



Summary Equalities Annual Report 2011-12

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Telephone: 01454 868009

Email: equalities@southglos.gov.uk

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<p style="text-align: center;">KURDISH</p> <p>ئەگەر تۆ ھەز ئەکە ی ئەم زانیاریانە بە شێوازی تر ھەبێت بۆ نموونە: نووسینی چاپی بۆ کوێران، شەرت، نووسینی گەورە، دیسکی کۆمپیوتەر، یان بە زمانە کۆمەڵایەتیەکان تکایە پەڕبوونی بکە بەم ژمارەو 01454 868009.</p>
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<p style="text-align: center;">SOMALI</p> <p>Hadii aad rabto warkan oo si kale u yaala, sida isagoo ku duuban cajalad maqal ah ama cajalada koombiyuutarka ama ku qoran far waaweyn ama farta indhooleyaasha (Braille) ama ku qoran afkale fadlan lasoo xidhiidh Tel: 01454 868009.</p>
<p style="text-align: center;">URDU</p> <p>اگر آپ کو یہ معلومات مختلف شکلوں مثلاً بریل، آڈیو ٹیپ، بڑے لفظوں، کمپیوٹر ڈسک یا دوسری زبانوں میں چاہئے تو براہ کرم ٹیلیفون نمبر 01454 868009 پر رابطہ کریں</p>
<p style="text-align: center;">VIETNAMESE</p> <p>Nếu quý vị muốn lấy tài liệu này trong một hình thức khác, ví dụ, bằng chữ nổi, thu băng, in nét lớn hay đĩa compiutơ, hay bằng bất cứ một ngôn ngữ cộng đồng nào, xin liên lạc với số điện: 01454 868009.</p>

Introduction

South Gloucestershire Council has devoted considerable attention to equality work in the past 5 years. The Council's Plan 2008-2011 committed it to reaching Level 4 of the Equality Standard for Local Government by April 2011. Level 3 of this standard was achieved in 2009, and Level 4 also achieved by the self-imposed deadline. That placed the Council in the top 18 local authorities in the country with regard to progress against this standard for qualities (where 5 local authorities had achieved Level 5 and 13 had achieved Level 4).

In achieving these standards equality was effectively integrated into service delivery, rather than being an additional activity rather than being 'bolted-on' to services.

While the Equality Standard for Local Government focused primarily on Council's internal processes, this Council did not lose sight of the extent to which those processes were intended to help equality communities across South Gloucestershire. The positive effect of this was shown both through formal consultation, and the feedback received from equality groups and individuals.

Single Equality Plan

Following extensive consultation with local communities, including equality communities, the Council adopted a new Single Equality Plan in April 2012. The elements of this Annual Report that review 2011/12 should be read in the context of the previous Single Equality Scheme, but those for 2012/13 are designed to achieve the objectives laid out in the new Single Equality Plan 2012-2016. Those objectives, and the ways in which we will measure success are as follows:

Objective	Measuring success
Objective 1: To ensure a consistent approach to managing equalities	System for managing equalities reviewed and revised system fully implemented by April 2012; then followed each year
Objective 2: To ensure fair treatment for all by Council services	% of residents surveyed who believe they have received fair treatment from Council services
Objective 3: To reduce any gaps in service use and take-up.	Analysis within each service of gaps in service use and take-up
Objective 4: To continuously improve equality of opportunity for our employees and job applicants	Analysis of equalities gaps as assessed in annual 'Equalities in Employment' report together with attitudes and experiences of staff from biennial staff survey.

These objectives were adopted after the end of the period covered by this Equalities Annual Report. Nevertheless the information presented in the Annual Report provides a valuable baseline against which future improvement will be measured.

The Annual Report

This Annual Report presents information on the equality work of the Council and its services in 2011/12, and on to the work they intend to carry out in 2012/13.

We have deliberately gathered as much information as possible, in order to create a solid reference tool to enable us to examine our services and improve them where appropriate.

All of this information is included in this Annual Report and made available to anyone who wishes to see it. The Council would welcome feedback on these results from any individual or organisation in order to help us improve the equality of our delivery.

In future Annual Reports we will be able to present this data to establish trends and draw conclusions about the extent to which we are improving outcomes for all our residents.

Key Highlights 2011/12

The Council has always focussed on the outcome of equality of opportunity for all, rather than being concerned only with its own internal activities and processes.

A major development during 2011/12 was the expansion of its Equality Forum to become the South Gloucestershire Equalities Forum. This brings together a much larger range of groups and organisations, providing an opportunity for equality groups to work to eliminate discrimination, promote equality of opportunity, build up good relations between diverse individuals and equalities communities of interest, the Council and other Partners and are inclusive of all equalities communities.

The Forum had its first major success with the Equalities Live Event held in November with a focus on getting your voice heard and was introduced by TV presenter and Equalities campaigner Sherrie Eugene.

Key areas to watch in 2012/13

We would highlight three key areas to watch in 2012/13

1. Residents confidence

Each year the Council surveys residents in order to assess their views of equality in the district. The results of this survey have improved year-on-year over the last 4 years but in 2011 they showed a marked deterioration in 2011.

The survey was carried out in August 2011, at the same time as civil disorder was front page news in the national media. Although there were no related disturbances in South Gloucestershire we believe the national media coverage influenced the local survey results. We will be paying close attention to the results in 2012 to ascertain whether this was a 'blip' or part of a bigger trend the Council will need to respond to.

2. Census results

The first results from the 2011 census are scheduled to be published in the autumn of 2012 and will provide up-to-date information on the local community. This will assist us in comparing service based results to the local population in order to identify any areas of potential mismatch which would justify more detailed consideration.

