

Appendix 1

Corporate Equality Policy - Action Plan progress 2007/08

Action	Progress	Further or continuing work
Formulate & adopt a Corporate Equality Policy Make a corporate commitment to develop a corporate equality policy (CEP) CEP to be completed and signed off and taken through Member approval process by March 07	Completed Completed	Monitoring
Publish corporate equality plan Steering group to sign off CEP by March 07	Completed	Review CEP March 2010
Each Division to commit to engage in consultation on service delivery	Completed	Corporate support and co-ordination for this where appropriate
Ensure draft CEP has been circulated for consultation Ensure CEP & corporate equality policy is subject to internal & external consultation	Complete	
Establish consultation with designated community, stakeholder groups and wider community on all aspects of equality policy Establish mechanism for consultation with designated community, stakeholder groups and wider community on all aspects of equality policy	Consultation & Engagement Strategy now in place	Further work required to deliver actions within the consultation & engagement strategy
Engage in consultation with Members, employee representatives and services on EIA and the CEP Corporate Equality Policy to be reported to Members & Employee Panel/ELAG as appropriate for comment.	Complete	
Divisional commitment to comprehensive equality policy Directorates to commit their services to take appropriate action to	Completed (links to results of EIA's and performance	

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Action	Progress	Further or continuing work
comply with corporate equality policy, Race, Disability and Gender Equality Scheme's	management)	
Divisional commitment to setting equality targets Directorates to commit services to linking their service plans to the Corporate Equality Policy	Completed (links to results of EIA's and performance management)	
Divisional commitment to equality action planning Directorates to commit services to setting equality targets in their service plans where gaps identified	Complete (links to results of EIA's and performance management)	
Organise corporate equality training	Completed– training programme in place	Annual review of training
Divisional commitment to allocation of specific resources for improving equality practice	Completed	EIA process now commenced. Services need to consider whether action arising out of EIA's can be met within existing resources
Adopt recruitment procedures which use non-discriminatory practices Any gaps will be included in an over-arching employment policy An equality objective will be built into management competencies and a mechanism for measuring effectiveness will be developed	Recruitment policy adopted and Awarded Positive about Disability (two ticks ✓✓) status	Under review to align with role out of Resource Link. Competencies being planned for introduction in April 2009

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Action	Progress	Further or continuing work
Commitment to an employment equality assessment of the Local Labour Market Area (comparative study of pay, terms and conditions)	Completed	This will become an ongoing review
Engage in employment equality assessment of LLMA Investigate if required		On-going
Engage in workforce profiling and an equal pay review Equal pay audits completed annually for internal comparison. Investigate if required to compare against external comparators	Complete – incorporated into an annual report and submitted to Employment Panel, published on Modern.Gov	On-going
Commitment to establish a fair employment and equal pay policy Produce an over-arching employment policy Commitment to developing an equal employment and equal pay element of CEP incorporating the employment related issues from RES and including those assessments of organisation & individual requirements required for compliance with the DDA Produce an over-arching employment policy	Completed Completed	HR Equality Policy currently being researched
Commitment to adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicant	Completed	EIA on Recruitment Policy on-going
Adopt procedures to ensure that publicity for vacancies do not unfairly restrict the range of applicants Conduct full EIA if required. Policy to be defined in overarching employment policy. Adopt written procedure or document existing procedure	Positive about Disability status achieved	On-going HR Equality Policy currently being researched
Produce a standard range of application forms and job descriptions Already in place but HR to commit to review annually	Complete	
Develop corporate mechanism for assessing development of service	Completed	On-going review to

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level equality objectives and targets	Monitoring mechanism included within Performance Management system	establish whether further detail within the performance management system is required.
Create structure for overseeing development of information and monitoring systems	On-going (Monitoring research)	
Ensure procedures for responding to harassment on grounds of race, disability and gender are in place Plan/scope how to review existing mechanisms e.g. Open Out, Complaints Policy, Dignity at Work, Grievance & Disciplinary.	Completed	Review of procedures: <ul style="list-style-type: none"> • Complaints policy • Dignity at Work policy • Grievance & Disciplinary policy • Open Out
<p>Each directorate to engage in consultation with designated community, staff & stakeholder groups where appropriate</p> <p>Directorates to consider consultation/engagement with designated community, staff & stakeholder groups</p> <p>Produce a plan which enables Directorates to plan, co-ordinate, consult and engage with community, staff etc</p>	Complete - Consultation & Engagement Strategy now in place	<p>Further work required to deliver actions within the consultation & engagement strategy</p> <p>Establish consultation & engagement database and calendar</p>
Each directorate to engage with equality impact assessment, scrutiny and audit on service delivery	Complete	

