



GENDER EQUALITY SCHEME

2007 - 2010

Issue G

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Foreword

Welcome to South Gloucestershire Council's Gender Equality Scheme. The Equality Act 2006 places a duty on the Council to produce its Gender Equality Scheme. We believe that our duty to develop the Gender Equality Scheme gives us an ideal opportunity to bring together and prioritise issues important for women, men, girls and boys.

The Council is fully committed to eliminating gender inequality and promoting equality between women and men (girls and boys). We recognise that there are gender differences in people's life chances, what services they gain access to, the types of jobs they do and how well pupils achieve at school. We also know that other equality issues such as race, disability, religion or belief, sexual orientation and age also affect people's lives and that a "one size fits all" approach is not the answer.

So, this Scheme sets out what South Gloucestershire Council will do to tackle gender equality issues. We hope that you will take the opportunity to read through our Scheme and provide us with your comments on it. It is important that employees, residents and our statutory, voluntary and private sector partners are involved in the development and delivery of the Scheme as this will ensure that it really has a positive impact on people's lives.

**Leader
South Gloucestershire
Council**

**Chief Executive
South Gloucestershire
Council**

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1. The Purpose of the Gender Equality Scheme

The Equality Act 2006 created the Gender Equality Duty for the public sector. The Gender Equality Duty has two parts to it, the “general” duty and the “specific” duty. The general duty places a legal duty on the Council:

- to eliminate unlawful discrimination and harassment
- to promote equality of opportunity between men and women

To help meet its general duty, the Council, like most other public bodies covered by the duty, has a specific duty to:

- Produce a Gender Equality Scheme identifying its gender equality goals and actions to meet them, in consultation with employers and stakeholders
- Monitor and review progress
- Review the Scheme every three years
- Develop, publish and regularly review an equal pay policy, including measures to address promotion, development and occupational segregation
- Conduct and publish gender impact assessments of all major policy developments, and publish its criteria for conducting such impact assessments

This Scheme has been produced by using evidence from monitoring data as well as priorities set within the Council’s strategic plans. The purpose of this Scheme is therefore to:

- Show how we intend to mainstream gender equality in all areas of the Council’s work
- Meet and go beyond our legal duties in making gender equality a reality
- Set out our priorities on how we intend to tackle gender inequality, eliminate discrimination and promote equality of opportunity between women and men (including boys and girls)

2. The South Gloucestershire Context

Some facts about women and men living in South Gloucestershire drawn from the 2001 census:

South Gloucestershire has a population of 248,000, 50.5% are female, 49.5% are male.

Women make up 55% of the over 65 population and 68% of the over 75 population in South Gloucestershire.

75% of men are in good health compared to 70% of women.

When looking at car ownership in households, women make up 65% of the households with no cars or vans

Employment

The working age population in South Gloucestershire is 153,000. Of this 52% are male and 48% female.

On average men in South Gloucestershire earn 30% more than women £524 compared to £370 (gross weekly pay of full time workers). The hourly rate of pay for men is 22% more than for women, £12.65 compared to £9.82

There are 20,600 economically inactive people in South Gloucestershire, 60% of which are women. 21% of economically inactive women wanted a job compared to 18% of economically inactive men.

Men make up 69% of job seeker allowance claimants in South Gloucestershire. Nearly twice as many women provide 50 or more hours of care a week than men.

There are significant differences in the working patterns of men and women in South Gloucestershire.

Only 3% of men work part time as an employee compared with 26% of women.

60% of men work full time as an employee compared with 32% of women.

12% of men are self employed compared to 4% of women.

10% of women look after home or family compared to 0.5% of men.

There are significant differences in the occupation patterns of men and women in South Gloucestershire.

19% of men are managers and senior officials compared to 11% of women.

13% of men work in professional occupations compared to 7% of women.

28% of women work in secretarial or administrative occupations compared to 6% of men.

20% of men work in skilled trades occupations compared to 2% of women.

11% of women work in personal service occupations compared to 1% of men.

13% of women work in sales and customer service occupations compared to 4% of men.

12% of men work as process, plant and machine operatives compared to 2% of women.

South Gloucestershire Council as an Employer

South Gloucestershire Council employs 9545 staff, 76% are women and 24% are male.

33% of women work full time compared to 80% of men.

67% of women work part time compared to 20% of men.

29% of senior management posts are filled by women (excluding schools).

