

Directorate of Corporate Resources

Annual Equality Action Plan 2013/14

1.0 Introduction

1.1 The council's equality policy provides the overall framework for meeting its commitment to advancing equality. The council recognises the importance of tackling discrimination and advancing equality between different groups in the community, whilst also addressing the diverse needs of individuals. The policy covers the council's own employment policies and practices, the provision of services and public functions and its wider community leadership role.

1.2 The policy responds to and is supported by:

- the [Community Strategy](#)
- the [Council Plan](#)
- the [Equality Scheme](#) (approved by the Cabinet in March 2012)
- annual directorate equality action plans
- other policies, procedures and guidance covering equality and human resources issues.

1.3 This is the third equality action plan of the Directorate of Corporate Resources, following its establishment on 1st January 2011. The plan covers the period April 2013 to March 2014 and contains:

- an explanation of its relationship with other plans
- a summary of the directorate's equality vision and values
- a description of the directorate structure, services provided and roles and responsibilities for promoting equality
- key issues and targets for the plan
- the detailed action plan.

1.4 The Directorate of Corporate Resources Equality Action Plan 2013/14 is circulated to the Environment Scrutiny Committee as an information item before approval by the appropriate Cabinet Member through the decision sheet process.

1.5 The action plan has again been drawn up against the background of the directorate continuing to need to deliver budget reductions as part of the council's overall savings package. As in recent years these may have some impact on the delivery of the plan during 2013/14

1.6 An annual report setting out achievements against the Equality Action Plan for 2012/13 for the Directorate of Corporate Resources will be completed at the end of the financial year.

- 1.7 Council-wide progress in promoting equality is summarised each year in the Annual Review of Equality which is circulated to the Regeneration, Culture and Adult Education Scrutiny Committee (as the scrutiny committee with responsibility for corporate equality issues) and the Cabinet for approval.

2.0 Relationship with other plans

- 2.1 This action plan forms part of the overall strategic plan for the Directorate of Corporate Resources for 2013/14. The strategic plan in turn responds to the Community Strategy and the Council Plan. The Community Strategy provides the overall direction for the council and the Council Plan is the tool through which the council's objectives will be achieved. The Council Plan is organised under the following Cabinet priorities:

- Young people
- Regeneration, skills and employment
- Tackling crime, fear of crime and anti social behaviour
- Caring for the elderly and vulnerable
- Health and well being
- Cleaner, greener and environmentally friendly
- People being served better

- 2.2 This plan also reflects objectives in other key corporate plans and strategies, including the Revenue Budget Strategy, the Medium Term Financial Strategy, the Human Resources Strategy, the Information and Communications Technology (ICT) Strategy and the Procurement Strategy.

3.0 Vision and Values

- 3.1 In 2009 the council agreed a ten year vision for equality, which will contribute to the achievement of the Community Strategy. In 2019 the council will be one:

- which will be recognised nationally as a leading council on equality
- which had improved its response to the needs of the borough's communities
- whose services receive high satisfaction ratings from across the borough's communities
- whose workforce reflects the local community at all levels of the organisation and for which people from all backgrounds want to work
- which has improved its equality training and the skills of its employees in dealing with all customers.

- 3.2 The overall objective of the council's equality policy is to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity, and
- foster good relations between people from different backgrounds.

This objective covers the council's employment policies and practices, and its services and public functions. The council will lead by example and will work with its

partner organisations and the Borough's communities in order to achieve this objective. The objective applies to all groups protected under the Equality Act 2010. The council will also make sure that it does not treat less favourably on any grounds that cannot be shown to be justified people protected by other legislation, such as that covering trade union or political activities, social class, where a person lives or spent convictions.

3.3 The directorate supports the council's equality policy and is committed to implementing that policy, through building an organisation which values diversity in the workforce, by maintaining an environment which maximises the contribution each person can make to the directorate in serving the needs of a diverse society. The directorate's commitment to equality will be achieved through:

- reviewing services, policies and procedures
- consulting with customers and employees
- undertaking equality impact assessments of its services, where appropriate
- action planning and reporting procedures
- designating responsibility for actions to named officers
- providing learning and development opportunities to employees
- working effectively with partners in the voluntary, not for profit and commercial sector in delivering services.