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Produce a plan that details the following processes: <ul style="list-style-type: none"> • To ensure that Members undertake scrutiny/audit of corporate/strategic equality issues • Reporting issues emerging from EIA of services to Members 		Review of Member training First report due May 2008
Engage in department and service area EIA Draft training plan and programme	complete	EIA training commenced and on-going
Engage in development of service level equality objectives and targets Include in performance management framework and work with the service planning process	Complete – EIA process is linked with performance management	
Review of services should include the procurement function and all contracted services & partnership arrangements Consideration of a plan to ensure that any review of services include the procurement function and all contracted services & partnership arrangements	Complete – EIA of Procurement Strategy & Partnership Framework completed	Implement actions arising out of Procurement Strategy EIA
Adopt procedures to ensure that publicity for vacancies do not unfairly restrict the range of applicants Conduct full EIA if required. Policy to be defined in overarching employment policy. Adopt written procedure or document existing procedure	Positive about Disability status achieved	On-going HR Equality Policy currently being researched
Produce a standard range of application forms and job descriptions Already in place but HR to commit to review annually	Complete	

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Action	Progress	Further or continuing work
Race Equality Scheme (RES) - Action Plan 2006 – 2009		
Action	progress	Further or on-going work
Initial listing and assessment of functions/policies for relevance to general duty	Complete	
Consultation of RES	Complete	
Equality Impact assessments to commence	Complete	
Development of guidance for assessment of proposed policies for impact on race and other equality areas	Complete	
Development of guidance for monitoring & assessment of existing policies	Complete	
Development of guidance for consulting on proposed policies	Complete	
Review of systems and procedures in relation to ethnic monitoring		On-going research on corporate monitoring
Report on RES to Cabinet	Complete	Spring 2008
Publication of RES	Complete	Spring 2008
Establish departmental equality working groups	Not required	
Evaluate equality training to date	Complete	Annual review
Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Complete	
Publication of results of equality impact assessments	Complete	Spring 2008

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Action	Progress	Further or continuing work
Examination of previous years employment (equality monitoring) data	Complete Incorporated into an annual report submitted to Employment Panel and published via Modern.Gov Complete	On-going Annual activity
Publication of employment monitoring information	Complete Incorporated into an annual report submitted to Employment Panel and published via Modern.Gov	On-going Annual activity
Annual report on progress to date in achieving RES targets	Complete	Spring 2008
Publication of Annual report on website	Complete	Spring 2008
Review of procurement strategy in relation to race	Complete	
Review of complaints procedure in relation to race, gender & disability		On-going EIA of Corporate Complaints Policy now re-scheduled 08/09
Disability Equality Scheme (DES) - Action Plan 2006 – 2009		
Initial listing and assessment of functions/policies for relevance to general duty	Complete	
Consultation on DES	Complete	
Process of impact assessments to begin	Complete	
Development of guidance for equality impact assessment of proposed policies	Complete	
Development of guidance for monitoring & assessment of existing	Complete	

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Action	Progress	Further or continuing work
policies		
Development of guidance for consulting on proposed policies	Complete	
Review of systems and procedures in relation to disability monitoring		On-going research on corporate monitoring
Report on DES to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008
Publication of DES	Complete	Spring 2008
Establish departmental equality working groups	Not required	
Evaluate equality training	Complete	Annual review of training
Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Complete	
Assessment and publication of results of equality impact assessments		Spring 2008
Examination of previous years employment (equality monitoring) data	Complete - Incorporated into an annual report submitted to Employment Panel and published via Modern.Gov	
Publication of employment monitoring information	Complete - Incorporated into an annual report submitted to Employment Panel and published via Modern.Gov	
Annual report on progress to date in achieving DES targets to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008

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Action	Progress	Further or continuing work
Publication of Annual Report on website	Complete	Spring 2008
Review of complaints procedure in relation to race, gender & disability		EIA of Corporate Complaints Procedure re-scheduled for 08/09
Consider findings from DES consultation: <ul style="list-style-type: none"> • Each service to consider recommendations and findings of DES consultation and identify actions 	Partial achievement – not all services responded	Consideration to be given by all services
More education and training for employees to raise awareness and change attitudes to disabled people: <ul style="list-style-type: none"> • Linked with development of training plan for employees • Specific training for frontline staff on disability issues – to be assessed through Personal Development Reviews 	Complete – general training programme on-going.	Specific training (if required) to be identified spring 2008
A dedicated department for disability issues that is accessible and widely publicised as a centre for information and consultation	Impractical to support this however the Policy Division & the Equality Steering Group can partially fulfil this role	On-going
Improve physical access to HDC buildings		On-going
Improved transportation in rural areas with adjustments to access for disabled people on buses:	Completed and referred to Cambs Local Transport Plan and Huntingdonshire Accessibility Action Plan	
Dedicated parking, greater penalties for anti-social parking in disabled (accessible) bays and adjustments to roads and paving	Considered as part of the Car Parking Strategy	On-going