40% of women are in the top 5% of the Council's earners (excluding schools).

Source: Nomis Official Labour Market Statistics and Census 2001 Data

3. Our Priorities

THE COUNCIL'S COMMITMENT

The Council has made a commitment in its guiding principles to ***“treat everyone fairly, challenge inequalities and promote opportunities for all”***.

Our goal is a fair society that gives everyone who lives in South Gloucestershire an equal chance to live, work and learn free from discrimination, harassment and prejudice.

The Council considers that a key factor in achieving equality is to value and treat all people with dignity and respect. Our approach is three fold:

- To recognise that people, whether as communities or individuals, will have specific needs that need to be recognised and addressed in order for them to develop their full potential
- To acknowledge that the majority view is not always right and the rights of minorities will need to be protected
- To mainstream equalities into all aspects of our policy development and service delivery

We will measure our progress against this policy, national legislation, the Equality Standard and related action plans and report this on an annual basis to the Council. This approach should equip the Council to provide its community leadership, services, consultation and employment opportunities to local residents and staff in a way that is consistent with the Equalities Policy and in a position to accommodate future legislation as it develops.

EQUALITIES AIMS AND OBJECTIVES

The Council's aims are to:

- Encourage mutual respect for all of our residents
- Recognise and work with every diverse group
- Give high quality inclusive services and facilities
- Make sure our employment policies and practices are fair
- Challenge harassment and discrimination

4. Access to Services

Achieving Gender Equality through Service Delivery

Equality and diversity are seen as central to the provision of all Council services. In order to ensure that services are accessible to women and men the Council will:

- Monitor the satisfaction and take up levels of services by gender
- Assess whether there is an adverse impact by gender in the provision of a service or planned service
- Take positive action to address any inequality, disadvantage or discrimination
- Encourage women and/or men to use our services where evidence shows that either gender have a low level of take up of particular services.

Improving Services to Children and Young People

Improving Services to Children and Young People

The South Gloucestershire Children and Young People's Plan 2006-2009 was developed through consultation with all partners and children and young people themselves. It sets out our shared vision to raise achievement and promote the well being of all children and young people in South Gloucestershire. We want to improve the quality of life and life chances of all children and young people by maximising social inclusion and combating inequality.

All five outcomes of the plan – be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing, have key priorities targeted at improving outcomes for girls and boys, young women and men in all aspects of their lives. Monitoring and assessing whether there is any adverse impact by gender in the provision of a service is integral to assessing success and prioritising further work.

The objectives to achieve the key priorities specifically related to gender are detailed in the Children and Young People's Gender Equality Action Plan. These priorities include reducing teenage pregnancy rates, increasing the attainment of afro-caribbean boys, improving access to parenting advice and support for 'hard to reach' fathers. There is a focus on groups vulnerable to underachievement which includes looked after children, those with learning difficulties and disability and black and minority ethnic groups. Specific implementation plans will be available for all these groups in relation to support for each of the five outcomes for 07-08. In the coming year there is a particular emphasis on raising achievement of boys, with involvement from partners outside the Council.

Integral to our shared vision is the commitment to improve the access to, and the quality of, services to both men and women, and to develop a workforce profile that is representative of the population as a whole. The Children and Young People's Workforce Strategy 2006 – 2009 aims to deliver a highly skilled workforce that meets the requirements of the new multi-agency working environment and context. The children and young people's workforce is dominated by women and a key priority is to increase the number of men employed in education and childcare through changing career aspirations and perceptions of boys in relation to these professions. This and other key priorities of the workforce strategy, related to gender are also detailed in the Children and Young people's Gender Equality Action Plan.

Providing Adult Social Care and Housing Services

Access to adult social care services is via an individual Community Care Assessment. This process takes account of individual needs and differences. The following service principles are adopted by all staff undertaking assessments:

- All staff will have a respect for basic values that underpin quality of life – individuality, choice, independence, dignity, privacy, autonomy and respect peoples' rights to choose their own lifestyle even if this involves risks.
- A commitment to community based living and to promoting and preserving independence both in the short and longer term.
- A targeting of resources to those in greatest need through high quality cost-effective services, with the emphasis on providing needs-led community care services.
- An approach which is non-discriminatory and takes account of needs and differences associated with age, gender, race, religion, culture, disability, sexuality etc. of service users and their carers.
- A partnership approach which harnesses the expertise and contributions of all relevant agencies and others involved.
- An approach, which enables informal carers to continue in their role. The provision of information in accessible formats that explains referral routes, assessment and care management processes and eligibility for community care and housing services.