Equality roles and responsibilities

3.4 Specific responsibility for promoting equality in employment and services within the directorate rests with the senior management team (Director, Treasurer and three Assistant Directors). Heads of service and other managers in the directorate are responsible for ensuring that the council's equality policy is implemented. A principal officer is responsible for the overall coordination of equality issues including policy development, communicating key issues to employees, advising on equality impact assessments, as well as preparing and reviewing the equality action plan and monitoring and reporting on performance.

3.5 All employees have a responsibility to comply with the requirements of the council's equality policy in all dealings with elected members, other employees, job applicants, residents, service users and other members of the public, and with other organisations. Employees have undergone an equality e-learning course to help them fulfil this responsibility. Training and development needs of employees in the directorate are identified in annual performance, review and development (PRD) discussions with their line managers.

Directorate Services and Structure

3.6 In delivering services, the directorate aims to provide value for money and a high level of customer satisfaction. It actively seeks and participates in external evaluation of its services and in the last year maintained standards such as Customer Service Excellence and LEXCEL over a significant area of its operation.

3.7 The directorate is organised over four separate divisions, as follows:

Customer Services Division -

Provides the council with a front line customer contact centre for a wide range of services through Dudley Council Plus. The division also delivers the following public facing services - housing benefit; council tax reduction scheme; council tax and

business rates and sundry debts; registration, citizenship, coroner and celebratory services; curatorial services; Dudley Market and CCTV.

Human Resources (HR) and Organisational Development Division -

Provides a full range of HR, organisational development and payroll services to council directorates and schools that purchase the service, aimed at enabling and supporting a high performing and continually improving workforce and organisation culture, within the framework and challenges of council priorities and plans. The division also supports the development of HR management through the design and implementation of HR standards, strategies and policy across the council. The function includes services such as payroll and pensions, learning and development and occupational health.

Law and Governance Division -

Provides advice and support for the council's legal, democratic, health and safety and property / asset requirements, as well as the licensing function. It also supports the rest of the directorate in planning and managing performance.

Treasurer Services Division -

Provides advice and support for the council's financial requirements through accountancy, audit and procurement services, ensuring resources are properly managed. It is also responsible for providing the council with ICT services, including systems and networks, as well as advice, support and training in their use.

Publication of equality information

- 3.8 Equality information relating to the directorate (and the council overall) can be found in the council's equality pages <http://www.dudley.gov.uk/community/equality-and-diversity/>. This includes action plans, annual reports, equality impact assessments, service and employment information.

Workforce information and employee development

- 3.9 As at 31st December 2012 the directorate employed 937 staff, with a gender composition of 34.6% male and 65.4% female. 3.4% of employees stated that they had a disability, compared with 3.2% across the council, excluding schools. 9% of employees were from a black and minority ethnic (BME) background, compared with 8.2% across the council excluding schools. In the 2011 Census, 10% of the whole borough population (not just working population) was from a BME background.

- 3.10 Directorate action in relation to managing employees follows the council's HR Strategy and action plan 2009-14, which focuses on the following priorities:

- People and performance management
- Leadership
- Skills development, flexibility and organisational change
- Pay and reward
- Recruitment, retention and diversity.

4.0 Key Issues and Targets for 2013/14

4.1 The Equality Act 2010 (Specific Duties) Regulations 2011 require public bodies to publish equality objectives at least every four years. The council identified in its Equality Scheme the following issues and challenges, to be addressed over the period 2012 – 2015 and beyond:

- the needs of an ageing population
- high and rising unemployment levels amongst young people
- child poverty and troubled families
- impact of welfare reforms
- health inequalities
- the impact of the Localism Act and the development of ‘Our society in Dudley’
- respect and dignity – hate crime, harassment and domestic abuse
- council employment issues – development of leadership and management skills, equality training, implementing the pay and grading structure, tackling under representation in the workforce.