3. Equality Impact Assessments and the Transformation Programme

The Council has made significant reductions in its spending over the past 3 years, in line with the expectations of Government. The majority of these savings have come from support services and management costs rather than front-line service delivery.

Over the next few years savings will be achieved from a series of 'Transformation Programme' projects which will include front line services. We will be carrying out and publishing full Equality Impact Assessments in relation to each of these projects in order to take this information into account in making decisions over changes to services.

Integrating equality into all aspects of the council's work provides the opportunity to significantly and continuously improve and develop services by making them more appropriate and responsive to the needs of people. This leads to better value for money. Good equality approaches and practices significantly impact on making the council a better employer, improving our ability to meet the needs of customers, helping us to be better placed to deliver public services and to ensuring that our vision for South Gloucestershire is achieved. Our vision is that South Gloucestershire is: **"A great place to live and work"** and the following values are embedded into all sections of the Strategy:

- ensure resources are used wisely, reduce carbon emissions, prevent pollution and waste and protect and enhance the environment for future generations.
- promote a greater understanding and mutual respect between different sectors and sections of the community; empower all people to participate and become involved in decisions which affect the area.
- find simple and effective ways of working together that improve efficiency, make the most of resources and ensure value for money.

The Council Plan¹ sets out the council's corporate aims and core values for meeting our area's vision. "Equality of Opportunity for all" is clearly set out as one of our core values. South Gloucestershire Council works for all parts of every community. Our aim is 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.

The Council has a Corporate Equality and Diversity Policy² which details our commitments and aims. We are committed to valuing and treating all people with dignity and respect. Our approach is three fold:-

1. 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;
2. To acknowledge that the majority view is not always right and the rights of minorities will need to be protected;
3. To mainstream equalities into all aspects of our policy development and service delivery.

The principles that underpin the overarching Corporate Equality and Diversity Policy and inform our approach to equality are:-

- Welcoming and celebrating diversity;
- Developing a shared understanding of the essence of equality which is to value and treat all people with respect and dignity;
- Promoting equality of opportunity;
- Through policies, services, employment, contracting, and funding practices ensuring that no service user, employee or job applicant will receive less favourable treatment on the grounds of age, colour, impairment, marital status, lifestyle and culture, religion or belief, nationality, race gender, sexual orientation, gender identity;
- Taking all possible steps to eliminate discrimination, and undertaking action to remedy past discrimination and disadvantage.

'The Equalities Review'³ set out a wide definition of equality, based on the idea of equal life chances:-

"An equal society protects and promotes equal, real freedom and opportunity to live in the way people value and would choose, so that everyone can flourish. An equal society recognises people's different needs, situations and goals, and removes the barriers that limit what people can do and be."

This definition is more aspirational than the formal legal definitions of equality. It is about what we can do to create a fairer society and recognises that:-

¹ To view the Council Plan visit: <http://www.southglos.gov.uk/NR/exeres/f9bc029f-5734-4a02-a923-1a2bc681aa8e>

² To view the council's Corporate Equality and Diversity Policy visit: <http://www.southglos.gov.uk/Resources/Publications/COS/06/0200/COS-06-0140>

³ Cabinet Office (February 2007) 'Fairness and Freedom: The Final Report of the Equalities Review'. Available from <http://webarchive.nationalarchives.gov.uk/20100406130654/archive.cabinetoffice.gov.uk/equalitiesreview/>

- equality is an issue for us all;
- we don't all start from the same place;
- to create a fairer society we need to recognise different needs and preferences.

The Public Sector Equality Duty is laid out within the Equality Act 2010. It is about ensuring the needs of all are met. The broad purpose of the Duty is to ensure that equality and good relations are issues which are robustly considered in the day-to-day business of public authorities. If an authority does not consider how its actions can or do affect different groups in different ways, it is unlikely that their action will have the intended effect – this, in turn, can contribute to inequality and poor outcomes.

The Public Sector Equality Duty consists of:-

1. A General Equality Duty (which is set out in section 149 of the Equality Act 2010), and;
2. Specific Duties (which are imposed by secondary legislation – The Equality Act 2010 (Specific Duties) Regulations 2011).

The Duty covers the following nine Protected Characteristics:-

1. Age
2. Disability
3. Gender Reassignment
4. Pregnancy and Maternity
5. Race
6. Religion or Belief
7. Sex
8. Sexual Orientation
9. Marriage and Civil Partnership

The General Equality Duty is made up of three aims which state that a public authority must, in the exercise of its functions, have due regard to the need to:-

1. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
2. Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it; this means:-
 - removing or minimising disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic.
 - taking steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it.
 - encouraging persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
3. Foster good relations between persons who share a protected characteristic and persons who do not share it; this means:-
 - tackling prejudice.
 - promoting understanding.

The Specific Duties

The Specific Duties state that a public authority must carry out a number of actions as follows:–

1. Publish information to demonstrate its compliance with the General Equality annually. The information a public authority publishes must include, in particular, information relating to persons who share a relevant protected characteristic who are its employees and other persons affected by its policies and practices.
2. Prepare and publish one or more specific and measurable objectives it thinks it should achieve the General Equality Duty. A public authority must publish these objectives by 6th April 2012; and subsequently publish this information at intervals of not greater than four years.
3. Publish the above information in such a manner that it is accessible to the public and may do this by publishing the information within another published document.

This report directly contributes to South Gloucestershire Council's work to achieve point 1 above.

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The full Equalities Annual Report presents detailed analysis of the available information on the individual areas listed below.

The departmental summaries are presented in this summary Equalities Annual Report.