Full account is taken of a person's needs relating to their gender within community care and carers assessments. Many of the services we provide are of a personal, intimate nature and service providers are expected to respond flexibly to how individuals wish their needs to be met which includes deploying male or female carers appropriately.

Through our commissioning and contracting processes, we aim to ensure that a range of culturally appropriate and gender specific services are provided for the Adult Social Care Service, including where appropriate single sex provision.

In relation to our housing services the main gender equality issues arise for homeless households seeking help from the Council. Around 70% of households receiving help through homelessness are families with children most of which have women as the joint or lone head. In recent years there has been a 25% reduction in the number of women needing assistance following domestic violence (currently 12.4% of homeless acceptances are for this reason).

Increasing the Accessibility of Community Services

The Council provides a range of community based services including Libraries and Information, Community Sport and Active Lifestyles, Arts Development, Community Learning and Community Development, and Environmental Services.

The library management system records usage by gender and shows that the membership consists of 60% females and 40% males. As regards the use of library computers, a different picture emerges with more males than females booking computer time, 51% as opposed to 35%. The gender make up of the remaining 14% is unknown as library membership is not required for computer access.

The Library and Information Service run specific initiatives that target men or women, boys or girls and aims to record take up by gender. For example, the children's summer reading scheme specifically records the number of boys taking part as boys do often lack literacy skills. Other initiatives include

- A Mothers' Day event which targeted fathers to come into libraries with their children to make gifts and cards.
- Support for International Women's Fortnight in March to encourage women who may not otherwise use the library to come along and take part in a range of activities.
- A women's health day at Hanham Library with a range of complementary medicine information and activities.

Sunday opening of libraries has seen an increase in men using libraries with their children and the service has been able to work with the Family Learning section to build on this usage and arrange activities for men and boys.

The Community Learning Service runs a range of courses and figures show greater take up from women than from men. For the period 01/08/06 to 23/01/07, the gender breakdown of enrolled learners was 73% women and 27% men. To work towards addressing this lower take up among men, funding was sought from the Children's Fund to employ a worker specifically to work on initiatives that may appeal to men so as to encourage them to take part in "family learning" courses with their children. For example, initiatives have been organised such as "Kit Kar Kapers, building and developing a kit car, events such as "Creepy Crawly Circus," and sessions based around science and experiments. Running such events at weekends and evenings, and taking care over publicity has meant that, whilst certainly not excluding women from taking part, men feel encouraged to come along.

Another example of where the Council is working to ensure gender equality is the work undertaken by the Community Sport and Active Lifestyles section. It was apparent that girls aged 15 to 19 were not taking part in much physical activity at school since they were not keen on traditional sports. Through introducing such activities as dance and aerobics into “sports” time at school, girls were encouraged to take up more healthy physical activity.

Community Services currently run a Small Grants scheme whereby voluntary and community groups can apply for funding. We ask that all groups have an equalities policy, or are in the process of developing one, and the officer who assesses an application discusses with the group what steps they take to implement the policy, giving the opportunity to discuss equality including that of gender.

Community Services’ Food and Health team focus certain health promotion initiatives to target one or other gender. For example, a “stop smoking” initiative has been focussed on certain work areas such as the Direct Services Department, a predominantly male workforce, where smoking is known to be prevalent.

Improving the Accessibility of Transport Services

The Council is aware that for many women and men of all ages, ethnic backgrounds and disabilities that access to transport is extremely important.

Building on the four priorities recommended by central government, which are access to employment; access to education and training; access to health; and access to food shopping and local centres, five key barriers to accessibility have been identified for attention:

- Availability/accessibility
- Cost
- Inaccessible places
- Safety and security
- Information

The Council’s second Local Transport Plan 2006 – 2011 includes a chapter on accessibility, which outlines the approach taken to address these barriers.

Research that has taken place nationally highlights the following issues for women in that they:

- are more reliant than men on buses as the main form of transport
- feel less safe than men at bus stops
- value the environment more highly over new road building, and
- are more likely to contact the Council on transport issues.