4.2 Arising from the key issues and challenges, a number of equality objectives were set out in the revised Equality Scheme. The ones which are particularly relevant for the directorate to contribute towards and against which actions are identified in this plan are as follows (numbered according to the [Equality Scheme](#) – see page 25 of the scheme):

- 8. Improve the levels of recruitment and retention of disabled employees and other under represented groups in the council’s workforce
- 9. Implement the new pay and grading structure within the council from 1 April 2012, addressing equal pay and other issues (joint with Director of Urban Environment as pay and grading project sponsor)
- 10. Improve the equality related knowledge and skills of employees
- 11. Develop and implement a clear and transparent framework for employees that identifies the development needed for current and future leaders and managers working at all levels (joint with Director of Adult, Community and Housing Services as project sponsor)

The directorate will also provide support in respect of the following:

- 4. Develop a financial inclusion strategy by March 2013 which identifies initiatives and actions to support protected groups (Corporate lead to be confirmed)
- 5. Ensure that the actions of the council and its partners in response to the community rights in the Localism Act and in developing Our Society in Dudley advance equality of opportunity and foster good relations (Chief Executive lead)

Actions relating to the above are included in the equality action plan and reflected in the directorate strategic plan.

4.3 The priorities below have been identified by the Directorate of Corporate Resources as key to promoting equality. They have been influenced through a variety of drivers

and sources including government policy; corporate equality objectives (see 4.2 above); other council led initiatives such as the draft Customer Access Strategy; local 2011 Census data, customer engagement and issues from equality impact assessments of services and policies. They reflect the directorate's responsibility for providing support services to the council, delivering services direct to the public and managing its own employees.

Priority 1 – Improve customer access to services

The directorate aims to maintain a high standard of customer access to services and measures this through customer satisfaction with its services. It will therefore continue with annual reviews of key parts of its service against the government's Customer Service Excellence standard. With reducing resources, service delivery will become more challenging, and the council is looking at ways of making more effective use of resources, e.g. transforming the way it uses office accommodation and customer access points such as Dudley Council Plus, whilst providing the right services that meet customer needs.

Priority 2 – Tackle poverty and promote financial inclusion

The council currently administers £123m in housing and council tax benefit to over 35,000 households in the borough. In April 2013 council tax benefit will be replaced by Dudley Council's council tax reduction scheme.

Key economic challenges for the borough include an ageing population, high levels of long term unemployment, low skill levels, high youth unemployment and high levels of child poverty.

The government's welfare reform proposals and the introduction of Universal Credit is, and will continue to have an impact on our most vulnerable residents. Whilst the Directorate of Adult, Community and Housing Services will be taking the lead role in signposting residents to advice and support with regard to Universal Credit, the Directorate of Corporate Resources is, and will be involved as follows:

- changes to housing benefit affecting some residents - advice on how to address these is being provided
- replacement of council tax benefit with a localised support system from 1st April 2013 - the council has agreed to maintain the 2012/13 level of support for the next 12 months
- responsibility for administering Local Welfare Assistance (previously the Social Fund) will be transferring to the council on 1st April 2013 – a scheme is being drawn up

In the meantime, we will continue to remind the public of the range of benefits and other support they can claim. We will also support work to develop a financial inclusion strategy for the council.

Priority 3 - Promote employee equality

Whilst budget reductions have resulted in a reduced workforce, it is important to plan for a workforce that reflects the community. Employee policies promote a fair and consistent approach and HR colleagues provide advice and training to support

managers across the council with the challenges they face. In particular, we will look at ways of improving the levels of recruitment and retention of disabled employees and other under represented groups in the council's workforce. We will also promote health and wellbeing, supporting employees in improving attendance. Furthermore, we take account of employee needs when implementing the council's office accommodation strategy and agile working.

Priority 4 – Improve employee knowledge and skills

Integral to making the most of our employee resource and talent is the need to equip individuals with the skills and knowledge they will need to do their jobs in the foreseeable future. The way councils do business is changing and new opportunities and competencies are emerging. In response to this we are implementing a corporate leadership programme. We have already reviewed the employee performance review and development (PRD) process and are monitoring its use. Online equality training is now a well established resource which is available to all employees.