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Chief Executive and Corporate Resources
Community Care and Housing
Children and Young People
Transformation Projects

SECTION 1

**ANNUAL DEPARTMENTAL EQUALITIES
FEEDBACK REPORTS**



DEPARTMENT: ENVIRONMENT & COMMUNITY SERVICES

YEAR: April 2011 – March 2012

SECTION 1 – THE DEPARTMENTAL EQUALITIES ACTION PLAN

Key actions that were achieved 2011/2012

- The Corporate Equality Forum was expanded to become the South Gloucestershire Equalities Forum. This provides an opportunity for equality groups to work to eliminate discrimination, promote equality of opportunity, build up good relations between diverse individuals and equalities communities of interest, the Council and other Partners and be inclusive of all equalities communities.
- First Equalities Live Event held in November with a focus on getting your voice heard and introduced by TV Presenter and Equalities campaigner Sherrie Eugene.
- The Engage Festival celebrating culture was held in Filton and attracted over 10,000 visitors.
- Collection of LGBT books was established to tour South Gloucestershire Libraries.
- All elected Members received “Equality and Diversity in the Community” Training in 2011.
- Equality and Diversity training delivered for social workers in 2011.
- Continued provision of support for staff equalities groups.
- Review of partner’s equality objectives conducted.

The key actions that were not achieved 2011/2012 and why

None

The key actions proposed for the forthcoming year of 2012/13

- Adoption of a Single Equality Plan by the Council in April 2012.
- Hold an Engage Festival in July 2012.
- Monitor perceptions of community cohesion to assess whether the figures recorded last year reflect a genuine reduction in cohesion or were a result of the survey being carried out at the same time as the national disturbances.
- To support the national Six Steps Challenge for services to blind and partially sighted people. This will include taking part in the Make a Noise in Libraries fortnight with events aimed at this client group (see <http://www.southglos.gov.uk/NR/exeres/589f2560-c977-4ab7-a5a9-5351d94ef948>)

SECTION 2 – EQUALITY IMPACT ASSESSMENTS (EqIAs)

- The EqIA schedule has been refreshed for 2012-16 with EqIAs with a more comprehensive approach to services rather than individual EqIAs for each element of service.
- The schedule of new EqIAs to be carried out 2012-16 is shown in Section 4 of this report
- The major financial and service changes 2012-16 will be made through the Transformation Programme. EqIAs will be carried out on an ongoing basis on options under consideration as part of this programme. The current projects are:
 - Changes in Library Service
 - Environmental Health and Trading Standards

SECTION 3 - EQUALITIES MONITORING

In addition to regularly monitoring action plans and conducting EqIAs;

- All committee reports now include a paragraph on equalities to ensure that officers have considered equalities issues.
- Detailed equalities monitoring is considered in Section 2 of the Annual Equalities Report.

SECTION 4 – PROCUREMENT

- Contractor/supplier performance in terms of equalities was monitored and reviewed during 2011/12
- No suppliers/contractors were identified as not meeting equalities criteria.
- The Corporate Equalities in Procurement Guidance has been fully reviewed and updated.

SECTION 5 – CHALLENGES

Financial challenges

- Continue to identify and deliver service improvements and maintain the work of the transformation programme to deliver savings

Delivering a high quality service to customers

- Improve customer satisfaction for all customers measured through satisfaction surveys.
- Gather and analyse equality data on services which currently do not do so.
- Ensuring appropriate equality approaches are built into working practices as more services are delivered by communities both through the Priority Neighbourhood work and through Localism.

Ensuring EqIAs are completed to a high standard

- Regular monitoring of the EqIA schedule.

SECTION 6 – ANY OTHER INFORMATION AS APPROPRIATE/RELEVANT TO THE DEPARTMENT

None

DEPARTMENT: CHIEF EXECUTIVE AND CORPORATE RESOURCES

YEAR: April 2011 – March 2012

SECTION 1 – THE DEPARTMENTAL EQUALITIES ACTION PLAN

Key actions that were achieved 2011/2012

- The Corporate Equalities training plan was approved which will incorporate equalities refresher programme for both staff and members. A group of employees are being trained to deliver the equalities training over June/July 2012.
- Incorporated fairness and human rights questions into customer satisfaction survey guidance and communicated with departments
- Undertook a comprehensive equal pay audit as part of career family project
- Incorporated equality issues into PDPR process and forms
- Produced 'equalities in procurement' guidance to ensure that procurement is carried out in a way that promotes equality of opportunity, is not in breach of legislation and that services provided through contracts meet the needs of all users
- Updated the Contracts and Procurement guidance to incorporate legislation changes and monitoring forms for measuring satisfaction and perceptions of procured services
- Reviewed the pilot for extended customer equalities monitoring information
- Refreshed the council brand and style guidelines to ensure that all printed and online materials fully meet or exceed national accessibility and usability guidelines
- Translated materials into easy-read and languages such as Polish, French, Arabic and Chinese for non-English speaking residents
- Improved online services for customers
- More efficient collection and storage of equalities data through all customer access channels

The key actions that were not achieved 2011/2012 and why

The key actions proposed for the forthcoming year of 2012/13

- Conduct Staff Survey and develop and deliver actions based on results
- Review PDPR process to ensure equalities objectives are incorporated
- Continue the work on easy-read web pages for people with learning difficulties to ensure that they can access information about all the things they are interested in, not just the services that are provided for them.
- Support the broadband project to ensure all properties in South Glos. have access to at least 2mbs, and that 90% have access to super-fast broadband
- Training to be provided to all members and staff on the new committee arrangements and in decision making to include equality impact assessments.