The through the Local Transport Plan process, the Council will work closely with other authorities and agencies to deliver a strategic approach to planning and provision of transport services. Improved consultation and research of accessibility issues generally, and for different sections of society, will continue to provide valuable data to demonstrate the benefits of particular accessibility interventions.

Increasing Community Safety

The key priority areas for Safer South Gloucestershire relevant to gender equality are the development of the Partnership Against Hate Crime incident reporting database, data recording as part of the Specialist Domestic Abuse Court and the provision of drug and alcohol services.

South Gloucestershire Council has managed the multi-agency Partnership Against Hate Crime monitoring database since 2003. The database is under review and will be replaced by a system that will record all hate incidents, including incidents relating to gender, sexual orientation and disability as well as race.

The data to be collected as part of the Specialist Domestic Abuse Court will be provided by the police, the court, Survive and probation. It will capture gender, ethnicity, age and relationship between the victim and perpetrator.

As well as this information the Domestic Violence Co-ordinator will carry out an annual 'snapshot' of domestic violence across South Gloucestershire and will be promoting National male services to ensure equality of access to service provision within South Gloucestershire.

The Safer and Stronger block of the local authority's Local Area Agreement includes an indicator "Reduction in violent crime, including alcohol related violence, domestic violence, sexual offences, hate crime and the use of weapons." The target for domestic violence is to increase reporting of incidents to the police by 15% over 3 years (2007/08 to 2009/10). The target set for increasing the reporting of hate crime incidents is 15% over 3 years (2007/08 to 2009/10).

Safer South Gloucestershire drug and alcohol services are provided by South Gloucestershire Drug and Alcohol Services (SGDAS). The service is tailored to individual need so that the gender equality duty is encompassed within those requirements.

To ensure that Safer South Gloucestershire continues to address incidents of hate crime and domestic violence we will:

- Work to build the confidence of victims to report hate incidents and domestic violence
- Take action to support victims; and
- Take appropriate action against perpetrators

5. Employment – Improving Diversity and Increasing Representation

Breaking Down Gender Stereotypes and Promoting Positive Role Models

Employment information from monitoring as at 31 March 2006 shows that 77% of the council's workforce was female. The departments with the greatest concentration of females were Community Care and Housing (87.7%) followed by CYP (non school based) (81.5%) and Schools (also 81.5%). The lowest proportions of women were in the Direct Services Division (19.0%) and Planning, Transport & Strategic Environment (51.0%) departments. The departments where women have less representation are those which have the greatest number of manual, technical and engineering based occupations. The Council feels it has some responsibility towards breaking down the barriers which stop boys and girls/men and women entering into non-traditional occupations. The Council will therefore:

- work closely with schools and colleges to promote the idea that girls and boys can do jobs traditionally dominated by the opposite sex
- promote positive gender role models such as female engineers and technicians and male care workers

Opening Up More Part-time Working Opportunities

67% of the Council's female workforce (excluding the top 5% of earners), work part-time, compared to 18% of male employees. For employees at more senior levels (the top 5% earners) the figures are smaller, 15% for women and 4% for men working part-time. The overall proportion of top 5% of earners who are women is 40.5%. This information does suggest that at all levels women are more likely to take up the opportunity to work part-time. At senior levels women are still more likely to work part time than men, but the proportions for both genders are substantially less.

Support and Advice for Carers

South Gloucestershire Council has a number of policies in place to support carers which include:

- A wide range of 'Family Friendly' policies including flexible working e.g. part time, job share, home working, parental leave and adoption leave
- Special paid leave for carers of sick relatives

- Child care voucher scheme

The Council's Intranet provides advice on staff benefits. Full details can be found in the A-Z of Policies and Procedures. The page can be found on the following link:<http://intranet/content/CEandCR/Sections/Personnel/>

Tackling Harassment and Discrimination

The Council is committed to tackling all forms of harassment, including sexual harassment. Sexual harassment is not tolerated by the Council and we have specific procedures to deal with such allegations. The harassment and bullying procedure has recently been reviewed (Oct 06) to ensure that it reflects best practice and that all employees are aware of the support and advice available if they experience harassment.

We also have a 'whistle blowing' procedure (updated January 2007), which extends the protection for employees who want to report bad practice without fear of being victimised as a result.

Training Employees on Equality and Diversity

A comprehensive programme of Equality and Diversity Training was delivered to all employees in 2006. The purpose of this was to provide managers and employees with the skills and knowledge they need to ensure that equality becomes part of our day to day activities. This has helped towards creating a culture where diversity is truly valued and is seen as an asset to help deliver all the Council's objectives.

