



**SOUTH GLOUCESTERSHIRE COUNCIL  
DEPARTMENT FOR CHILDREN & YOUNG PEOPLE  
Equality Action Plan 2006-2009  
Progress during 2006-07 & Priorities for 2007-08**

SOUTH GLOUCESTERSHIRE COUNCIL  
DEPARTMENT FOR CHILDREN & YOUNG PEOPLE – EQUALITY ACTION PLAN 2006/9  
Progress achieved in 2006/07 and Actions for 2007/08

**Improving Services to Children, Young People and their Families**

Our aim is to improve the quality of life and life chances of all children and young people by maximising social inclusion and combating inequality.

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 wellbeing of all children and young people in South Gloucestershire

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 all children and young people in all aspects of their lives. Monitoring and assessing any adverse impact by gender, ethnicity, faith, disability, age or sexual orientation in the provision of a service is integral to assessing success and prioritising further work.

Integral to our shared vision is the commitment to improve access to, and the quality of service by developing a workforce profile that is representative of the population of South Gloucestershire 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 in relation to these professions.

The CYP Equalities Action Plan provides the over-arching framework for embedding the Council's commitment to achieving Level 3 of the Local Government Equality Standard. The standard is designed to integrate equality and diversity aims into policymaking, service delivery and employment. The CYP Department priorities to support the Council Race, Disability and Gender Equality Strategies are linked to the relevant equality plan i.e. Race, disability or gender. The focus on the 'Every Child Matters' five outcomes of the CYP Plan has involved a radical change in departmental structure to achieve integrated working with other public, private and voluntary service providers. This restructuring requires a change to the planning processes for 07-08 equality implementation plans. This year we are working towards all equality planning being consistent and designed to link directly to the three year CYP Plan and overarching Department plans when they are refreshed in 2009.

**Overarching Departmental Strategies and related equalities plans for 2007-08:**

CYP Plan 06-09 and annual implementation plan

CYP BME implementation plan 07-08

CYP Disability Strategy 06-09 and LDD Implementation Plan 07-08

CYP Workforce Strategy 06-09 and annual implementation plan

CYP Equality Action Plan 06-09 implementation plan for 07-08

CYP Race Equality Plan 05-08 implementation plan for 07-08

CYP Disability Equality Plan 06-09 implementation plan for 07-08

CYP Gender Equality Plan 07-10 implementation plan for 07-08

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**CYP Consultation and Communication pathways for equalities and diversity:**

**CYP Community Groups**

Children and Young People are involved in accordance with the CYP Participation Strategy;  
Disabled Children and Young People's Forum;  
Youth Parliament  
School Forums  
Care Forum and CVS organisations supporting equality groups  
(COMPACT agreement is adhered to in relation to working with the voluntary sector;)

**Council Community Groups**

Council Equalities Forum  
Disabilities Equalities Forum  
LGB Forum  
Race Equality Network  
Partnership Against Hate Crime

**Council – internal**

Council Equality, Diversity and Action Team;  
Council wide BME staff network  
Council wide Disabled staff network.

**CYP - internal**

CYP Departmental Consultative Committee  
CYP Equality, Diversity and Community Cohesion Group (including representative headteachers and chairs of governing bodies)

- CYP Central Equality and Diversity Working Group
- CYP Schools Equality and Diversity Working Group

CYP Staff Matters Group

**Monitoring and Evaluation**

Monitoring of progress is undertaken in accord with the CYP Plan monitoring processes undertaken by the CYP Partnership Senior Officer Group and/or Department Senior Leadership Team. Progress is reported through the CYP Plan and Workforce Strategy update reports to Select Committee for Children and Young People, Children and Young People's Partnership Board, and Local Children's Safeguarding Board.