SECTION 2 – EQUALITY IMPACT ASSESSMENTS (EqIAs)

- The EqIA schedule has been refreshed for 2012-16. Given the large number of HR EqIAs there are, it was agreed to give all of the reviews a timescale of 2012/13 and then monitor the production of EqIAs on a monthly basis. It is expected that the vast majority will be undertaken in the summer 2012.
- We are undertaking a project as part of the broadband initiative to ensure that we minimise digital exclusion in South Glos to ensure everyone has access to digital opportunity.
- There has been work to ensure that the transformation programme projects going forward have thorough and effective equality impact assessments to ensure that the reviews going forward are not subject to challenge where equalities have not been properly considered.

SECTION 3 - EQUALITIES MONITORING

In addition to regularly monitoring action plans and conducting EqIAs;

- All committee reports and executive decisions now include a paragraph on equalities to ensure that officers have considered equalities issues.
- A report on equalities in recruitment, retention and employment data has been published and covers the mandatory equalities monitoring categories as well as religion and sexual orientation.

SECTION 4 – PROCUREMENT

- The SGC guidance for contracting has been updated to reflect changes in legislation
- SGC contracting guidance monitoring forms have been updated to include details of measuring customer satisfaction and perceptions of procured services

SECTION 5 – CHALLENGES

Financial challenges

- Continue to identify and deliver service improvements and maintain the work of the transformation programme to deliver savings (Action 1)

Continue to delivering a high quality service to customers

- Improve customer satisfaction for all customers measured through satisfaction surveys. (Action 1)

Maintain employee engagement

- Use the results of the employee survey to measure employee engagement and act upon any key areas highlighted within the survey promptly. (Action 4)

Ensuring EqIAs are completed to a high standard

- Regular monitoring of the EqIA schedule. Equality impact assessment training for project managers on transformation programme. (Action 3)

Procurement arrangements

- Embedding corporate procurement arrangements through a new team and ensuring approaches and guidance represent best practice and is implemented throughout the council (Action 5)

SECTION 6 – ANY OTHER INFORMATION AS APPROPRIATE/RELEVANT TO THE DEPARTMENT

n/a

DEPARTMENT: COMMUNITY CARE AND HOUSING

YEAR: April 2011 – March 2012

SECTION 1 – THE DEPARTMENTAL EQUALITIES ACTION PLAN

Key actions that were achieved 2011/2012

- Incorporated the work of the BOME liaison group into the Race Equality network which gives all race and ethnicity equality groups the opportunity to work together to eliminate discrimination and to promote racial equality.
- First “Supporting You” newsletter sent out to all service users receiving a service from the department.
- Held workshops to look at overcoming barriers in engaging people with mental health issues and to involve them in the development of mental health services
- Established a new Community Care and Housing Equalities working group with membership of senior managers from each service area.
- Updated the Contracts and Procurement guidance to incorporate legislation changes and monitoring forms for measuring satisfaction and perceptions of procured services.
- Service reviews??
- Involvement of key staff in the formulation and implementation of the NHS South West EDS (Equality Delivery system) to ensure full input into the system and understanding its operation.

The key actions that were not achieved 2011/2012 and why

None

The key actions proposed for the forthcoming year of 2012/13

New Departmental Action Plan for 2012/13 established with 6 key priorities:

1. To reduce gaps in service use, take-up and satisfaction – this will be achieved by each service area consistently collecting customer satisfaction data, analysing by equalities category, devising improvement actions in line with analysis of the data, benchmarking performance against other Local Authorities and continued monitoring of compliments and complaints to understand emerging equalities issues.
2. To deliver a full programme of robust Equality Impact Assessments – this will be achieved by developing an on-going departmental schedule of assessments and to conduct Equality Impact Assessments for all transformation projects.
3. To ensure departmental approaches to procurement represent best practice – this will be achieved conducting procurement activity in line with Corporate guidance and by assessing and monitoring the outcomes of procured services.
4. To ensure all service areas have plans in place to embed and progress the corporate equalities agenda – each service area will have an action plan in place to deliver this objective.

5. To ensure that appropriate and effective training on equalities continues to be delivered across the department. Each section will undertake a programme of training, including refresher awareness training for existing staff.

6. To ensure continued departmental representation at EDAT and continued meeting of the departmental Equalities working group.

A full copy of the action plan is held on the departmental website.

SECTION 2 – EQUALITY IMPACT ASSESSMENTS (EqIAs)

- The EqIA schedule has been reviewed to take a more comprehensive approach to carrying out EqIAs so that they cover full services rather than specific elements of service.
- EqIAs completed for all CC and H service reviews and transformation areas of work.

SECTION 3 - EQUALITIES MONITORING

In addition to regularly monitoring action plans and conducting EqIAs;

- All committee reports now include a paragraph on equalities to ensure that officers have considered equalities issues.

SECTION 4 – PROCUREMENT

- Contractor/supplier performance in terms of equalities was monitored and reviewed during 2011/12
- No suppliers/contractors were identified as not meeting equalities criteria.

SECTION 5 – CHALLENGES

Following implementation of the transformation programme, continuing to progress the equalities agenda in an environment of reduced resources and capacity.