The approach includes:

- a) Deciding the content of the equality/diversity elements to be included in training initiatives, i.e. race, disability, gender, age, religion, sexual orientation, etc from service delivery and employment perspectives.
- b) Finding out what the different training needs for employees and Members are.
- c) Finding out the current Council initiatives through which it is possible to mainstream and develop managers' and employee's equality and diversity responsibilities.

Equal Pay Review

The Council is committed to carrying out an equal pay review in 2007. We have a legal obligation to comply with the Equal Pay Act and we are also committed under the terms of the National Pay Agreement, to which the Council is a signatory.

The review will identify and inform us of the possible risks and our responsibilities relating to Equal Pay. It also will help us to ensure we have pay structures which are fair and therefore greatly reduce the likelihood of pay gaps between jobs of equal value.

The Single Status Agreement, which came into force in 1997, affected the way in which former manual workers were paid, removing certain bonus schemes, and simplifying their pay structure. As a result of this, they were brought into the Hay Job Evaluation Scheme in October 2001, and re-graded. As part of the single Status Review an equal pay audit was carried out.

The trade unions will be consulted during the review, in order that all aspects of equal pay are properly examined. Progress will be reported to the Chief Officers Management Team (COMT), as well as the Joint Consultative Committee (JCC), in order that opportunities are given for discussion and concerns to be raised.

In order to fulfil our commitment to carrying out the wider gender equality review, the equal pay audit will be undertaken in accordance with the guidelines set out in the Equal Opportunities Commission's (EOC) Equal Pay Review Kit.

6. Comments and Complaints

South Gloucestershire Council aims to understand and represent local people's needs and concerns and co-ordinate action to deal with them. We welcome comments on our services and constantly seek to improve service delivery.

Members of the public who feel that they have experienced discrimination in the way the Council has treated them may make a complaint through its Corporate Complaints procedure, if it cannot be resolved by the service, (most complaints can be resolved informally).

We will take all complaints seriously and will not tolerate any form of discriminatory behaviour. All complaints regarding discrimination on the grounds of gender will also be sent to the Corporate Equalities Officer for monitoring purposes in order that we can learn from the experience.

The Members' Code of Conduct and Standards Committee deals with complaints about the conduct of elected members.

Formal complaints are monitored and reported to the Cabinet annually.

Monitoring complaints is also another way of gathering information to see whether we are meeting our equality duties.

7. The Equality Standard for Local Government

In order to deliver our overall commitments on equality and diversity, the Council has adopted the Equality Standard for Local Government. The Equality Standard includes the six equality areas covered by law; race, disability, gender, religion or belief, sexual orientation and age.

The Equality Standard is not a legal requirement but has been produced to provide a framework through which local authorities can meet their legal obligations under anti-discrimination legislation. It has five levels of achievement:

Level 1 Commitment to a comprehensive Equality Policy

Level 2 Assessment and consultation

Level 3 Setting equality objectives and targets

Level 4 Using information systems and monitoring against equality targets

Level 5 Achieving and reviewing outcomes

The Standard is also about making equalities part of our day to day activities. The Council is working towards achieving the higher levels of the standard. In 2006 we achieved level 2 of the Standard.

The Council recognises that gender for some people may just be one area which affects their lives and that people may also be affected by other factors such as race, trans-gender, disability, religion or belief, sexual orientation and/or age. The Council's equal opportunities policy and information on relevant legislation can be found in the Council's Corporate Equality & Diversity Action Plan.

www.southglos.gov.uk

Or contact:

Equalities Officer
01454 864622

e-mail: equalities@southglos.gov.uk

SMS Text: 07949 636682

8. Equality Impact Assessments

An Equality Impact Assessment is a way of deciding whether an existing or proposed policy, procedure, practice or service does (or may) have an “adverse impact” on some sections of society. The “adverse impact” may often be the result of not taking into account the needs of women or men, black and ethnic minority groups, disabled people, people’s religion or belief, sexual orientation or age.

A number of equality impact assessments on policies and services have been carried out since 2005. Assessments will be carried out on new policies and services, as they are developed and over time on all other existing policies and services. The Council’s approach to Gender equality issues is that they will be considered alongside other equality issues when equality impact assessments are carried out.