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Action Plan 2006/09 Priorities	Responsibility	Target Date	Desired Outcome	Monitoring: Progress achieved in 06/07	Priorities for 2007/08
1. Department to meet requirements of the Local Government Equality Standard Level 3	Senior Leadership Team	January 2008	Level 3 achieved by the whole Council by April 2008		Preparation for independent assessment of Level 3 standard in January 2008 is complete by December 2007.
2. Ensure all staff are aware of, understand and apply the principles of equality and diversity	Head of Communication  Managers/ team leaders  Head of Communication	Annual Review	Staff understand the principles of equality and diversity, challenge discrimination and incorporate this into their day-to-day practice with customers and colleagues.	Staff attended sessions on equality awareness and Disability Confident Training.  Annual report of monitoring and managing racial incidents in schools published. CYP Racial incidents reported to PAHC Department has major input to PAHC case reviews and targeted community action in relation to combating racist behaviour by children and young people in the community	Awareness training organised in partnership with PAHC (Partnership Against Hate Crime) for all staff to increase the understanding of what an incident of hate crime is and to provide confidence in reporting and managing of incidents. Minimum of 10 half-day sessions between Oct 07 and March 08.  Centrally employed staff, school managers and school governors attend the Hate Crime workshops and there is an increased in reporting and challenging prejudice based harassment.  Investigate feasibility of CYPIS, Children's Centres, Locality Hubs and Youth Centres becoming Hate Crime reporting centres.

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<p>3. Equality Impact Assessment has been undertaken in identifying the equality and diversity priorities in the CYP Plan and supporting departmental plans. These priorities are recorded in the three-year CYP race, disability and gender equality action plans which inform the Council race, disability and gender equality schemes.</p>	<p>Lead Officers for Strategic Plans and Lead Equality and Diversity Officer</p>	<p>Annual Review</p>	<p>All staff understand the purpose of equality impact assessments (EIA) and lead officers undertake EIAs as an integral part of policy/function development and revision.</p> <p>CYP race, equality and gender action plans are monitored annually, equality priorities identified and services revised to minimise any discriminatory impact.</p>	<p>The CYP Plan 06-09 and supporting strategic plans embed equality impact assessment to inform the departmental service plan and section operational service plans.</p> <p>Equality Impact Assessments on current functions and policies were fed into the Corporate equalities process for the Council race and disability equality schemes. Three year Departmental race and disability action plans are reviewed annually.</p> <p>Equalities issues were reported to Directorate and Executive Councillor through regular monitoring reports for service areas such as attainment, attendance, exclusions, safeguarding, Looked after children, Learning difficulties and disabilities</p>	<p>EIA training will be provided to relevant staff. Relevant EIA guidance available on the intranet for CYP central services and school use.</p> <p>Equality Impact Assessments on new/ revisions to current functions and policies will be fed into the Corporate Equality Scheme assessment process.</p> <p>The three-year Departmental race and disability action plans will be reviewed at end of the year (annual review).</p> <p>The gender action plan will be drawn up in 07/08 identifying the gender based priorities in the CYP and related strategic plans.</p> <p>The new departmental management structure will include equalities issues as a standing item on the agenda for Directorate and Executive Councillor.</p> <p>The Senior Leadership Team will receive regular monitoring reports to include equalities ...</p>

