

## Equal Opportunities Action Plan 2000/ 2001

The County Council in its policy statement recognises that discrimination and prejudice can take many forms and through the implementation of this action plan is committed to making equality of opportunity a reality. The policy statement recognises that certain groups of people are likely to be at particular risk from unfair discrimination and acknowledges that this discrimination may be on the following grounds: age, gender, ethnicity, disability, social background, sexual orientation, religious beliefs and those with HIV positive status. The scope of the action plan detailed below is inclusive of all of the areas outlined in the policy statement.

### Policy and Planning

Action	By Whom	By When	Progress
1. Introduce the new Equal Opportunities Policy through the planned programme of training and communication for all employees, managers and Members.	Head of HR	December 2000	On-going
2. Develop and implement service/departmental policies on equalities.	Strategic Directors	December 2000	Senior Officer for EOWG to lead on development of departmental equalities policies.
3. Agree Corporate Action Plan - by CSMG and Committee. 4. Report to Corporate Services on departmental progress on equality measures and Departmental Action Plan going forward in September. <i>To review systematically each year.</i>	Strategic Directors (co-ordinated by EOWG)	June 2000 September 2000	Action Plan agreed Each Department to report on progress via Service Committees.
5. Ensure through suitable guidance for managers, that Equal Opportunities issues are considered in service planning and in Best Value/Root and Branch reviews/Service Planning	Director of Corporate Services	July 2000	Senior Officer for EOWG to lead on development of departmental equalities policies.
6. Consult appropriate service users / managers / Members on contents of Action Plan, in order to gain commitment throughout the organisation.	Strategic Directors	July 2000	Senior Officer for EOWG now identified to take this issue forward
7. Identify in each Department what equality data is used to inform policy (see service section below).	Strategic Directors	July 2000	Lead Senior Officer for EOWG now identified to take this issue forward
8. Review and implement defined organisational responsibility for equality policy implementation.	Strategic Directors (co-ordinated by	June 2000	Lead Senior Officer for

	EOWG)		EOWG now identified. to take this issue forward
9. Consider how to ensure that partner organisations with which the County Council works have Equal Opportunities policies. To develop a system to monitor the effectiveness of such policies (whether in the Private or Voluntary Sector).	Head of Contracts and Property	Revised Date Nov 2000	KF to ask for details of progress from lead person.

## Service Delivery and Customer Care

Action	By Whom	By When	Progress
10. Identify and agree the 'core' set of services to be monitored in terms of equality. 11. Establish equality monitoring systems for use of core service 12. Develop and use consultation process to establish the needs and satisfaction levels of under represented members of the community within – service users and potential service users.	Strategic Directors  Head of Communications	March 2001	Lead Senior Officer for EOWG now identified to take this issue forward
13. Implement the agreed process for auditing the access to County Council services under the new Disability Discrimination Act (DDA) Part 3 Provisions.	Head of Architecture	March 2001	Meeting took place 9/8 to discuss requirements under the DDA, next meeting 23/9 and with external groups 1/11. Required to carry out an audit.
14. Social Services to lead on the development of translation service and interpretation services across the County Council, taking account of feedback from DDA Part 3 assessments. 15. To set up mechanisms to co-ordinate the investment in other 'access equipment' within the Council.	Director of Social Services (Lynn Ward)	October 2000	Plans to expand service ongoing. Audit of available equipment required
16. To re-examine ways of promoting the availability of services and opportunities to comment or complain 17. To re examine website to facilitate easier access to information Services	Head of Communications		Awaiting appt of new postholder

## Community Development (Community Leadership)

Action	By Whom	By When	Progress
18. To consider in the next Local Performance Plan the County Council's position on community	Director of	March 2001	JG to follow up with

development in equalities.	Corporate Services		CW
19. To further develop information about services and democratic structures / participation – in appropriate community languages.	Head of Communications	December 2000	Linked with 12 & 16
20. To take account of present and future needs of ‘hard to reach groups’ in the community when making corporate / departmental assessments of community needs.	Strategic Directors	March 2001	Ongoing via departments

### **Employment (Recruitment and Selection / Development and Retaining Staff)**

<b>Action</b>	<b>By Whom</b>	<b>By When</b>	<b>Progress</b>
21. Offer training on equality and recruitment for school governors.	Head of HR	July 2000	KF has facilitated two sessions. .
22. Review the provision of mechanisms to ensure equality of access in employment (eg recruitment and selection process) (DDA Part 3).	Head of HR	December 2000	Work commenced, no progress to report
23. Ensure equal opportunities principles are incorporated into training plans for all staff.	Strategic Directors Head of HR	October 2000	Social Services Training Plan has been completed
24. Revisit policy on religious observance / review disability leave / re promote interview guarantee scheme for disabled applicants.	Strategic Directors Head of HR	December 2000	Develop guidelines to encourage managers to favourably consider A/L requests for religious reasons. To circulate calendar of religious festivals
25. Bring together procedures under which employees can bring to the employer's attention incidents of all forms of discrimination, harassment and bullying as well as other complaints related to their employment.	Head of HR	September 2000 December 2000	Ongoing. Deadline likely to be extended. LW & GW to develop Racial Incidents recording policy.
26. Ensure that all employees of the Council are offered the opportunity to self declare their equal opportunities classification by September 2000 and report on this information to the CS Committee against agreed targets.	Head of HR	December 2000	Ongoing

27. Provide guidance for schools on collecting and analysing equalities data in recruitment process.			
28. Consider targeted development activities to improve the levels of under represented groups in higher range posts, to meet BV Performance Indicator.	Strategic Directors / Head of HR (co-ordinated by EOWG)		No progress to report
29. Undertake train the 'trainer' seminars on equality / diversity 30. Review the Equal Opportunities content within course provision	Head of HR	October 2000	Part of HR plan of work
31. Examine methods by which the County Council can attract more candidates for employment at all levels from under represented groups, including reviewing the recruitment literature develop.	Head of HR	October 2000	Part of HR plan of work

## Marketing and Corporate Image

Action	By Whom	By When	Progress
32. Implement a planned programme of raising the profile of our new EO Policy eg visual campaign, development of ntranet site for Equal Opportunities using SSD model (see also employment section)	Head of Communications	December 2000	Ongoing
33. Review use of equal opportunities statement on recruitment advertising.	Head of HR	July 2000	Diversity strapline agreed
34. Develop literature for staff for distribution during equalities training /induction.	Head of HR	September 2000	Diversity Awareness training manual currently being produced
35. Review BCC mission statement for equalities reference.	Director of Social Services	September 2000	For action
36. Implement agreed actions to achieve effective communication / consultation across the community. Initial suggestions included for example developing information mechanism to enable people to have a greater awareness of the opportunity to stand as an elected Member	Head of Corporate Communications	October 2000	Awaiting appt of postholder