Priority 5 – Promote equality through the ICT Strategy

The recent upgrade of the council's website will be exploited to provide improved customer access to services including more accessible web pages and e-forms, more open data, facilities such as video conferencing and extended wireless access in public places. Working with private sector partners to improve broadband accessibility will help to improve digital inclusion for the community, a key government accessibility aim. ICT is a key resource in supporting the council's aim towards agile working where staff can work from a variety of locations, and within a much more flexible window of time to help improve work/life balance.

Priority 6 – Promote equality through the Procurement Strategy

The council's Procurement Strategy and Toolkit are regularly updated and provide guidelines on good practice regarding equality in procurement.

Priority 7 – Respond to the requirements of the Equality Act 2010 and council equality policy

The directorate supports the council's equality objectives through publication of equality data; undertaking and updating equality impact assessments, particularly in relation to major service reviews that have budgetary implications; reviewing the budget process and responding to Localism Act requirements (including community rights and Our Society initiatives).

5.0 The Action Plan

- 5.1 The detailed Directorate of Corporate Resources Equality Action Plan 2013/14 is set out in the Appendix, showing priorities, objectives, lead officers, target dates and planned outcomes / performance indicators.
- 5.2 Progress in achieving the targets will be reported quarterly to the directorate management team. Any issues regarding performance will be addressed and followed up as part of the directorate's usual performance management process.

