

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)

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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

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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

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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

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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

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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 LPs, 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

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3.2 Community engagement and accountability

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	<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

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3.3 Service delivery and customer care

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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

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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

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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

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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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