SECTION 6 – ANY OTHER INFORMATION AS APPROPRIATE/RELEVANT TO THE DEPARTMENT

n/a

DEPARTMENT: CHILDREN & YOUNG PEOPLE

YEAR: April 2011 – March 2012

SECTION 1 – THE DEPARTMENTAL EQUALITIES ACTION PLAN

Key Achievements 2011/2012

- Review and evaluation of CYP Plan 2009-2012 outcomes – detail available in ‘*South Gloucestershire Vulnerable Groups Analysis*’ dated December 2011 and *CYP Plan 2009-2012 Evaluation Overall*
- Review and analysis of key data trends in support of ‘Narrowing the Gap’ to identify priorities for Partnership future action – detail available in ‘*Review of 2011 Standards & Performance*’ report dated January 2012
- Identification of targeted support across a number of schools and settings to help those most vulnerable to underachievement
- Development of a Partnership Strategy for Children and Young People 2012-2016
- Monitoring the effectiveness of safeguarding strategies – *South Gloucestershire Safeguarding Children Board – Annual Report 2011/12*
- Action to address and improve identification and recording of diversity related issues in respect of children and families completed – *Social Care Improvement Plan*
- Progression of CYP Transformation Review programme including consultation across 6 strands
- Publication of our pledge and promises to Children & Young People in care – detail available in ‘*Our Promises*’
- Review and development of partnership working including awareness raising across a range of groups and organisations
- Review of commissioning and delivery of traded services to support schools, including establishment of new protocols for accessing equalities related advice and support.

Key Actions for 2012/13

- Approval and implementation of Partnership Strategy for Children & Young People 2012-2016 across 4 key strands
 - *Our Place – high quality/sufficient places 0-19; suitable leisure facilities; infrastructure well managed*
 - *Our Economy - targeted support to ‘narrow the gap’ for vulnerable groups and more able pupils*
 - *Our Health – safeguarding of children, improving physical and mental health, targeted support*
 - *Our Community – participation, reduced anti-social behaviour, targeting support for troubled families*
- Progression and delivery of CYP Transformation Review programme across 6 key strands to ensure full implementation in 2014/15
- Introduction of a single business process for all integrated service activities to ensure services are fair and focussed on the vulnerable and disadvantaged
- Review and development of Special Educational Needs and Disability (SEND) Strategy
- Development of provision for disadvantaged two year olds
- Departmental staff training to deliver CYP equalities outcomes
- Regular review and monitoring of departmental EIAs in line with updated schedule
- Review of CYP representation and changed working relationship on equalities related Partnership groups and organisations.

SECTION 2 – EQUALITY IMPACT ASSESSMENTS (EqIAs)

Each Department produces an EqIA Schedule on a rolling basis (our 4 -year period will be April 2012 to March 2016). Please provide an overview of the following:-

The 4 year EqIA schedule 2012 – 2016

- CYP schedule of completed and new EqIAs reviewed and updated for 2012-2016 – schedule and record to be held on departmental website

Departmental progress in terms of delivering the EqIA Schedule 2011/2012

- EqIA 2011/12 schedule reviewed and aligned to new departmental service structure and planning area priorities
- EqIAs completed for all CYP Transformation Review strands of work
- EqIAs for CYP service planning areas being progressed in line with proposed timetable 2012-16
- Existing departmental strategies and policies under review

The key actions that have been/will be implemented as identified via EqIAs

- Individual EqIA reports contain recommendations to be progressed in order to mitigate and reduce possible adverse impacts for children and young people.

SECTION 3 - EQUALITIES MONITORING

Each Department and service conducts regular equalities monitoring (in addition to regularly monitoring action plans and conducting EqIAs). This monitoring covers a wide range of equalities 'categories/strands' and monitoring activity which a department proposes is consulted upon internally and externally. Please provide an overview of the following:

Monitoring that has taken place during 2011-12

Equalities monitoring is undertaken as part of the overall monitoring and evaluation of CYP service delivery and the implementation of approved strategies, plans and policies. A sample of the range of monitoring (including data and information) undertaken in 2011/12 is identified in the plans below:

- CYP Plan 2009-2012
- Commissioning of Places Strategy 2009-2012 Implementation Plan
- CYP Transformation Review Programme
- CYP Capital Programme
- LA School Improvement Policy
- Youth Offending Business Plan
- Social Care Improvement Plan
- Common Assessment Framework
- SG Safeguarding Board Business Plan
- Corporate Parenting Strategy

- Anti-Bullying and Hate Crime Reportable Incidents
- Annual Admissions Report
- Scheme for Financing of Schools

The key improvement actions identified:

- Priorities for action identified and included in Partnership Implementation Plan for Early Years; KS1; KS2; KS3; KS4 and Post 16 in support of narrowing the gap in achievement.
- Ensure that targeted support is available for schools with vulnerable BME groups.
- To challenge weak outcomes and to support headteachers of specific schools to improve.
- Implementing First Point which will provide a single front door for young people requiring services and to identify the appropriate intervention.
- Better capturing and use of the experience of the child or young person and their family to underpin work with individual children.
- To ensure the effective commissioning and delivery of sufficient early years and primary school places to meet rising demand.
- Building on work with Gypsy and Traveller community to develop links with other harder to reach communities.
- Improving the identification and recording of diversity related issues affecting children and their families accessing the service
- Working with schools to improve the management and reporting of 'reportable incidents'.
- Consolidation and presentation of key equalities data and information to be published in central CYP web location.

SECTION 4 – PROCUREMENT

Each Department should provide any relevant information regarding the success of procurement activity in terms of equalities as follows:

Was contractor/supplier performance in terms of equalities monitored and reviewed during the previous year?

- Effective procurement and monitoring processes are in place to commission a range of services for children and young people from the private, voluntary and independent sector. The mechanism for regular 6 monthly reporting and monitoring is identified in council standard Service Level Agreements and performance is monitored to ensure service providers are meeting agreed equalities related targets and achieving desired outcomes.
- Any tendering process includes equalities related standards and providers are assessed and monitored against these, to ensure compliance.

Were any suppliers/contractors identified as not meeting equalities criteria and how was this managed by the Department?

No providers were identified as not meeting equalities criteria in 2011/12.

SECTION 5 – CHALLENGES

This section should cover an overview of:

Key challenges faced in 2011/12

- Departmental restructuring and transformation review of service areas to facilitate changing role of the Local Authority (LA).
- Maintaining safeguarding strategies and support for children and young people in an environment of reducing resources.
- Changing roles and relationship between LA and schools and changing status of schools to academies.