Directorate of Corporate Resources
February 2013

Appendix

Directorate of Corporate Resources – Equality Action Plan 2013/14

Note – for explanation of abbreviations see end of Action Plan

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|---|---|-----------------------------|---|
| Priority 1 – Improve customer access to services, ensuring high levels of customer satisfaction | | | |
| 1.1 A126 & A127 Achieve Customer Service Excellence Standard (CSE) in relevant services. | Undergo CSE health check reviews of Licensing, Customer Services and Treasurer Services. <i>Mike Williams (AD – Customer Services) / Mohammed Farooq (AD – Law and Governance) / Menna Flavell</i> | September to November 2013 | CSE standard achieved. Service standards maintained and improved in line with CSE assessor recommendations. |
| 1.2 / A116 Review the options for delivering customer services and extend the use of Dudley Council Plus (Transforming our Workplace and draft Customer Access Strategy) | 1) Identify and implement further services to be delivered from Dudley Council Plus, focusing on customer needs. <i>Sean Beckett, (Customer Services)</i> | March 2014 | Improved customer access to an increased range of services. |
| | 2) Identify further ways to improve the efficiency of the Benefit services provided at Dudley Council Plus (e.g. face to face Changes in Circumstance processing and subject to DWP policy start looking at LA role in Universal Credit <i>Liz Ralph and Jackie Davies (Customer Services)</i> | March 2014 | As above. |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|--|--|---|--|
| Priority 2 – Tackle poverty and promote financial inclusion | | | |
| 2.1 Ensure borough residents, particularly those in the protected characteristics groups, are receiving the local authority benefits and support to which they are entitled. | 1) Undertake modelling, consultation and equality impact assessments of any proposed changes to the annual Council Tax Reduction scheme. | 2013/14 and beyond | Help to minimise the impact on areas of the community that will be affected by any changes in a revised Council Tax Reduction Scheme. |
| | 2) Implement the transitional Local Welfare Assistance scheme (formerly the Social Fund) and monitor its working during the first year. | Implement by April 2013. Monitor throughout 2013/14 | Help people in difficult circumstances to obtain short term access to essential items e.g. food, heating, white goods; help people to remain in or move back into the community through providing standard items e.g. furniture and white goods. |
| | 3) Continue to remind borough residents of the housing benefit and council tax reduction to which they may be entitled. | Throughout 2013/14 | Increased income for the poorest residents will contribute to improved outcomes in a range of areas including health, mobility, housing, learning, jobs. |
| | 4) Continue to remind council tax and business rate payers of the discounts and other reductions to which they may be entitled. | Throughout 2013/14 | Take-up of council tax / business rate reductions during the year will be maximised. |
| | 5) Offer council tax and business rate payers the option to pay their bills in 12 instalments rather than 10. | April 2013 | Improved budgeting opportunity for residents. |
| <i>Actions 1-5 Customer Services Division Heads of Services – Liz Ralph / Jackie Davies (Benefits); Sean Beckett (Dudley Council Plus); Ian Wollaston (Revenues)</i> | | | |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|---|---|-----------------------------|--|
| 2.2 Promote financial inclusion. <i>(Corporate Equality Objective 4)</i> <i>Corporate lead to be confirmed</i> | Work with other council services / agencies to develop a financial inclusion strategy for council stakeholders. | Throughout 2013/14 | Improve the financial resilience of borough residents. Local jobseekers provided with improved access to support e.g. Centro Workwise through DC Plus |
| Priority 3 – Promote employee equality | | | |
| 3.1 Achieve a diverse workforce that reflects and represents the community it serves. <i>(Corporate Equality Objective 8)</i> | 1) Continue to offer facilitated workforce planning sessions to management teams when they are considering their service plans. | March – May 2013 | Managers will know the key issues impacting on their workforce and future services and will therefore be in a better position to take early action. |
| | 2) Complete the staffing equality impact assessment of the third round (2013/14) of budget reductions and use the outcomes to inform the workforce planning process. | June 2013 | As above. |
| | 3) Address the major issues emerging from workforce planning, i.e. skills shortages, ageing workforce, general under representation of disabled people and other groups across the council. <i>Actions 1-3 Margot Worton, HR and Organisational Development Division</i> | March 2014 | As above. |
| 3.2 Implement agile working in the | Respond to employees' diverse needs in moving to agile working and new | Throughout 2013/14 | Reduction in short term sickness. Increase in managed home working. |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|--|--|--|---|
| <p>directorate as part of Transforming our Workplace.</p> | <p>workplaces.</p> <p><i>ADs and Heads of Services</i></p> | | |
| <p>3.3 Report to Corporate Board on HR Equalities issues and options for achieving the council's ten year equality ambition.</p> | <p>(1) Report to Corporate Board.</p> <p>(2) Develop action plan to implement agreed actions.</p> <p><i>Actions 1-2 Margot Worton (as above)</i></p> | <p>September 2013</p> | <p>Agree and implement actions approved by Corporate Board and work towards stated council ambition.</p> |
| <p>3.4 Improve the accuracy, reliability and availability of employee equality data.</p> | <p>1) Improve the employee information held in PSE through reminding employees to review their personal data in YourSelf.</p> | <p>March 2014</p> | <p>Improved accuracy of employee data.</p> |
| | <p>2) Continue working with Chief Executive's directorate on closing some of the gaps in employee equality information and on improving data quality.</p> <p><i>Actions 1-2 PSE Team</i></p> | <p>March 2014</p> | <p>Improved accuracy of employee data.</p> |
| | <p>3) Update the equality monitoring categories used by the council's HR system (PSE) to reflect 2011 Census and Equality Act requirements.</p> <p><i>PSE Team and ICT Services</i></p> | <p>March 2014 (subject to software supplier)</p> | <p>Improved equality monitoring of workforce.</p> |