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Action	Progress	Further or continuing work
A transparent complaints procedure, well trained staff with an understanding of the needs of disabled people.		On-going - EIA of Corporate Complaints Procedure due 08/09
Better communication and flow of information on available funding and facilities for disabled people	Complete Information and communication requirements of disabled people were considered as part of the review of the Customer Service Strategy	On-going
More dedicated leisure facilities with improved access and support available: <ul style="list-style-type: none"> • Consider the extent to which suitable facilities and activities can be provided by leisure services and leisure development 	Good progress has been made	On-going
Greater access to IT and Internet for dissemination of information: <ul style="list-style-type: none"> • Each service to consider how to improve access to services and information about their service using the Intranet/Internet 	Complete in terms of IMD	On-going - individual services to continue to consider
Long term involvement with disability support groups and individuals regarding consultation and engagement:	Consultation & Engagement Strategy	On-going action

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Action	Progress	Further or continuing work
<ul style="list-style-type: none"> HDC will commit to consultation and engagement with disability support groups and individuals 	complete	
Consider how to consult with learning disabled in future DES and action plan consultation: <ul style="list-style-type: none"> Further work to ensure that groups/individuals representing the needs of learning disabled are included in any future consultation on disability 	Not complete	On-going
Gender Equality Scheme (GES) 2006-09 – Action Plan		
Initial listing and assessment of functions/policies for relevance to general duty	Complete	
Consultation on GES	Complete	
Process of impact assessments to commence	Complete	
Development of guidance for equality impact assessment of proposed policies	Complete	
Development of guidance for monitoring & assessment of existing policies	Complete	
Development of guidance for consulting on proposed policies	Complete	
Review of systems and procedures in relation to gender monitoring		On-going research on corporate monitoring
Report on GES to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008
Publication of GES	Complete	Spring 2008
Establish departmental equality working groups	Not required	

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Development of training plan for employees (linked into equality standard training) e.g. for For equality steering group For managers/general staff Members	Complete	
Assessment and publication of results of equality impact assessments	Complete	Spring 2008
Examination of previous years employment (equality monitoring) data	Complete	Annual report
Publication of employment monitoring information	complete	Annual report
Further to analysis of employment monitoring data (05/06) more research in terms of: <ul style="list-style-type: none"> • Pay gap • Imported discrimination • Encouraging more females into high grades • Encouraging more males into position graded 8 – 13 	Initial comparison made of internal comparisons – an annual analysis will now be incorporated into the report made annually to Employment Panel and published therefore on Modern.Gov	On-going
Analysis of training take up by gender using ResourceLink	Currently awaiting report which will then enable annual review and comparison to employee base	On-going
Annual report on progress to date in achieving GES targets to Chief Officers, Overview & Scrutiny & Cabinet	Complete	Spring 2008
Publication of Annual Report on web site	Complete	Spring 2008
Review of complaints procedure in relation to race, gender & disability		EIA of corporate complaints policy re-

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		scheduled for 08/09
Consult with employees Conduct consultation with ELAG./employees on Gender Equality	Complete	
Review personnel policies Ensure gender equality, equal pay and under-represented are considered as part of review of personnel policies	As part of EIA timetable all HR policies and procedures will be reviewed	On-going
Monitor key employment and workforce profiles by gender, age, ethnic origin, disability, sexual orientation, religion and belief		On-going
Raise general awareness/monitor/evaluate different working patterns and work life balance options available to both male and female employees.		On-going
Develop Consultation & Engagement strategy to support GES	Complete	
Open Out reporting stations across the district have the ability to record Hate crime, including gender related crime	Complete	
Undertake further work to consider why employees do not feel confident reporting gender discrimination		On-going
Undertake further work to explore further the reasons why people feel that they have been discriminated against		On-going
Information relating to flexible working to be considered as part of the review of the Flexible Working Policy	Complete	
Any future employee surveys need to consider the difficulties in obtaining a representative sample from across the whole of the Council	Next employee survey due 2009	On-going