Challenges for 2012/13 and how these will be addressed in the Departmental Equalities Action Plan for 2012/13.

- Changing central government policy on the requirement for collection and reporting of reportable incidents by schools and the LA's changing relationship with schools and responsibilities for academies could impact on the Council's ability to provide meaningful data and information across the area. Along with the LA, partner organisations currently find this information invaluable and every effort will be made to encourage continued reporting, however schools/academies are no longer required to report to the LA.
- Resource restrictions and the impact of transformation review changes may impact on the Department's ability to maintain the level of monitoring and reporting currently undertaken. A review will need to be undertaken to identify priorities for future reporting and monitoring to ensure most effective use of resources.

SECTION 4

EQUALITY IMPACT ASSESSMENT AND ANALYSIS (EqIAA) SCHEDULES



ENVIRONMENT & COMMUNITY SERVICES DEPARTMENT - EqIAA SCHEDULE AND RECORD FORM

This is the planned equality impact assessment schedule which will be updated as and when functional changes occur

Function	Which of the 10 Equality 'Domains' this Function impacts upon	Major?	Minor, yet likely to have a major impact?	Neither	Priority			Responsibility	Timescale (by when)	Date of EqIAA
					High	Med	Low			
Community Engagement	All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark Pullin	March 2013	June 12
Enforcement and Environmental Health	1, 5, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Pullin	March 2013	June 12
ASB and Community Safety	1, 2, 3, 5, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Pullin	March 2013	June 12
Equalities – the Third Sector	All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mark Pullin	March 2013	June 12
Planning Enforcement	5 & 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andy Clark	March 2013	June 12
Building Control	5, 7, 8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andy Clark	March 2013	June 12
Libraries	1, 3, 4, 4, 6, 7, 8, 9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Martin Burton	March 2013	August 12
Adult Community Learning	3, 4, 6, 7, 9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sandy Watkins	March 2015	August 12
Arts	3, 4, 6, 9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alison Catlin	March 2014	August 12
Heritage	4, 6, 9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Martin Burton	March 2015	August 12
Procurement	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Martin Harris	2013	August 12
Handy Van	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andy Porter	2012	August 12
Road Safety ETP	3, 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mark Parry	2013	August 12
REACH Programme	3, 4, 7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Charlotte Musgrove	2012	March 12
Breakthrough and Inclusion	3, 4, 7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steve Spiers	2012	Feb 12
Exercise on Prescription	3, 4, 7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacqui Offer	March 2014	August 12
Active Lifestyles programme	3, 4, 7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacqui Offer	March 2014	August 12
Sports Development	3, 4, 7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacqui Offer	March 2014	August 12
Walking to Health	3, 4, 7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacqui Offer	March 2014	August 12
Drug and Alcohol Services	3, 4, 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacqui Offer	March 2014	August 12
Core Strategy	5, 8, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian Glasson	March 2013	August 12
North Fringe to Hengrove Package	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chris Sane	March 2015	August 12
Spatial Planning	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patrick Conroy	March 2015	August 12

Function	Which of the 10 Equality 'Domains' this Function impacts upon	Major?	Minor, yet likely to have a major impact?	Neither	Priority			Responsibility	Timescale (by when)	Date of EqIAA
					High	Med	Low			
Specialist Advice	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patrick Conroy	March 2015	August 12
Economic Development	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Antony Merritt	March 2015	August 12
Development Control	5, 7, 8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Glasson	March 2015	August 12
Sustainability and Carbon Reduction	1, 3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chris Sane	March 2015	August 12
Operational Support Services	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Janet Faire	March 2014	August 12

CE&CR DEPARTMENT - EqIAA SCHEDULE AND RECORD FORM

This is the planned equality impact assessment schedule which will be updated as and when functional changes occur

Function	Which of the 10 Equality 'Domains' this Function impacts upon	Major?	Minor, yet likely to have a major impact?	Neither	Priority			Responsibility	Timescale (by when)	Date of EqIAA
					High	Med	Low			
Customer and Transactional Services										
Customer Services – Leanne Milton										
Customer Feedback (inc. Ombudsman Complaints, Complaints, Compliments, Concerns)	8, 5, 6, 7, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Milton	December 2013	
Mystery Shopping	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S. Flinders	July 2013	
Online Transactions in CRM	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Milton	December 2013	
Corporate Contact Centre & One Stop Shops	8, 5, 6, 7, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Alden	July 2012	
Benefits – Paula Bird										
Making a Claim for Housing Benefit and Council Tax benefit (inc. change of circs, appeals, revisions)	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Bird	March 2013	
Making Determinations as Defective	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P. Bird	March 2013	
Discretionary Housing Payment	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P. Bird	March 2013	
Communications and Liaison	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P. Bird	March 2013	
Fraud Investigations/sanctions/prosecutions	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P. Bird	March 2013	
Overpayment and Recovery	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	P. Bird		
Revenues										
Council Tax and Business Rates	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Dalton		
Legal, Democratic and Property Services										
Travellers Service	1 - 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Sinclair	March 2015	

