief and age by March 2009 	DIA methodology and guidance Completed DIA reports Service plans Service plan proforma
3.3.3 <ul style="list-style-type: none"> ▪ Have issues of barriers, accessibility and reasonable adjustment in the provision of services been addressed? 	Service plans to specifically address the importance of barriers, accessibility and reasonable adjustment in the provision of services	Service plan proforma Service plans
3.3.4 <ul style="list-style-type: none"> ▪ Have resources been allocated by each department for equality target implementation? ▪ Have specific staff been allocated responsibility for implementation and monitoring? 	Allocation of appropriate resources to achieve targets	Service plans Corporate training and development plan Workforce development plans Budget
3.3.5 <ul style="list-style-type: none"> ▪ Establish structures of responsibility at departmental and service level to progress action plans 	Establish structures of responsibility at departmental and service level to progress action plans	Job descriptions (JU, managers,) EDWG terms of reference
3.3.6 <ul style="list-style-type: none"> ▪ Set timetable within action plans for creating/adapting information and monitoring systems within services areas 	Unchanged	Equalities monitoring protocol Equalities monitoring reports
3.3.7 <ul style="list-style-type: none"> ▪ Do contracts with agencies delivering services on behalf of the local authority include a requirement to deliver an effective and appropriate service to all groups irrespective of race, gender or disability? 	For agencies delivering services on behalf of the local authority, include within contracts a requirement to deliver an effective and appropriate service, fairly and without unlawful discrimination	Procurement strategy Regional PQQ and ITT documents Contract documents

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
3.3.8 <ul style="list-style-type: none">▪ Are there effective monitoring systems to ensure that equal employment and equal service delivery targets are met?	Establish monitoring of contracts to secure equal employment and equal service delivery targets	Procurement strategy Contract monitoring procedure
3.3.9 <ul style="list-style-type: none">▪ Start action on departmental and service area targets	Unchanged	Service plans

3.4 Employment and training

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
3.4.1 <ul style="list-style-type: none">▪ Has the employment section of the CEP been completed?▪ Is the employment section consistent with the authority's RES?	Deleted	
3.4.2 <ul style="list-style-type: none">▪ Have employment objectives / targets been set detailing equality targets for recruitment, staff training, development and staff retention?▪ Have targets been informed by the LLMA and workforce profile assessment?▪ Are parental, family or adoptive leave, flexible working arrangements, maternity leave, childcare facilities and career breaks offered to employees of all grades?▪ Where appropriate, are you giving special encouragement to, and providing specific training, as permitted by the Positive Action provisions of the equality legislation?	<ul style="list-style-type: none">▪ Set employment equality targets for recruitment, staff retention, workforce profiles for race, gender and disability▪ Set employment equality targets for workforce profiles for sexual orientation, religion or belief and age according to available data	HR service plan Corporate plan Performance clinic notes
3.4.3 <ul style="list-style-type: none">▪ Has an equal pay review been conducted?▪ Are there plans to correct any pay inequality identified by the review?▪ Are there equality guidelines on pay eg, on starting pay and pay on promotion?▪ Are there written recruitment and promotion procedures, which specifically address the importance of barriers, accessibility and reasonable adjustment in recruitment retention and promotion?	<ul style="list-style-type: none">▪ Conduct an equal pay review and plan for equal pay adjustment▪ Establish that policies and procedures associated with equality are part of the staff handbook and are understood by all staff	Equal pay review report Staff handbook 2007

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item		Revised ESLG checklist item	Evidence
3.4.4	<ul style="list-style-type: none"> ▪ Ensure that staff and Members are aware of action plans and the implications for services and employment 	Unchanged	Employee forum Corporate briefings Communications strategy Team Talk and Members newsletter
3.4.5	<ul style="list-style-type: none"> ▪ Has training been provided for all service managers on the detailed implementation of equality action objectives and associated targets (including updates on legal and other developments) in relation to contracts / partnerships? ▪ Are Job Centres, Careers Advisers and Employment Agencies aware of your policy? 	Provide training for managers on the implementation of the ESLG with contractors and partners	Procurement strategy and action plans
3.4.6	<ul style="list-style-type: none"> ▪ Has a system of guidance and training on equality issues been established for short-listing panels and all interviewers? ▪ Is there a training programme, which ensures that at every level all employees receive comparable training? ▪ Are all staff involved in recruitment aware of the equality action plan and its implications for employment practice? ▪ Is training consistent with the arrangements set out in the authority's RES? 	Establish a system of guidance and training on relevant equality issues to shortlisting panels and interviewers	Recruitment and selection training for managers Attendance records Recruitment and selection policy and procedures
3.4.7	<ul style="list-style-type: none"> ▪ Do disciplinary procedures specifically state that they must be applied fairly to all employees irrespective of race, gender or disability? ▪ Are breaches of equality and harassment policies dealt with under the disciplinary procedures? 	NOT INCLUDED	<i>Disciplinary Procedure</i> <i>Dignity at Work policy</i> <i>Employee Code of Conduct</i> <i>Managing Poor Performance policy</i> <i>Management Competency Framework</i>
3.4.8	<ul style="list-style-type: none"> ▪ Has the achievement of equality objectives been incorporated into the appraisal system for managers? 	<ul style="list-style-type: none"> ▪ Appraise competency / behaviours to ensure that managers and staff are capable of implementing the ESLG, including the new strands of sexual orientation, religion or belief and age ▪ Build equality objectives and targets into management appraisal mechanisms 	PDP Procedure Managers competency framework