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3. (continued)...					... data for service areas such as attainment, attendance, exclusions, safeguarding, Looked after children, Learning difficulties and disabilities.
4. All section staff to be involved on section OSP planning and in setting personal targets and learning opportunities (through the PDPR process) that contribute to achieving section outcomes and targets.	Section Managers and HR Manager	Annual Review	All staff are involved in OSP planning and can contribute fully to section outcomes.  All staff have equality of opportunity for learning and development	Departmental policy provides sections with time for service planning days.  All staff have the opportunity to undertake PDPR and have a training plan agreed.	All sections will be able to evidence that all staff have had the opportunity to be involved in service planning.  All staff will have undertaken the PDPR within the reporting year and annual training plan agreed.
5. Data related to gender, ethnicity, religion/belief, disability, age and sexual orientation is rigorously collected to provide evidence for the functions and policies provided by the Department	Section Managers	Annual Review	Analysis of equality based data will identify potential/actual discrimination. Revisions to functions/policies will be undertaken to counteract this.	See analysis of progress against performance milestones set for 06/07 CYP Plan and supporting strategic plans.	Equalities Data is used to inform service priorities for 07/08. For evidence see end of year analysis of progress against performance milestones set for 07/08 CYP Plan, supporting strategic plans and specific priorities identified in section OSPs.
6. All children, young people, families, staff and other relevant stakeholders have the opportunity to input into the creation, ...	Section Managers / CYPIS	Every consultation	Information is widely available in a variety of formats and consultation processes are accessible to the community.  All members of the ...	CYP Plan, LDD Plan, CYP Participation Strategy and workforce strategy were widely consulted upon before finalising. The pupil/family survey undertaken in 2006 ...	Parenting strategy widely consulted upon and implemented.  Consultation mechanisms that have been agreed with...

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6. (continued) ... promotion and review of policies/functions.	Section Managers  CYPIS  CYPIS/ Youth Service  Section managers		... community have the opportunity to participate in decision making on local issues relevant to them.  The CYP Participation Strategy and Voluntary Sector Compact agreement are adhered to in relation to community consultation.	... via schools also fed in to the outcomes of the CYP Plan.  Council staff BME and Disability Staff Networks have been established and staff are encouraged to attend.	... young people, school communities, children with LDD, families and minority groups are used consistently across the department.  Consultation toolkit produced and available to all staff.  Roll out of the e-consult system to be used for all public consultation;  Research and develop preferred contact technology with children and young people;  Develop partnership working with community engagement officers to reach difficult to engage and vulnerable families;  Council staff BME and Disability Staff Networks to be included in relevant policy/function consultations.
7. Information, advice and guidance is provided for all children, young people, families, staff and other...	Section Managers/ CYPIS	Annual review	Families who have difficulty in accessing information are not discriminated against in the provision of information necessary for their child's education, care or wellbeing.	Children & Young People's Information Service Helpline provided IAG (information, advice and guidance) through a variety of means including Outreach, leaflets, personal ...	Information, advice and guidance will be provided through a variety of means including Outreach, leaflets, personal contact, language line translations and interpreters, ...

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7. (continued) ...stakeholder groups.	Section managers			<p>... contact, translations and interpreters.</p> <p>Specialist services such as SEN statements, Social care assessments/panels provide appropriate access support.</p>	<p>... website to meet the needs of difficult to engage and vulnerable families. Systems for monitoring success in families accessed will be established.</p> <p>System established to ensure consistency in access standards for public information.</p> <p>Specialist services such as SEN statements, Social care assessments/panels will provide appropriate access support to individuals.</p>
8. Resources are made available to ensure equality of opportunity for all service users.	Section Managers	Annual Review	There are no discriminatory practices in relation to access of services.	Resources made available to ensure all children and young people who accessed services had equality of opportunity to fulfil their potential.	All sections will ensure that resources are made available so that all children, young people and families have equality of opportunity to access service provision.
9. Equality clauses are included in documentation for contracts. Invitations to tender ensure contractors promote equality.	Lead Officers for contracting	Contract review time	<p>Contracts include a requirement to deliver an effective and appropriate service to all groups irrespective of race, gender or disability;</p> <p>Contracts are monitored to ensure equal service ...</p>	<p>Contracts issued comply with Corporate equality guidelines;</p> <p>Contractors monitored for compliance by Service ...</p>	Contracts and commissioning will be co-ordinated across the Department and a process set up to monitor compliance with equality and diversity.