Function	Which of the 10 Equality 'Domains' this Function impacts upon	Major?	Minor, yet likely to have a major impact?	Neither	Priority			Responsibility	Timescale (by when)	Date of EqIAA
					High	Med	Low			
Legal Service	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G. Sinclair	August 2012	
Registration Service	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Heffer	August 2012	
Democratic Services	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N. Carr	October 2012	
Property Services										
Property Services (disposal of land and buildings and managing the corporate estate)	10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	R. Toms	August 2012	
Procurement										
Procurement	1 -10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Wood	August 2012	
Corporate Finance and Technology Services										
Finance	1 - 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Manvell		
TP – Income generation	1 – 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	S. Cappock	March 2013	April 2012
TP – Service optimisation	1 – 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R. Foyle	?	March 2012
TP – CCM (may be covered by Cust Svcs section above)	1 - 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Milton	December 2013	March 2012
TP – Accommodation (may be covered by Prop Svcs section above)	1 -10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Toms	August 2012	March 2012
Human Resources – Emma Ford & Zoe Pritchard										
Recruitment & Selection	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service Centre– Vickie Willcocks	2012/13	
Probation Policy	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER (SS)	2011/12	09/02/12
Homeworking	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER (SS)	2012/13	March 2012
Job Share Scheme	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Flexi Time Scheme	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER – S.	2012/13	

Function	Which of the 10 Equality 'Domains' this Function impacts upon	Major?	Minor, yet likely to have a major impact?	Neither	Priority			Responsibility	Timescale (by when)	Date of EqIAA
					High	Med	Low			
								Wilcox		
Leave	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER – E. Ford	2012/13	
Temporary Additional Duties	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Acting Up	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Honorarium	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Secondment	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Pay	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER/Payroll	2012/13	
Emergency Call Out	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER/Payroll	2012/13	
Managing Employee Performance	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Grievance Procedure	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Bullying & Harassment Policy	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
E-mail/ICT Code	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IT/ER	2012/13	
Whistle Blowing	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Political Restriction	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Access to Personal Files	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C&C	2012/13	
Gifts & Hospitality	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Workforce Change Procedure	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Workforce Change Procedure - Service Reviews/Restructurings Guide for HR	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Guide to Being at Risk	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Employee Guide to Severance, Redundancy & Pension	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Driving on Council Business	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Flexible Working	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Time to Train	4, 7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER/WFD	2012/13	
Workplace Relocation	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	July 2012
Managing Employee Health including Ill Health	3, 7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Sickness reporting & Sick	3, 7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER/SS	2012/13	

Function	Which of the 10 Equality 'Domains' this Function impacts upon	Major?	Minor, yet likely to have a major impact?	Neither	Priority			Responsibility	Timescale (by when)	Date of EqIAA
					High	Med	Low			
Pay procedure										
Alcohol & Substance Abuse	3, 7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Retirement (Non Teachers)	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Role Profiles - Guidance	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LP	2012/13	
Employee Appeals Procedures	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Managing Staff in a Major Emergency & Business Continuity Event	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Working hours	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Expenses	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER/Exchequer Services	2012/13	
Employee Information Booklet	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER - SW/JG	2012/13	March 2012
Healthy Workplace Charter	3, 7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Non Smoking Policy	3, 7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
Reward and Recognition Policy	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER - ZP/EF	2012/13	
Leavers	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Code of Conduct	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Domestic Violence	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ER	2012/13	
Equality & Diversity Policy	1 - 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Wood	2012/13	
Fair Processing Notice	7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	2012/13	
PDPR	7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Willis	2012/13	
Staff Survey	6, 7, 8, 9, 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER – Emma Ford	2012/13	27/01/12
Health & Safety Policy	3, 7, 8, 9, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T. Magnone	April 2012	
Injury Allowance Scheme	7, 8, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	T. Magnone	June 2012	

CC&H DEPARTMENT - EqIAA SCHEDULE AND RECORD FORM

Function	Major?	Minor, yet likely to have impact?	Priority High, medium or low?	Responsibility	Date of EIA	Date Review Due
Assess & Decide	✓		High	Kenny Braidwood (Denise Porter)	July 2011	March 2015
Provider Services	✓		High	Jane Meredith	Sept 2012	Sept 2016
Strategy & Commissioning / Strategic Support	✓		High	Guy Stenson / Colin Martin	Sept 2012	Sept 2016
Transformational Reviews						
Reablement	✓		High	Rebecca Harrold	July 2011	n/a
Better Support for older People	✓		High	Kirsty Eastham	2010	n/a
What people do during the day	✓		High	Guy Stenson	May 2012	n/a
Review of carers support	✓		High	Guy Stenson / Sue Kerswell	April 2012	n/a
Home care 2	✓		High	Kate Barnes / Clare Brown	July 2012	n/a
Fairer Charging	✓		High	Andrew Birch	February 2012	n/a
Healthwatch commissioning	✓		High	Kirsty Eastham	May 2012	n/a
Progressing personalisation	✓		High	Nick Codner	August 2012	n/a
Each new project or change initiative should be assessed from an equalities perspective						

CYP DEPARTMENT - EqIAA SCHEDULE AND RECORD FORM

Function	Major?	Minor, yet likely to have impact?	Priority High, medium or low?	Responsibility	Date of EIA	Date Review Due
Resources, Access and Planning	✓		High	Clare Medland	July 2012	March 2016
Quality & Standards	✓		High	Nigel Minns	July 2012	March 2016
Traded Services	✓		High	Kay Knight	July 2012	March 2016
Integrated Services (incl Social Care, SEN & Preventative)	✓		High	Tracy Allison	July 2012	March 2016
Transformational Reviews						
Commissioning of Traded Services	✓		High	Martin Dear	April 2012	April 2015
High Cost Placements	✓		High	Lesley Raison	April 2012	April 2015
Integrated Services for Early Years/Young People	✓		High	Geri Palfreeman/ Nick Aslett	April 2012	April 2015
Targeted Support for Parents & Families	✓		High	Geri Palfreeman/ Nick Aslett	April 2012	April 2015
Single Business Process	✓		High	Nick Lowe	April 2012	April 2015
Discretionary Home to School Transport	✓		High	Clare Medland	April 2012	April 2015