Guidance and training have been, and will continue to be, provided to employees who are responsible for undertaking Equality Impact Assessments.

The results of equality impact assessments are reported to the Council’s Equalities and Diversity Action Team, Chief Officers Management Team and to Cabinet. A revised timetable of assessments is drawn up annually.

9. Monitoring of the Scheme

This Scheme will be reviewed every three years. The Action Plan attached as Appendix A will be reviewed every year. Progress on the Scheme and Action Plan will be reported to the Council's Equalities and Diversity Action Team, Chief Officers Management Team and Cabinet on an annual basis.

Introduction

These are the key areas from the Corporate Equalities and Diversity Action Plan 2006 to 2008

Gender Equality is an integral part of this and we have organised the key actions for the Gender Equalities Scheme to match these key areas.

Each Council department produces an annual equalities action plan, which will include specific gender equality issues and actions.

This action plan concerns policies and procedures relating to the way South Gloucestershire Council delivers services and operates internally.

South Gloucestershire Council also has a role to encourage and promote gender equality in the wider community, with local partnerships and employers. Some consultation has already been undertaken to develop this action plan. Further consultation will continue and will be an ongoing and integral part of the Gender Equality Scheme and Action Plan.

Key Area	Outcome
Leadership and Corporate Commitment	<p>The organisations leaders drive equality and diversity development, ensuring that all policies and plans incorporate equality objectives and measures, and are continuously monitored. Leaders inspire the wider organisation to contribute to and develop the organisation's equality agenda.</p> <p>Leaders are accountable for performance.</p> <p>Leaders have a sound understanding of and commitment to the development of equality.</p>
Consultation and Community Development	<p>Communication and community development is a key component of the organisation's agenda for developing equality. All equalities groups are identified and included in consultation and are actively involved in developing the equality and diversity performance of the organisation.</p>
Service Delivery and Customer Care	<p>All of the organisation's delivery is guided by equality principles, including those services delivered by other agencies on behalf of the council.</p>
Employment and Training	<p>The organisation is seen as an exemplary employer due to its commitment to and development of an internal agenda for equality improvement. The organisation achieves the benefits of a workforce that is developed around equality and diversity principles.</p>

Gender Equality Action Plan

1 Leadership and corporate commitment:

Ref;	Requirements	Actions	Responsibility*	Target Date
	Corporate			
1.1.	Ensure that the Council and all departments and service areas set targets based on gender equality objectives.	The Corporate Service Plan, Community Strategy and other corporate strategies to contain appropriate gender equality and diversity based objectives and targets.	Chief Executive Local Strategic Partnership Cabinet Directors	April 2007 - March 2010
		All 'department' and 'service' plans to contain up to date gender equality and diversity based objectives and targets	Directors	April 2007 - March 2010
		Maintain and review advice to departments on best practice	Equality and Diversity Action Team	Review annually in June
		Ensure use of Equality Impact Assessments to identify and monitor gender related issues in the provision of services and employment	Heads of Service	April 2007 - March 2010
1.2.	Establish corporate guidelines for information gathering and gender equality monitoring.	Issue corporate guidance in relation to gender equality based monitoring and performance monitoring.	Equality and Diversity Action Team supported by Performance Managers	June 2007
1.3.	Seek agreement on gender equality targets with partners in local partnerships.	Consult on main gender equality objectives and targets with Local Strategic Partnership	Chief Executive LSP and all corporate partnerships	October 2007
1.4.	Establish mechanisms for ensuring that gender equality targets are met by suppliers through contract management.	Review and update Corporate Procurement arrangements annually	Procurement Development Manager	Annually in October
		Ensure that all contract documentation incorporates gender equality based requirements, objectives and targets against which contractors and suppliers are monitored.		