| <p>3.5 Ensure employees are supported through effective HR policies in contributing to excellent service</p> | <p>Support employee well being through the Health and Wellbeing Strategies and the Attendance Management Policy.</p> | <p>Ongoing to March 2014 and beyond</p> | <p>Improved employee health and well being resulting higher motivation, leading to improved customer service and satisfaction levels.</p> |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|---|--|-----------------------------|---|
| delivery | <i>Margot Worton (as above)</i> | | |
| 3.6 / A110 Complete the grading and pay and equal pay review (Project Sponsor John Millar (DUE) / Project Manager Pete Sanford (Chief Exec's). <i>(Corporate Equality Objective 9)</i> | Deal with appeals arising from the grading and pay review. <i>Lead – see left</i> | September 2013 | Equal pay achieved regarding gender and for job roles. |
| Priority 4 – Improve employee knowledge and skills | | | |
| 4.1 Build on the Equality and Diversity training strategy that encompasses a range of learning options to meet the competency levels required for different levels of employees. <i>(Corporate Equality Objective 10)</i> | 1) Develop a robust learning plan for equality. | March 2014 | Improved employee awareness and understanding of equality in their work. |
| | 2) Develop approach to delivering equality training to those without direct access to a PC, and implement. | March 2014 | |
| | 3) With Chief Executive's directorate, provide briefing / training sessions on public sector equality duties / EIAs as requested. <i>Actions 1-3 Sarah Treneer (HR and Organisational Development Division)</i> | Throughout 2013/14 | |
| 4.2 / A109 Ensure employees receive appropriate training and development to enable them to fulfil their roles. | 1) Promote, implement and monitor the new ways of working that will be required of local authorities in the future. | June 2014 | The organisation and its employees will be better prepared to meet challenges as resources reduce, minimising customer dissatisfaction. Employees will be provided with fair access to learning and |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|--|---|-----------------------------|---|
| <i>(Corporate Equality Objective 11)</i> | | | development opportunities. |
| | 2) Continue to provide training for managers and employees in dealing with organisational change e.g. Facing the Future sessions. <i>Actions 1-2 Sarah Treneer (as above)</i> | March 2014 | Managers and employees will be better equipped to deal with the impact of change. |
| | 3) Ensure that all directorate employees undergo an annual PRD meeting. <i>ADs and Heads of Services</i> | Throughout 2013/14 | Use of the PRD process will be monitored. Note - Managers are required to enter PRD data in PSE. |
| 4.3 Provide access to up to date equality information | With Chief Executive's directorate, update the corporate equality matters intranet site providing information and support for employees and members. <i>Menna Flavell (Law and Governance)</i> | Throughout 2013/14 | Improved employee and elected member awareness and understanding of equality in their work. |
| Priority 5 – Promote equality through the ICT strategy | | | |
| 5.1 Develop Webex (video conferencing facility) further to offer flexibility and reduce travel. | Complete the work on unified communications incorporating wider availability of Webex communications. <i>Lance Cartwright (ICT Services)</i> | April 2013 | Provision of more flexible options for managing meetings, working from home etc. Deliver digital inclusion through the provision of wider facilities. |
| 5.2 Continue to extend the availability of e-service options. | The updating of e-forms is an ongoing process as required by the business. Examples include forms requesting services such as Telecare and the | March 2014 | Improved usability and accessibility thus improving access to information and communication between government, council and public. |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|--|---|--|--|
| | Assisted Collection facility. <i>Pete Hipkiss (ICT Services)</i> | | |
| 5.3 Open data and transparency. | Respond to the government's approach for Transparency and Open Data Strategy which is aimed at establishing a culture of openness and transparency in public services, e.g. publication of financial transactions, purchase orders, contracts, salaries of senior staff, other equality information. <i>Lewis Bourne (ICT Services)</i> | March 2014 and ongoing | Improved levels of open government and information transparency. |
| 5.4 Digital inclusion and Web Accessibility. | 1) Respond to the government's Digital Britain through working in partnership with telecoms service providers and the government through <u>Broadband Delivery UK</u> . 2) Continue to provide wireless access in public places in response to service demand. <i>Actions 1-2 Pete Hipkiss (as above)</i> 3) Consider engaging the Shaw Trust to assess our new website for disabled user accessibility. | March 2014 March 2014 September 2013 | Improved access to Broadband and reduced digital exclusion. Council services more accessible to a wider group of people. As above. If feasible, a review will be commissioned, from which actions may need to be agreed. |
| 5.5 Make best use of both existing and latest developments in ICT | 1) Provide a pool of re-usable devices and adaptations – setting up as a category on the system device | Throughout 2013/14 | Enable recycling of equipment as it becomes corporately available. Provision of adaptive aids helps employees |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|--|---|---|---|
| equipment. | recording. | | with disabilities fulfil their roles. |
| | 2) Make available roller ball mouse as an alternative to the standard device and also provide option for a split keyboard. | | |
| | 3) Provide latest software to assist staff with visual impairment. <i>Actions 1-3 Pete Hipkiss (as above)</i> | | |
| Priority 6 – Promote equality through the Procurement strategy | | | |
| 6.1 Comply with Equality Act 2010 requirements. | 1) Work with Chief Executive's directorate to update guidance on equality in procurement following the issuing of guidance and a training resource by the EHRC. | Date for publishing of guidance awaited | Council has appropriate guidance to meet, as a minimum, legal requirements. |
| | 2) Continue to develop the use of equality related award criteria and contract conditions, where they relate to the subject matter of the contract and are proportionate. <i>Actions 1-2 Ian Clarke, Head of Procurement</i> | March 2014 | As above |
| 6.2 Improve and promote the information available for staff, suppliers, service providers and | Continue to raise awareness of Procurement equality issues within directorates through the Procurement Champions and Procurement Support | March 2014 | Improved employee knowledge of procurement equality issues. Increased awareness by suppliers, service providers and contractors regarding the council's |

