

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

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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

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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

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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		

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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

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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

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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

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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

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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

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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 G	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	DIA's 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 DIA's, in line with programme
G		Report results of assessments to EDWG	Service Team Managers	On-going	Standard agenda item on EDWG	All DIA's 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 IWA1	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 Readspeaker 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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