Function	Major?	Minor, yet likely to have impact?	Priority High, medium or low?	Responsibility	Date of EIA	Date Review Due
Policies & Strategies:						
Partnership Strategy for CYP 2012-2016	✓		High	Nigel Minns	July 2012	Mar 2016
LSCB Business Plan	✓		High	Janet Fraser	Mar 2011	Annual Update
Adoption Service Statement of Purpose	✓		High	Lesley Raison	Sept 2009	Sept 2013
Fostering Service Statement of Purpose	✓		High	Lesley Raison	Sept 2009	Sept 2013
Corporate Parenting Strategy	✓		High	Lesley Raison	Sept 2009	Sept 2013
14 - 19 Partnership Strategy	✓		High	Susannah Hill	Sept 2012	Mar 2016
CYP Workforce Strategy	✓		High	Vicki Green	Mar 2010	Mar 2013
SEND Strategy	✓		High	Denis de Souza	July 2012	July 2015
Commissioning Places Strategy	✓		High	Tanya Smith	Sept 2009	Sept 2012
Admissions Policy	✓		High	Tanya Smith	Sept 2009	Mar 2013
Home to School Transport Policy	✓		High	Tanya Smith	Sept 2009	Mar 2013
The Scheme for the Financing of schools	✓		High	Martin Dear	Mar 2012	Annual Update
E-Strategy	✓		High	Jo Briscoombe	July 2013	Sept 2016
Early Years Quality Improvement Policy	✓		High	Martin Wood	Aug 2009	July 2013
Elective Home Education Policy	✓		High	Sue Bowers	Sept 2009	Mar 2013
Exclusions and Fair Access Policy	✓		High	Sue Bowers	Sept 2009	Mar 2013

TRANSFORMATION PROJECTS- EqIAA SCHEDULE AND RECORD FORM

Function	Major?	Minor, yet likely to have a major impact?	Neither	Responsibility	Date of EqIAA	Planned Review Date	Date of Review
CYP - Commissioning of Traded Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Martin Dear	Jul 2012	Apr 2015	
CYP - High Cost Placements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lesley Raison	Feb 2012	Apr 2015	
CYP - Integrated Services for Early Years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gerri Palfreeman/ Nick Aslett	Jul 2012	Apr 2015	
CYP - Targeted Support for Parents & Families	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gerri Palfreeman/ Nick Aslett	Jul 2012	Apr 2015	
CYP - Integrated Services for Young People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gerri Palfreeman/ Nick Aslett	Jul 2012	Apr 2015	
CYP - Single Business Process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nick Lowe	Mar 2012	Apr 2015	
CYP - Discretionary Home to School Transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clare Medland	Jun 2012	Apr 2015	
CE&CR – Public Health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nick Gurmin	Jul 2012	Apr 2015	
CE&CR – Income Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sam Cappock	Dec 2012	Apr 2015	
ECS – Leisure Trust Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Janet Faire	Dec 2012	Apr 2015	
ECS – Libraries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Martin Burton	March 2013	Apr 2015	
ECS – Environmental Health & Trading Standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gerard Madden	March 2013	Apr 2015	
CCH – Re-ablement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rebecca Harrold	Jul 2011	Apr 2014	
CCH - Better Support for older People	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kirsty Eastham	2010	Apr 2014	
CCH - What people do during the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guy Stenson	May 2012	Apr 2015	
CCH - Review of carers support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guy Stenson / Sue Kerswell	Apr 2012	Apr 2015	
CCH - Home care 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kate Barnes / Clare Brown	Jul 2012	Apr 2015	
CCH - Fairer Charging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andrew Birch	Feb 2012	Apr 2015	
CCH - Healthwatch commissioning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kirsty Eastham	May 2012	Apr 2015	
CCH - Progressing personalisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nick Codner	Aug 2012	Apr 2015	

Defining “Equality”

‘The Equalities Review’⁴ set out a wide definition of equality, based on the idea of equal life chances:-

“An equal society protects and promotes equal, real freedom and opportunity to live in the way people value and would choose, so that everyone can flourish. An equal society recognises people’s different needs, situations and goals, and removes the barriers that limit what people can do and be.”

This definition is more aspirational than the formal legal definitions of equality. It is about what we can do to create a fairer society and recognises that:-

- equality is an issue for us all;
- we don’t all start from the same place;
- to create a fairer society we need to recognise different needs and preferences.

‘The Equality Review’ also highlights that the life chances of different groups are measured against ten key ‘domains’ or outcomes as follows:-

1. **Longevity** – including avoiding premature mortality.
2. **Physical security** – including freedom from violence and physical and or sexual abuse.
3. **Health** – including wellbeing and access to high-quality healthcare.
4. **Education** – including being able to be creative, to acquire skills and qualifications and having access to training and lifelong learning.
5. **Standard of living** – including being able to live with independence and security and covering: nutrition, clothing, housing, warmth, utilities, social services and transport.
6. **Productive and valued activities** – such as access to employment, a positive experience in the workplace, work-life balance, and being able to care for others.
7. **Individual, family and social life** – including self-development, having independence and equality in relationships and marriage.
8. **Participation, influence and voice** – including participation in decision making and democratic life.
9. **Identity, expression and self-respect** – including freedom of belief and religion.
10. **Legal security** – including equality and nondiscrimination before the law and equal treatment within the criminal justice system.

⁴ Cabinet Office (February 2007) ‘Fairness and Freedom: The Final Report of the Equalities Review’. Available from <http://webarchive.nationalarchives.gov.uk/20100406130654/archive.cabinetoffice.gov.uk/equalitiesreview/>