

Appendix A - Single Equality Scheme Action Plan 2010/2013 (annual update November 2011)

Action	Responsibility	Target	Progress
Knowing your community and equality mapping			
Continue to research the needs of people with a disability in terms of access to services and information about our services through consultation, engagement with service users (and non users) and analysis of local, regional and national reports*	Policy	On going	Partial achievement
Explore the possibility of creating a profile of LGBT (Lesbian, Gay, Bisexual, Transgender) population and Religion, Belief and non-Belief in Huntingdonshire – this was amended to equality mapping of people with a disability.	Policy	April 2011	Complete Not yet commenced
Continue to encourage corporate approach to monitoring and analysis of equality monitoring	Policy	2011	Complete and on-going
Analyse results of 2011 Census (available from 2013) and take appropriate action	Policy	2013/14	N/A
Explore the possibility of Cambridgeshire wide interpretation and translation contract	Policy	April 2011	Complete – contract commenced December 2010
Continue to monitor take up of information requested in other languages or formats	Policy	On going	On going
Continue equality impact assessment of new or amended policies/ strategies/ services. Update performance management and service plans accordingly	All Heads of Service, COMT & Policy	April 2011	Complete and on-going
Continue to engage in relevant partnerships to share good practice in addressing equality related issues across Cambridgeshire e.g. Cambridgeshire Equality & Diversity Officer Network, Huntingdonshire Diversity Forum	Policy	Report progress on 2011	Complete and on-going Achieved via continued involvement with Cambridgeshire Equality & Diversity Officer Network, Huntingdonshire

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			Diversity Forum, Cambridgeshire/Bedfordshire Cluster and Cambridgeshire Constabulary Hate Crime Co-ordination Group
Positive activities to raise awareness in the district of equality & diversity issues (events, publicity etc)	Community Initiatives & Policy	April 2011	Complete and on-going until April 2012
Place shaping, leadership and organisational commitment			
Consideration of becoming a Mindful Employer* HR & Policy April 2012	HR & Policy	April 2012	Not achieved
Assessment and publication of results of equality impact assessments	Policy	September 2010, April & October 2011	Complete and on-going
Report on progress with Single Equality Scheme action plan to Chief Officers, Overview & Scrutiny & Cabinet	Policy	September 2010 and November 2011	Complete
Publication of reviewed gender and disability and race equality schemes (as part of the Single Equality Scheme in 2010)	Policy	September 2010	Complete
Produce equality & diversity employee e-newsletters	Policy	4 per year	Complete
Produce a case study/example template that can be completed by employees to help them understand how the service they provide contributes to equality & diversity and to help the Council to highlight its commitment*	Policy	April 2011	Complete
Work towards confirmation of Achieving Council status (Equality Framework for Local Government) via a Peer Assessment in 2012.	Policy	September 2012	Peer assessment brought forward to February 2012
Develop new actions within this Single Equality Scheme to meet	Policy	Sept 2011	Complete

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the requirements of the new Equality Act 2010			
Publish guidelines for employees and partner organisations regarding the impact of the Equality Act 2010. In addition to this, produce summary advice sheet for local employers on equality & diversity/employee related information*	Policy & economic development	April 2011	Complete
Community engagement and satisfaction			
Continue to engage with Black and Minority Ethnic (BME) and other hard to engage groups (including older people) *	Community Initiatives & Policy	April 2011	Complete and on-going until April 2012
Support the development of community groups	Community Initiatives	April 2011	Complete
Continue to support the development of Huntingdonshire Faith Forum	Community Initiatives	April 2011	Complete and on going
Research existing disability forums (including learning disability and mental ill health) within the area which can be approached for consultation & engagement on disability issues.	Policy	April 2011	Partial completion, on-going work required
Monitor outcomes from Disability Equality Scheme review and Have Your Say event outcomes	Policy	April 2011	Complete
Ensure evidence of change for the consultation and engagement with children and young people	Policy	April 2011	Complete
Support the development of a children and young people 'friendly service' award	Policy	April 2011	Funding ceased, action not achieved.
New action - Support the development of Young Inspectors at One Leisure	External project officer	Establish three by March 2012	Huntingdon One Leisure already established
Continue with the Gypsy/Traveller consultation and engagement work to identify pitches locally	Planning		Complete and on-going
Responsive services & customer care			
Consider better signage and facilities within Council buildings with	HQ	2012	Complete

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public access*	accommodation group, Customer Services & Leisure		
Establish public access PC's at St Ives and St Neots	Customer Services	2011	Achieved at St Neots but St Ives Customer Service Centre closed.
Produce a simple easy to read guide to Council services	Policy	September 2011	Complete
Publicity to improve access by getting wheelie bins off pavements	Operations Division	April 2011	Complete
HDC will promote good practice in the design and maintenance of the public realm and on public transport, including access for disabled people, through the implementation of its planning policies and, where possible, influencing the County Council and local public transport providers.	Planning	April 2013	On-going
Ensure Huntingdon Shop Mobility is closely linked with Huntingdon town centre redevelopment.*	Planning & Community Initiatives	2012	On-going
Continue to support Papworth Trust work experience and shadowing placements*	Policy & Customer Services	April 2011	Delayed due to Papworth. On-going (Customer Services) Countryside Services on-going
Continue to support St Neots International Community Group	Community Initiatives	December 2010	Complete
Promote and distribute the Moving Stories DVD Community Initiatives	Community Initiatives	December 2010	Complete

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Support the Junior PCSO scheme with diversity awareness sessions	Community Initiatives	December 2010	Complete and on going until April 2012
Support the development of the ESOL action plan for Huntingdonshire and be part of the delivery group	Community Initiatives	April 2011	Complete
Support anti social behaviour case workers with diversity advice and support	Community Initiatives	December 2010	Complete and on going until April 2012
Analysis of hate crime figures to determine if any actions are required	Community Initiatives & Policy	April 2011	Complete and on going
A modern & diverse workforce			
Explore how the Council can support transsexual and transgender employees	HR & Policy	2011	Not achieved.
Work with the county and other districts to explore feasibility of joint approach to LGBT employee network and LGBT countywide survey.	Policy	April 2011	Complete and on-going. Survey will not go ahead.
Analyse Equal Pay audit for equality issues. Set equality objectives where required	HR	April 2011	Work commenced. Policy has completed the work – waiting for next stage
Explore how best to include sexual orientation, religion and belief in HR employment monitoring	HR	April 2011	Complete and on going
Continue to collect and analyse previous year's employment (equality monitoring) data to produce monitoring and analysis of workforce profiles by equality categories. Set equality objectives where required	HR & Policy	April 2011	Complete and on going
Continue to build capacity amongst Council employees and Members through awareness training, information sharing sessions or newsletters. Identify employees who could receive	HR & Policy	Annual review	Complete and on-going

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specific disability awareness training. Investigate how to ensure Operations Division employees can access Equality & Diversity training			Further work required
Analyse equality training database to identify % of staff received training and create target % for next 3 years	HR & Policy	April 2011	Complete
Promote all of the work life balance options	HR	2011	Complete
Improve disability disclosure amongst employees and Members. Consider 'hidden disabilities' training for managers or basic mental health awareness training for employees*	HR & Policy	2011	Partially complete Training arranged
Work with the Richmond Fellowship to ensure that support for employees is available Customer Services 2011	Customer Services	2011	Complete - work commenced and on-going
Carry out a Local Labour Market Assessment HR & Policy 2012	HR & Policy	2012	Not complete
Analysis of One Leisure employee survey on awareness of equality & diversity. Use findings to tailor equality & diversity training for One Leisure employees.	One Leisure	2011	Complete