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9. (continued) ...			... delivery targets are met; Contracts are monitored to ensure compliance	... contract officers.	
10. Recruitment processes are non-discriminatory	HR Manager and Head of Schools Personnel	Annual Review	To achieve an integrated workforce which reflects the communities in South Gloucestershire	<p>All Chairs of recruitment panels trained in recruitment and short listing.</p> <p>Recruitment equality monitoring for 06/07 for central services is available from Resourcelink/ website and analysed.</p> <p>CYP Department 06/07 equalities employment report provided to Directorate and DCC</p>	<p>Priorities for 07/08 identified from 06/07 recruitment data are to:</p> <p><b>Central CYP Services:</b> Raise the profile of the children and young people's workforce through local career fairs/newsletters and by offering work tasters to local community members who are disabled and/or from ethnic minority communities;</p> <p>Develop a recruitment campaign to attract more males into the children and young people's workforce, and to develop flexible work practices that will encourage men to take up part time opportunities in central support functions.</p> <p>Involve young people in further development of the Council's recruitment website to encourage apprenticeships and work experience within the Council;</p> <p>Develop a work experience ...</p>

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10. (continued) ...					<p>... scheme for children with disabilities;</p> <p><b>Schools</b> Explore the scope to recruit younger males into teaching assistant and other support roles;</p>
11. Workforce is monitored to identify any equality issues in accordance with DDA, RR(A)A and GEA	HR Manager and Head of Schools Personnel	Annual Review	<p>To contribute to the overall Council workforce monitoring requirements to ensure no discriminatory employment practices.</p> <p>Focused support is provided to applicants and staff to meet the Council targets for employing BME and disabled staff and to counteract any gender equality issues.</p>	<p>Annual report on employment produced at end of 06/07 which informed the Council report 06/07 on equalities in employment.</p> <p>Departmental employment priorities for 06/07 identified from 05/06 report and achieved include:</p> <p>An increase in BME staff: <b>Central staff</b> = 3.7% (05/06 = 3.5%) <b>Schools</b> = 1.5% (05/06 = 1.3%)</p> <p><b>Traded Support Services:</b> Cleaning = 1.3% (05/06 = .4%) Catering = 1.2% (05/06 = 0.9%)</p> <p>Increase in number of staff self declaring disabilities: <b>Central staff</b> = 3.6% (05/06 = 1.8%) <b>Schools</b> = 1.0% (05/06 = 0.9%) ...</p>	<p>Priorities for 07/08 identified from 06/07 workforce monitoring are :</p> <p><b>Central CYP Services and Traded Support Services</b> To write out to staff in early 2008 to address the blank ethnicity and disability fields on the personnel system. Aim to achieve 100% response by 31 March 2008.</p> <p>Further embed the Disability Confident project across CYP and to increase self declaration.</p> <p>Conduct a pay audit across all CYP Hay, Soulbury and JNC grades;</p> <p>Commence the integration of the Council's competency framework into CYP job descriptions. ...</p>

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11. (continued) ...				<p>... <b>Traded Support Services:</b> Cleaning = 4.3% (05/06 = .4%) Catering = 2.9% (05/06 = 1.9%)</p>	<p>... <b>Schools</b> Provide schools with additional equalities data (gender, ethnicity and disability) to assist with the identification of priorities for school equality action plans;</p> <p>Further publicise to schools the Council's Disability Confident project and opportunities for placements or recruitment of staff with disabilities;</p> <p>Explore the reasons behind the low uptake of female teachers to leadership roles. (Identified in analysis of 06/07 data). Encourage schools to undertake action to increase % of women in leadership roles.</p> <p><b>An annual report</b> on employment in CYP and schools will be produced at end of 07/08. This report will inform the Council report on equalities in employment. Departmental priorities for 08/09 will be identified from the 07/08 departmental and full council reports.</p>

**DOCUMENT REFERENCE COVER SHEET**

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Section 1

<b>Document Purpose:</b> (E.g. For information, for guidance etc	<b>Information and planning purposes</b>
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<b>Relates To:</b>	<b>Re: Council Equality Scheme 2006- 2009</b>

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