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| contractors with regard to the Procurement requirements of the Equality Act 2010. | Group. <i>Ian Clarke (as above)</i> | | expectations re. equality and the award of contracts; Equality Act principles embraced in working practices. |
| Priority 7 – Respond to the requirements of the Equality Act 2010 and council equality policy | | | |
| 7.1 Ensure continued compliance with the Equality Act 2010 | 1) Review and update directorate equality information published in the internet to meet the requirements of the specific duties. <i>Menna Flavell / CEDLG</i> | Throughout 2013/14 | Information reviewed and updated. |
| 7.2 Continue to embed Equality Impact Assessments (EIAs). | 2) Contribute to the review of the budget process to ensure that there continues to be an effective process for assessing and taking into account equality impact of relevant budget proposals. <i>Philip Tart (Director) and Iain Newman (Treasurer) in conjunction with Chief Executive's directorate</i> | July 2013 to March 2014 | Public sector equality duty addressed in budget decisions. |
| | (1) EIAs to be undertaken of all new or revised policies and new or changed service areas and published on the internet unless there was a proper justification for not doing so (e.g. confidentiality). | Throughout 2013/14 | The impact of new or changed policies on the public and workforce is identified, enabling the council to consider action. |

| Objective / SPECTRUM | Detailed action / target <i>Lead officer(s)</i> | Target Date / Milestones | Planned outcome / performance indicators |
|---|--|-----------------------------|--|
| | <p>(2) Existing EIAs to be reviewed and published as above; actions relating to previous EIAs to be addressed.</p> <p><i>Actions 1-2 ADs and Heads of Services</i></p> | | |
| <p>7.3 / A96 Ensure that the actions of the council and its partners in response to the community rights in the Localism Act and in developing our society in Dudley advance equality of opportunity and foster good relations.</p> | <p>1) Work with other directorates to ensure compliance with legislation on community rights in a fair way by providing appropriate information to communities and managing the assets of community value process</p> <p><i>Corporate action</i></p> | <p>March 2014</p> | <p>List of nominated assets; list of rejected assets.</p> |
| <p>Lead is through the Localism Steering Group chaired by Philip Tart, Director of Corporate Resources <i>(Corporate Equality Objective 5)</i></p> | <p>2) Support the review work to measure the success of the new Community Forums that will replace Area Committees in 2013.</p> <p><i>Steve Griffiths, Democratic Services</i></p> | <p>March 2014</p> | <p>More power developed to local people through real partnership working. Improved collaboration and consultation with the community</p> |

Abbreviations and glossary

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|----------|---|
| AD | Assistant Director |
| CEDLG | Corporate Equality and Diversity Leadership Group. Consists of nominated equality directorate lead officers, representatives of employee groups and council partners who ensure that equality principles remain integral to the council's work and that procedures comply with equality legislation and best practice. The group meets monthly. |
| CSE | Customer Service Excellence |
| DCR | Directorate of Corporate Resources. |
| DUE | Directorate of the Urban Environment. |
| EHRC | Equality and Human Rights Commission |
| EIA | Equality Impact Assessment – a process which assesses the impact that a policy, procedure, service or function is likely to have on protected groups (people who share one or more of the following protected characteristics – age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation). |
| PRD | Performance Review and Development - the council's employee appraisal process, which provides a structured annual opportunity for managers and employees to discuss individual performance and learning and development requirements. |
| PSE | PS Enterprise, the council's HR and Payroll system. |
| SPECTRUM | The Council's performance management system |