Ref;	Requirements	Actions	Responsibility*	Target Date
		Authority set up systems to ensure that officers responsible for letting and managing contracts etc. carry out regular monitoring of performance against gender equality requirements, objectives and targets.	Procurement Development Manager	October 2007

* **Bold** denotes lead responsibility

1	Leadership and corporate commitment:			
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Ref;	Requirements	Actions	Responsibility*	Target Date
	Departments			
1.5	Ensure completion of gender equality action plans at department and service level incorporating PI's	Each department to produce work programme for achieving Level 3 of the equalities Strategy as part of Departmental Service Plans.	Directors Departmental DMT's Departmental Equalities reps.	April 2007
1.6	Adopt any national targets/ performance indicators from Government or agencies	Develop reporting against BVPIs in relation to gender equality/ diversity in service delivery and employment for inclusion in department, service and action plans.	Directors Departmental DMT's	April 2007
1.7	Ensure monitoring systems for targets are in place or under development	Monitoring against gender equality and diversity objectives and targets in plans to commence on 1 April 2007, (where not already taking place) and as objectives and targets develop.	Directors Departmental Performance Managers	April 2007
1.8	Members and senior officers to endorse gender action plans as appropriate.	'Department' Plans to be adopted by Executive Members and 'Service Plans' to be approved by Directors All plans to contain gender equality based objectives and targets as a minimum these should link to existing BVPIs .	Executive Members Directors	Sign off service plans by June each year.
1.9	Implement systems for reviewing progress and revising the Department and Service Plans.	Annually review and report on progress against the Gender Equality Scheme and other related work programs.	Directors	October each year for review

* **Bold** denotes lead responsibility

2	Consultation and Community Development:
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Ref;	Requirements	Actions	Responsibility*	Target Date
Corporate				
2.1	Completion of a full and systematic consultation process with designated community, staff and stakeholder groups.	Continue work to develop equality based consultation and scrutiny groups.	H R Strategy Group	April 2007
		Carry out consultation on: <ul style="list-style-type: none"> • Gender Equality and diversity objectives and targets proposed in plans/ strategies • Priorities for next Gender Equality Scheme • Policies and services being equality impact assessed 	Equality and Diversity Action Team	October 2007
		Develop suppliers/ contractors group to assist in reviewing procurement activity in relation to gender equality and diversity.	Directors Equality and Diversity Action Team	December 2007
2.3	Develop procurement consultation		Procurement Development Manager	April 2007

* **Bold** denotes lead responsibility

2 Consultation and Community Development:

Ref;	Requirements	Actions	Responsibility*	Target Date
Departmental				
2.4	Make public and consult on all service level and employment action objectives and targets.	Publicise gender equality and diversity based objectives and targets with regard to <ul style="list-style-type: none"> • Service provision 	Directors	April 2007
		<ul style="list-style-type: none"> • Employment 	HR Strategy Group	April 2007
		Where feasible carry out consultation on gender equality and diversity based objectives and targets before adopting them, or in order to revise or refine them.	Directors	Annually in service planning
		Ensure as far as possible that the communication needs of all communities are met when carrying out consultation or involving communities in scrutinising policies and services.	Directors	Annually in service planning
		When completed report quarterly to: <ul style="list-style-type: none"> • Executive Members/ Cabinet and Select Committees • Corporate Equalities Forum. 	Directors Corporate Equalities officer Performance Officers	July October January April Each year

* **Bold** denotes lead responsibility

3	Service Delivery and Customer Care:			
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Ref;	Requirements	Actions	Responsibility*	Target Date
Corporate				
3.1	Establish monitoring of contracts to secure equal employment and equal service targets.	Establish all targets on PB views	Procurement Development Manager	October 2007
3.2	Develop clear information and communication arrangements for service users	Issue corporate guidance in relation to communications, including community engagement, accessibility	Equality and Diversity Action Team	October 2007
3.3	Complete access to services element of Equality and Diversity Action Plan and ensure consistency with the Gender Equality Scheme.	Produce and adopt next GES	Equality and Diversity Action Team	October 2007

* **Bold** denotes lead responsibility

3	Service Delivery and Customer Care:			
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Ref;	Requirements	Actions	Responsibility*	Target Date
Departmental				
3.4	Service plans to specifically address breaking down gender barriers in the provision of services.	Corporate guidance on service planning to cover GES requirements.	Directors Departmental Performance Managers	April 2007
		All Department Service plans to contain actions in relation to gender equality in the provision of services.	Directors	April 2007
		Ensure the targets are on PB Views.	Departmental Performance Managers	April 2007
		Ensure 'Department', 'Service' plans reflect the outcome of Equality Impact Assessments with priorities, objectives and targets.	Directors Departmental Performance Managers	April 2007
		Implement actions arising from Equality Impact Assessments	Directors	April 2007
3.6	Ensure agencies delivering services for the Council include within contracts, a requirement to deliver services, fairly without unlawful discrimination.	Continue to implement policy and procedure for awarding grant-aid and mentoring community organisations.	Directors Community Development Team	From April 2007
		All procurement documentation to contain gender equality and diversity requirements. These objectives and targets to address service delivery as well as employment and training.	Directors Procurement Development Manager	From April 2007
	An improvement in the health and lifestyle of young people		Sports Development/Youth Service	
	Increase the take up of men in library and arts services		Library Service	
	Ensure issues affecting women accessing public transport are reflected		PTSE	
	Organising and promoting		Community development	

