

DEMOCRATIC SERVICES EQUALITY AND DIVERSITY ACTION PLAN

JUNE 2007

This action plan integrates actions from our collated action plan within the Corporate Framework for achieving level 2 of the equality standard for Local Government

	Equality Standard for Local Government	ACTION REQUIRED	By Whom	By When/ Update
1	Engagement in impact/needs/ requirement assessment process	a. Demonstrate use of Impact Assessments and outcomes - Information provided in alternative formats on request b. Include impact assessment actions in team plan template c. Ensure all staff know about and are trained in the application of Impact Assessments d. Identify and list all key decisions taken in Democratic Services that could potentially be prejudicious and develop action plan to ensure impact assessments undertaken on all decision areas including the development of new /revised policies	CM CM CM CM	Ongoing. Sept 07 - ongoing Ongoing Sep-07
2	Engagement in consultation with designated community, staff and stakeholder groups	a. Team to identify and record their designated stakeholder groups b. Audit information for each group c. Plan consultation programmes for service improvement - liaison with Pam Stamps consultation officer 3251 - Citizen Panel, and in service consultation as required with service users d. Develop quality assurance feedback methodology for user group (include Team Plan) Implement within 07	CM CM CM CM	Oct-07 Jul-07 Ongoing Ongoing
3	Development of Information and Monitoring Systems	a. All staff ethnicity known and recorded - all check new intranet entry has their ethnicity details b. Continue to support service representation to Diversity Link Group - feedback to Team meetings c. All user ethnicity known and recorded	CM CM CM	Sept 07 - ongoing ongoing Ongoing

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4	Action plan in place for employment, pay and service delivery	a. All Team members to attend E&D training & updates	CM	Ongoing
		b. Ensure all staff have copy of IWC Comprehensive Equalities Plan and are aware of the race/disability/gender equality schemes and discuss at team meetings as required	CM	Ongoing - discussed at Team meetings - staff aware where to find a copies
		c. Ensure staff aware of changes to HR policies (Intranet)	CM	Ongoing
		d. Ensure staff aware of translation services	CM	Ongoing - discussed at Team meeting - Rosie Barnard first contact if need arises
		e. Contracts with providers reflect RES requirements	CM	Ongoing
		f. Continue to ensure all staff are given equal opportunity to develop	CM	Ongoing
5	System of self-assessment, scrutiny and audit established	a. Action required from Diversity Impact Assessment & action plan to be integrated into Team plans	CM	Ongoing - annual assessment
		b. Monitor Action Plan via Team meetings quarterly	CM	Add to Team Meeting agenda July, October, January - update due July 31st

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26-Jun-07