Revised Equality Standard for Local Government: Self-assessment / comparison

Original ESLG reference and checklist item	Revised ESLG checklist item	Evidence
3.4.9 <ul style="list-style-type: none"> ▪ Are cabinet members and scrutiny committees aware of action plans and targets for employment and pay equality? ▪ Has information and appropriate training on race equality action plan to support scrutiny process been provided? 	Provide information and appropriate training on action plans to support scrutiny process	Members training and development programme Reports to scrutiny Corporate E&D training records
3.4.10 <ul style="list-style-type: none"> ▪ Are there equality guidelines for short-listing and interviewing? ▪ Has a system of training for all members of short-listing and interviewing panels been established? 	Establish a system of guidance and training on relevant equality issues to short-listing panels and interviewers	Recruitment and selection policy and procedure Recruitment and selection training Training records
3.4.11 <ul style="list-style-type: none"> ▪ Start action on all employment and pay targets 	Unchanged	HR service plan Corporate training and development plan
<ul style="list-style-type: none"> ▪ 	Provide training for staff on the detailed implementation of the ESLG including action plans and updates on legal and other developments	Corporate E&D training Training records Induction procedure
<ul style="list-style-type: none"> ▪ 	Ensure that local government workforce strategies address equality issues	Organisational Development Strategy HR policies and strategies

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Chester-le-Street
District Council

REPORT TO: COUNCIL

DATE OF MEETING: 31 January 2008

REPORT OF: Head of Legal and Democratic Services

SUBJECT: Appointment to Outside Body – Local Childrens Board

ITEM NUMBER:

1 PURPOSE AND SUMMARY

1.1 The purpose of this report is to appoint Cllr Linda Ebbatson to represent the Council on the Local Childrens Board, an outside body.

2. CONSULTATION

2.1 Members are being invited to consider this matter.

3. CORPORATE PLAN AND PRIORITIES

3.1 The Corporate Plan and priorities support working with others to improve the quality of life of people including children.

4. IMPLICATIONS

4.1 Financial implications and value for money

None

4.2 Legal

An outside appointment requires the Council to make a decision.

4.3 Personnel

None

4.4 Other Services

None

4.5 Diversity

None

4.6 Risk

The Council has a role to play in improving the lives of others and this appointment gives a further opportunity to assist in this objective.

4.7 Crime and Disorder

None.

4.8 Other Implications

None

5. BACKGROUND, POSITION STATEMENT AND OPTION APPRAISAL

5.1 The Council can make appointments to outside bodies if it so wishes.

5.2 It is recommended that the Council does make an appointment to the Local Childrens Board and Cllr Linda Ebbatson has been put forward due to her specific portfolio responsibilities regarding children and experience.

5.3 If Council decides to appoint Cllr Linda Ebbatson to represent the Council, then it is recommended that this appointment be an approved duty for the purpose of regulation 8 (1) (h) of The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) i.e. the travel and subsistence allowance.

6.0 RECOMMENDATIONS

6.1 Members are invited to appoint Cllr Linda Ebbatson to the Local Childrens Board and that this appointment be an approved duty for the purpose of regulation 8 (1) (h) of The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) i.e. the travel and subsistence allowance in respect of the Members' Allowance Scheme.

7.0 BACKGROUND PAPERS / DOCUMENTS REFERRED

7.1 None

**Chris Potter
Head of Legal and Democratic Services
18 January 2008**

Version 1.0

Chris Potter Tel 0191 3872011 e mail ChrisPotter@chester-le-street.gov.uk

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