Ref;	Requirements	Actions	Responsibility*	Target Date
	events to celebrate gender issues			

* **Bold** denotes lead responsibility

4	Employment and Training:			
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Ref;	Requirements	Actions	Responsibility*	Target Date
Corporate				
4.1				
4.2	To identify pay differences between women and men in respect of work of the same or an equal value and where necessary put in place remedial measures to correct the differences.	Conduct an equal pay audit as part of a rolling programme Implementation of the outcome of the equal pay audit.	Pay and Rewards Manager (HROD)	March 2007 – April 2010
4.3	Develop and commence delivering training/ briefing programme for Elected Members	Establish Training/briefing programme for Members which should also cover procurement and partnerships.	Learning & Development Consultant (Linda James)	From June 2007 (post election)
		Develop and commence delivering training/ briefing programme for Select Committees in relation to the authority's agenda, action plans, policy, Equality Impact Assessments and the Equality Standard.	Directors	From June 2007 (Post Election)
4.4	Ensure employment section of Equality & Diversity Action Plan is delivered. Ensure consistency with the Gender Equality Scheme.	Carry out all work identified in Equality and Diversity Action Plan, and other related work programmes in relation to employment and training.	HR Strategy Group	From January 2007
		Publish statutory employment information included in Gender Equality Scheme Annual Reports	Head of Performance and Management Review with Corporate Equalities Officer	From April 2007

4	Employment and Training:			
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Ref;	Requirements	Actions	Responsibility*	Target Date
Departmental				
4.5	Ensure that members of staff are aware of action plans and implications for services and employment.	Ensure that employees are involved in putting together service plans for the service area they work in and made aware of the gender equality based objectives and targets.	Directors	From July 2008
		Develop and commence delivering training/ briefing programme for Managers and Employees in relation to the authority's agenda, action plans, policy, Equality Impact Assessments and the Equality Standard.	Directors Departmental Equality Reps	July 2007
		Ensure gender equality and diversity issues are discussed in every employee's PDPR.	PDPR guidance – Learning & Resourcing Team Other action – All managers	From July 2007
		Ensure that gender equality is integrated into the equality and diversity training strategy	Equality and Diversity Action team	
4.6	Provide training for managers and officers/ on the implementation of the Equality Standard with contractors, suppliers and partners.	Deliver training to officers with responsibility for procurement	Learning & Resourcing Team Directors	April 2007
	Promote an increase in the number of people applying for and being appointed to non traditional jobs	Promote non traditional jobs through, for example, the councils website, targeted publications, jobs fairs and schools and colleges	HR Strategy Group	
	Improve access to information and support for employees who have caring responsibilities	Review arrangements for providing support and information to carers	HR Strategy Group	
	Ensure that employees and Managers are aware of their responsibilities on sexual harassment	Review and Implement the harassment and bullying procedure, ensuring that reporting mechanisms and procedures are fully understood	HR Strategy Group	

Ref;	Requirements	Actions	Responsibility*	Target Date
	To reduce overall crime, particularly violent crime, domestic violence and hate crime	Ensure information and systems record gender related issues including hate crime in an appropriate way	Safer South Gloucestershire	
		Ensure gender related incidents are reported and mapped		
		Provide victims with support to build confidence to report incidents		
		Work with perpetrators to reduce repeat offences		

- **Bold** denotes lead responsibility

Appendix B

PI Code	PI Description	06/07 Target	06/07 Actual	07/08 Target	08/09 Target
BV2a	The level of the Equality Standard for Local Government to which the authority conforms.	Level 2	Level 2	Level 3	Level 4
BV11a	The percentage of the top 5% of earners employed by the authority (excluding staff in schools) that are women.				

- South Gloucestershire's LAA PI's and other Council performance indicators/targets that relate to Gender Equality issues will be listed here in the final version.